



# SR CONSTRUCTION

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SUBCONTRACTOR  
SAFETY  
HANDBOOK

TERMS AND CONDITIONS ACCEPTED BY:

\_\_\_\_\_  
SUBCONTRACTOR

By: \_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_

Project:

SR Construction Project Number:

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**SAFETY HANDBOOK**

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**PART I  
MY COMMITMENT TO SAFETY AS  
SUBCONTRACTOR SUPERVISOR**

**INTRODUCTION**

This handbook has been provided to familiarize all SUBCONTRACTOR SUPERVISORS with SR Construction's safety rules, procedures, and guidelines for controlling jobsite accidents and injuries.

This is also to advise you that your employer has signed an ANNUAL SAFETY COMMITMENT to SR Construction, and your employer has also agreed with the PROJECT SAFETY REGULATIONS, which are a part of the particular terms and conditions for this project.

**STATUTORY REQUIREMENTS**

Each Subcontractor is expected to be aware of and comply with Federal, State, and Local safety regulations. Also, each Subcontractor has agreed to hold the Owner and SR Construction harmless for all claims, damages, (including legal fees) and/or penalties incurred as a result of Subcontractor failures to comply with such regulations.

As a Supervisor for this Subcontractor, I am aware that I must have completed the 10-Hour OSHA Construction Safety & Health Training Course.

**SUPERVISOR COMMITMENT**

At least two weeks prior to commencing any work, I will submit a pre-job safety plan to the Project Superintendent. The Subcontractor Jobsite Supervisor must be fully aware of this plan and the procedures necessary to eliminate any hazards. Review the plan with your crew and regularly update it for any changes in safety procedures that will be used on the project.

**INSPECTIONS**

I will do regularly scheduled inspections of our work, and I will have Weekly Tool Box Safety Meetings with our jobsite personnel as required by law. Minutes of these meetings, as well as a signature sheet of all attendees, are to be submitted to the SR Construction's Superintendent regularly.

**ACCIDENT REPORTING**

I will investigate and file a report to the SR Construction's Superintendent about any accident involving our employees including sub of subs.

**DRUG & ALCOHOL**

All of our field personnel on this jobsite will abide by the SR Construction's Drug and Alcohol Policy. I agree to remove from the jobsite any of our employees who violate this policy, including sub of subs.

**HOUSEKEEPING**

SR Construction is committed to a clean jobsite. Regular housekeeping by each Subcontractor is essential for reaching this goal. I am committed to keeping our area of work clean at all times.

**INSURANCE REQUIREMENTS**

I am aware that we cannot start our work without an acceptable CERTIFICATE OF INSURANCE on file with SR Construction.

**VIOLATIONS**

When unsafe conditions or practices are observed, the Subcontractor Supervisor will be asked to correct them. Failure to correct the conditions or failure/refusal to comply or enforce SR Construction's safety requirements and/or applicable OSHA, Federal, State health & safety regulations may result in:

- a. Removal from the jobsite of the Subcontractor's employees involved in the violation.
- b. Removal of all Subcontractor personnel from the jobsite.
- c. Denial of future bid opportunities with SR Construction.

**PART II**  
**SUBCONTRACTOR EMPLOYEE'S**  
**RESPONSIBILITY TO SAFETY**

**DRUG AND ALCOHOL**

Illegal and unauthorized substances and drugs, look-alike drugs, synthetic drugs, alcoholic beverages and drug paraphernalia are strictly prohibited on any SR Construction site. Persons or subcontractor's employees found to be using or in possession or concealment of any of the above mentioned unauthorized items will not be allowed on the SR Construction site. Any employee of the subcontractor under the influence of drugs or alcohol will be removed from the construction site. All employees, their vehicles and personal property are subject to search and inspect before entering, while on or departing the jobsites.

Persons or subcontractor's employees are not allowed to use drugs or alcohol during the lunch period or any other break time.

