

**<AUTHOR>**

**(Address – Contact / Competent Person Information)**

**CONTRACTOR**

**SITE SAFETY**

**POLICY**

**Phone:**

**Fax:**

***NOTES FOR MODIFYING AND CUSTOMIZING THIS DOCUMENT TO FIT SPECIFIC REQUIREMENTS:***

- The first action should be to save copies of all the documents for future use and restoring actions required.
- Keep in mind that this document's intent is to provide a general guideline for creating specific Safety Policies based on each individual organization's requirements. Competent parties should review all documents to ensure that all regulatory and legal requirements are addressed.
- After completion of editing and before publishing delete these notes.
- Execute a "Search & Replace" (Ctrl-H) to replace <Author> with your company's name.  
If your organization has different titles for individuals approving or taking action, execute a "Search & Replace" (Ctrl-H) to replace the titles noted with the correct title.

**<Author>**  
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Horizontal Lifelines .....  
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Skeletal Steel/Open Structures.....  
Permanent Structures/Stairs/Caged Ladders .....  
Structural Steel Erection .....  
Reinforcement Steel/Concrete Form Work.....  
Rigging/Crane Assembly and Dismantling .....

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**<AUTHOR> SAFETY POLICY  
ACKNOWLEDGEMENT STATEMENT**

This letter confirms that an authorized representative of our company has read and understands the contents of this "<Author>'s Safety Policy" in its entirety. This letter shall also confirm that the obligation to safety and health is not limited to the contents of the "<Author>'s Safety Policy." Any and all rules, regulations, and guidelines necessary to provide a safe and healthful working environment for all employees at all times will be enforced.

Our company will comply with the policy when employed by <Author>. Our company will further communicate the policy and required compliance by any Subcontractor we might employ to perform work for <Author> and will have them sign and submit a copy of this "Acknowledgement Statement" as proof that they fully understand the contents.

\_\_\_\_\_  
(Legal Name of Corporation)

\_\_\_\_\_  
(Legal Name of Bidding Firm)

\_\_\_\_\_  
(State of Incorporation)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Type Name of Officer)

\_\_\_\_\_  
(Type Name of Officer)

\_\_\_\_\_  
(Signature of Officer)

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(Signature of Officer)

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(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

If Corporation, affix seal and validation

<Author>  
**CONTRACTOR SITE SAFETY POLICY  
FALL PREVENTION PROGRAM**

**1. PURPOSE**

The purpose of this policy is to assist in providing a work place that protects the safety and health of the employees of Contractors and Subcontractors, as well as employees of <Author>. Contractors and Subcontractors performing work on <Author>'s project sites must conduct their activities in a manner consistent with safe and healthful operating practices, and in accordance with all applicable safety and health rules and regulations.

**2. POLICY**

- 2.1 It is Project Policy that accident prevention be a prime concern to all of us. It includes not only prevention of wasteful and inefficient operations, damage to property and equipment, but foremost the safety and well being of all employees of the Contractor, its Subcontractors, and the Owner.
- 2.2 This policy applies to all Contractors, including vendors, deliveries, and Subcontractors, who perform work, provide services, or are on the project site while work is in progress.

**3. REQUIREMENTS**

- 3.1 The safety record of Contractors and Subcontractors will be considered by <Author> during the selection process. Contractors and Subcontractors might be required to provide, at the request of <Author>, their current workers' compensation experience modification rate (EMR). This is available through their insurance carrier, or OSHA 200 forms, and/or such other information as determined by <Author> to be necessary or desirable to judge their prior safety records.
- 3.2 It is the primary responsibility of each Contractor and Subcontractor to provide a safe and healthful work place for their employees. All Contractors and Subcontractors must comply with all applicable occupational safety and health regulations.
- 3.3 All Contractors and Subcontractors working at a <Author>'s work site must fully comply with current Occupational Safety and Health Administration (OSHA) and Hazard Communication Standard (HCS) regulations. Any Contractor or Subcontractor that brings or utilizes hazardous chemicals on <Author>'s work sites must provide required information to <Author> pursuant to the OSHA HCS.
- 3.4 All Contractors and Subcontractors are expected to provide their employees with appropriate medical examinations, safety equipment and the necessary safety and health training prior to beginning work.
- 3.5 All Contractors and Subcontractors are responsible for ensuring that their equipment is in proper working condition and that any unsafe conditions are abated immediately.
- 3.6 All Contractors and Subcontractors shall conduct periodic safety meetings for their employees and subcontractors as well as monitor their work activities to help ensure safe working practices and conditions.

