



**Our
Family**



CORPORATE HEALTH AND SAFETY MANUAL

***"OUR SAFETY IS BUILT IN,
NOT ADDED ON"***

Module 00 -

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Corporate Health and Safety Program

Revision History				
Rev	Reason For Change	Section/Page	Originator	Date
A	Document Revision and Update		John Keaveney	06/01/2012
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Corporate Health and Safety Program

Note:

This Health and Safety Plan was designed by components as an alternative to chapters forming one whole book.

Each Component is easily removable for review and represents a combination of all of Jersen Construction Group Health and Safety Policies

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Corporate Health and Safety Program

1.0 Foreword

Jersen Construction Group is committed to the principle of “Zero Accident Tolerance” and the effort to establish that culture. In addition, to help us reach our goal, this safety and health plan incorporates Jersen Construction Group Corporate Health and Safety expectations for their employees as well as employees of subcontractors.

This document is a “how to” document and is not intended to be “a finished or final product” until the contract has reached a turnover phase. The intent is to make this plan a “user friendly” guide to injury prevention and as such will require continual review and upgrading as work progresses on the Project. Furthermore, this plan describes each site Supervisor and Employees responsibility to assure that we create a safe working environment.

Our company is committed to providing our Employees with a place of employment that is free from recognized hazards that might cause serious injury or even death.

It is mandatory that every person employed by Jersen Construction Group be continually vigilant of this commitment to safety.

Our company operations are to be carried out in compliance with Jersen Construction Group Safety and Health regulations promulgated by Federal, State and Local Governments. We are morally bound to instruct our fellow workers to recognize and correct unsafe conditions.

Safety awareness combined with safe working conditions and safe work habits can, in fact, achieve the fulfillment of our safety commitment.

The Jersen Construction Group Safety Program has our full cooperation. We earnestly solicit yours.

Jersen Construction Group Executive Management:



President
David Jersen



Chief Operating Officer
Ken Jersen



Owner
John Jersen

Corporate Health and Safety Program

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2.0 Project Safety Zero Accident Mission Statement:

Jersen Construction Group is committed to providing all employees with a safe working environment and to protect life, health, and property. The project safety plan for any Jerсен Construction Group Project and related work outlines the specific responsibility, accountability, and safety practices, which will help accomplish our goal.

The safe work practices and regulations outlined as appendices apply to Jerсен Construction Group Employees, Employees of Subcontractor's, Visitors and Vendors and those other Site Personnel providing work place directions.

The Safety policy will be incorporated into subcontract requirements for their development of an injury and illness prevention program.

Jersen Construction Group will accomplish our "Zero Accident Tolerance" goal by:

- Providing a safe working environment;
- Providing safe, well-maintain equipment to eliminate Risk to Property, Employees, Client and Vendor Personnel;
- Complying with the Client contract specifications, site specific safety requirements and Jerсен Construction Group Corporate Safety requirements and all Federal, State and Local regulatory standards;
- Never accepting any unsafe condition or unsafe act for any reason, and to take immediate corrective action when any safety violation is observed;
- Expecting and enforcing subcontractor compliance with their safety program, site specific safety requirements and regulatory requirements through meetings and audits;
- Identifying job hazards and train site personnel in the correcting and avoiding of injury causing by unsafe work processes or practices;
- Placing appropriate emphasis on Hazard Communication, Hazard Recognition, Training, Environmental responsibilities and Supervisory and Employee accountability.

Jersen Construction Group Health and Safety Director



John J. Keaveney

Corporate Health and Safety Program

3.0 Administration and Organization:

The purpose of the Corporate Health and Safety Plan is to provide an outline of the policies, practices, procedures and controls Jersen will use to assure a safe place to work for Employees of Jersen Construction Group and their Subcontractors.

In addition, the responsibility and accountability of members of the Jersen Project Supervisory Team and Employees will be outlined. Execution of the safe work practices and Subcontractor compliance will be the responsibility of the Jersen management team.

