



**INJURY & ILLNESS
PREVENTION PROGRAM**

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**CODE OF SAFE PRACTICES**

rev. - December 2009

**DEVELOPED BY:**

**CMC**

**COMPLIANCE MATTERS CONSULTING**

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## **POLICY STATEMENT**

The safety and health of each employee of SBI BUILDERS, INC is of primary importance to us. No employee shall be required to work at a job he or she knows is unhealthful or not safe. The Occupational Safety and Health Act of 1970, clearly states our common goal of safe and healthful working conditions to be the first consideration in operating this business. Therefore, safety and health at SBI BUILDERS, INC must be part of every operation and is every employee's responsibility at all levels.

To achieve this goal, we have developed and implemented a comprehensive Injury and Illness Prevention Program. The policies and procedures contained in the following program are mandatory. To the greatest degree possible, management will provide the necessary safeguards, programs and equipment required for personal safety and health, in keeping with the highest standards.

We will maintain a safety and health program conforming to the best practices of organizations in our industry. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and maintained.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

It is the intent of SBI BUILDERS, INC to comply with all laws relating to occupational safety and health or otherwise. Your cooperation is a condition of your employment.

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President

## EMPLOYER INFORMATION

### **Organization/Entity**

SBI BUILDERS, INC

### **Corporate Addresses**

2320 Del Monte Avenue, Suite 1-A  
Monterey, CA 93940

6140 Hellyer Avenue  
San Jose, CA 95138

### **Telephone Numbers**

Monterey Office:  
(831) 274-2518 Main Line  
(831) 274-2519 Fax Line

San Jose Office:  
(408) 549-1300 Main Line  
(408) 216-8625 Fax Line

### **Type of Business**

General Contractor and Construction Managers

### **Main Activities**

Construction of Residential Properties and Mixed Use Commercial Properties  
Rehabilitation Projects

### **Contractors License Number**

860997

## RESPONSIBLE PERSON

SBI BUILDERS, INC accepts the responsibility for the leadership of the company's Injury and Illness Prevention Program, for its effectiveness, improvement, and for providing the safeguards required to ensure safe conditions.

SBI BUILDERS, INC has appointed James Amlicke to have the authority and responsibility for overall management and administration of our Injury and Illness Prevention Program, to coordinate these efforts with all employees and ensure that safety standards are met throughout the organization.

## PLAN ADMINISTRATORS

### Employer

President Paul Nuytten

### Management

EVP, Chief Operating Officer James Amlicke

Human Resource Manager Linda Payne

General Superintendent / Safety Mgr (Field) Ed Benny

Safety Manager (Administrative) James Amlicke

### Supervisors

Project Superintendent Rob Angeli

Project Superintendent John Meyers

Project Manager / Superintendent Mark Wilson

## **RESPONSIBILITIES**

### **Employer**

The Employer accepts the responsibilities for leadership of the Injury and Illness Prevention Program and to support the safety manager for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions through the following:

1. Maintaining a company commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors and employees.
2. Assigning responsibility to all levels of management, supervision and employees, and holding them accountable for accident prevention and safety.
3. Consistently and fairly enforcing all company safety rules, regulations and policies.
4. Providing financial support for the Injury and Illness Prevention Program and for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of SBI Builders owned tools and equipment.
5. Clarifying safety responsibilities from the contract documents and assuring that all individuals and subcontractors follow company safety policies.

### **Safety Manager**

The Safety Manager has the overall responsibility for the company's Injury and Illness Prevention Program and will be the primary person to deal with outside agencies regarding company safety programs and their contents. The safety manager's duties and responsibilities include:

1. Overseeing the development, implementation, and maintenance of the company's Injury and Illness Prevention Program and other required safety programs designed to ensure compliance with the applicable rules and regulations of all federal, state and local agencies.
2. The monitoring and revision of company safety programs for their effectiveness in injury and illness prevention and to maintain compliance with the applicable rules and regulations of all federal, state and local agencies.
3. Assisting with safety and health inspections and verifying that corrective action has been taken regarding hazards.
4. Assisting in the investigation of all injuries and accidents to determine their cause and potential corrective action.
5. Reviewing all accident investigations to determine corrective action and verifying that corrective action has been taken.
6. Arranging all applicable management and supervisory training as required by the Injury and Illness Prevention Program.

7. Preparing and maintaining employee training schedules.
8. Assisting with new employee orientation training.
9. Preparing and updating the emergency response plan as necessary.
10. Ensuring that records and postings required by OSHA are kept up to date.
11. Preparing safety topics and ensuring that the meetings are documented.
12. Ordering safety equipment, safety supplies and first aid supplies and distributing them to managers, supervisors and employees as needed.
13. Acting as a leader in company safety policy and setting a good example for all supervisors and employees.

### **Human Resources Manager**

The Human Resources Manager will be responsible for the following:

1. Maintaining all training records in the employee personnel files.
2. Ensuring that all postings required by OSHA are kept updated, and informing the safety manager when updates or changes are necessary.
3. Assisting with employee training schedules.
4. Verifying that accident investigations are returned in a timely manner and information is complete.
5. Ensuring that the safety manager receives a copy of all accident investigation for review.
6. Ensuring that all OSHA record keeping requirements are fulfilled.

### **Superintendents**

Superintendents are in a position to anticipate hazards and play a key roll in preventing safety problems before they occur. They have direct contact with the foremen and trades and know the safety requirements for each job. Safety responsibilities for superintendents include:

1. Assisting with the development and implementation of the Injury and Illness Prevention Program.
2. Directing foremen to establish safe work practices and to comply with the Injury and Illness Prevention Program.
3. Holding foremen accountable for safety.

4. Enforcing safe work practices among all employees and disciplining employees that do not comply with safety rules, procedures and policies.
5. Anticipating job hazards prior to the commencement of work on any site and relaying them to the Safety Manager.
6. Continuously observing and evaluating work conditions and procedures to detect and correct unsafe conditions and practices, and the use of personal protective equipment.
7. Ensuring that all injuries, no matter how minor, are treated immediately and reported to both the Human Resources and Safety Managers.
8. Assisting in the investigation of all injuries and accidents to determine their cause and potential corrective action.
9. Informing all subcontractors of the need to comply with applicable local, state and federal safety regulations as well as company safety rules, procedures and policies.
10. Ensuring that safety meetings are being held with all employees and documentation returned to the office.
11. Ensuring employee proficiency when assigning job tasks.
12. Assisting with employee orientation and safety training.
13. Acting as a leader in company safety policy and setting a good example for all supervisors and employees.

### **Operations Manager**

The Operations Manager will assist the safety manager with the implementation and monitoring of the Injury and Illness Prevention Program. Additional Duties include:

1. Assisting with new employee safety orientation.
2. Assisting in on-going safety training for all employees.
3. Continuously observing and evaluating work conditions and procedures to detect and correct unsafe conditions and practices.
4. Issuing company provided safety equipment and protective devices to employees as necessary.
5. Enforcing the use of personal protective equipment.
6. Enforcing safe work practices among all employees and disciplining employees that do not comply with safety rules, procedures and policies.
7. Ensuring that company vehicles, machinery, tools, and equipment are properly maintained and repaired.

8. Monitoring that equipment operators complete inspection checklists.
9. Assisting the safety manager in the distribution of necessary safety supplies, safety equipment and first aid supplies.
10. Acting as a leader in company safety policy and setting a good example for supervisors and employees.

### **Trade Foremen**

Trade Foremen have the greatest influence on motivating employees to work safely and should convey to them that safe job performance is a top priority of the company. They are to promote safety awareness on a day to day basis. Their duties include:

1. Enforcing all safety rules in the Code of Safe Practices and ensuring safe work procedures.
2. Instructing all employees, under their supervision, in safe work practices and job safety requirements.
3. Ensuring that all new and existing employees are trained in proper safety procedures in regards to the hazards of specific site conditions.
4. Conducting task specific safety orientation for new employees prior to assignment of duties, including hazardous product instruction.
5. Enforcing the usage of required personal protective equipment.
6. Conducting daily inspections of tools and equipment before being used.
7. Conducting daily inspections of the work area for unsafe actions or conditions.
8. Correcting unsafe acts and conditions which could cause accidents.
9. Ensuring that all injuries, no matter how minor, are handled according to company accident procedure and immediately reported to the Superintendent.
10. Conducting a preliminary investigation upon receiving report of an incident or accident and reporting the results of that investigation to the Superintendent.
11. Ensuring that the cause of any accident is corrected as soon as possible.
12. Holding tailgate safety meetings with employees.
13. Maintaining good housekeeping at all times.
14. Properly maintaining first aid supplies, health supplies and emergency equipment.
15. Acting as a leader in company safety policy and setting a good example for all employees.

