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General Safety and Health Provisions Program

Safety and Health Provisions Program
for
JBI Construction Inc.
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I. COMPANY POLICY

It is the policy of JBI Construction Inc. that every employee is entitled to a safe and healthful workplace in which to work. To this end, every reasonable effort will be made in the interest of Accident Prevention, Fire Protection and Health Preservation. There is no job so important nor any service so urgent that we cannot take the time to work safely. JBI considers the safety of our personnel to be of prime importance and expects employee's full cooperation in making our program effective.

II. CONTRACTOR REQUIREMENTS

No contractor or subcontractor for any part of the contract work shall require any laborer or mechanic employed in the performance of the contract work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety.

III. ACCIDENT PREVENTION RESPONSIBILITIES

- A. JBI Construction Inc.'s responsibility as the employer is to initiate and maintain programs to comply with this part.
- B. Frequent and regular inspections of the job sites, materials and equipment are to be made by competent persons designated by the employer. The Safety Manager and foremen will be conducting inspections and should be contacted with any issues. Safety Manager will review serious accidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition.
- C. All employees will familiarize themselves with and adhere to the company safety policies, programs and procedures.
- D. The use of any material or equipment which is not in compliance is prohibited and shall either be identified as unsafe by tagging or locking the controls to render them inoperable, or shall physically be removed from its place of operation.
- E. Only those employees qualified by training or experience shall be permitted to operate equipment and machinery.
- F. Equipment and tools are to be maintained in good condition, with all safety guards in place when in operation.

IV. SAFETY TRAINING AND EDUCATION

A. EMPLOYER RESPONSIBILITY

- 1. The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and regulation to control or eliminate any hazards or other exposure to illness or injury.
- 2. Employees required to handle harmful substances shall be instructed regarding the safe handling and use and be made aware of potential hazards, personal hygiene and personal protective measures required.

3. Employees required to handle or use flammable liquids, gases, or toxic materials shall be instructed by specific requirements in the safe handling and use of these materials.
4. All employees required to enter into confined spaces shall be instructed as to the nature of the hazards involved, precautions to take and the use of protective and emergency equipment required.
5. It is the policy of JBI Construction, Inc. to assure that employees are treated during employment, without regard to their race, religion, sex, sexual orientation, gender identity, color, national origin, age, disability, or veteran status. Such action shall include; employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the job training.

B. EMPLOYEE RESPONSIBILITY

1. Foremen are to consistently and fairly enforce all company safety rules.
2. Foremen are to see that all injuries, no matter how minor, are treated immediately and referred to the personnel office to ensure prompt reporting.
3. Foremen are to inspect area often to detect unsafe conditions and work practices.
4. Employees are to wear appropriate safety equipment (PPE's) as required.
5. Employees should report unsafe acts and conditions to the foremen.

V. HOUSEKEEPING

- A. During the course of construction, alteration or repairs, form and scrap lumber with protruding nails and other debris, shall be kept cleared from work areas.
- B. Combustible scrap and debris shall be removed at regular intervals during the course of construction.
- C. Containers shall be provided for the collection and separation of waste, trash, oily and used rags and other refuse to be disposed of at frequent and regular intervals. Containers used for garbage and other oily, flammable or hazardous wastes shall be equipped with covers.

VI. MEDICAL SERVICES AND FIRST AID

- A. Provisions shall be made prior to commencement of the project for prompt medical attention in case of serious injury.
- B. In the absence of an infirmary, clinic, hospital or physician that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first aid training from the American Red Cross or equivalent training can be verified by documentary evidence, shall be available at the worksite to render first aid.
- C. First aid kits shall consist of materials stored in a weather proof container with individual sealed packages for each type of item.
- D. The contents of the first aid kits shall be checked by the employer before being sent out on each job and at least monthly on each job to ensure that expended items are replaced. First Aid Kits are located in the job foreman's vehicle.
- E. Proper equipment for prompt transportation of the injured person to a physician or hospital or a communication system for contacting the necessary ambulance services shall be provided.

VII. SANITATION

A. POTABLE WATER

1. An adequate supply of potable water shall be provided in all places of employment.
2. Portable containers used to dispense drinking water shall be capable of being tightly closed and equipped with a tap. Water shall not be dipped from containers.
3. Any container used to distribute drinking water shall be clearly marked as to the nature of its contents and not used for any other purpose.
4. The common drinking cup is prohibited.
5. Where single service cups (to be used but once) are supplied, both a sanitary container for the unused cups and a receptacle for disposing of the used cups shall be provided.

