



**Job #: NV-**

## **SAFETY POLICY**

Burke Construction Group, Inc.' superior safety record is a result of constant attention given to safety from top management to the employees in the field.

The project superintendent is in charge of all safety requirements and regulations on the jobsite.

It is the superintendent's responsibility to implement the safety program and to meet with and indoctrinate each new employee and all subcontractors and their employees to the safety regulations of Burke & Associates, Inc.

Prior to commencing work on any project, the superintendent conducts a safety orientation for all personnel, new hires or those reassigned from another project, informing them of our safety program. In addition to the verbal orientation, each employee is given a copy of the "Safety Standards for New Employees" handout. It is mandatory that each employee acknowledge receipt and understanding of the handout. This acknowledgement is attached to and kept with the Employees Permanent History Card. A "Lunch Box" safety meeting is held once each week at lunchtime to provide up-to date safety information and review the upcoming week's work. All subcontractors and their employees are required to attend these meetings.

It is our policy to provide each superintendent with Federal OSHA Regulations on Safety for construction and also regulation posters and record keeping requirements set by OSHA and/or Corps of Engineers General Safety Requirements Manual EM 385-1-1 and/or all States Safety and Health Standards for the construction industry. When working in a state that has a State-OSHA plan, i.e., Arizona, Nevada, Utah, Wyoming, the standards of that state are strictly adhered to.

Telephone numbers are prominently displayed on the jobsite for ambulance, hospital and/or other medical facility, doctor, police, and fire reporting in the event of an emergency. All project offices contain first aid supplies for treatment of minor injuries. Transportation for major injuries is provided by ambulance, company-owned vehicle, or privately-owned vehicle.

The following plan outlines the essential elements of our safety program. All personnel are expected to fully comply with these requirements while employed by Burke & Associates, Inc.

The personal safety and health of each employee of Burke & Associates, Inc. is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it is given precedence over operating productivity wherever necessary. To the greatest degree possible, management provides all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

Burke & Associates, Inc. maintains a safety and health program confirming with and exceeding the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward accident prevention of both supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisors and employees, but also between each employee and his fellow workers.

Only through such a cooperative effort, can a safety record in the best interest of all, be established and preserved.

REV 01.09

**GENERAL CONTRACTING • DESIGN-BUILD • CONSTRUCTION MANAGEMENT • CONSULTING**

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Our objective is in a safety and health program that will reduce the number of disabling injuries and illnesses to a minimum, not only in keeping with, but surpassing the best experience of other operations similar to ours.

- 1) Employees are not required to have physicals, however, when hired; they are required to fillout an Employee Permanent History Card which asks for pertinent medical data.
- 2) **Drinking water** will be obtained from a portable source and dispensed to the jobsite in sanitary metal or plastic “cooler type” containers. These containers will be clearly marked as to contents. A common drinking cup is prohibited. Disposable drinking cups will be available. **Toilet facilities** shall be furnished; one for every twenty (20) or more employees.
- 3) The use of **personal protective equipment** will be strictly enforced. Hard hats **WILL BE WORN AT ALL TIMES** by all workers on the job. Proper hearing, eye, and face protection, as well as adequate respiratory protection, will be worn, when required. Eye protection will be worn when grinding, sawing, chipping, pouring concrete, or at any other time protection of eyes becomes necessary. Safety belts and lanyards will be worn any time work is being done at a height of (4) feet or more and no other means of fall protection is practicable. These requirements also apply to subcontractors and their employes.
- 4) **Safety nets** shall be provided when work places are more than (25) feet above the ground or water surfaces or other surfaces where the use of ladders, scaffolds, catch platforms, temporary floors, safety lines, and/or safety belts is impractical.
- 5) Employees **working over or near water** where the danger of drowning exists, shall be provided with life jackets or buoyant work vests, ring buoys with at least (90) feet of line and at least one life saving skiff.
- 6) There shall be a sufficient number of hand operated **fire extinguishers** located throughout the project site for protection of buildings, storage areas, and equipment. No open burning will be allowed on the jobsite, therefore, reducing a major fire hazard. Other fire hazards will be reduced through protection measures such as good housekeeping, spacing of temporary buildings or non-fire resistant type, and proper storage, handling, and use of flammable and combustible liquids
- 7) Appropriate **signs, signals, and barricades** shall be posted and/or erected to provide adequate warning of hazards to workmen and the public. All signs, signals, and barricades shall meet the standards set forth in Subpart G, 29CFR 1926.200, OSHA Regulations.
- 8) **Storage of all material** in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse. The use of **ropes, slings, and chains** for material handling shall conform to the safe usage recommendations of the manufacturer and recommendations of the equipment manufacturer when used in conjunction therewith. All such equipment shall be safety checked periodically by either the superintendent or a competent operator.
- 9) All **scrap lumber, waste materials and rubbish** shall be removed from the immediate work area as the work progresses.
- 10) All **hand and power tools and similar equipment** whether furnished by the employer or the employee, shall be maintained in a safe condition. Only authorized personnel shall use power actuated tools. This equipment will be inspected on a daily basis and any equipment found defective, shall be tagged and removed from service until it has been repaired or replaced.
- 11) During **gas welding and cutting** operations, keep cylinders far enough away from the actual welding or cutting so that sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields shall be provided. Cylinders containing oxygen or acetylene shall not be taken into confined spaces. Tag and remove from service a damaged or defective cylinder. For quick closing in case of an emergency valves on fuel gas cylinders shall not be opened more than (1 ½) turns. Hoses shall be kept clear of passageways, ladders, and stairs. Regulators and gauges shall be in proper working order while in use. Torches in use shall be inspected at the beginning of each working shift for leaking shut-off valves, hose coupling, and top connections. Defective torches shall not be used. Torches shall be lighted by friction lighters or other approved devices, not by matches or from hot work. Further referenced shall be made to Subpart J, 29CFR 1926.350, OSHA Regulation.\