The monitoring of Subcontract compliance resides with the Jersen Construction Group site management team. This administration also includes the imposing of contractual sanctions if safety non-compliance warrants such sanctions.

As necessary the Corporate Health and Safety Plan will be updated by the Site Safety Representative and submitted to the Jersen management for review and acceptance.

The Health and Safety Plan will be available for employee review at a designated site location.

Jersen Construction Group will take steps to assure that Visitors and Vendors are not placed in hazardous conditions. Jersen Visitors will be provided with the necessary Personnel Protective Equipment (P.P.E).

4.0 Jersen Construction Group Responsibilities:

No document outlining safe conduct is complete without a clear delineation of supervisory and employee responsibilities and accountability. The safe work procedures will clearly outline both the responsibility and accountability for;

The Project Manager
Project Superintendent
Project Safety Representative
Project Foreman
Project Employees

Furthermore, incorporating Safety into the planning of work activities is the responsibility of Field Supervision. Each work operation shall be audited on a periodic basis by the senior Project Manager, Project superintendent and Safety Manager to assure that best Management Practices are in place and used. Where deviations occur from standard practices, Management is to take immediate corrective action.

Senior Project Management is to assure that all Supervisory Personnel recognize and understand and execute their responsibilities and are held accountable for their actions.

Subcontractor Responsibilities:

The Subcontractor's Management is responsible for the safe execution of their work, the Safety of their Employees, Members of our Clients, Students, and the Public who may be in or near their work zones and the safety of Jersen Construction Group Employees working in their work zone's as well as our Clients property.

Corporate Health and Safety Program**5.0 Applicable Standards:**

Referenced standards will be kept in identified locations for Employee review:

29 CFR 1926
29CFR 1910 as applicable
Clients Project Health and Safety Plan
Jersen Corporate Health and Safety Procedure Manual
Subcontractors Safety and Health Plan
Employee's Health and Safety Orientation Manual.

6.0 Safe Work Practices:

The appendices are site specific safe work process or safety guidelines that may include Job Hazard Analysis (JHA) to assist in hazard identification/correction/injury avoidance Field Supervision and the Safety Director will update these procedures from time to time for Site Supervisors, Craftsmen, and Site Visitor use.

The guidelines will outline safe work practice procedures, some of which are referenced below. As work processes change, additional safe work practices will be added and communicated through toolbox safety meetings, special safety meetings, handouts and one on one instruction with the site work force to keep them informed.

The appendices will be conveniently located for Employee to review and may include JHA for specific work processes.

Safe work processes will include and are not limited to the following:

- A. New Employee Orientation
- B. Supervisory training
- C. Job site safety regulations
- D. Personnel Protective Equipment
- E. Fall Prevention/Protection
- F. Heavy Equipment safety
- G. Vehicular safety
- H. Respiratory protection

7.0 Subcontractor Introductory Letter:

Each Subcontractor will be sent a letter outlining the requirement for a Health and Safety Plan. The Subcontractors will comply with the site, Jersen Construction Group and Regulatory Safety requirements. In addition, that letter will introduce the Jersen Site Safety Representative and will outline the Subcontractor's Safety performance expectations. The subcontractor will provide Jersen Construction Group with a copy of their site-specific safety plan for review. In the event the subcontractors fail to have a Site Specific Safety Plan, they will inform Jersen in writing and adopt its approved Site Specific Health and Safety Plan.

Corporate Health and Safety Program**8.0 Hazard Identification and Control:**

Jersen Construction Group will employ the Job Hazard Analysis (J.H.A.) process for the identification and control of job site hazards. The development process will involve Field Supervision, Craftsmen, and Safety.

The J.H.A. will form the basis of implementing our Zero Accident concepts and will form the backbone of our Toolbox Safety meeting subjects. In addition, these JHA are to be used by field supervision as reference documents for instructing employees in new work processes where new hazards may be introduced.