B. NONPOTABLE WATER

1. Outlets for non-potable water, such as water for an individual
2. There shall be no cross connection, open or potential between a system furnishing potable water and a system furnishing non-potable water.

C. TOILETS AT CONSTRUCTION JOB SITES

1. One toilet shall be provided for employees if 20 or less. If more than 20 employees, one toilet and one urinal shall be provided per 40 workers.
2. Under temporary field conditions provisions shall be made to assure not less than one toilet facility is available.
3. Job sites, not provided with a sanitary sewer, shall be provided with one of the following toilet facilities, unless prohibited by local codes.
 - a. Privies
 - b. Chemical
 - c. Re-circulating toilets
 - d. Combustion toilets
4. The requirements for sanitation facilities shall not apply to mobile crews having transportation readily available to nearby toilet facilities.

VIII. OCCUPATIONAL NOISE EXPOSURE

Protection against the effects of noise exposure (earmuffs, ear plugs) shall be worn when operating excessively loud equipment, such as jackhammers, gas powered hand tools, grinders, compressors and some earth moving equipment, etc...

IX. NONIONIZING RADIATION

- A. Only qualified and trained employees shall be assigned to install, adjust and operate laser equipment.
- B. Employees, when working in areas in which a potential exposure to direct or reflected laser light greater than .005 watts exists, shall be provided with anti-laser eye protection devices as specified.
- C. Beam shutters or caps shall be posted with standard laser warning place cards.
- D. Only mechanical or electronic means shall be used as detector for guiding the internal alignment of the laser.

- E. The laser beam shall not be directed at employees.
- F. When it is raining, or snowing, or when there is dust or fog in the air, operation of laser systems shall be prohibited where practicable; in any event, employees shall be kept out of range of the area of source and target during such weather conditions.
- G. Laser equipment shall bear a label to indicate maximum output.
- H. Employees shall not be exposed to light intensities above.
 - 1. Direct staring at 1 micro-watt per square centimeter
 - 2. Incidental observing at 1 milli-watt per square centimeter
 - 3. Diffused a reflected light at 2 ½ watts per square centimeter
- I. Laser unit operation should be set up above the heads of the employees, when possible.
- J. Employees shall not be exposed to microwave power densities in excess of 10 milli-watts per square centimeter.

X. GASES, VAPORS, FUMES, DUSTS AND MISTS

- A. Exposure of employees to inhalation, ingestion, skin absorption or contact with any material or substance above threshold concentration shall be avoided.
- B. To achieve compliance administrative or engineering controls must first be implemented whenever feasible.
- C. When not feasible to achieve full compliance, protective equipment or other protective measures shall be used to keep the exposure of employees to air contaminants within the prescribed limits.
- D. Any equipment and technical measures used for this purpose must first be approved for each particular use by a qualified person.

XI. VENTILATION

A. LOCAL EXHAUST VENTILATION

- 1. Shall be designed to prevent dispersion into the air of dusts, fumes, mists, vapors, or gases in concentrations causing harmful exposure.

B. DESIGN AND OPERATION

- 1. Exhaust fans, jets, ducts, hoods, separators and all necessary appurtenances shall ensure the required protection by maintaining a volume and velocity of exhaust air sufficient to gather dusts, fumes, vapors, or gases from equipment or process and to convey them to a suitable point of safe disposal, thereby preventing their dispersion in harmful quantities into the air where employees work.
- 2. Exhaust systems should be continued in operation for a time after the work process or equipment have ceased in order to ensure the removal of harmful elements to the required extent.
- 3. Employees wearing respiratory equipment should not remove equipment until atmosphere seems clear.

C. DISPOSAL OF EXHAUST MATERIALS

- 1. The air collected from ventilation systems shall discharge to the outside atmosphere.
- 2. Dust and refuse discharged from an exhaust system shall be disposed of in such a manner it will not result in harmful exposure to employees.

XII. ILLUMINATION

A. GENERAL MINIMUM ILLUMINATION

AREA	FOOT-CANDLES
1. General construction lighting	5
2. General construction areas, concrete placement, excavation and waste areas, accessways, active storage areas, loading platforms, refueling and field maintenance areas.	3
3. Indoors	5
4. General construction plant and shop	10
5. First aid stations and offices	30

For areas of operation not covered, refer to American National Standard.

