



CODE OF SAFE PRACTICES

These instructions will be mandatory for all employees in all positions of the company. Office personnel to field laborer these are safety guidelines for your protection please follow them at all times.

Housekeeping

1. Use caution signs or cones to barricade slippery areas.
2. Do not store or leave items on Stairways.
3. Do not block or obstruct stairwells, exits, or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.

General

1. Do not place material such as boxes or trash in walkways and passageways.
2. Do not throw matches, cigarettes or other smoking materials into trash baskets.
3. Do not kick objects out of your pathway; pick them up or push them out of the way.
4. Keep floors clear of items such as paper clips, pencils, tacks, or staples.
5. Straighten or remove rugs and mats that do not lie flat on the floor.
6. Mop up water around drinking fountains and drink dispensing machines.
7. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
8. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
9. Carry pencils, scissors, and other sharp objects with the points down.
10. Use a ladder or step stool to retrieve or store items that are located above your head.
11. Do not run on stairs or take more than one—step at a time.
12. Keep doors in hallways fully open or fully closed.
13. Use handrails when ascending or descending stairs or ramps.
14. Obey all posted safety and danger signs.

Furniture Use

1. Open one file cabinet drawer at a time.
2. Close drawers and doors immediately after use.
3. Use the handle when closing doors, drawers, and files.
4. Put heavy files in the bottom drawers of file cabinets.



5. Do not tilt the chair you are sitting in on its back two legs.
6. Do not stand on furniture to reach high places.

Office Equipment

1. Do not use fans that have excessive vibration, frayed cords, or missing guards.
2. Do not place floor type fans in walkways, aisles, or doorways.
3. Do not connect multiple electrical devices into a single outlet.
4. Do not use damaged, frayed, cut, missing prongs or cracked electrical cords
5. Use a cord cover when running electrical or other cords across aisles, between desks or across entrances or exits.
6. Turn the power switch of the local exhaust fans to "On" when operating the blueprint machine.

Lifting Procedures

1. Test the weight of the load before lifting by pushing the load along its resting surface.
2. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co—worker.
3. Never lift anything if your hands are greasy or wet.
4. Wear protective gloves when lifting objects with sharp corners or jagged edges.

When lifting

1. Face the load.
2. Position your feet 6"~12" apart with one foot slightly in front of the other.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Get a firm grip on the object with your hands and fingers. Use handles when present.
6. Hold objects as close to your body as possible.
7. Perform lifting movements smoothly and gradually; do not jerk the load.
8. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
9. Set down objects in the same manner as you picked them up, except in reverse.
10. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.



Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked, or split side rails, missing rubber footpads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
5. Allow only one person on the ladder at a time.
6. Do not stand on the top rung of any ladder.
7. Do not stand on a ladder that wobbles, or that leans to the left or right.
8. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

Climbing a Ladder

1. Face the ladder when climbing up or down.
2. Do not carry items in your hands while climbing up or down a ladder.
3. Always maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down.

Driving/Vehicle Safety

Fueling Vehicles

1. Turn the vehicle off before fueling.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on your hands if available use grease sweep when diesel fuel is spilled and notify attendant.

Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Always obey all traffic signals, laws, and signs.
3. Maintain a three-point contact using both hands and one foot or both feet and one hand



when climbing into and out of vehicles.

4. Do not leave keys in an unattended vehicle.

Vehicle/Trailer Safety

1. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before removing any equipment from the trailer.
2. Secure equipment to the vehicle with chains or straps to eliminate or minimize shifting of the load.
3. No one is permitted to ride on the trailer.
4. Take slow, wide turns when towing trailers containing equipment or materials.
5. Do not exceed the load capacity as posted on the trailer door of the trailer.
6. Do not place all the heavy equipment on one side of the trailer.

Site Safety

1. Do not start work until barricades, barrier logs, fill or other protection have been installed to isolate the work area from local traffic.
2. Reflective warning vests must be worn by flagmen who are assigned to controlling traffic.
3. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
4. Walk around or step over holes, rocks, roots, materials or equipment in your pathway.
5. use plywood barricades, delineators and caution tape to cover holes that create a hazard.
6. Always obey all safety rules posted and wear all PPE while on job site.
7. Take breaks in shaded areas.

Heavy Equipment Safety

1. No passengers are permitted on heavy equipment.
2. Keep windows and windshield clean.
3. Turn off the engine before leaving heavy equipment unattended.
4. Do not jump off or onto any heavy equipment.
5. Keep heavy equipment in gear when going down grade. Do not use neutral.
6. Do not operate backhoes, power shovels and other heavy equipment within two (2)



feet from the edge of an excavation or trench.

7. Water will be used to prevent dust from spoils being staged, or transported into slab area, also the paths of equipment operation on the jobsite.