As outlined in our Subcontractor safety expectations, Subcontractors will be expected to employ this concept to identify and control hazard exposures.

Jersen Construction Group will assure that these JHA will be located at convenient locations on the project.

9.0 Disciplinary Action:

Employees of Jersen Construction Group will be subject to disciplinary actions found in the disciplinary notice process. Subcontractors will be expected to implement their own internal disciplinary processes. Project Participants should perform their duties in a courteous professional manner, respectful of *our Clients* Community and Property. Horseplay, Fighting, Gambling, Soliciting, or Harassment shall not be tolerated, and may result in immediate removal from the Project.

10.0 Training/Education/Orientation/Hazard Communication:

Hazard Communication is a program for informing Employees through New Employee Orientation and Toolbox Safety meetings about hazardous or potentially hazardous materials in the workplace.

Material Safety Data Sheets (MSDS) will be used to assist in Training/Education/Hazard avoidance and will be made part of JHA developed to protect Employees from chemical hazards.

The requirement to train and inform apply to all employees of Jersen Construction Group and Subcontractors alike. As appropriate, training may be done and documented by either the Field Supervision or the Safety Manager. Where necessary, Personnel Protective Equipment (P.P.E.) will be provided if engineering controls are inadequate.

In conjunction with the New Employee Orientation process, training and education form the basis for the implementation of the Zero Accident concepts, which will be implemented on this project. To achieve that culture, all Jersen Construction Group Project employees shall receive a New Hire Orientation upon site assignment. Those already on site will go through the training at the earliest convenience.

In addition, all Employees of Subcontractors shall receive a New Hire Orientation from their company upon arrival on the project or orientation from Jersen Construction Group as determined by Clients Safety Requirements. All training shall be documented.

All site employees having involvement in work processes that are non-routine and are new shall be trained with the employee training process including as a minimum Toolbox Safety Meetings, Hazard Communication training, Supervisory training and other training necessitated by the work processes.

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11.0 Safety Audits:

Jersen Construction Group Safety Audits:

This team audit concept will incorporate a combined labor/management weekly Project Site walk-down.

The results of these walk-downs will be shared with site Jersen Project Manager, Jersen Executive Management, Employees and will be used in Hazard recognition and correction.

This audit team will also discuss recent illnesses and injuries. They will analyze illnesses or injuries for its cause; discuss fire protection issues and other site activities that may impact site employees.

Subcontractor Audits:

The site Safety Manager and the Subcontractor's designated Safety Representative shall conduct weekly subcontractor audits. All audit non-compliance will be brought to the subcontractor's management to correct. Where deficiencies require, Jersen Construction Group management will issue notices of non-compliance.

12.0 Accident/Incident Notification Investigation:

It is the responsibility of all Jersen Construction Group Management to create an atmosphere of trust so that the reporting and investigation of incidents and near miss incidents can be done with all Employees cooperating. Near miss incidents should be investigated with the assistance of site Labor Representatives.

It is the responsibility of all Jersen Project Participants to report any unsafe conditions to Jersen Management as soon as possible. In the event that Jersen Management fails to mitigate these deficiencies within a specific time period. That individual is encouraged to utilize the **Jersen Construction Group Safety Hotline 518 698 7113**

Use of this reporting method affords the complainant on opportunity to report an unsafe work condition and remain anonymous for fear of reprisal. Any corrective action resulting from the investigation will be assigned by the Jersen Construction Group Safety Director to the responsible Field Supervisor or Subcontractor for follow up.

Initial Injury and Property Damage Incidents shall be reported to the Project Manager and Jersen Construction Group verbally as soon as time permits. Any verbal notification shall be followed up with written reports. Corporate reporting shall follow corporate guidelines and within specified time frames.

Near miss incidents are to be carefully investigated to determine Root Cause as well as assign corrective action. All injury incidents shall be documented per OSHA record-keeping requirements. Violations of the record keeping requirements shall be grounds for disciplinary action.