## **Employees**

Employees are responsible for safeguarding their health and safety and the safety of fellow employees. Responsibilities for safety include the following:

1. If you are unsure how to do any task safely, ask your foreman.
2. Knowing and following the Code of Safe Practices and all company safety policies, rules and regulations.
3. Wearing all required personal protective equipment.
4. Participating in safety meetings and other required safety training.
5. Reporting all accidents and injuries, no matter how minor, to your foreman immediately.
6. Not operating any equipment that you have not been trained on or authorized to use.
7. Report any safety hazards, defective equipment or unsafe conditions immediately to your foreman. Do not continue work if personal safety is compromised.
8. Encouraging co-workers to work safely.
9. Do not remove, tamper with or defeat any guard, safety device or interlock from any equipment.
10. Do not attempt to repair, fix or “rig” any equipment, electrical cords or devices. Return them to the foreman / supervisor for repair or replacement.
11. Do not be in possession of, or be under the influence of alcohol or any controlled substance while on any jobsite, on company property or in company vehicles at any time.
12. Never engage in any form of horseplay or fighting.
13. Cooperate with injury investigations.
14. Set a good example for other employees and colleagues.

## **Subcontractors**

Subcontractors on SBI BUILDERS, INC job sites are responsible for their own health and safety, and the safety of their employees. Responsibilities include the following:

1. Complying with all the applicable safety rules and regulations of all federal, state and local agencies.
2. Complying with SBI BUILDERS, INC’s Injury and Illness Prevention Program and adhering to all of the safety policies and procedures within.

3. Providing SBI BUILDERS, INC with a copy of their Injury and Illness Prevention Program and safety policies prior to arriving at the job site.
4. Prior to the commencement of work on any site, check with the Superintendent for instructions regarding operating hazards, safe work instructions, and emergency procedures particular to the site.
5. Immediately correcting any unsafe acts or conditions observed within their jurisdiction, to SBI Builders, Inc.
6. Immediately reporting any unsafe acts and conditions observed outside of their jurisdiction.
7. Cooperating with all safety representatives having jurisdiction at the jobsite.

**In the absence of any of the previously identified job positions, the management team will determine the best people to fulfill the responsibilities listed.**

## **DISCIPLINARY ACTION PROGRAM**

The compliance of all employees with SBI BUILDERS, INC's Injury and Illness Prevention Program is mandatory and shall be considered a condition of employment.

Every effort will be made to encourage safe and healthy work practices through employee awareness and training programs. When such measures fail, a disciplinary policy is required to communicate that unsafe work practices are unacceptable.

The failure of an employee to adhere to safety policies and procedures established by SBI BUILDERS, INC can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well being of the employee committing the unsafe act but can also affect the safety of his or her coworkers. Disciplinary action is to be applied fairly and uniformly.

### **The disciplinary actions available are:**

**First Incident** - Verbal warning with documentation.

**Second Incident** - Written warning with possible suspension.

**Third Incident** - Disciplinary action up to AND including termination.

**Fourth Incident** - Termination depending on the severity.

### **Termination**

Termination is a valid mechanism for ensuring compliance with safety policies and regulations. Employees may be terminated immediately for willful or extremely serious violations. Creation of a situation of Imminent Danger by the action of an employee is grounds for immediate termination.

### **Management and supervisors will be subject to disciplinary action for the following reasons:**

1. Repeated safety rule violations by employees they are supervising.
2. Failure to provide adequate training prior to job assignments.
3. Failure to follow company accident procedures.
4. Failure to control unsafe conditions or work practices.
5. Failure to maintain good housekeeping standards and cleanliness on the job sites to which they are assigned.

## **Authority**

### Foremen have the authority and responsibility to issue:

1. Verbal warnings
2. Written warnings
3. Recommendations to management for more severe action
4. Dismissal from the job site

### Managers and higher have the authority to issue:

1. Verbal warnings
2. Written warnings
3. Dismissal from the job site
4. Reductions in pay grade
5. Suspensions
6. Termination

## **Imminent Danger**

An imminent danger is any condition or practice in a place of employment that constitutes a hazard which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of the hazard can be eliminated through regular OSHA enforcement procedures.

Three conditions must be met before a hazard becomes an imminent danger:

1. There must be a threat of death or serious physical harm. Serious physical harm means that a part of the body is damaged so severely that it cannot be used or cannot be used very well.
2. For a health hazard, there must be a reasonable expectation that toxic substances are present and exposure to them will affect life or cause significant reduction in physical or mental efficiency.
3. The threat must be imminent or immediate. This means that you must believe that death or serious physical harm could occur within a short time, for example, before OSHA could investigate the problem.

## **COMMUNICATION**

SBI BUILDERS, INC has established procedures designed to develop and maintain employee involvement and interest in the Injury and Illness Prevention Program. These activities will also ensure effective communication between management, supervisors, and employees on safety related issues, which is of prime importance to our company. The following are some of the safety communication methods that may be used:

1. Tailgate or toolbox safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Written communications from management or the Safety Manager, including memos, postings, payroll stuffers, and newsletters.
4. Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. The Foremen shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the President.

All employees are encouraged to bring any safety concerns they may have to the attention of a supervisor first, then management if necessary. SBI BUILDERS, INC will not discriminate against any employee for raising safety issues or concerns.

SBI BUILDERS, INC also has a system of anonymous notification whereby employees who wish to inform the company of workplace hazards without identifying themselves may do so by phoning or sending written notification to the following address:

### **SBI BUILDERS, INC**

**2320 Del Monte Avenue, Suite 1-A  
Monterey, CA 93940  
(831) 274-2518 Main Line  
(831) 274-2519 Fax Line**

**6140 Hellyer Avenue  
San Jose, CA 95138  
(408) 549-1300 Main Line  
(408) 216-8625 Fax Line**

**(408) 549-1301 Safety Manager**

## **HAZARD ASSESSMENT**

SBI BUILDERS, INC has developed the following procedures as a guideline for the identification and evaluation of work place hazards that can affect safety and health. As new hazards are identified or improved work procedures developed, they will be incorporated into our Injury and Illness Prevention Program. The following methods will be utilized to identify hazards in the workplace:

1. Loss analysis of accident trends
2. Accident investigation
3. Employee observation
4. Employee suggestions
5. Regulatory requirements for our industry
6. Outside agencies such as the fire department and insurance carriers
7. Periodic safety inspections

### **Loss Analysis**

Periodic loss analyses will be conducted by Safety Management. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

### **Accident Investigations**

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all contributing factors and corrective action including the identification and correction of hazards which may have contributed to the accident.

### **Employee Observation**

Superintendents and foremen shall be continually observing employees for unsafe actions; and taking corrective action as necessary.

### **Employee Suggestions**

Employees are encouraged to report any hazard they observe to management or their foreman. No employee is to ever 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 aware of will be subject to disciplinary action.

## **Regulatory Requirements**

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Safety Manager.

## **Outside Agencies**

Several organizations will assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants and the fire department.

## **Periodic Safety Inspections**

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections may be conducted by the foreman, operations managers, superintendents or the safety manager.

Periodic safety inspections will be conducted:

1. Before any work commences at the site by the foreman or superintendent. (Formal)
2. Daily by the foreman on all sites. (Informal)
3. Weekly by the project managers at all job sites. (Informal)
4. Weekly by the safety manager at various job sites. (Formal)

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.

1. The proper use, condition, maintenance and grounding of all electrically operated equipment.
2. The proper use, condition, and maintenance of safeguards for all power-driven equipment.
3. Compliance with the Code of Safe Practices.
4. Trenches and excavations. (when applicable)
5. Housekeeping and personal protective equipment.
6. Hazardous materials.
7. Proper material storage.
8. Adequate first aid and safety supplies.
9. Organized and updated foreman's materials.

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:

1. Date on which the inspection was performed.
2. The name and title of person who performed the inspection.
3. Hazardous conditions noted or discovered and the steps or procedures taken to correct them.
4. Signature of the person who performed the inspection.
5. Signature of job foreman.

One “copy” of the completed form will be sent to the office and the “original” form kept at the job site in the appropriate safety inspection binder. All reports will be kept on file for a minimum of one (1) year.

### **HAZARD CORRECTION**

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority: the most serious hazards will be corrected first. If it is necessary to involve other contractors to correct hazards on a job site, they will be properly notified by the foreman, superintendent, project manager, safety manager or other designated individual.

### **Hazard Evaluation**

Factors which will be considered when evaluating hazards include:

1. Potential severity - The potential for serious injury, illness or fatality.
2. Likelihood of exposure - The probability of the employee coming into contact with the hazard.
3. Frequency of exposure - How often employees come into contact with the hazard.
4. Number of employees exposed.
5. Possible corrective actions - What can be done to minimize or eliminate the hazard.
6. Time necessary to correct - The time necessary to minimize or eliminate the hazard.

## **Techniques for Correcting Hazards**

1. **Engineering Controls:** Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. **Administrative Controls:** The next most desirable method would include rotation of employees or limiting exposure time.
3. **Personal Protective Equipment:** Includes back support belts, hearing protection, respirators and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

## **Documentation of Corrective Action**

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

1. Suggestion Form
2. Safety Meeting Report
3. Memo or Letter
4. Safety Inspection Form
5. Notice to Correct Form

## EMPLOYEE TRAINING

OSHA requires that employees be trained in the safe methods of performing their job. SBI BUILDERS, INC is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical in maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Every new employee will be given instruction by their foreman in general safety requirements of their job. A copy of our Code of Safe Practices (safety rules) shall also be provided to each employee. Quarterly safety meetings will be conducted. All training will be documented on forms provided.