Backhoe

1. Do not use a bucket or other attachments for a staging or temporary platform for workers.
2. Do not operate backhoe over or across underground utilities that are marked by paint, flagged, or staked.
3. Set swing brake of the bucket arm when moving the vehicle to and from the digging site.
4. Stay in the compartment during operation of the backhoe or power shovel. Do not reach in or attempt to operate controls from outside the backhoe or power shovel.
5. Do not use Backhoe outside the scope of its operation.

Power Trowels

1. Visually check to be sure that the blades are free of obstructions and the area is clear for operation.
2. Never leave trowel unattended while it is running.
3. Always stand clear and keep hands and loose clothing away of rotating or moving parts.
4. Ensure that the emergency stop switch is in the ON position.
5. Read and understand the operators' manual completely before using a power trowel
6. Manager/Foreman must ensure that employees who use the machines are properly trained and competent to operate the machine without supervision.
7. Suitable clothing must be worn when operating power trowels. This includes heavy work boots, long sturdy pants, gloves and eye protection. Avoid loose clothing, such as loose boot laces which may be caught in rotating blades.
8. Do not allow untrained bystanders or personnel in the vicinity of power trowels during operation.
9. Walk-behind power trowels must be equipped with a control switch that will automatically shut-off the power whenever the hands of the operator are removed from equipment handles.
10. Do not tie down or otherwise override the safety shut-off switch.



11. Machine guards must be in place and secure. Check guards before each use.
12. Riding power trowels must be started with the clutch disengaged and pressure relieved from blades to avoid sudden movement of the machine which could injure the operator.
13. If riding power trowels are equipped with lights, they must be in proper operating condition and used in low light conditions.
14. Adjust seat to fit the operator comfortably on riding-trowels to avoid unnecessary operator fatigue.
15. Employees are not permitted to do repairs, maintenance or adjustments on running machines. Engines must be shut off prior to work, unless they can show by the manufacturer recommendation that it is necessary to have the machine running.
16. Stop engine and let it cool before fueling power trowels.
17. Power trowels should be operated in well ventilated spaces; exhaust fumes can be deadly. If they are used in enclosed spaces, personal equipment is required.
18. When transporting riding trowels, lift only by the provided lifting brackets or shackles.
19. When transporting or moving walk-behind power trowels from place to place, use two people to lift and carry the machine; the awkward size makes lifting and carrying with one person difficult and possibly hazardous.

Portable Generator Safety

1. Inspect portable generators for damage or loose fuel lines that may have occurred during transportation and or handling.
2. Keep the generator dry.
3. Maintain and operate portable generators in accordance with manufacture's use and safety instructions.
4. Never attach a generator directly to the electrical system of a structure (home, office or trailer) unless the generator has a properly installed transfer switch.
5. Always plug electrical appliances directly into the generator using the manufactures supplied cords. Use undamaged heavy-duty extension cords that are grounded (3-pronged).
6. Use ground—fault circuit interrupted (GFCI's) as per instruction.
7. Before refueling, shut down the generator. Never store fuel indoors.
8. Carbon monoxide poisoning is a colorless, odorless, toxic gas. Many people have died from C.O. poisoning because their generator was not adequately ventilated. To prevent



this never use a generator indoors and never place near doors, windows or vents.

9. If you or others show symptoms of C.O. poisoning (dizziness, headaches, nausea, tiredness) get to fresh air immediately and seek medical attention.

Personal Protective Equipment

1. Wear hard hats, hearing protection and safety glasses while operating heavy equipment.
2. Do not wear hard hats that are dented or cracked.
3. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
4. Wear hard hats, safety glasses, and vests or highly visible clothing always while working on a job site.

General Hand Tool Safety

1. Keep the blade of all cutting tools sharp.
2. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
3. Tag worn, damaged, or defective tools "Out of Service" and do not use them.
4. Do not use impact tools such as hammers or Chisels that have mushroomed heads.
5. When handing a tool to another person, direct sharp points, and cutting edges away from you and the other person.
6. When using knives, shears or other cutting tools, cut in a direction away from your body.
7. Carry all sharp tools in a sheath or holster.
8. Do not perform "make-shift" repairs to tools.
9. Do not use "cheaters" on load binders or "boomers."
10. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.
11. Do not throw tools from one location to another or from one employee to another.

Pneumatic Tools



1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Lock and /or tag tools "Out of Service" to prevent usage of the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace belt guards before using the compressor.
5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the airline before making any adjustments or repairs to the tool.

Electrical power cords

Electricity is important on jobsites where power tools are required. Many workers are electrocuted each year because they did not follow safe work practices for electricity or were unfamiliar with the equipment that was used. The most common electrical hazard on today's construction sites is from the ground fault electrical shock, which can easily be avoided if proper precautions are taken.