XIII. SAFETY RULES

For the protection and safety of all employees, JBI Construction Inc. has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when rules are distributed to new employees.

- A. RULES: All applicable OSHA Standards and Company Safety requirements are to be complied with at all times.
- B. ACCIDENTS OR INJURIES: Regardless of their nature, shall be reported to the job foreman for immediate attention. Located in the reference folder, which is located in each job truck are emergency telephone numbers for information. First Aid Kits and SDS information is located in job foremen's vehicle. Job foreman shall report information to the Safety Manager.
- C. SUPERINTENDENT OR FOREMAN: Shall enforce safety rules, instruct employees in performing duties in a safe manner, put employees to work in a place only when he/she is sure no dangerous conditions exists; instructs employees in regard to the company's safety rules and policies.
- D. JOB CLEANLINESS: Shall be practiced on all job sites. Excess materials not needed on present operations shall be stockpiled or stacked until needed. Debris shall not be allowed to accumulate and shall be removed at regular intervals.
- E. HORSEPLAY OR PRACTICAL JOKES: Shall not be permitted on the job, during, before or after working hours.
- F. INTOXICATING BEVERAGES: Possession or use, before or during working hours is strictly forbidden. This includes use during the lunch hour.
- G. PERSONAL PROTECTIVE EQUIPMENT: Shall be provided and used by workers where potential hazards exist. This includes hard hats, high visibility vests/apparel, safety glasses, gloves, ear

protection, goggles or face shields. Shoes shall be first grade, hard soled and ankle high. Rubber boots and gloves will be used as the occasion warrants. Clothing shall be appropriate to the duties being performed and shall not include torn or loose articles. Hard hats shall be worn in all areas where there is a recognized hazard or as job requires. High visibility vests and/or apparel shall be worn by all personnel working and/or exposed to traffic conditions or as job requires. Proper respirators are provided for use while spray painting, sand blasting, handling chemicals, cutting or mixing any materials containing silica, and in other high dust, mist or fume environments. Contact your supervisor to obtain the proper respirator and instructions on its use. Hearing and eye protection are required where exposures exist and may be found around; jackhammering, sand blasting, pile driving, heavy grinding, batch plants, grinding, steam cleaning, welding, burning/blazing and when working with any hazardous chemical products.

- H. **HAND AND POWER TOOLS:** Shall not be used for any other purpose than that is intended. All damaged and worn tools should be repaired and/or replaced. Guards for power tools are to be used and maintained in good condition. Inspections of tools should occur daily and prior to each use.
- I. **COMPRESSED GAS CYLINDERS:** Shall be chained or otherwise secured in an upright position and shall be placed in cylinder carts whenever being transported.
- J. **SOURCES OF IGNITION:** Shall be prohibited from areas where flammable liquids or explosives are stored or issued and appropriate warning signs shall be posted at these locations. Fire extinguishers must be located in the job trailers and/or trucks at the job site.
- K. **RIDING ON EQUIPMENT PROHIBITED:** No person shall ride any hook, hoist, bucket, blade, frame, gang drill or other material handling equipment.
- L. **EQUIPMENT AND MACHINERY:** Never operate equipment without first obtaining proper instruction and authority. Machinery when operating shall NOT be oiled, cleaned, adjusted or refueled. All equipment will be inspected every 200 hours. A visual inspection shall be made prior to the use or operation of any equipment daily. Repairs, service and other necessary maintenance shall be performed every 200 hours or as needed. Small equipment will be repaired or replaced as wear becomes evident. All equipment large or small, which has been identified as unsafe will be tagged as such and locked up or removed from the job site, until it is repaired or replaced. Before leaving motorized equipment ground the blade, bucket, scoop, etc. and secure the brake. Keep proper clearance to all high voltage lines – 10 feet. Workers are to never enter an excavation or trench with equipment moving. If necessary for employee to be in the excavation the equipment operator must be made aware the worker is present and his/her location within the excavation. Make eye contact and signal operator prior to entering excavations.
- M. **EXCAVATION AND TRENCH CONSTRUCTION:** Employees shall not work or be forced to work in areas where there is danger of slides or cave-ins. Excavations shall be braced and trench sloped to an angle to relieve danger or cave-ins of the material being excavated. The job foreman and employees working within them will inspect trench boxes and shoring before items are used. Any repairs or adjustments will be made immediately before continuing use. Employees will be briefed on ground conditions that they may be in and may request additional safety procedures from the job foreman, if he/she feels the occasion warrants.