1. Foreman training, on various topics, will be held on a quarterly basis. Training provides the following benefits:
  - Makes employees aware of job hazards
  - Teaches employees to perform jobs safely
  - Promotes two way communication
  - Encourages safety suggestions
  - Creates interest in the safety program
  - Fulfills OSHA requirements
2. Employee training will be provided at the following times:
  - All new employees will receive a safety orientation on their first day on the job.
  - All new employees will be given a copy of the Code of Safe Practices and will be required to read and sign for it.
  - All field employees will receive training at Quarterly safety meetings held at the job sites and be required to sign the attendance log.
  - All employees given a new job assignment for which training has not been previously provided will be trained before beginning new assignment.
  - Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced to the workplace.
  - Whenever SBI BUILDERS, INC is made aware of a new or previously unrecognized hazard.
  - Whenever management believes that additional training is necessary.

- After all serious accidents.
  - When employees are not following safe work rules or procedures.
3. The following training method should be used when training and employee:
- Tell them how to do the job safely
  - Show them how to do the job safely
  - Have them tell you how to do the job safely
  - Have them show you how to do the job safely
  - Follow up to ensure they are still performing the job safely
4. Training shall be documented on one of the following forms:
- New Employee Orientation
  - Employee Safety and Health Training
  - Quarterly Safety Meetings

## **HEAT STRESS AND HEAT RELATED ILLNESSES**

SBI BUILDERS, INC realizes that its employees will be exposed to high heat conditions during the course of certain projects and at certain times during the year. As such, the company has established and implemented a training and awareness program to address the issue of preparation and protection on the job.

At all sites, employees will need to have adequate water supplies available to them throughout the day. The Standard calls for two gallons of water per person per eight hour work shift. It also calls for shaded areas during break periods in order to get workers out of direct sun exposure and heat.

All employees will go through training to understand the causes of heat related illnesses, what the symptoms, signs and actions to take are if they or a co-worker are suffering from a heat related illness. This includes having emergency contact numbers and an action plan suitable for each site to call for help if someone is affected and needs medical attention. These plans will be written and communicated at the beginning of each project.

During extremely hot periods of time, workers may at the discretion of the supervisor / foreman or the main office take more frequent breaks to allow for the body to cool off and reduce the affects that the sun exposure is causing. Any employee who feels that they are suffering a heat related illness by virtue of known symptoms is required to inform their supervisor / foreman or the main office as soon as possible so that they can get help quickly and at the same time they should discontinue their work activities and seek out a cooler shaded area as well as start drinking water for relief.

## **ACCIDENT INVESTIGATION**

All work-related accidents will be investigated by the foreman, superintendent, safety manager or other designated individual in a timely manner. This includes minor incidents, as well as serious injuries. An accident is defined as any unexpected occurrence which results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

### **Responsibility for Accident Investigation**

Immediately upon being notified of an accident, the foreman, superintendent, safety manager or other designated individual shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident, and corrective action to prevent future reoccurrence, not to establish blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

### **The Purpose of Accident Investigations**

1. To prevent or decrease the likelihood of similar accidents.
2. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
3. To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

### **Types of Incidents We Investigate**

1. Fatalities
2. Serious injuries
3. Minor injuries

### **Procedures for Investigation of Accidents**

Immediately upon being notified of an accident the foreman, superintendent, safety manager or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh, and before witnesses forget important details and to make sure hazardous conditions to which other employees, or customers could be exposed are corrected, or have been removed.
2. If possible, interview the injured employee at the scene of the accident and verbally walk the employee through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.
3. Report the accident to the business office, preferably the Human Resources Manager. Accidents will be reported by the office to the insurance carrier within 24 hours. All serious accidents will be reported to the carrier as soon as possible.

4. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
5. Thoroughly investigate the accident to identify all causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
6. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than 24 hours for other than observation must be reported to OSHA within 8 hours.
7. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
8. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

### **Accurate & Prompt Investigations**

1. Ensures information is available
2. Enables causes to be quickly corrected
3. Helps identify all contributing factors
4. Reflects management concern
5. Reduces chance of recurrence

### **Investigation Tips**

1. Avoid placing blame
2. Document with photos and diagrams
3. Be objective, get the facts
4. Reconstruct the event
5. Use open-ended questions

### **Accident Procedures**

1. Employees are required to familiarize themselves with the emergency action plan established for each job site.
2. For severe accidents call 911.
3. Employees must report all work related injuries to their foreman or superintendent immediately. Even if they do not feel that it requires medical attention. Failure to do so may result in disciplinary action and a delay of Worker's Compensation Benefits.

4. Telling a co-worker does not constitute reporting a work related injury, you must tell a foreman or superintendent.
5. If you are injured on the job, you must see a doctor immediately. You will not be permitted to return to work until you have a doctor's release.
6. If the employee cannot transport themselves for any reason, transportation will be provided.
7. If an injured employee refuses medical attention, let the office know immediately.
8. A post accident alcohol and drug test will be conducted. Refusal to submit to a post accident alcohol and drug test may result in a delay of benefits and disciplinary action.
9. If you are involved in or witness an accident, cooperation in the accident investigation is imperative in determining cause and abatement of an unsafe condition. Your input and ideas as to the cause of an accident may help prevent a similar occurrence.
10. Accident investigations will be conducted, immediately, by a foreman, superintendent, safety manager or other Management. Foremen are responsible for submitting accident investigation reports to the safety manager and Human Resources Manager, immediately.
11. In the event of a serious accident involving hospitalization for more than 24 hours for other than observation, amputation, permanent disfigurement, loss of consciousness or death, contact must be made with the nearest OSHA office within 8 hours.

### **Questions to Ask**

When investigating accidents, open-ended questions such as who, what, when, where, why, and how will provide more information than closed-ended questions such as "Were you wearing gloves?"

#### **Examples include:**

1. How did it happen?
2. Why did it happen?
3. How could it have been prevented?
4. Who was involved?
5. Who witnessed the incident?
6. Where were the witnesses at the time of the incident?
7. What was the injured worker doing?
8. What was the employee working on?
9. When did it happen?
10. When was the accident reported?
11. Where did it happen?
12. Why was the employee assigned to do the job?
13. What do you recommend to prevent this type of incident from recurring?

## **Once the Accident Investigation is Completed**

1. Take or recommend corrective action
2. Document corrective action
3. Management will review the results of all investigations.
4. Consider safety program modifications
5. Information obtained through accident investigations can be used to update and improve our current program.

## **RECORD KEEPING**

SBI BUILDERS, INC will ensure the maintenance of all Health, Safety and Injury and Illness Prevention Program records, for the listed periods including:

1. New Employee Orientation Forms: 1 year beyond end of employment.
2. Code of Safe Practices Receipt: 1 year beyond end of employment.
3. Health and Safety Reports: 1 year minimum.
4. Disciplinary Action Reports: 1 year minimum.
5. Quarterly Safety Meetings: 1 year minimum.
6. Accident Investigation Reports: 1 year minimum, unless legal action is pending.
7. OSHA log of injuries: 5 years.
8. Inventory of Hazardous Materials: 1 year with annual update.
9. Employee Exposure or Medical records: 1 year beyond end of employment, unless legal action is pending.

Records are available for review at our Corporate Office.

## **CODE OF SAFE PRACTICES (Safety Rules)**

We, at SBI BUILDERS, INC, expect all of our employees to be safety conscious and to assist us in finding conditions that may cause an accident or injury. All persons shall follow these safe practices and report all unsafe conditions to their supervisor. Supervisors shall insist that all employees comply with every rule, regulation, and policy to ensure safe and healthful working conditions, and shall take necessary action to obtain compliance.

It is the policy of SBI BUILDERS, INC to provide and maintain a safe and healthful workplace. The following Code of Safe Practices will help ensure safe and healthful work conditions for all employees and assist in efficient operations. The following Rules are considered to be minimum safe work practices.

### **General**

1. All employees and subcontractors shall follow this Code of Safe Practices and make every effort to assist in the practice of safe operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. All unsafe conditions, accidents, injuries, or illnesses must be reported to your foreman or superintendent, immediately.
4. If you are unsure of the safe method to do your job, stop and ask your foreman. Ignorance is no excuse for a safety violation.
5. All employees are responsible for not working in an area that they feel is unsafe. Immediately report your safety concerns to your foreman.
6. You will not be required to perform a task that will jeopardize your safety, or the safety of others.
7. No one shall knowingly be permitted to work while their ability, or alertness is impaired by fatigue or illness, prescription, or over the counter medications, or by alcohol, or illegal drugs. Anyone suspected to be impaired by any of these conditions shall be prohibited from working.
8. Do not bring firearms, weapons, illegal drugs or alcoholic beverages on company property, or any job site.
9. Anyone known to be under the influence of, or in possession of, any illegal drug, alcoholic beverage, or any other intoxicating substance shall not be allowed on company property, or any job site.
10. Horseplay, scuffling, fighting, and other acts which may have an adverse affect on the safety and well being of others, are prohibited.
11. All employees shall be given frequent accident prevention instructions through Quarterly Safety Meetings, and are required to attend such meetings.
12. Work shall be well planned, and supervised to prevent accidents and injuries.

