

---

## Safety Rules

---

Revised 12-9-2009

1. Willful and or repeated violations of **Safety Rules** or safe work practices will not be tolerated. Safety rules of H&M Construction Company, Inc. and standards set by federal, state and local governmental agencies must be followed.
2. Each **Subcontractor Supervisor** shall attend a weekly site **Safety Meeting** conducted by the site Superintendent.
3. Before any Subcontractor is authorized to proceed, the **Bidders Questionnaire** shall be completed and returned to the **Job Cost Coordinator**. The coordinator will immediately send a copy of the Bidders Questionnaire to the **Safety Department** for review and to develop a **Job Safety Profile**.
4. Each Subcontractor shall conduct a **Weekly Safety Meeting** with their employees. Each meeting must be documented with minutes reflecting the content and the signatures of employees in attendance. Additionally, each Subcontractor shall conduct weekly jobsite Safety Audit and document the results on the **H&M Behavioral Audit Form**. The Weekly Safety Meeting minutes, Behavioral Audit Form and man-hours worked, shall be submitted to the jobsite office on or before the next weekly Site Safety Meeting.
5. Maintain good **housekeeping** at all times by continuously monitoring work areas. Waste, debris and rubbish, including lunch paper, cups, cans and other litter, must be deposited in closed containers. Oily rags, waste and similar combustible materials must be discarded in metal containers
6. **Personal protective equipment** (PPE) shall be worn on all operations where there is an exposure to hazardous conditions or where the use of such equipment is required by the hazard.
7. Approved **hard hats** and **safety glasses (Z87.1-1968)** with side shields must be worn while in the construction area or any other designated areas. Any employee performing activities that require the use of **abrasive wheel grinder**, e.g. portable hand grinders or permanently mounted table grinders, shall wear a full face shield over their safety glasses. At a minimum, **sturdy leather work boots or shoes (hard soles)** are required for foot protection (**Z41.1-1991**).
8. Any worker exposed to a fall potential of 6 feet or greater, shall be properly protected by means of **guardrails, covers, safety nets or personal fall arrest systems**.
9. All **injuries and near misses**, no matter how slight, must be reported to the H&M Construction Company, Inc. Superintendent immediately.
10. Report all **unsafe practices** and conditions to your Supervisor at once. **All** site personnel are encouraged to remind other personnel with regard to safety infractions.
11. **Compressed air** shall not be used to “dust off” clothes or the body. Cleaning of concrete or concrete forms with compressed air requires the use of goggles and face shield for the operator and nearby employees.
12. Submitting **false or fraudulent** information regarding an accident or injury shall not be permitted.
13. Shirts or T-shirts with 3-inch sleeves and long pants are required.
14. Only **authorized** and properly trained personnel are permitted to operate company vehicles, equipment, valves, electrical switches and similar equipment.

---

## Safety Rules

---

Revised 12-9-2009

- 
15. Maintain all machinery guards, guardrails, seat belts and other safety protection devices in proper working condition.
  16. Obey all warnings and traffic signals at all times and park in designated employee parking areas.
  17. Transporting passengers in the rear of dump trucks, on tractors, forklifts or similar equipment is **prohibited**. Passengers riding in the bed of pick up trucks must be seated **on the floor** of the truck with the entire body inside the truck bed.
  18. No person other than the **authorized** operator is allowed to ride on any piece of equipment that is not equipped with a seat for passengers.
  19. Employees **shall not ride** loads, slings, the ball, crane hook or other material hoisting equipment.
  20. When working in the proximity of electrical or mechanical equipment or circuitry, appropriate **lockout or tagging** devices shall be placed to identify all controls that deactivate the circuit and the circuit shall be locked out.
  21. **Ground-fault circuit interrupters** (GFCIs) shall be used on all wiring systems (including generators and welders).
  22. Damaged or defective tools and equipment shall be removed from service and tagged **“Unsafe-Do Not Use.”**
  23. Store and use compressed gas cylinders in a secured and upright position. Oxygen and acetylene must be stored 20 feet apart or be separated by a firewall.
  24. All **fire protection and emergency equipment** for emergency use shall be plainly marked and must be kept free of obstructions. Tampering with or unauthorized removal of fire extinguishers from assigned locations shall result in disciplinary action.
  25. The manufacture, possession, sale or use of illegal substances and alcohol in the workplace is prohibited. The Company reserves the right to bar from the site any employee convicted of a criminal drug offense in the workplace. All employees must abide by the provisions of the Federal Drug-Free Workplace Act of 1988.
  26. Carrying firearms or explosives on the job site without proper company authorization or other violation of any local, state or federal law on company premises is prohibited.
  27. Fighting, gambling, horseplay, threatening another worker or any other type of misconduct will not be tolerated.
  28. Smoking is not permitted in designated **“No Smoking”** areas, nor in areas where flammable or combustible materials are stored.
  29. Misuse or willful destruction of property or equipment shall not be tolerated.
  30. Rules of H&M Construction Company, Inc. which exceed **OSHA** minimum requirements are as follows:
    - Fall prevention and/or protection devices are required for all work activities at or above 6 feet.
    - Hard hats and safety glasses with side shields are required at all times.
    - Scaffold Inspections and Tagging.

## Safety Rules

Revised 12-9-2009

---

- Personal fall arrest and restraint systems shall be utilized when occupying any type of aerial lift (including scissor lifts).
  - No employee shall be permitted to ride on mobile scaffolds.
  - **Fines will be issued for non-compliance of Safety Rules.**
31. H&M Construction will restrict the use of cell phones to Official Supervisory Personnel only. Official Supervisory Personnel will normally consist of those Supervisors and Foreman required to conduct business as usual and anyone required to respond during serious injury or emergency situations.