1. Be aware of Zone of influence – includes width of trench plus the adjacent area. Adjacent area is area on EACH side of the trench equal to its depth. All surface encumbrances must be removed or supported to safeguard employees, property and public.
 2. Foremen to inspection/review area for soil stressors.
 - c. Tension Cracks – usually form at a horizontal distance of 0.5 to 0.75 times the depth of the trench, measured from the top of the vertical face of the trench and are usually an indication the trench will soon fail. Sliding and sluffing may occur as a result of tension cracks. Tension cracks can cause toppling which occurs when the vertical face shears along the tension crack and topples into excavation.
 - d. Subsidence and Bulging - unsupported excavation creating an unbalanced stress causing – subsidence at the surface, bulging of the vertical face, possible trench failure.
 - e. Heaving or Squeezing – caused by downward pressure from weight of adjoining soil. Pressure causes bulge in bottom of cut.
 - f. Boiling – an upward water flow into bottom of cut. High water table can be a cause. Produces a “quick” condition in bottom of cut. Can occur when shoring and trench boxes are used.
 3. Know soil destabilizers
 - c. Vibration – can destabilize soil by interrupting the adhesion between particles. Caused by equipment, blasting, traffic, etc.
 - d. Surcharge Loads
 4. If the excavation is 4’ or deeper then means of escape must be utilized. Ingress/Egress(Exit) must be within 25’ of every worker. Use of ladders is acceptable. If using ladder, ladder must extend 3’ above cut and have a 4 to 1 angle to prevent movement.
 5. If excavation/trench is less than 5’ no protection system is required, however, if 5’ or greater a protective system (benching, sloping, supporting side of excavation with shoring, or placing a shield between the sides of the excavation and workers) must be in place. (See OSHA Working Safely in Trenches” Fact Sheet and Quick Card).
 6. If trench is 6’ or deeper employee will need to be protected from falling hazard. Trench greater than 6’ deep will require guardrail, fences or barricades for employee fall protection if trench cannot be readily seen because of plant growth or visual barrier.
 7. If trench remains open for a longer period than the day excavated, foreman is required to inspect trench hazards before employees can enter trench for work. This includes inspecting trench for possible cave-ins, failure of protective system (trench box), and hazardous atmospheres. Inspections should occur daily if trench remains open. Any trench being left open after work hours needs to be protected as a fall hazard and enclosed by guardrail, fence or barriers.
 8. Do not place spoils within 2’ of edge of trench to protect employees from loose rock or soil falling back into the trench. Spoils set too close to side of trench can cause sideloading
- N. CONFINED AREAS: Must have adequate ventilation for employees working within them, along with appropriate means of ingress and egress. Attendant to be present when working in confined space. Respirators to be utilized if/when conditions warrant.

- O. SAFETY MEETINGS: Will be held conducted weekly onsite by foremen and monthly for all employees by the safety manager.
- P. HAZARDOUS TRAINING: Employees handling hazardous materials shall be trained in their use, safe handling and disposal, as well as any additional protective measures required. See Hazard Communication Program.
- Q. NO WORK OPERATION: Will continue after dark, without proper lighting adequate for the safe performance of the job.
- R. LIFTING: Avoid risk of rupture, internal injury or back injury in attempting to lift or push excessive loads. If an object is too heavy to move without strain – ask for help. Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, grasp load with both hands and gradually push up with your legs keeping your back straight and avoiding any abrupt movement.
- S. FALL PROTECTION: Place guards around or over all excavations, manholes, or any other opening where hazard of fall exists. Guard rails systems, safety net system, or personal fall arrest system shall be utilized when working in elevated areas above 6’.
- T. LADDERS: Review/inspect ladders for damage, cracks, etc. defective ladders should not be used. **Ladder Safety:** Employees must be trained to properly use a ladder- this includes the following safety measures:
 - a. Maintain three points of contact
 - b. Place the ladder on level footing
 - c. Always face the ladder
 - d. Secure the ladder by locking the metal braces at the center of the ladder(if stepladder)
 - e. Don't overreach
 - f. Don't walk the ladder
- U. ELECTRICAL: Check all portable tools for proper ground and condition of cords. Heed high voltage warning signs and keep proper distances. 10 feet from electrical lines. Do not lift tools by power cord.