**CONTRABAND AND FIREARMS**

Contraband, stolen property, firearms, weapons, explosives, and any other hazardous substances are strictly prohibited on a SR Construction's site. Persons or employees found to be using or in possession of, or concealing, any of the above unauthorized items will be permanently removed from the jobsite and will not be allowed to return to the SR Construction's site.

**HAZARD COMMUNICATIONS**

In accordance with SR Construction's Hazard Communication Program, all hazardous material containers must be properly labeled.

The subcontractor must supply a Material Safety Data Sheet (MSDS) to the SR Construction's Superintendent at least seven (7) calendar days prior to introducing a hazardous material to the jobsite.

A list of the hazardous materials used on the jobsite by the subcontractor will be maintained in the subcontractor's job file. An additional set will be maintained in the SR Construction Superintendent's job file.

The subcontractors must maintain their written Hazard Communication Program at the site, along with the training communication, and provide for revision upon request.

The MSDS's must be maintained on the jobsite. A copy of the SR Construction hazard communication program may be obtained from the SR Construction's Safety Director's office at 3579 Red Rock Street, Las Vegas, Nevada 89103, upon written request.

**MEDICAL FACILITIES**

First aid supplies are available in the SR Construction's Superintendent's office. Emergency telephone numbers are also posted at this location. The emergency numbers will include a nearby medical clinic that is being used by SR Construction. By law, each subcontractor must have a first aid kit in their office or gang box.

**ACCIDENT REPORTING**

All accidents are to be reported to the SR Construction's Superintendent immediately after providing medical treatment to the injured. In addition, a copy of each accident report is to be provided to the SR Construction's Superintendent.

**CLOTHING**

Wear appropriate clothing. Construction safety shoes are mandatory. No loose clothing or dangling jewelry is permitted. Shorts, tennis shoes, and sleeveless shirts are not allowed on the jobsite. Wear work gloves as needed.

**PERSONAL EQUIPMENT**

Approved hard hats must be worn on the jobsite at all times. Ear protection (muffs or plugs) must be worn on all high noise level jobs.

Approved respirators are to be worn when conditions warrant.

**EYE PROTECTION**

Safety goggles must be worn when using circular saw, chop saw, tablesaw, hammering, chipping, welding, grinding, and working in a dusty atmosphere or during other operations where eye injury may result.

## **FALL PROTECTION**

It is essential that all exposure to falls be eliminated by providing proper fall protection. Body harnesses (recommended) or safety belts with properly attached lanyards must be worn by employees working at unprotected heights.

## **INSPECTIONS**

Subcontractors are required, on a weekly basis, to check the areas where their employees are working and report any unsatisfactory conditions to the SR Construction's Superintendent.

Periodic safety inspections are required on all SR Construction's jobs. These will be conducted either by the SR Construction's Superintendent or safety representative assigned this responsibility.

Subcontractors will be requested to correct unsafe conditions created as a result of their operations within a reasonable period of time. If this is not done, a written notice will be submitted to the subcontractor for documentation purposes. Failure to remedy the problem or comply with Federal Regulations shall result in the removal of the subcontractors' employee or personnel from the jobsite.

## **MEETINGS**

As noted in Part I of this booklet, weekly toolbox meetings are required by all subcontractors.

At all PCC jobsite meetings, safety will be part of the agenda. All subcontractor supervisors must be present for the safety discussion.

## **ELECTRICAL EQUIPMENT**

Subcontractors are responsible for maintenance of their extension cords. Defective extension cords should be removed from service. OSHA does require daily inspection of extension cords for broken grounds, breaks in the insulation, etc., and does require testing and marking of extension cords and electrical tools on a quarterly basis to assure that grounds are operative. Subcontractors must comply with the assured grounding program required by OSHA or use a GFCI system.

## **UTILITIES**

Equipment operators and truck drivers must be cautioned not to operate closer than recommended distances from overhead electrical wires. If work is required within close proximity to these wires, consult with SR Construction's Superintendent about the possibility of relocation, de-energizing or insulating wires to protect personnel.

