



HAZARD IDENTIFICATION AND ASSESSMENT

To assist in the identification and correction of hazards, the company has developed the following procedures these procedures have been implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified or improved work procedures developed, new procedures will be promptly incorporated into our Safety Manual. The following methods will be utilized to identify hazards in the workplace:

- Loss analysis of accident trends
- Accident Investigation – Hazard correction
- Employee observation and suggestions
- Outside agencies such as the fire department, insurance carriers, job superintendants
- Periodic safety inspections – JHA (job hazard assessments)

Employee Observation

Supervisors and foremen shall be continually observing employees for unsafe actions, or conditions and taking corrective action as necessary.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor. No employee is to be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who do NOT report potential hazards or unsafe conditions that they are made aware of will be subject to disciplinary action.



PERIODIC SAFETY INSPECTIONS

Job Site Inspections

Inspections can be done on a daily basis due to the changing environment on a construction site but will be required to do: before each task of the job is started such as, Layout, Form set, Hardware, etc. This is to ensure that each employee is aware of any physical, mechanical hazards that may be present are under control or can easily be identified if they become potentially hazardous. Inspections shall include a review of the work habits of the employees in all work areas. They shall be conducted by the Supervisor, Project Manager, Safety Manager, or designated individual. A site inspection will be mandatory if:

- When new substance, process, procedure or equipment are used.
- When new or previously unrecognized hazards are identified.

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

- The proper use condition, maintenance and grounding of all electrically operated equipment.
- The proper use: condition, and maintenance of safeguards for all power-driven equipment.
- Compliance with the Code of Safe Practices.
- Housekeeping and personal protective equipment.
- Hazardous materials.
- Proper material storage.
- Provision of first aid equipment and emergency medical services.

Any and all hazards identified will be corrected as soon as practical in accordance with the company hazard correction policy.

If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard, who will be provided necessary safeguards.



Documentation of Inspections

Safety inspections will be documented to include the following:

- Date on which the inspection was performed.
- Then name and title of person who performed inspection with Signature.
- Any hazardous conditions noted or discovered and the steps or procedures taken to correct them.

A copy will be with the job supervisor the original shall be given to the office to record. If needed a copy will be giving to project superintendant.