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13.0 Medical Services:

Jersen Construction Group and its Subcontractors shall provide transportation for their Employees for injuries that can be treated at a **Jersen appointed Medical Facility** who will provide Medical Services. Ambulatory injuries may include the following categories of injuries:

First Aid
Minor Injuries
Serious Injuries not requiring an ambulance

Serious injuries requiring an ambulance will be handled by:

Local Fire Department/Emergency Services
Phone: 911

14.0 Emergency Notification and Evacuation Plan:

The site Emergency Notification and Evacuation Plan will cover Jersen Project Management responsibilities for incident area control, managing crowds, emergency medical service response and managing corporate and client interests in:

- Non-serious injuries
- Serious injuries requiring ambulance transportation
- Life threatening injuries
- Fatal injuries
- Any news worth event

Jersen Project management will:

- Control event scene
- Establish communication and command structure
- Handle any work site evacuation
- Facilitate confined space rescue, if necessary.
- Control excessive below grade flooding
- Manage the aftermath of a heavy equipment incident.

Jersen Construction Group management will assure that all incident notification comply with guidelines found in the Corporate Crisis Management Plan.

15.0 Subcontractor Health and Safety Program:

Each subcontractor will prepare and submit for Jersen Construction Group review, a Site-specific Health and Safety program that meets the requirements of the site, Jersen Construction Group and Construction, *our Client*, and regulatory standards. This safety program will describe their comments for meeting safety and health obligations at the site and will include a section outlining Employee Disciplinary Process.

In their site safety plan, each Subcontractor shall outline their Field Supervision's responsibility and accountability for Safety Performance.

Corporate Health and Safety Program

In addition, Lower-tier Subcontractors shall also meet the same obligations as the Prime Subcontractor for Site Health and Safety and shall have the same obligation to impose Employee sanctions for Employees failing to meet Site Safety Requirements.

Each prime subcontractor has the responsibility to assure that their lower tier Subcontractors comply with the site safety requirements. The lower tier Subcontractor's Safety program will describe their commitments for meeting that Zero Accident-Zero Tolerance goal of the Client.

Each Lower-tier Subcontractor has the same Safety obligation as the Prime Subcontractor. Each Prime subcontractor shall submit the name of their Competent Safety Person prior to starting work.

In the event that any Subcontractor fails to have a Site Specific Health and Safety Plan that Subcontractor shall inform Jersen Construction Group in writing they will adopt the approved Jersen Construction Group Site Health and Safety plan and will comply with all regulatory requirements.

16.0 Fire Prevention:

Fire protection and prevention is the responsibility of every Jersen Construction Group Supervisor and Employee working in the Project and will follow the guidelines found in any FD permit issued for the project.

To meet the objectives of minimizing fire danger, this program will detail responsibilities and actions as listed below:

- Housekeeping responsibilities by Jersen and its Subcontractors
- Flammable liquids
- Combustible solids
- Trash removal scheduling
- Care of compressed gas cylinders
- Storage of below grade materials
- Fire watches
- Emergency response to fire incident

17.0 Lock-out/Tag-out Clearance:

The requirements to isolate energy shall apply to any Jersen or Subcontractor Employee assigned to perform installation, service, or maintenance on systems or component of systems that contain or potentially containing an energy source on any Jersen Project.

Site employees, Vendors and Visitors, as required, will be informed of the energy isolation requirement through Toolbox Safety Meetings, Tags and Special Orientation Programs of necessary.

Violations of any lock-out/tag-out procedure **shall be the grounds for disciplinary action up to and including immediate termination.**

Field supervision, with the help of the Safety Manager, will train employees from their crews in the specifics of the Lock-out/Tag-out Program.

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18.0 Respiratory Protection Program:

Jersen Construction Group will implement a respiratory protection program that complies with the provisions found in the 29CFR 1926 OSHA standards. Jersen will designate the Safety Manager as the program administrator. Subcontractors shall be expected to conform to Respiratory Protection requirements as outlined in the OSHA standards.