13. Immediately clean up spilled liquids.
14. Always notify others in your area that may be endangered by the work you are doing.
15. Do not operate any type of equipment for which you have not been trained in proper usage.
16. Do not use any tools, or equipment if the manufacturer's safety devices are not functioning properly.
17. Properly maintain all hand tools and inspect them for defects daily.
18. Do not bypass any manufacturer's safety devices.
19. Do not use tools, or equipment for purposes other than what the manufacturer designed them to be used for.
20. All lockout/tag-out policies and procedures must be observed and obeyed.
21. Do not tamper with, or attempt to repair, any electrical equipment or machinery unless specifically instructed to do so by a superintendent.
22. When lifting heavy objects, use the large muscles of the legs instead of the smaller muscles of the back.
23. Proper clothing, and personal protective equipment, shall be worn at all times while on SBI BUILDERS, INC property or job sites.
23. Hard hats shall be worn at all times, with the exception of lunch and breaks.
24. Employees shall cleanse thoroughly after handling hazardous substances.
25. Do not use gasoline, or other flammable liquids for cleaning purposes.
26. Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
27. Do not leave tools, materials or other objects on the ground, or floor that may cause others to slip, trip, or fall.
28. Do not leave material, with nails protruding, in a manner that could cause injury to others.
29. Do not run in the office, warehouse, or on any job site.
30. Be aware of your surroundings, and take care as to where you are stepping.
31. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
32. Do not throw materials, tools, or other objects from buildings, or structures, unless proper precautions have been taken to protect others from falling objects.

33. Do not use hot production equipment, or materials for the purpose of cooking or heating food.
34. Do not enter manholes, underground vaults, chambers, tanks, silos, or other confined spaces.
35. Smoking is not permitted in buildings, or trailers. It is permitted in designated areas, and at lunch and breaks only. No smoking is permitted in the proximity of any flammable, or combustible liquids, gases, or materials.
36. All work related injuries and illnesses shall be reported immediately to your foreman or superintendent.
37. Be aware of hazardous surroundings such as:
  - Open footings or trenches
  - Materials
  - Nails protruding from materials
  - Post tension cables
  - Rebar or other impalement hazards
  - Hardware

### **Combustion Engine Safety**

1. Use manufactures safe starting and stopping procedures.
2. Familiarize yourself with emergency shut-off procedures and devices.
3. Operate in well ventilated, open area.
4. Use proper grounding when refueling.

### **Compressor Safety**

1. Compressor trailers shall be inspected weekly for:
  - Tire wear
  - Proper operation of turn signals, brake lights and running lights.
  - Cracking or damage to the tongue, hitch or safety chain.
2. Do not disconnect air hoses at the compressor until the line has been bled.
3. Air hose connections shall be secured to prevent accidental disconnect.

## **Concrete Pours & Finishing**

1. Plan and discuss all concrete truck and pump operations.
2. To prevent over exposure to form oils, curing compounds, bond breakers, retarders, scalers, ready mix and other hazardous chemicals, proper personal protective equipment must be worn. Equipment to be worn should include:
  - Hard Hats (required)
  - Safety Glasses or Goggles (required)
  - Appropriate Gloves (as necessary, refer to the MSDS)
  - Leather Boots (required)
  - Rubber Boots (as necessary)
  - Long pants (required)
  - Knee Pads (as necessary)
  - Hearing Protection (as necessary)
3. Be aware of hazardous surroundings such as:
  - Open footings or trenches
  - Materials
  - Nails protruding from materials
  - Post tension cables
  - Rebar or other impalement hazards
  - Hardware
  - Spoils
  - Ready Mix Trucks
  - Pump boom and hose
4. Do not walk under the concrete chute.
5. Use caution when using extendable handles if overhead utility lines are present.
6. Stretch or Warm up your muscles before beginning work, to minimize strains and sprains.

7. Do not allow open cuts or sores to come in contact with ready mix or other materials that contain lime.
8. Use proper lifting and rodding techniques.
9. Properly maintain all hand tools and inspect them for defects daily.
10. Do not use damaged or defective hand tools.
11. Use hand tools properly. Know the dangers of each tool.
12. Obtain help when loading and unloading the finishing machine.
13. Inspect the finishing machine prior to use.
14. Use the finishing machine properly.
15. Properly use pressurized liquid dispensing cans when applying bond breakers and curing compounds.
16. Be familiar with the MSDS for all hazardous materials that you come in contact with, such as ready mix, bond breakers, curing compounds, etc. MSDS are located in SBI BUILDERS, INC Hazard Communication program.
17. Thoroughly rinse after coming in contact with ready mix.
18. Do not plug equipment that is intended to run on 110V into a 220V outlet.

### **Driving Safety & Company Vehicles**

1. Only authorized employees are permitted to operate company vehicles. Do not let anyone else drive your company vehicle. (A company approved driver's list is located in the main office.)
2. Company Vehicles are to be used for company business only. Personal, off duty and family use, are prohibited.
3. Non-employee passengers are not permitted in your company vehicle at anytime unless they are on company business.
4. No employee is permitted to drive a company vehicle while impaired by alcohol, illegal or prescription drugs, or over the counter medications.
5. Wear your seat belt at all times. Refer to the vehicle owner's manual for the manufacturers seatbelt instructions.
6. No smoking while refueling.
7. Keys must be removed from all unattended vehicles and vehicles should be locked.

8. If you are involved in a traffic accident, report it immediately to the office and call the police. You must obtain a police report.
9. If your driver's license is expired or revoked, immediately notify the office and do not drive any company vehicle.
10. Employees with two or more preventable accidents in a three year period, or who obtain three points on their driving record, may be subject to a loss of their driving privileges, or have their driving privileges restricted.
11. You are responsible for the regular maintenance and oil change service on your company vehicle, at every five thousand miles.
12. Operations and Safety Managers will periodically spot check company vehicles to determine their condition.
13. Inspect your vehicle for mechanical defects prior to each trip. Check the tires, lights and signals and also run a brake test as soon as you start out. Report any defects or operating problems to the Operations Manager so that repairs can be arranged.
14. Never drive faster than road conditions warrant, and do not exceed the posted speed limit.
15. Always signal when changing lanes or turning.
16. Do not drive aggressively. Avoid tailgating, rapid lane changes, speeding, and hand gestures to bad drivers. If you are being tailgated, change lanes, and let them pass.
17. Use caution when passing any stopped vehicle, especially near intersections, and crosswalks.
18. Avoid passing on two lane roads. Turn on your headlights while driving on two lane roads. Never pass another vehicle on curves or hills.
19. Avoid dialing the phone, reading maps, or other distracting activities while driving. Pull over in a safe parking area.

### **Electrical Safety**

1. Ground Fault Circuit Interrupters (GFCI's) shall be installed on each temporary 15 or 20 amp, 120 volt A/C circuit.
2. Before using electrical equipment, make sure that you are aware of the location of the circuit breaker, in case of an emergency.
3. Extension and temporary power cords shall be heavy duty and grounded.
4. Do not use extension cords that have splices, exposed wires or cracked or frayed ends.
5. Do not use extension cords, or other three pronged power cords that have a missing prong.
6. Do not remove the ground prong from electrical cords.

7. Do not use an adapter such as a cheater plug that eliminates the ground.
8. Do not overload circuits with equipment or extension cords.
9. Electrical tools shall be grounded, or double insulated.
10. Do not plug equipment that is intended to run on 110V into a 220V outlet.
11. Do not use electrical tools that have a cracked housing.
12. Do not use electrical tools with defective, or damaged cords.
13. Do not use electrical tools while working on a metal ladder, unless the ladder has rubber feet.
14. Do not operate electrical tools with wet hands, or while you are standing on wet surfaces.
15. Beware of overhead power lines.
16. Only trained, qualified and authorized employees shall make repairs to electrical equipment and tools.

### **Emergencies**

1. Employees are required to familiarize themselves with the emergency action plan established for each job site.

### **Fall Protection**

1. All employees who work in areas where falls greater than 6 feet can occur should wear fall protection equipment.
2. Fall protection equipment includes, but is not limited to full body harnesses, lanyards, locking "D" rings, and positioning devices.
3. Fall protection equipment should be capable of withstanding up to 5000 lbs per Cal/OSHA Construction Safety Order 1670 and 5400 lbs under the Federal Regulation 1926.104 of pressure during a fall.
4. Tie off and connection points should be structural in nature and capable of withstanding the foreseeable pressure that could be applied during a fall.
5. Do not tie off to temporary railings.
6. Do not tie off to other employees.
7. All employee are responsible for inspecting their fall protection equipment daily and reporting any damage or wear they identify.
8. Do not remove fall protection equipment until it is safe to do so.

9. After any fall that puts load on fall harness, lanyard or “D” ring, the equipment shall be removed from service and replaced.
10. Do not expose fall protection equipment to the elements (sun, rain, or snow) for prolonged periods of time as this will cause pre-mature deterioration of the equipment.
11. Only locking “D” rings are acceptable in construction and employment applications.

### **Fire Extinguishers**

1. Fire extinguishers are located in each SBI BUILDERS, INC vehicle.
2. Fire extinguishers are to be visually checked on a monthly basis to ensure that they are fully charged and operable at all times.
3. Fire extinguishers must have a documented annual inspection by a certified technician.

### **Fire Prevention**

1. Do not leave oily waste, rags, gasoline, flammable liquids, or other combustible waste laying around.
2. Know where fire extinguishers are and ensure that access to fire extinguishers are kept clear at all times.
3. Never use gasoline or flammable solvents for cleaning purposes.
4. Flammable liquids must be stored in an approved container.
5. Smoking is prohibited when working with, or in the vicinity of, flammable liquids or substances.