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- 3.7 All Contractors and Subcontractors are responsible to notify a <Author> supervisor immediately of all accidents involving their employees on <Author>'s project sites.
- 3.8 All Contractors and Subcontractors will comply with all applicable safety and health rules of <Author> including, but not limited to, contraband policy prohibiting the use, possession, transportation or sale of narcotics, illegal drugs, controlled substances, drug paraphernalia, or alcohol, or being impaired by such substances while on <Author>'s project sites.
- 3.9 While working on <Author>'s project sites, employees of Contractors and Subcontractors are subject to being tested for drugs and alcohol through urinalysis and/or blood tests. Refusal by such employees to cooperate in such tests, are grounds for removal from <Author>'s project sites.
- 3.9 All Contractors must agree to comply with this policy and communicate it to their employees. Contractors shall also commit to conducting weekly toolbox safety meetings at jobsite and effective job safety training for all categories of employees.
- 3.10 Further, all Contractors working on <Author>'s project sites are responsible for contractually obligating such Subcontractors to comply with this policy.

**4. SAFETY ANALYSIS**

Analyzing and awareness are the two major factors of an Injury Free Work Site. All Contractors and Subcontractors shall commit to this process and application by conducting Pre-Job Planning meetings and to perform ongoing Hazard Analysis Audits.

4.1 Pre-Job Planning

- 4.1.1 Pre-Job Planning is the management planning which takes place before mobilization on a project or prior to the beginning of a new phase of work.
- 4.1.2 Pre-Job Planning is a review of the scope of work and schedule which shall be detailed out into a list of major activities; each made up of specific tasks. These include any specifications defining acceptable performance and conditions specific to the site.
- 4.1.3 Once these primary tasks are identified, the hazards associated with their performance can be addressed through the Hazard Analysis process.
- 4.1.4 Special planning will be needed for certain activities; such as Fall Prevention, Emergency Action, Critical Lifts, etc. These plans will be written specifically for that activity.

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4.2 Hazard Analysis

- 4.2.1 The objective of developing a Hazard Analysis is to identify the Tasks, Hazards, Tools & Equipment, Skills and Actions required, to perform each scheduled work activity within acceptable standards.
- 4.2.2 Once these areas are identified, the hazards associated with their performance can be eliminated and/or controlled through training, skill assessment, proper tools, well-maintained equipment and the correct materials on site.

**5. IMPLEMENTATION**

- 5.1 A representative of the <Author> will be designated as primarily responsible for implementing this policy at each of its project sites, and for monitoring compliance by all Contractors and Subcontractors.
- 5.2 In the event of any violation by a Contractor or one of its Subcontractors of occupational safety and health regulations, or safety health rules of <Author>, the Contractor and/or Subcontractor shall take prompt action to correct such violation or to abate any hazard they control.
- 5.3 In the event a Contractor or any of its Subcontractors fails to promptly correct any violation or abate any hazard they control, <Author>, shall have the right to take appropriate actions as solely determined by <Author>. In addition to any other rights <Author> might have, and notwithstanding any other contractual provisions existing between <Author> and Contractor or any of its Subcontractors, <Author> may take any one or more of the following actions that it determines appropriate at its sole discretion:
  - 5.3.1 <Author> can abate any hazard or correct any violation and either charge Contractors and/or Subcontractors for the cost of such correction or abatement, or offset such cost against any sums owed or to be owed by <Author> to Contractor or Subcontractor.
  - 5.3.2 <Author> can require removal from its project sites of any Contractor's or Subcontractor's employees, materials, or equipment which are determined to be hazardous or dangerous, or in non-compliance with OSHA regulations, or with <Author> safety and health rules, or with this policy.
  - 5.3.3 <Author> can terminate any work being performed by Contractor and/or Subcontractor on its project sites until any violation or hazard is corrected.
  - 5.3.4 In the event of willful or repeated non-compliance by Contractor or any of its Subcontractors, <Author> can terminate the contract and/or subcontract, dismiss the Contractor and/or Subcontractors, or any of them, from the work site; and complete the work itself or employ other parties to complete the work. In the event of such termination of any contract or subcontract, an equitable adjustment