- 12) During **arc welding and cutting** operations using manual electrode holders, only holders which are specifically designed for arc welding and cutting shall be used. Any current-carrying parts passing through the portion of the holder which the arc welder or cutter grips in his hand, and the outer surfaces of the jaws of the holder, shall be fully insulated against the safe current carrying equal to or exceeding the specified maximum output of capacity of the arc welding and cutting unit which it services. Pipelines containing gases or flammable liquids, or conduits containing electrical circuits, shall not be used as a ground return. The frames of all arc welding or cutting machines shall be grounded either through a third wire in the cable containing the circuit conductor or through a separate wire which is grounded at the source of the current. When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contact with the employees or conducting objects. Any defective or faulty equipment shall be reported. Whenever practical, all arc welding and cutting operations shall be shielded by non-combustible or flameproof screens which will protect employees or other persons working in the vicinity from the direct rays of the arc. Further reference shall be made to Subpart J, 29CFR 1926.351-354, OSHA Regulation.
- 13) All **compressed gas cylinders** shall have valve protection caps in place and secured when not in use, being moved, or stored. They shall also be secured in upright positions at all time except, if necessary, when being moved or hoisted. They will not be stored in the same areas as petroleum based products.
- 14) All **electrical equipment, tools, and extension cords** shall be grounded properly either by double insulation or a third wire ground and three prong plug. All other electrical work, installation and wire capacities shall be in accordance with the provisions of the National Electrical Code, NFPA 70-1981. Any extension cord found defective, i.e., insulation worn or cut, frayed wires, etc. is to be removed from the jobsite and disposed.
- 15) All **portable ladders** shall extend at least (3) feet above the landing and shall be tied, blocked, or otherwise secured at top and bottom to prevent displacement and shall be replaced if they have any broken or missing rungs or steps and broken or split side rails.
- 16) All **scaffolding** shall have sound footing and anchorage. Any scaffolding over a (10) foot rise shall have guardrails, midrails, and toeboards. Any surface less than (45) inches, shall be equipped with a guardrail, midrail and toeboard. If personnel work or pass under scaffolding, (1/2) inch wire-mesh screen will be installed from toeboard to top of guardrail for protection from falling material. Scaffolding over (26) feet in height and/or (30) feet of continuous length, will be tied off to the structure.
- 17) All **floor openings or holes** shall be guarded by a standard railing or a cover of standard strength and construction that is secured against accidental displacement. All **open-sided floors, roof platforms, and runways** (6) feet or more above the adjacent floor or ground level shall be protected by guardrail, midrail, and toeboard.
- 18) Any and all **cranes, derricks, hoists, elevator, and conveyors** shall comply with the manufacturer's specifications and limitations. Only qualified operators shall be allowed to run any of the above mentioned equipment. Further reference shall be made to Subpart N, 29 CFR 1926.500-556, and OSHA Regulation.
- 19) Only authorized and qualified personnel shall **operate or service motor vehicles and mechanical equipment**. All motor vehicles shall be equipped with headlights, taillights, brake lights, and horn. Broken window glass shall be replaced.
- 20) All **material handling equipment** such as front-end loaders and forklifts shall be equipped with seat belts, if they utilize a ROPS system. The seat belts shall be utilized whenever the equipment is in use. Equipment will not be left unattended with the engine running. Buckets and forks will be lowered to the full down position when the equipment is unattended. Front-end loaders and forklifts will not be used to transport or lift personnel. Employees will not "hop" rides on this equipment at any time.
- 21) All **excavation or trenching** over (5) feet deep, shall be sloped to an angle or repose or shored per 29CFR 1926.650-652. OSHA Regulation. Ladders, properly secured at top and bottom, shall be provided every (25) feet for personnel as a means of access or exit.