### **First Aid Kits**

1. An adequate supply of first aid supplies will be kept in the first aid kit.
2. First aid kits are located in each company vehicle and construction trailers.

### **Fit For Work**

1. All employees shall stretch or warm up their muscles prior to beginning the work day. This will help to minimize muscular sprains and strains.
2. Employees are expected to report for work without physical, or mental impairments, that may endanger themselves, or others.
3. If an employee appears to be impaired, or acting in an unsafe manner, report it to your foreman, or superintendent immediately.

## **Form Setting**

1. Maintain your own tools.
2. Use hand tools properly.
3. When working with or near laser units, beware of making direct eye contact with the beam.
4. Safety Glasses or Goggles shall be worn when using power tools or nailing.
5. Wear proper personal protective equipment:
  - Hard Hats (required)
  - Long Pants (required)
  - Leather Boots (required)
  - Gloves (as needed)
  - Safety Glasses (as needed)
  - Knee Pads (as needed)
  - Back Belts (as needed)
6. Use proper lifting techniques.

## **Hand Tools**

1. Do not use a tool if its handle has splinters, burrs, cracks, splits, or if the head of the tool is loose.
2. Before using sledges, axes, or hammers, be sure the handles are securely fastened.
3. Proper eye protection must be worn.
4. Always use the proper tool for the job. (Do not use a screwdriver as a chisel.)
5. Do not use a hammer if your hands are oily, greasy, or wet.
6. Keep the blade of all cutting tools sharp.
7. Carry all sharp tools in a sheath, or holster.
8. Do not use impact tools, such as hammers, that have mushroomed heads.
9. When handing a tool to another person, direct sharp points and cutting edges away from yourself, and the other person.

10. When using knives, shears, or other cutting tools, cut in a direction away from your body.
11. Do not carry sharp, or pointed hand tools in your pockets, unless it is sheathed.
12. Do not throw tools.
13. Do not strike nails with the “cheek” of the hammer.
14. Do not strike one hammer against another.

### **Hazardous Materials**

1. Employees are required to familiarize themselves with the hazard communication program developed for SBI BUILDERS, INC.
2. Read all warning labels and Material Data Safety Sheets (MSDS) before using any chemical. MSDS contain personal protective equipment and safety information, and are part of the company’s hazard communication program.
3. Hazardous materials shall be handled in accordance with the MSDS and label. If protective equipment is required, use it.
4. Eye protection must be worn when working with hazardous materials, or chemicals.
5. Mixing of chemicals is prohibited at all times unless required by the label. Before you mix, review all MSDS.
6. Never use solvents for cleaning hands.
7. Store all hazardous materials properly in suitable containers that are properly labeled.
8. Use chemicals only in well ventilated areas.
9. When using secondary containers, ensure that they are labeled as to their contents.
10. Grounding must be employed during the dispensing of flammable liquids.
11. Flammable liquids must be kept in closed containers when not actively in use.
12. Flammable liquids may be used only in areas where there are no flames, or other sources of ignition.

## **Hearing & Noise Protection**

1. Employees are required to wear hearing protection if any of the following conditions are true:
  - You can not hear someone that is less than two feet from you, without shouting.
  - The noise in your work area is irritating.
  - Your hearing is muffled, or dull after you leave a noisy area.
  - You have a ringing in you ears after exposure to noise.
2. Let your supervisor know immediately if you need hearing protection.

## **Heat Exhaustion & Sun Exposure**

1. Keep your shirt on to avoid dehydration, and sun burn.
2. Use sun screen.
3. Drink plenty of clear liquids during your breaks.
4. Take breaks in shaded areas.
5. Know the signs of heat illness, and take action as soon as possible to prevent more serious conditions.

## **Heavy Equipment**

1. Operate tractors in designated areas only.
2. Pre-plan and discuss unloading and operating procedures on a daily basis.
3. Prior to operating, inspect for mechanical and safety problems. Report all mechanical and safety problems to a supervisor, immediately.
4. Pre-run tractors prior to unloading. Check clutch, brakes and hydraulics.
5. Raise and lower scrapper prior to unloading.
6. Do not drive at excess rates of speed.
7. Do not overload the front bucket.
8. Keep tractors locked when not in operation.

9. Wear proper personal protective equipment:
  - Hard Hats (required when not under the canopy of tractor)
  - Long Pants (required)
  - Construction Boots (required)
  - Safety Glasses (required)
  - Gloves (as needed)
  - Hearing Protection (required)
  - Back Belts (as needed)
10. Always wear the seat belt.
11. Do not tamper with or disable back up devices.

### **Housekeeping**

1. Keep your work areas free of debris, materials, tools, equipment or other potential trip hazards.
2. Spilled liquids or other materials must be cleaned up immediately.
3. Sharp protruding nails and wire must be removed or bent.

### **Laborer Operations**

1. Maintain your own tools.
2. Use shovel, digging bars and stripping bars properly.
3. Safety Glasses or Goggles shall be worn at all times.
4. Dust masks and eye protection shall be worn when grinding.
5. Other personal protective equipment to be worn includes:
  - Hard Hats (required)
  - Long Pants (required)
  - Construction Boots (required)
  - Rubber Boots (as needed)
  - Safety Glasses (required)

- Knee Pads (as needed)
- Hearing Protection (as needed)
- Dust Mask (as needed)
- Back Belts (as needed)

6. See proper lifting techniques.

### **Ladders**

1. Inspect the ladder before usage. Do not use a damaged ladder. Do not attempt to repair a damaged ladder.
2. Use the proper ladder for the job. Do not use an “A” frame as a straight ladder.
3. Ladders shall be placed on hard level surfaces only. Never place ladders on a slippery surface.
4. Do not place ladders in passageways, doorways or other areas they might be hit or bumped by passers by.
5. Ladder rungs and steps shall be kept free of oil, grease or other slippery substances.
6. Straight ladders shall be tied off at the top.
7. Straight ladders shall extend at least 36 inches above the level being accessed.
8. Never stand on or above the second rung from the top of the ladder.
9. Do not step or stand on a ladder’s cross bracing.
10. Always climb facing the ladder, keeping a three point contact with the ladder at all times.
11. Do not carry tools and equipment when climbing ladders.
12. Be aware of objects below you. Move or cover sharp objects below in case of a fall.
13. Check for proper angle of extension ladder placement.

## **Lifting**

1. Do not attempt to lift loads that appear too heavy. Ask for help.
2. Always wear a back belt when lifting.
3. Wear gloves when lifting sharp edged or rough objects.
4. Lift with your legs, not with your back.
5. Keep your load close to your body.
6. Do not twist your body when lifting.
7. Set loads down by reversing the lifting technique.

## **Lock Out/Tag Out**

1. The following may be subject to lock out/tag out:
  - Broken or faulty equipment and tools.
  - Damaged electrical cords.
  - Air hoses.
  - Vehicles and heavy equipment.
2. The following steps shall be taken when any of the above are found to be unsafe:
  - Unsafe item is to be pulled from service immediately.
  - Red tag item and lock if necessary.
  - Return item to owner/rental company and remove from job site.
3. Do not use or attempt to use equipment that has been red tagged or locked.
4. Do not remove or tamper with any red tag or lock out device.
5. Immediately notify a supervisor if you observe others tampering with, using or attempting to use any locked or red tagged equipment.

## **Material Handling**

1. Follow all company vehicle and driving policies.
2. Use protective pads or gloves when handling rough or sharp edged materials. If nails protrude, remove them, or bend them over.
3. Use special care when storing, or stacking materials.
4. Proper lifting techniques must be used and back belts must be worn.
5. Hard hats are required when you are not inside your vehicle.
6. Make certain the area you are dumping in is clear, before you dump.
7. Do not throw, or drop materials in the vicinity of others.
8. Long pants and construction boots are required.
9. Do not operate any equipment that you have not been trained to use.
10. Do not block access and egress to the job site.

## **Office Safety**

1. Use chairs properly. Do not use chairs as stepping stools. Do not lean or tip in chairs.
2. Keep all file cabinet drawers closed when not in use. Only one drawer may be opened at a time.
3. Use proper lifting techniques.
4. Keep aisles and walkways free from debris, cords and other objects that may cause trips, slips or falls.
5. Be familiar with the emergency action plan established for your work area.
6. Approach and open doors cautiously.
7. Do not attempt to repair faulty or broken office equipment, or machinery unless it is in your job description, or have be instructed by a supervisor to do so.
8. Keep desk drawers organized in a manner to prevent being injured by sharp or pointed objects.
9. Walk, do not run.
10. Keep fingers, ties, hair, and other loose objects out of, and away from, moving parts of office machines.
11. Use “common sense”, if you are unsure of a safety procedure, ask a supervisor.

## **Personal Protective Equipment (PPE)**

1. Use the correct PPE for each job assignment.
2. Proper Clothing shall be worn at all times while on SBI BUILDERS, INC job sites.
3. Long heavy duty pants, a minimum of a T-shirt and construction boots are to be provided by the employee. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
4. PPE shall be inspected daily, and maintained in good condition.
5. Damaged or broken PPE must be replaced immediately.
6. Hard hats are required on all job sites and must be worn to manufacturer's specifications.
7. ANSI approved safety glasses must be worn at all times.
8. Employees shall use appropriate gloves when handling sharp edged, rough or hazardous materials and are to be provided by the employee.

