

Code of Safe Practices

1. All employees shall follow these safe practices, as well as all the rules and regulations of the appropriate OSHA standards. Failure to comply will result in disciplinary action. **Serious violations may result in immediate termination.**
2. No employee shall be allowed to work on any jobsite until they have received an appropriate *New Employee Orientation*, as outlined in the IIPP.
3. Report all accidents and injuries, no matter how small, to your foreman. First aid kits are maintained on all jobsites. If you need to go to the doctor, your foreman will tell you where to go.
4. Employees shall refrain from moving seriously injured persons. Call 911 and obey instructions from medical personnel. When calling 911, ensure that someone is at the jobsite entrance to direct emergency personnel.
5. Employees must immediately report all unsafe acts or conditions to their supervisor.
6. **Safety meetings are mandatory for all employees**, including pieceworkers. You must attend.
7. Jobsite housekeeping is every employee's responsibility. Here are some examples of your responsibilities: Nails in scrap lumber must be bent down or removed. Stairs need to be kept clear of hoses, cords and other things. Other hazards such as debris in walkways shall be corrected immediately, so you don't hurt yourself or others.
8. No person, employee or otherwise, shall be allowed on a jobsite when impaired due to medication, fatigue, illness, alcohol, over-the-counter medication, illegal drugs, or any other substances or conditions that might affect their alertness.
9. Safety glasses must be worn when there is a danger of something flying up into your eye; for example, when using a nail gun. You must also wear your safety glasses in all areas your foreman determined are necessary.
10. Hard hats must be worn when employees are working above you or when there is a possibility of things falling on you. You may not alter your hard hat; for example, by wearing it backwards or drilling holes in it. You must also wear your hard hat in all areas your foreman determines are necessary.
11. High visibility garments shall be worn at all times.
12. Be cautious of heavy equipment's movement.
13. All necessary Personal Protective Equipment (PPE) shall be provided as needed by employer, but employees who want to use their own PPE may do so, at the discretion of management, if it meets ANSI or NIOSH standards, etc.
14. All employees shall wear clothing and footwear appropriate to the work.
15. Horseplay, fooling around, and other acts that tend to have an adverse influence on the safety and wellbeing of employees or others is prohibited. No fighting.
16. No dogs or other pets are permitted on jobsites.
17. Loud radios, boom boxes, and other audible distractions that interfere with safety and other communications are not allowed on jobsites.
18. Jobsite fall protection assessments shall be made by personnel who are Competent Person trained in fall protection, and they shall oversee all fall protection equipment, maintenance, usage and training.
19. All hand and power tools shall be maintained in good condition. Any tool not in appropriate condition shall be removed from the jobsite. No tool may be altered or modified by removing, tying or blocking a guard. **PINNING OF SAW GUARDS PROHIBITED.**
20. All saw blades must come to a complete stop before removing the blade from the cut. When you set the saw down, point the blade away from yourself.

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21. Unplug tool before changing the blade.
22. Do not use any tool without proper training.
23. Use the right tool for the job.
24. Lift properly. Try to lift with your legs instead of bending your back. Ask for help with heavy loads. Use as many people as needed when lifting a wall. When ask for help by a coworker, give him that help.
25. Check your ladder before you use it. Ladders with bent, missing or damaged parts are not allowed on the jobsite. Make sure the ground that you place your ladder on is level and stable.
26. Use a ladder that is tall enough for the job. On an extension ladder, you may not use the top 3 steps. On a stepladder, you may not use the top or the next to the top step. If you are using the ladder to climb to the roof or another level, the ladder must extend 3' above the roofline.
27. No employee will operate any forklifts, aerial lift, powder-actuated tools, or any other tool or equipment requiring an operator certification, without having that certification with them at the time.
28. Operators of powder-actuated tools are responsible for displaying the warning signs within 50' of its use. Eye protection is required for the operator and the helper.
29. All compressors, tanks and other pneumatic equipment, air hoses, and lines shall be properly maintained. **Pulleys must be guarded (covered).**
30. The spring must always be in the nail gun. **Removal of nail gun springs is prohibited.**
31. All electrical equipment must be in good condition. Any defective equipment or damaged cords shall be removed from the jobsite. Cords cannot be repaired by covering the damage with tape. The use of heat-shrink tubing is the only approved method of repair.
32. Only industrial grade, 3 wire extension cords with ground poles intact are permitted on jobsites.
33. All tools will be protected by use of a GFCI.
34. Avoid touching chemicals (for example, caulking, subfloor glue and pressure treated wood). If contact is unavoidable, use gloves. Wash after contact. The foreman can give you more information from the Safety Data Sheets (SDS).
35. Scaffolding shall be erected, maintained, and inspected daily by persons designated as qualified or competent in scaffolding. Defective scaffolding shall be corrected by qualified personnel prior to usage by employees.
36. All conditions that are potentially hazardous to the public, other trades or employees shall be properly barricaded, isolated or appropriately guarded to prevent injuries.
37. Don't jump over open trenches. Always go around.

Please remember that these practices are for your protection. You may think that taking safety shortcuts saves you time and makes you money. How much money can you earn if you are injured, disabled or in the worse case scenario, dead? We are committed to protecting the health of our employees. Please do your part. Use common sense and be alert.

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