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to the price of such contract or subcontract will be made by <Author>. Considering the value of the work performed prior to termination, any additional costs or expenses incurred by <Author> in having work completed will determine payment.

**6. ADMINISTRATION**

The Safety Program will be carried out according to guidelines established and published in the Execution Plan. Each Supervisor will be responsible for meeting all requirements of the Safety Program and for maintaining an effective accident prevention effort within his area of responsibility. It will be the Supervisor's responsibility to see that all accidents are thoroughly investigated and reported on the same day of the occurrence.

**7. REPORTING OF INJURIES**

All employees will be held accountable for failing to report a job injury immediately. (Immediately meaning at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their Supervisor i.e. Foreman, Superintendent, Project Manager, etc. A casual mentioning of the injury will not be sufficient. The employee must let their \_\_\_\_\_ Supervisor \_\_\_\_\_ know:

- 1.) How they hurt themselves,
- 2.) What they were doing at the time,
- 3.) Who they were working with at the time,
- 4.) When and where it happened,
- 5.) Other pertinent information that will aid in the Supervisor's investigation of the accident.

**Failing to report an injury immediately (meaning at or near the time of injury and on the same day of the injury) is a violation of Project Safety Policy and may be subject to immediate termination.** Every employee of Construction Management, Contractors, Subcontractors, Vendors, and Suppliers are expected to comply with project policy and to comply with all applicable Health and Safety Standards.

**8. NOTIFICATIONS**

**IN CASE OF SERIOUS INJURY OR DEATH**

After injured has been taken to the clinic, notify the main office as soon as possible. Fill out the accident report form and send it to the main office. Get statements from witnesses and make certain statements are signed by witness, date and time noted. Take photographs of area and anything relevant.

**IN CASE OF INSPECTION BY FEDERAL INSPECTOR**



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Notify Safety Director that the Federal Inspector is on the jobsite.

Make his/her visit on the jobsite as pleasant as possible.

**9. MINIMUM BASIC PROJECT SAFETY RULES**

- 9.1. Compliance of all applicable Federal, State, Local, Owner, and Project safety rules and regulations is a condition of employment and/or all contracts related to the project.
- 9.2. All injuries, regardless of how minor, must be reported to your supervisor and the safety office immediately. **An employee that fails to report an injury immediately will be issued a safety violation notice and may be subject to termination.**
- 9.3. Only approved non-conductive hard-hats will be worn by all employees on the project site. Metal hard-hats will not be allowed. The bill of the hard-hat will be worn in front at all times. Alterations or modifications of the hat or liner shall be prohibited.
- 9.4. Safety glasses will be worn as the minimum required eye protection. Remember, additional eye and face protection such as mono goggles and face shields are required for such operations as grinding, operating skill saws, jack hammering, utilizing compressed air, or handling of chemicals, acid and caustic. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc.
  - 9.4.1. Safety harnesses with 2 shock absorbing lanyards shall be worn and secured any time there is a fall hazard of more than 2 meters (6 feet).
  - 9.4.21. Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be a minimum of 12mm (1/2 inch) diameter wire rope. Vertical lifelines shall be 19mm (3/4 inch) synthetic fiber rope or equivalent and shall be used in conjunction with an approved type rope grab.
  - 9.4.3. Workers using their lanyards to access the work or position themselves on a wall or column, etc. must use additional safety lanyards for fall protection.
- 9.5. Clothing must have adequate protection to the body. Shirts must have at least a t-sleeve. Shirt tails must be worn inside the trousers except in the case of welders and burners. No polyester or nylon clothing will be allowed for burners or welders. Sturdy steel toe work boots with rigid, slip resistant soles which give adequate protection to the feet and ankles are required. Sneakers, sandals and other light-weight footwear are prohibited.
- 9.6. Cameras, firearms, alcoholic beverages or illegal drugs are not allowed on site. Drugs prescribed by a physician must be registered with the safety department for approval. **The use or possession of illegal drugs or alcoholic beverages on the jobsite will result in immediate termination.**