## **Power Tools & Equipment**

1. Do not use power tools or equipment that you have not been trained to use.
2. Inspect tools and cords prior to use.
3. Employees shall familiarize themselves with electrical safety practices.
4. Keep all safety guards operational and in place.
5. Keep power cords away from the path of cutting equipment.
6. Do not leave tools and equipment that are "on", unattended.
7. Do not carry plugged in tools and equipment with your finger on the switch.
8. Unplug all tools and equipment prior to changing bits, wheels or blades.
9. Never leave chuck keys in tools or equipment during operation.
10. Turn tools and equipment off before unplugging them.
11. Disconnect tools and equipment from the outlet by pulling on the plug, not the power cord.
12. Do not lift, carry or lower tools and equipment by their power cord.
13. Return all tools and equipment to their proper place after use.
14. All electrical power tools must have a ground pin, unless double insulated by design.

## **Traffic Safety**

1. All employees exposed to traffic hazards are required to wear orange reflective garments at all times.
2. When possible, construction vehicles are to be placed between employees and traffic to help prevent vehicles from entering the work area.
3. All traffic controls will be established in accordance with the State Traffic Controls for Construction and Maintenance Work Zones.
4. Traffic controls are to be properly maintained through out the work day.

## **Trenching & Excavations**

1. Always locate underground utilities before digging. CALL DIG ALERT.
2. All trenches and excavations 5 feet or greater in depth must be shored, sloped or benched in accordance with OSHA regulations.
3. All trenches and excavations 5 feet or greater in depth shall be inspected and an inspection report documented daily, before work, for signs of shifting earth.
4. All trenches and excavations 5 feet or greater in depth shall be visually inspected before backfilling to ensure it is safe to backfill.
5. Keep all spoils a minimum of 2 feet from the edge.
6. All trenches and excavations 5 feet or greater in depth shall be barricaded or taped off as a warning to others.
7. Ladders shall be provided for access and egress to all trenches and excavations 4 feet or greater in depth. Use them.
8. Equipment shall not be operated near the top of trenches or excavations 5 feet or greater in depth when personnel are working below.
9. Do not work under loads handled by lifting or digging equipment.
10. Do not jump over trenches or excavations. Use wood planks or sheeting.

## **Warehouse & Parking Lot Safety**

1. Park vehicles in an orderly manner.
2. Only approved, certified personnel are permitted to operate forklifts.
3. Lumber and stakes are to be stacked in neat orderly units.
4. Keep floors and other walking surfaces free from materials, trash, tools or other debris.
5. Immediately clean up any spills.
6. Do not run any combustion engines in the warehouse unless the bay doors are open.

In the absence of specific rules, all employees are expected to maintain proper standards of safety and follow the instructions of their supervisor. Failure to comply with safety rules and procedures, or failure to wear the appropriate personal protective equipment, WILL result in disciplinary action up to and including termination.

# **SAFETY RULES AND PROCEDURES TOWER CRANE ERECTION & DISMANTLE**

## **Introduction**

All tower crane erection and disassembly operations shall be carried out in accordance with Safe Practice for Crane Operations guidelines and the tower crane manufacturers procedures. The intention is to ensure that all elements of the operations are completed safely with minimum impact to the general public and that the tower crane is correctly assembled and safe to operate.

## **Safety Meetings**

Prior to commencing any of the tower crane assembly, or disassembly operations, a meeting of all personnel involved shall be held. This meeting should cover the work to be undertaken, the specific procedures for the crane assembly / disassembly, individual work allocations and responsibilities, and safety hazards and the associated hazard management procedures / precautions.

## **Main Lift Crane**

A lift study shall be completed to ensure that the crane used to erect and / or dismantle the tower crane has sufficient capacity and reach to safely undertake the work. A copy of the lift plan shall be provided to the erection / dismantle crew to enable them to set the crane up in the correct location and configuration.

## **Traffic Control and Laydown/Pre-Assembly Provisions**

The nature and location of the site, especially the adjacent occupied buildings will impose restrictions on the tower crane assembly and disassembly operations.

Appropriate traffic control provisions shall be in place prior to any assembly / disassembly work proceeding. The traffic control measures shall prevent intrusion in the operating zone of other vehicles, and to provide for the safe ingress, and egress of cranes, and transporters.

These provisions must include maintenance of access to adjacent buildings for residents and emergency services.

Local emergency services shall be informed (the fire department in particular) so that they will be aware of the restricted access to the existing buildings.

## **Safety of Others**

Only those personnel directly involved in the assembly / disassembly operations are to be in the crane operating and lifting area. Appropriate barriers, fencing, caution tape, or the like, shall be used to keep other persons out of the danger areas.

Loads are not to be lifted over people.

A "safe" zone shall be set up around the base of the tower crane as a precaution against any items being dropped from height.

## **Crane Foundation and Plumbing**

Copies of the crane foundation design drawings, and the as built certification inspection report, shall be available before any assembly work commences. When set, the base tower verticality shall be within 0.2%.

## **Tower Crane Inspection Certificates**

All tower crane ground inspections reports including Non Destructive Testing reports shall be available before the crane is erected.

## **Electrical Supply**

A suitable, certified electrical supply shall be available at the base of the crane with an appropriate isolating switch.

## **Lock-out/Tag-out Procedures**

Whenever energized electrical equipment or circuits must be de-energized so that work can be accomplished, the circuit shall be rendered inoperative, and a lock-out tag attached.

To ensure that the power cannot be accidentally turned back on, the circuit should be locked-out with a padlock, seal, tag, or other positive method. If other lock-outs are already in place, add yours for your own additional protection.

A lock-out tag must be attached with a clear description of the work being performed, and the signature of the General Foreman / Foreman directly responsible. The tag should state the date that the tag was put on, your name, and how you may be contacted.

Unauthorized removal of the tag can have serious consequences; severe injury or death to the individual working on the system, and possible criminal charges to the individual removing the tag.

Lock-out procedures must be strictly adhered to in every instance where a lock-out tag is required and used.

Lock-out procedures take place at the switch gear located at the base of the tower crane, and at the disconnect at the main panel in the tower crane.

## **Agent's Technical Representative**

The crane contractor shall provide a trained service technician throughout the tower crane erection and disassembly operations.

This technician will advise as necessary on the correct assembly of the crane, and will also complete the electrical connection, and setting of the various load / operating limits.

## **Rigging Personnel**

Only suitably trained and skilled rigging personnel shall be employed for the crane assembly / disassembly process.

The rigging supervisor shall have had appropriate training, and previous experience with the erection of tower cranes.

## **Offloading and Loading Transporters**

Particular care must be taken when offloading, and loading transporters, to ensure that all elements of the load are secure until they are fully supported by the crane, or before they are released by the crane. Where load restraints are used to secure more than one element, care must be taken to ensure that the elements not being lifted remain secure when the restraints are removed.

This applies particularly when handling inverted jib sections.

Strict instructions must be given to the truck driver not to release any load restraint device without the permission of the rigger in charge.

## **Assembly / Disassembly Procedures**

A copy of the manufacturers Operating Manual (including assembly and disassembly procedures) shall be available on site during the assembly / disassembly operations.

The manufacturers assembly / disassembly procedures are to be adhered to.

The assembly and disassembly processes are detailed separately.

## **Safety Equipment**

Appropriate safety equipment shall be worn / used throughout the assembly process. This shall include, but is not be limited to:

- Safety boots

- Safety helmets / hard hats (do not have to be worn up the tower crane if there is no overhead risk)

- Full body harnesses (shall have grab-lock type lanyards for climbing the tower crane ladders)

## **Communications**

Radios are to be available for use in the event that hand signals are not adequate.

## **Inspection and testing**

Following erection of the tower crane an independent inspector shall inspect the crane and carry out overload and limit tests. Appropriate certified test weights must be used for the test, or alternatively, a calibrated load cell may be used. Cal/OSHA representatives will carry out a final inspection and test of the crane before it enters service.

## **TOWER CRANE OPERATIONS GROUND PERSONNEL**

The following are the basic requirements for any personnel working in conjunction with the tower crane on your site.

Only designated personnel shall rig loads and / or direct the operation of the crane.

Such personnel shall:

- Be able to communicate clearly and effectively in English

- Know the correct terminology for providing verbal directions to the operator

- Know the correct hand signals for communicating with the operator

- Know what information / directions the crane operator requires in order to safely move the load

- Know the weights of the loads to be lifted so that this can be communicated to the crane operator

- Know how to rig loads correctly and safely

- Have an adequate knowledge of the various types of slings, their safe working loads, in what circumstances should they be used, how to use them correctly and how to check them to ensure they are safe for use

- Have a full understanding of their responsibilities when directing the operations of the crane (ensuring load is clear of obstructions, ensuring loads are not lifted over personnel, etc)

- Know how to work safely around cranes and the loads being lifted

The competency of personnel working with the tower crane must be clearly established and recorded.

## **SAFETY RULES AND PROCEDURES TOWER CRANE OPERATIONS**

All Crane operations are to be carried out in accordance with the Manufacturers Operations Manual and the relevant Cal/OSHA regulations.