Whenever excavation is required by the subcontractor, it is his responsibility to contact JULIE (suburbs) or DIGGER (City of Chicago) and not commence work without a dig number.

## **CRANES**

Accessible areas within the swing radius of all cranes must be barricaded to prevent employees from being injured by the counter weight. **All personnel are prohibited from riding the load or the headache ball.**

Safety latches are required on all crane hooks. No crane or other equipment should be operated within 10 feet of energized electrical transmission or power lines.

## **EXCAVATIONS**

Whenever excavation is required by the Subcontractor, it is his responsibility to contact JULIE (suburbs), or DIGGER (City of Chicago) and not commence work without a dig number.

Excavations must be barricaded to protect pedestrians and vehicles from entry. Spoil must be piled at least two (2) feet back from edge of excavation.

Excavations must be sloped per OSHA standards, shored, or safeguarded with a trench box when soil conditions warrant or deeper than five (5) feet.

All contractors exposed to trenches or excavations must have a competent person on site to inspect the work as required.

Check all excavation walls before entering a trench or excavated area and after a heavy rain or thaw. Check shoring daily. An adequate means of exit or access such as a ladder or steps shall be provided and located so as to require no more than 25 feet of lateral travel.

## **MOTORIZED EQUIPMENT**

All motorized equipment that has an obstructed view to the rear must have backup alarms, including bobcats.

All engines shall be shut off when refueling. Only authorized and properly instructed employees shall operate machinery, equipment, tools, or vehicles.

A flag person should direct the backing of a vehicle in congested areas. Anyone exposed to vehicular traffic must wear a reflective safety vest.

## **MATERIAL HOISTS**

All personnel shall be instructed not to ride on material hoisting equipment at any time.

## **FLAMMABLE STORAGE**

Gasoline and other flammables must be kept in NFPA approved containers, and storage requirements for quantities and type used should comply with Federal and Local regulations. **Store flammables in properly labeled containers.**

## **FIRE PROTECTION**

"No Smoking" signs should be posted and obeyed in areas where flammables are stored or used.

Good Housekeeping practices are important. Combustible materials should be placed in trash barrels, and not permitted to accumulate in your work area.

When portable heaters are used, make sure that they are placed well away from combustible materials.

When welding, cutting or using flammable materials, it is the responsibility of the Subcontractor to have adequate fire extinguishers at the work location. A fire watch shall be maintained when there is a fire exposure, because of welding or cutting operations that do not confine sparks to the immediate area. Welding screens shall be used to minimize flash hazards.

Fire extinguishers are not to be tampered with or removed from assigned locations.

## **LIQUIFIED PETROLEUM GAS (L-P GAS)**

**Storage of L-P gas cylinders within buildings is prohibited.**

L-P gas containers, when in use, must stand on a firm and substantially level surface, and shall be secured in an upright position when necessary.

Heating equipment should be located at least 6 feet from L-P gas cylinders and the heat directed away from cylinder.

## **HOUSEKEEPING**

Subcontractors are responsible for housekeeping conditions in their respective work areas. Clear aisles should always be maintained through the work area for the benefit of your personnel and others who must use the area.

Reuse and scraps should not be allowed to accumulate, particularly when they interfere with workflow or create additional fire hazards.

Failure to clean your work area as required or directed will result in SR Construction performing this cleanup; and the cost of that cleanup will not be negotiable, based on our Subcontract Agreement with your firm.

## **FLOOR OPENINGS & PERIMETER PROTECTION**

Guardrails are provided at the perimeter, at stairway openings and shaft openings. Smaller floor openings are covered and secured. This is done for the safety of all personnel on the job. At times, it is necessary for Subcontractors to remove guardrails or floor opening protection temporarily. **It is the responsibility of the Subcontractor to replace this protection immediately so that other personnel on the job are not endangered.** When rails are removed, protection shall be required by using safety belts or harnesses.