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- 9.7. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their work areas clean and hazard free. Clean up is required when you finish a job or at the end of the day.
- 9.8. Burning and cutting equipment shall be checked daily before being used. All gas shall be shut off and hoses disconnected from bottles or manifolds at the end of each day. Caps shall be replaced on bottles when gauges are removed. All repairs shall be made in the tool room. Makeshift field repairs will not be allowed. Two (2) sets of flashback arresters shall be installed on oxyacetylene outfits. One (1) set at the regulators and one (1) set at the torch handle.
- 9.9. Drinking water containers are for drinking water and ice only. Tampering with or placing items such as drinks, etc., in the water cooler will result in immediate termination. The "common drinking cup" is not allowed. Disposable cups only.
- 9.10. All tools, whether company or personal, must be in good working condition. Defective tools must not be used. Examples: chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
- 9.11. **All** electrical tools shall be checked or color coded by a designated competent person each month. This shall be part of our assured grounding program.
- 9.12. "HORSEPLAY" on the jobsite is strictly prohibited. Running on the jobsite is allowed only in extreme emergencies.
- 9.13. Glass bottles or containers are not permitted on site.
- 9.14. Jobsite speed limit is 16Km/h (10 MPH) unless noted to a lower speed. No one is permitted to ride on a truck standing up. Sitting on the outside edges is prohibited; everyone must be sitting down inside the truck. Riding as a passenger on equipment is prohibited unless the equipment has the safe capability of transporting personnel.
- 9.15. Adequate precautions must be taken to protect men and equipment from hot work such as welding or burning. Fire extinguishing equipment shall be no further away than 15 meters (50 feet) from all hot work. Return used extinguishers to the tool room for re-charge immediately.
- 9.16. All scaffolding and work platforms must be in accordance with jobsite specifications. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend 1 meter (3 feet) past the walking surface. Metal ladders around electrical work are prohibited.
- 9.17. Crowfoot connections on air hoses shall be wired to prevent accidental disconnection. Compressed air shall not be used to dust off hands, face or clothing.
- 9.18. Report all unsafe conditions and near accidents to your supervisor and the safety department so corrective action can be taken.

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- 9.19. All floor openings or excavations shall be barricaded on all sides to insure employees are aware of the hazard. Floor holes shall be covered with a secured cover and clearly marked.
- 9.20. Warning signs, barricades and tags will be used to the fullest extent and shall be obeyed.
- 9.21. Respiratory protection is required for employees exposed to dust hazards or to other contaminants that may be encountered.

**“ENFORCEMENT OF SAFETY POLICY”**

Safety violation notices shall be issued to any employee, Contractor or anyone on the jobsite for violating the safety rules or regulations. Issuance of safety violation notices shall be made by foreman and above including the safety supervisor.

- 1. Any violation of safety rules can result in suspension or immediate termination.
- 2. Any employee receiving three (3) written general violations within a six (6) month period shall be terminated.
- 3. Issuance of a safety violation notice for failure to use fall protection or failure to report a job injury (at the time of the injury) will result in immediate termination.

It is understood that construction management is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

**“NO JOB IS SO IMPORTANT AND NO SERVICE  
IS SO URGENT THAT WE CANNOT TAKE TIME  
TO PERFORM OUR WORK SAFELY”**

**PROJECT SAFETY CHECK LIST**

**See complete Policy Template for Balance of Safety Policy .....**