In addition the following safety rules and procedures are to be complied with.

### **Organization and Responsibilities**

The chart below details the organizational responsibilities for all site lifting operations:

|                     |                                                                                                                                                                                   |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Site Superintendent | Day-to-day crane tasking                                                                                                                                                          |
| Site Safety Officer | Monitoring tower crane operation safety<br>Technical advice & assistance on lifting matters<br>Communication & co-ordination with other subcontractors on all site safety matters |
| Crane Operator      | Safe & efficient completion of site lifting operations                                                                                                                            |

### **Authorised Crane Operations Personnel**

Only those personnel specifically authorised by the Site Superintendent or Site Safety Officer are to operate the cranes, rig the loads, or otherwise participate in the crane operations. All such personnel must be competent in crane operations.

The crane operator, or phone man may stop all proceedings if, in his opinion, safety is being jeopardized by the actions of another person.

### **Crane and Lifting Equipment Maintenance**

The crane operations staff are responsible for ensuring that the crane and all equipment used in lifting operations are suitable for the task, are correctly certified, tagged / marked and serviceable for use.

Preventative maintenance actions are to be carried out as required, per the Crane Maintenance & Lubrication Schedule .

All significant defects are to be recorded in the crane log, and advised as soon as practical to the Site Superintendent.

Lifting gear is to be regularly cleaned and stored in a dry and secure location when not in use.

### **Rigging**

Care and attention is to be taken at all times when rigging loads, to ensure that they are secure and safe for lifting. All special lifts (IE. those which require other than normal rigging) are to be cleared by the Site Superintendent before the lifting operation proceeds. Where any doubt as to the safety of the lift is concerned the Site Superintendent must be consulted.

## **Loads and Lifting**

Only loads that are within the safe working capacity of the crane are to be lifted. At no time shall the operator exceed the manufacturers operating limitations.

The Site Superintendent shall ensure that the weights items being delivered to the site for lifting by the tower crane are within the safe capacity of the crane.

A designated load bay shall be set up for the receipt of materials. This load bay shall be kept clear of unnecessary items that may interfere with safe crane operations.

## **Communications**

The crane is fitted with a radio, and handheld units will be issued to personnel directing the crane operator.

The discrete crane radio channel is not to be used for any other radio traffic, except what is directly related to the crane operations.

## **Safety of Others**

Only those people directly involved in the lifting operation are to be in the crane operating and lifting area.

Crane operations personnel are to ensure that the area is clear of other people when picking up or placing loads.

Loads are not to be lifted over people.

## **Inclement Weather and Out-of-Service Configuration**

The operator shall be the sole judge of whether the crane can be safely operated in inclement weather conditions.

Crane operations shall be ceased any time the operator is unable to safely control either the crane, or load movement.

Whenever the crane is in an out-of-service state it shall be set with the slew brake released so that the crane can weather-vane.

## **Safety Equipment**

Safety footwear is to be worn at all times on the site.

Safety helmets (hard hats) are also to be worn except when operating the crane, or when the wearing of such may, in itself, pose a safety hazard.

The wearing of gloves is at the employees discretion according to the work involved.

## **Safety Harnesses**

Full body safety harnesses will be available for anyone working at height where there is no other means of protection. Such harnesses shall have double lanyards.

Harnesses are to be worn / used wherever practicable.

In particular, harnesses with grab-lock type lanyards are to be used when climbing up the tower crane access ladder.

## **Housekeeping**

Working areas, and access ways, are to be kept clear of unnecessary equipment / materials / debris.

## **Ladders**

When using ladders, personnel are to ensure that they are placed at the correct angle, and adequately secured.

## **Electrical Equipment**

Electrical leads and appliances must be run through an isolating transformer, or other approved safety device.

## **Hazardous Materials**

Material Safety Data Sheets (MSDSs) will be held on site for all hazardous materials. Crane staff are to familiarize themselves with the MSDSs, in particular the safety precautions to be taken when handling such materials.

Hazardous materials are to be safely stored away when not being used.

Smoking is not permitted when handling flammable substances.

Care is to be taken when checking the radiator coolant level when the crane engine is hot.

## **Fire Extinguishers**

Serviceable fire extinguishers are to be mounted at the base of the crane, and in the crane cab, and staff are to familiarize themselves with their operation.

## **Hazard Identification**

Notwithstanding any formal hazard identification process that has been carried out, all personnel must report, to the Site Safety Officer, any new hazards they identify immediately.

Personnel must also take any immediate action that is necessary to protect themselves, and others from the hazard.

## **Safety Meetings, Accident Reporting and Investigation**

Regular (weekly, or as required) safety meetings are to be held, and records kept of the same (a diary entry is satisfactory).

All incidents, and accidents which do, or could have resulted in harm, must be reported to the Site Safety Officer. The Site Safety Officer will record such events, and advise the appropriate authorities as necessary. In the case of serious harm the following are to be immediately advised:

Site Superintendent

Site Safety Officer

# **HAZARD COMMUNICATION PROGRAM**

## **Introduction**

SBI BUILDERS, INC has developed a hazard communication program to enhance our employees' health and safety. This program is intended to ensure that all employees receive adequate information relevant to the possible hazards which may be involved with the various hazardous substances used in the company's operations and processes.

The following program outlines how we will accomplish this objective.

## **Hazard Determination**

SBI BUILDERS, INC does not intend to evaluate any of the hazardous substances purchased from suppliers, and / or manufacturers, but has chosen to rely upon the evaluation performed by the manufacturers of the substances to satisfy the requirements for hazard determination.

## **Container Labeling**

It is the policy of this company that no container of hazardous substances will be released for use until the following label information is verified:

1. Containers are clearly labeled as to contents
2. Appropriate hazard warnings are noted
3. The name and address of the manufacturer are listed

This responsibility has been assigned to the site foreman.

To further ensure that employees are aware of the hazards of materials used in their work areas, it is our policy to label all secondary containers. The foremen will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label, or with generic labels, which have a block for identity, and blocks for the hazard warning.

## **Material Safety Data Sheets (MSDS's)**

1. Copies of MSDS's for all hazardous substances to which our employees may be exposed are kept in a three ring binder in the business office, and construction trailer. The MSDS binders contain information on all hazardous materials used by the company. These MSDS's are available to all employees, at all times, upon request. Each foreman will be responsible for maintaining the MSDS binder issued to them.
2. The Safety Manager will be responsible for reviewing all incoming MSDS's for new and significant health/safety information. Any new information will be passed on to employees involved.

3. The Safety Manager will review all incoming MSDS's for completeness. If any MSDS is missing, or obviously incomplete, a new MSDS will be requested from the manufacturer, or distributor. OSHA is to be notified if the manufacturer, or distributor will not supply the MSDS, or if it is not received after 15 days from request. Any new information will be passed on to employees involved.
4. The foreman will obtain an MSDS for all new materials when they are first ordered.
5. The safety manager shall coordinate with appropriate departments to make sure all MSDS are obtained, distributed and communicated.

### **List of Hazardous Substances**

Please refer to your job site MSDS books for a list of hazardous substances.

### **Employee Information and Training**

All employees will attend an orientation meeting for information and training on the following items prior to starting work with hazardous substances. A training checklist is to be completed and kept on file.

1. An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.
2. Information on where hazardous substances are present in their work areas.
3. Information regarding the use of hazardous substances in their specific work areas.
4. The location and availability of the written hazard communication program.
5. The physical and health aspects of the hazardous substances in use.
6. Methods and observation techniques used to determining the presence of release of hazardous substances in the work area.
7. The controls, work practices and personal protective equipment which are available for protection against possible exposure.
8. Emergency First Aid procedures to follow if employees are exposed to hazardous substances.
9. How to read labels and material safety data sheet to obtain the appropriate hazard information.

It is most important that all of our employees understand the information given in the orientation meetings. If you have any questions regarding this please contact the Safety Manager.

As new substances are introduced into the workplace, the foremen will review the above items as they are related to the new materials.

## **Non-Routine Tasks**

Periodically, employees may be required to perform non-routine tasks which involve the use of hazardous substances. Prior to starting work on such projects, each involved employee will be given information by his/her foreman about hazards to which they may be exposed during such an activity. This information will include:

1. The specific hazards
2. Protective/safety measures which must be utilized.
3. The measures the company has take to lessen the hazards, including special ventilation, respirators, the presence of another employee, air sample readings, and emergency procedures.

## **Informing Subcontractors**

To ensure that subcontractors work safely on our jobs, it will be the responsibility of the superintendents to provide subcontractors the following information:

1. The hazardous substance to which they may be exposed while working at the jobsite.
2. The precautions the contractor's employees must take to lessen the possibility of exposure by usage of the appropriate measures.
3. The Company rules and regulations regarding the protection of employee safety relevant to fire and ignition sources around flammable materials, also the rules regarding smoking, welding, grinding, etc.

The employer will be responsible for obtaining from outside contractors the chemical name of any hazardous substance the contractors employees may be bringing into the facility, or use in their work. The contractor must also supply a copy of the material safety data sheet relevant to these materials.