Failure to replace guardrails or floor opening protection will result in SR Construction performing this work; and the cost of such work will not be negotiable based on our Subcontract Agreement with your firm.

## **POWDER ACTUATED TOOLS**

Only employees who have been trained in the operation of the particular tool in use shall be allowed to operate a powder-actuated tool. All personal protective equipment, including safety glasses, shall be worn when operating the tool. **All live loads remaining in a used clip should be discarded properly and not left on the floor.**

## SCAFFOLDING

### TUBULAR WELDED FRAME SCAFFOLDS

Footing for scaffolds shall be rigid, sound, and capable of carrying the load without settlement or displacement. Unstable objects such as barrels, boxes, loose brick, concrete blocks, or pieces of wood shall not be used to support scaffold. **Use leveling jacks.**

Guardrails shall be installed on all open sides of platforms more than 10 feet above the ground or floor. **Diagonal bracing is not considered as guardrail protection.**

All planking of platforms shall be overlapped a minimum of 12 inches or secured from movement (cleated). Scaffold planks shall extend over their end supports not less than 6 inches or more than 12 inches. Cracked or badly worn planks must be replaced.

All scaffolding less than 45 inches wide must have guardrails when the platform is 4 feet or more in height. This includes Baker scaffolding.

An access ladder or equivalent safe access must be provided for all scaffolding.

All diagonal bracing must be in place and secure. Braces do not take the place of required guardrail protection.

The entire scaffold shall be tied to and securely braced against the building at intervals not to exceed 30 feet horizontally and 26 feet vertically. Should scaffolding be enclosed for wind or winter protection, it must be designed by a competent person to withstand the additional loads.

### SELF PROPELLED MOBILE SCAFFOLDS

Training, inspection, maintenance, and operation of self propelled mobile scaffolds must comply with the manufacturers' specified limits.

Outriggers or stabilizers must be used, as required, by the manufacturer, and guardrails must be in place and access gates closed when in use.

The minimum safe distances from energized power lines must be maintained during aerial lift operations.

### MANUALLY PROPELLED MOBILE SCAFFOLDS

All casters shall be provided with a positive locking device to hold scaffold in position.

Platforms shall be tightly planked for the full width.

The floor or surface must be free from voids, holes, or obstructions.

Guardrails shall be installed at all open sides on all scaffolds more than 10 feet above the ground or floor.

Scaffolds less than 45 in. wide must have guardrails when the platform is 4 ft. or more in height. Baker scaffolds are in this classification.

The height of rolling scaffolds must not exceed four (4) times the minimum base dimension.

### TWO-POINT SUSPENSION

The roof iron or hooks shall be of proper size, design, and material; securely installed and anchored. Tiebacks of ¾ inch manila rope, or the equivalent, shall serve as a secondary means of anchorage, installed at right angles to the face of the building, and secured to a structurally sound portion of the building.

Each subcontractor employee shall be protected by an approved safety life belt attached to a separate lifeline. The lifeline shall be secured to a structurally sound portion of the building that is different from the scaffold anchorage.

### COMPRESSED AIR

Check all hoses with couplings daily. Make sure that all couplings are secured with wire, pins, or chain. Use only reinforced hose unless excess flow valves are utilized.

### PUBLIC PROTECTION

Construction activities attract the public. Subcontractors must provide safety barriers, walkways, lighting, fences, and any other means necessary to protect the public from possible injury as a result of their work.

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SR Construction Job Name & No.

This is to acknowledge that I have received my copy of the SR Construction Subcontractor Safety Handbook and an orientation on its contents. I will read and abide by all rules and regulations in the handbook and any additional safety rules and regulations on my job.

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Signed

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Date

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Subcontractor

This is to acknowledge that I delivered a SR Construction Subcontractor Safety Handbook to the person who signed the above receipt and that I gave an orientation to him on the contents of the handbook and other safety rules and regulations about this SR Construction project.

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Signed – SR Construction Superintendent

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Date