1. Electrical shock is often only the beginning in a chain of accidents. The final injury may be a fall, cut, burn or broken bone.
2. Extension cords are used on the job for many purposes and if not carefully chosen for the job and properly cared for, can be hazardous. The main concern is the connectors, insulation and the appropriate wire size needed to carry the current.
3. In order to reduce electrical shock-related injuries, the OSHA electrical standard requires the use of ground fault circuit interrupters (GFCIs) for receptacle outlets.
4. Plugs and receptacles must match the job at hand. Each type of receptacle is designed to handle a specific amount of voltage and current. Always be aware of your circuit requirements.
5. Electrical tools - to maximize his or her own safety, an employee should always use tools that work properly. Tools must be inspected before use and if found defective, properly tagged and removed from service.



Specific OSHA regulations that cover flexible extension cords and grounding requirements are:

1. Extension cord sets used with portable electric tools and equipment shall be of three-wire type and shall be designed for hard or extra-hard usage.
2. Inspect all cords and power tools to ensure that the plug is a 3—prong plug with proper grounding. Never remove or cut-off the ground plug and use cord.
3. Receptacles, cord connectors, and attachment plugs shall be constructed so that no receptacle or cord connector will accept an attachment plug with a different voltage or current rating than that for which the device is intended.
4. Receptacles connected to circuits having different voltages, frequencies, or types of current (AC or DC) on the same premises shall be of such design that the attachment plugs used on those circuits are not interchangeable.
5. A conductor used as a grounded or as equipment ground shall be identifiable and distinguishable from all other conductors.
6. A grounding terminal or grounding-type on a receptacle, cord connector, or attachment plug shall not be used for any other purpose.
7. No grounded conductor shall be attached to any terminal or lead so as to reverse designated polarity.
8. Flexible cords and cables shall be protected from damage. It is important that any damaged cords be removed from service and “tagged out” for safety and to prevent code violations.
9. Extension cords must not be arranged in a tangled, cluttered manner that creates a trip and fall hazard.
10. Splices-Flexible cords shall be used only in continuous lengths without splice or tap.
11. Hard service flexible cords No. 12 or larger may be repaired if spliced so that the splice retains the insulation.

It is essential to have electricity available on the jobsite. it is the employee's responsibility to use SAFE WORK PRACTICES, good sense, and caution when electrical equipment is in use.



Lifting Equipment

1. Do not use chain slings if links are cracked, twisted, stretched, or bent.
2. Do not shorten slings by using makeshift devices such as knots or bolts.
3. Do not use a kinked chain.
4. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
5. Wear work gloves when handling rough, sharp—edged, or abrasive chains, cables, ropes, or slings.
6. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch, or if the safety latch is bent.

When Lifting

1. Do not place your hands between the sling and its load when the sling is being tightened around the load.
2. Lift the load from the center of hooks, not from the point.

Knives/Sharp Instruments

1. Use knives for the operation for which they are made.
2. Do not use knives that have broken or loose handles.
3. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
4. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
5. Cut in the direction away from your body when using knives.

Hammers

1. Do not use a hammer if your hands are oily, greasy, or wet.
2. Do not strike objects with the cheek of the hammer.
3. Do not strike one hammer against another hammer.

Pliers

1. Do not attempt to force pliers by using a hammer on them.
2. Do not use pliers that are cracked, broken, or sprung.



Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use a saw that has dull saw blades.
3. Keep hands and fingers away from the saw blade while you are using the saw.
4. Do not carry a saw by the blade.
5. When using a handsaw, hold the work piece firmly against the worktable.

Electrical Power Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from path of power saws.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Turn the tool off before plugging or unplugging it.
7. Do not leave tools that are "On" unattended.
8. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors or wet ground.
9. Do not use extension cords or other grounded three-pronged power cords that have the ground prong removed or broken off.
10. Do not use an adapter that eliminates the ground such as a cheater plug.
11. Do not drive over, drag, step on or place objects on a cord.

General Power Saw Safety

1. Wear the prescribed personal protective equipment such as goggles, gloves, dust masks, and hearing protection when operating the power saw.
2. Do not use a power saw that has cracked, broken, or loose guards or other visible damage.
3. Turn off the saw before making measurements, adjustments, or repairs.
4. Keep your hands away from the exposed blade.
5. Operate the saw at full cutting speed with a sharp blade to prevent kickbacks.
6. If the saw becomes jammed, turn the power switch of the saw to "OFF" before pulling out the incomplete cut.
7. Do not alter the anti—kickback device or blade guard.



8. When using the power saw, do not reach across the cutting operation.
9. When using the power saw, do not hold the work piece against your body when making the cut.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you will be using in your workplace.
2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.
3. Each time you use your gloves, wash them, before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."
6. Do not store chemical containers labeled "Oxydizer" with containers labeled "Corrosive" or "Caustic."
7. Do not smoke while handling chemicals labeled "Flammable".