- 22) All equipment and materials used in **concrete construction and masonry work** shall meet the applicable requirements for design, construction, inspection, testing, maintenance, and operations as prescribed in ANSI A10-9-1970. Safety Requirements for Concrete Construction and Masonry. Other general information may be found in Subpart Q, 29CFR 1926.700-702, OSHA Regulation.
- 23) If overtopping of a **cofferdam** by high waters is possible, means shall be provided for controlled flooding of the work area. Warning signals for evacuation of employees shall be provided. Walkways or ramps, with at least two (2) means of rapid exit, shall be provided with guardrails and midrails.
- 24) **Demolition operations** shall be carefully preplanned to eliminate hazards from occurring as related to removal of walls, masonry, steel structures, floors, and removal of materials through floors. Further reference shall be made to Subpart T, 29CFR 1926.850-860, OSHA Regulations.
- 25) **Blasting and use of explosives** shall comply with all State, County, City, and Federal regulations. Only qualified personnel will handle explosives and their qualifications checks prior to their starting work. A blasting logbook will be maintained to record each blast. Explosives and related materials shall be stored in approved facilities. Blasting caps, electric blasting caps, detonating primers, and primed cartridges shall not be stored in the same magazine with other explosives or blasting agents. Blasting caps (including electric) shall not be transported in the same vehicle with the other **explosives**. Refer to Subpart U, 29CFR 1926.900-912, OSHA Regulation, for further requirements.
- 26) On buildings or structures requiring **steel erection** that are not adaptable to temporary floors, and where scaffolds are not used, safety nets shall be installed and maintained whenever the potential fall distance exceed two stories or (25) feet. The nets shall be hung with sufficient clearance to prevent contact with the surface of structures below. A safety railing of (1/2) inch wire rope or equal shall be installed, approximately (42) inches high, around the outside of all temporary-planked or temporary metal-decked floors of tier buildings and other multi-floored structures during structural steel assembly. During the final placing of solid web structural members, the load shall not be released from the hoisting line until the members are secured with not less than two bolts, or the equivalent at each connection and drawn up wrench tight. Tag lines shall be used for controlling loads. Containers shall be provided for storing or carrying rivets, bolts, and drift pins and secured against accidental displacement when aloft.
- Pneumatic hand tools shall be disconnected from the power source, and pressure in hose lines shall be released, before any adjustments or repairs are made. Airline hose sections shall be tied together except when quick disconnect couplers are used to join sections. Impact wrenches shall be provided with a locking device for retaining the socket. Further requirements are contained in Subpart R, 29CFR 1926.750-752, OSHA Regulation.
- 27) All **machinery and machine guarding equipment** operations will be in accordance with Subpart O, 29CFR 1910.211-213, OSHA Regulation. Guards that are provided on equipment will be maintained thereon and utilized at all times. In the event the size of material will not allow the use of the guards, they may be removed long enough to complete the job, but will be replaced immediately when the equipment has been turned off.
- 28) Protection will be provided for all **flammable and combustible liquids** and storage of flammable liquids, having a flash point below (140 degrees F) and having a vapor pressure not exceeding (40) pounds per square inch (absolute) at (100 degrees F). Further reference shall be made to 29CFR 1910.106, OSHA Regulation. At no time will these times be stored inside a work area.
- 29) **Fueling of vehicles and equipment.** Prior to fuel transfer, the vehicle or other such equipment being refueled shall be turned off, and the engine allowed cooling if it is adjacent to or below the tank. If the drive engine of the fueling vehicle is not used to operate the pump, it shall be turned off. Fuel transfer to a vehicle, generator, compressor, or other such equipment must be accomplished at a maximum distance of (50) feet from buildings and an appropriate fire extinguisher will be available not less than (25) feet from the tank.
- 30) **Environment and public works** shall comply with the Clean Water Act showing changes made by the 1977 and 1978 amendments and the Clean Air Act as amended August 1977.

- 31) Employees shall not wear cut-offs, baggy pants, tank tops, sleeveless shirts, tennis or canvas-type shoes, or other type low-cut shoes on the job. Where a hazard to feet or other body parts exists, special footwear or clothing may be required.
- 32) There may be other special requirements or procedures that may arise while the project is in progress. Standards for these requirements or procedures will be issued as necessary. In turn, all employees will be informed of these additional standards and of compliance that is expected of them.

Burke & Associates, Inc. Safety Program is based on OSHA Regulations for Safety and Health, 29 CFR 1926, 29CFR 1910, and/or Corps of Engineers General Safety Requirements Manual EM 385-1-1, and/or MSHA Mining Enforcement and Safety, Title 30, and/or all States Safety and Health Standards for the construction industry. Burke & Associates, Inc. will be signified to all OSHA Safety Regulations, Corps of Engineers General Safety Requirements, MSHA Mining Safety, National Electrical Codes Safety Edition NFPA 70-1981, Clean Water Act amended in 1977 and 1978, and Clean Air Act amended August 1977. States/Federal Fire Codes and all States Occupational Safety and Health Standards and rules and regulations for the construction industry that is governed under State OSHA, not Federal OSHA.

Reference should be made by superintendents to their own copy of the necessary regulations for further information on requirements and specifications.

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**COMPANY NAME**

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**SIGNATURE**

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**DATE**