

# CLS CONSTRUCTION SERVICES, INC. COMPANY SAFETY POLICY OCTOBER, 2007

Employee safety is a prime concern of the management of CLS Construction Services, Inc. CLS has a very comprehensive safety program but for full effectiveness, the total co-operation and commitment of all employees is required. A safe operation is an efficient operation. Accidents cost time and money but most important of all, accidents can cost serious disabilities or lives.

## General Safety Rules

1. All employees shall immediately report all unsafe acts or conditions. No employee shall work under unsafe conditions.
2. Report all injuries immediately. Being injured on the job and not reporting the injury is cause for termination.
3. All posted safety rules must be obeyed and must not be removed except by supervisor authorization.
4. When in doubt, employees must insist upon being instructed as to their duties and how to perform them safely.
5. Fighting, creating a disturbance, or horseplay will not be tolerated.
6. Employee shall not remove, displace, damage, destroy, or alter any safety device or safeguard furnished or provided for use. Nor shall an employee interfere in any way with the use thereof.
7. The Company prohibits the misuse of legitimate drugs, and the use, possession, distribution, and/or sale of illicit or controlled substances or alcohol while on the job site or during working hours. The Company also prohibits employees from being under the influence of illicit or controlled substances or alcohol when on the job site or during working hours.
8. Firearms of any type are prohibited on the job site property.
9. Unnecessary chances are not to be taken; always think safety and act safely.
10. Employees are to be responsible for the safety of their co-workers as well as themselves; employees must insist upon safe workmanship from fellow workers.
11. Employees must comply at all times with all known federal, state, and local safety laws, and employer regulations and policies.

## Personal Protective Equipment

1. Hard hats are to be worn in all areas at all times.
2. Eye and face protection is to be used when there is danger from flying objects or particles such as when grinding, chipping, cutting, burning, welding, concrete pours etc.
3. Safety glasses are highly recommended at all times on the jobsite.
4. Hearing protection should be worn in high noise-level areas or when loud tools are in use.
5. A good work boot preferably with steel toes should be worn at all times; no athletic shoes.
6. Shirts and long pants are always to be worn.
7. Work gloves suitable for the task should be worn when protection is needed.
8. A full-body harness and lanyards are to be used when employees are exposed to falls of 6 feet or more, and other types of fall protection are not provided.
9. Respirators are required when employees are exposed to a breathing hazard. The respirator used should be selected based on the type and concentration of particle or chemical exposure.

## Housekeeping

1. All aisles and passageways must be kept clear of loose materials, cords, tools and waste.
2. Materials should be kept in neat stockpiles for easy access and when no longer needed should be removed from the construction area.
3. All nails must be removed or bent over from all boards, planks, or timbers.
4. Spillage of any liquids on the floors must be immediately cleaned up to avoid slipping, falling or possible fire.
5. Each person should be knowledgeable in the jobsite procedure for cleanup and do their part.
6. Materials must be secured (tied down) to prevent movement by wind, especially on a roof.



## **Material Handling**

1. Know the weight of any object you are handling, keep back straight, use leg muscles, do not jerk or twist and if it is too heavy, do not attempt to lift without getting help.
2. Know your route of travel and check to make certain it is clear before lifting.
3. With machines, know the weight of the object you are handling, and the capacity of the equipment you intend to use.
4. Riding material hoists or other moving equipment is prohibited except on seats provided.
5. Employees must be alert and keep out from under overhead loads.
6. All nails must be removed or bent over from all boards, planks, or timbers before stacking, and from all form work being stripped.
7. Store materials so that exits, aisles and passageways and access to fire extinguishers and electrical panels are not blocked.

## **Fire Protection**

1. Employees must know where fire extinguishers are located and know how to operate them.
2. Only approved containers and portable tanks should be used for the storage and handling of flammable and combustible liquids. Engines off while refueling and no smoking by flammables.
3. When burning or welding is being done, a fire extinguisher must be close at all times.
4. LPG cylinders must be secured in an upright position and stored in outside locations only.

## **Fall Protection**

1. Employees who might be exposed to fall hazards will be trained by a competent person to recognize fall hazards and the procedures to follow in order to keep fall protection for each job.
2. All open sided floors and platforms 6' or more above adjacent floors or ground level should be protected by a standard guardrail. Toeboards are required wherever people pass underneath.
3. Standard guardrails should be constructed to a height between 39" and 45" and withstand a force of 200lbs.
4. Ladders must be placed on a substantial base. Do not use ladders with broken, split, or missing rungs or rails. All ladders are to extend at least three feet above the landing platform and be securely fastened, top and bottom.
5. Floor openings or holes should be protected by a standard guardrail and toeboard, or a cover capable of supporting 2 times the maximum intended load and secured against accidental displacement.

## **Ladders and Stairways**

1. A stairway or ladder should be provided at all points of access where there is a change in elevation of 19" or more and no ramp, runway, sloped embankment or personnel hoist is provided.
2. Ladders must be inspected before use and meet MIOSHA/OSHA requirements.
3. Ladders with broken, worn or missing rungs, cleats or steps are not to be used. Ladders with broken, split or bent side rails are not to be used.
4. The side rails of a portable ladder shall extend at least 3 feet above a landing or roof and must be secured to the platform or roof.
5. Ladders must be placed on a good, firm foundation.
6. Stairways with greater than 30" or with 4 or more risers should have handrails and stair-rails on unprotected sides or edges.

## **Scaffolding**

1. Employees must only use scaffolding that meets MIOSHA/OSHA requirements and that is properly assembled to the manufacturer's specifications.
2. A scaffold shall not be erected, moved, dismantled or altered, except under the supervision of a competent person.
3. The base of a scaffold should be plumb, rigid and capable of carrying the intended load.
4. Employees must make certain that all required guardrails and toeboards are in place when working on any raised level or platform above 10 feet.
5. A scaffold platform must consist of at least two planks; working levels must be fully planked.
6. The wheels of rolling scaffolds should be locked when in use and never be moved until workers have gotten off.
7. Personal fall arrest equipment, attached to a lifeline independent of the suspended scaffold, is required when working 10 feet or more above the ground.