**SBI BUILDERS, INC**  
**SAFETY POLICIES**  
**AND**  
**PROCEDURES MANUAL**

**SUPERVISOR'S**  
**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge receipt of the **SBI BUILDERS, INC SAFETY POLICIES AND PROCEDURES MANUAL.**

As a condition of continued employment I agree to read and study this manual in order to acquaint myself with these rules and regulations and to follow them to the best of my ability.

\_\_\_\_\_  
Signature (Supervisor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your name above.

**SBI BUILDERS, INC**  
**ORIENTATION CHECKLIST FOR NEW EMPLOYEES**

1. \_\_\_ I - 9 Form for employment completed and signed (Proof of eligibility for employment in the U.S. on file, per attached requirements.) (office personnel also)
2. \_\_\_ W-4 Form completed
3. \_\_\_ Social Security Card presented. (Maintain copy in employee file)
4. \_\_\_ Drivers' License (if applicable, presented and expiration date checked and written on application)
5. \_\_\_ References checked as on application. (All Personnel)
6. \_\_\_ Reviewed job hours and starting time.
7. \_\_\_ Overtime policy explained, as applicable.
8. \_\_\_ Starting wages and explain Company pay days.
9. \_\_\_ Wages adjustments explained (As applicable).
10. \_\_\_ Holidays, sick time, and vacation explained. (As applicable)
11. \_\_\_ Smoking policy reviewed; designated areas reviewed.
12. \_\_\_ Parking explained - on site or other.
13. \_\_\_ Meals and break periods explained.
14. \_\_\_ Explained where employee's restrooms are located.
15. \_\_\_ Probationary period explained, as applicable.
16. \_\_\_ Informed of labor laws (as posted)

**SAFETY & HEALTH PROGRAM**

17. \_\_\_ Discussed SBI BUILDERS, INC safety program and received copy of applicable safety rules for the job, or customer rules.
18. \_\_\_ Reviewed and discussed SBI BUILDERS, INC Safety & Health Procedures Manual and applicable items for employee.
  - a. \_\_\_ Safety & Health Policy
  - b. \_\_\_ "Code of Safe Practices"
  - c. \_\_\_ Disciplinary Policy & Enforcement Practices
  - d. \_\_\_ Accident Reporting Procedures
  - e. \_\_\_ Reporting Unsafe Conditions
  - f. \_\_\_ Proper Lifting Techniques
  - g. \_\_\_ Special Protective Equipment Requirements
19. \_\_\_ Shown location of fire alarms, fire extinguishers, fire exits, and evacuation plan.
20. \_\_\_ Discussed job training requirements, and how assignments are made, reviewed job description, and trained for this job (copy attached)
21. \_\_\_ Provided safety glasses, gloves, etc. if required.
22. \_\_\_ Discussed proper clothing for the job.
23. \_\_\_ Given instructions regarding:
  - a. \_\_\_ Personal Appearance
  - b. \_\_\_ Proper Footwear

I have discussed and understood all above statements and instructions.

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

COPIES TO: OFFICE (ORIGINAL) - SUPERVISOR - SAFETY COORDINATOR

SBI BUILDERS, INC  
SAFETY INSPECTION FORM

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|                 |                   |                  |             |
|-----------------|-------------------|------------------|-------------|
| <b>LOCATION</b> | <b>SUPERVISOR</b> | <b>INSPECTOR</b> | <b>DATE</b> |
|-----------------|-------------------|------------------|-------------|

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All items which need correction are marked with "C". Note the corrections needed and suggestions for corrective action below. Unless noted, all other items are acceptable.

**(Unsafe Actions of Employees)**

- 1. \_\_\_ Personal protective equipment being worn as required?
- 2. \_\_\_ Employees safety trained for the job being performed?
- 3. \_\_\_ Employees following proper work procedures?

**(Unsafe Conditions)**

- 4. \_\_\_ Walkways, floors, and work areas properly maintained?
- 5. \_\_\_ Housekeeping and cleanup adequate?
- 6. \_\_\_ Office equipment properly maintained?
- 7. \_\_\_ Power tools, or equipment maintained and guarded?
- 8. \_\_\_ Flammable liquids properly used, identified, and stored?
- 9. \_\_\_ Chemicals properly labeled, used, and stored?
- 10. \_\_\_ Adequate illumination provided?
- 11. \_\_\_ Adequate ventilation provided?
- 12. \_\_\_ Environmental hazards reviewed and maintained?
- 13. \_\_\_ Fire protection equipment provided and maintained?
- 14. \_\_\_ First Aid and emergency medical supplies available?
- 15. \_\_\_ Sanitation and drinking facilities properly maintained?
- 16. \_\_\_ Safety communication, and publicity provided?
- 17. \_\_\_ Emergency procedures and phone numbers posted?

**CORRECTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUGGESTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPLETED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

COPIES TO: OFFICE (ORIGINAL)SAFETY COORDINATOR

SBI BUILDERS, INC  
REQUEST FOR CORRECTIVE ACTION

REQUEST # \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

TO: \_\_\_\_\_ TITLE: \_\_\_\_\_

**UPON RECEIPT OF THIS REQUEST YOU ARE ASKED TO COMPLETE THIS FORM INDICATING THE CORRECTIVE ACTION TAKEN, IF NECESSARY, ON THE PROBLEM STATED BELOW**

**PROBLEM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTICE OF CORRECTIVE ACTION MUST BE FURNISHED WITHIN 10 DAYS TO THE SAFETY COORDINATOR OR A MEMBER OF EXECUTIVE MANAGEMENT**

**ANALYSIS OF PROBLEM**

**CAUSES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANALYSIS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CORRECTIVE ACTION (to prevent recurrence)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

COPIES TO: OFFICE (ORIGINAL), SAFETY COORDINATOR, SUPERVISOR

SBI BUILDERS, INC  
EMPLOYEE REPORT OF INJURY

Employee Name \_\_\_\_\_ Male / Female

Date of Birth \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Trade \_\_\_\_\_ Social Security No. \_\_\_\_\_

Location of Accident (city) \_\_\_\_\_ Job Name \_\_\_\_\_

Job Number \_\_\_\_\_ Builder Name \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_ am / pm

Describe fully how the accident occurred. (including events that occurred immediately before the accident)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe bodily injury sustained (be specific about body part(s) affected) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation on how to prevent this accident from recurring \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When did you report the accident to your supervisor? \_\_\_\_\_

To whom did you report the injury? \_\_\_\_\_

Did you require medical attention (if so, explain) \_\_\_\_\_

Name of treating physician \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name of Witness \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name of Witness \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name of Witness \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**I certify under penalty of perjury that all statements are true and correct.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

SBI BUILDERS, INC  
SUPERVISOR'S REPORT OF INCIDENT

DATE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

EMPLOYEE \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

- |                                               |                                                                  |
|-----------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> ABSENT               | <input type="checkbox"/> FIGHTING/HORSEPLAY                      |
| <input type="checkbox"/> INSUBORDINATION      | <input type="checkbox"/> INTOXICATION (Drugs or Alcohol)         |
| <input type="checkbox"/> RECORD FALSIFICATION | <input type="checkbox"/> HARASSMENT                              |
| <input type="checkbox"/> SAFETY               | <input type="checkbox"/> SEXUAL MISCONDUCT                       |
| <input type="checkbox"/> Job-Site Rules       | <input type="checkbox"/> UNAUTHORIZED USE OF<br>COMPANY PROPERTY |
| <input type="checkbox"/> Vehicle Rules        | <input type="checkbox"/> OTHER _____                             |
| <input type="checkbox"/> TARDY                | _____                                                            |
|                                               | _____                                                            |
|                                               | _____                                                            |

DETAILS/COMMENTS:

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\_\_\_\_\_  
SUPERVISOR SIGNATURE





SBI BUILDERS, INC  
DISCIPLINARY ACTION REPORT

DATE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

EMPLOYEE \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

\_\_\_\_\_ ABSENT

\_\_\_\_\_ INSUBORDINATION

\_\_\_\_\_ RECORD FALSIFICATION

\_\_\_\_\_ SAFETY

\_\_\_\_\_ Job-Site Rules

\_\_\_\_\_ Vehicle Rules

\_\_\_\_\_ TARDY

\_\_\_\_\_ FIGHTING/HORSEPLAY

\_\_\_\_\_ INTOXICATION (Drugs or Alcohol)

\_\_\_\_\_ HARASSMENT

\_\_\_\_\_ SEXUAL MISCONDUCT

\_\_\_\_\_ UNAUTHORIZED USE OF  
COMPANY PROPERTY

\_\_\_\_\_ OTHER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DETAILS/COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

SBI BUILDERS, INC  
EMPLOYEE SAFETY & HEALTH SUGGESTION FORM

**I WOULD LIKE TO REPORT, WITHOUT FEAR OF REPRISAL, WHAT I BELIEVE TO BE IS A SAFETY/HEALTH HAZARD THAT MAY CAUSE INJURY, ILLNESS, DEATH, OR DAMAGE TO AN EMPLOYEE, OR THE PUBLIC.**

DESCRIBE SAFETY/HEALTH PROBLEM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUGGESTION (TO CORRECT PROBLEM): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE'S NAME (OPTIONAL) \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**REVIEW AND COMMENTS**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**ACTION TO BE TAKEN**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED BY: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

**COPIES TO: OFFICE (ORIGINAL) - SAFETY COORDINATOR - SUPERVISOR**