Jersen Construction Group will monitor each Subcontractor to determine compliance. Instances of non-compliance will be corrected immediately. Engineering controls will be the first solution to employee exposure. Respiratory protection will be employed only after engineering and other controls are found to be inadequate. Respiratory Protection will be implemented in accordance with medical approvals only. Non compliance situations will be corrected immediately by subcontractor field supervision.

Respiratory Protection Plan provisions include but not limited to

- What employees are covered by the standard
- Who is the designated program administrator
- Development of a written program
- Identification of required respirators
- Choosing correct respiratory protection
- Who provides respiratory protection
- The medical approval process
- Changing of filters and cartridges
- Fit determination
- Correct use or application
- End of service life determination
- Degree of protection
- Situations requiring respiratory protection
- Employee sampling
- IDLH spaces
- Cleaning, inspecting, storing and repairing of respirators
- Who is to be trained
- Documentation and retention

19.0 OSHA and other Regulatory Agency Site/Inspections/Investigations:

Jersen Construction Group recognizes the authority of regulatory agencies to conduct site visits for inspection or investigation purposes. To this end, Jersen Construction Group will cooperate with site visits and will make available members of the site management team to assist.

Documents as requested will be provided when ample notice is provided to Jersen Construction Group.

Furthermore, all subcontractors shall be expected to support the regulatory visit with the same degree of cooperation as Jersen Construction Group.

In no case shall Jersen or their subcontractors be expected to compromise their legal rights relating to regulatory site inspections or investigations

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Jersen Corporate Health and Safety and Project Manager shall be informed immediately of any regulatory investigations or visits.

20.0 General Site Rules:

General safe work rules are found in the “*New Hire Orientation Manual*” that each new employee receives. In addition, site specific work rules will be developed and will be explained in the new employee orientation process, toolbox safety meetings, and special meetings that may be called as necessary.

Enforcement of the site work rules will be the responsibility of the Jersen Project Management and Field Supervision.

21.0 OSHA Special Emphasis Program:

The area office of the Department of Labor (OSHA) has identified 5 special emphasis (local emphasis) programs, which will define how the work processes similar to that of the Project are performed.

Jersen Construction Group will develop specific safe work practices, which will be found in the Site Specific Health and Safety Program, to comply with OSHA’s special emphasis programs.

The special emphasis programs are:

- Silica Dust producing Operations
- Scaffold Erection and Dismantling
- Fall Prevention and Protection
- Hazard Communication Program
- Electrical Safety

22.0 Project Safety Program Recovery Plan:

In the event Jersen Construction Group or Subcontractor Injuries or Illnesses or Property Damage occurs which is determined to be a trend or a pattern or a determination of the need for additional training or management control, a “recovery” plan will be developed.

The recovery plan will not be implemented upon every injury or illness but when an analysis of those injuries or other incidents merits additional management action.



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Corporate Health and Safety Program

1.0 Purpose:

To define the Jersen Construction Group Managerial and Field Supervisory Responsibilities in order to create a Zero Accident Zero Tolerance work places where all team members can contribute to the success of any Project and where responsibilities for achieving this culture is outlined.

2.0 Scope:

The procedures apply to all Management and Employees on the Site, including Subcontractors, Lower-tier Subcontractors, and others associated with and performing work on Jersen Construction Group scope of work.

3.0 Administration:

Jersen Construction Group management is responsible for the administration and implementation of a Health and Safety Plan and the commitment to Zero Accidents Zero Tolerance. Likewise, Subcontractors, Lower-tier Subcontractors, Suppliers, and Vendors who perform work or services for Jersen Construction Group are responsible for the administration and implementation of their plans as it applies to their scope of work.

For the purposes of this document, Employers may mean Subcontractors, or Lower-tier Subcontractors. The term, Employer, can be construed to mean any company who performs work for Jersen Construction Group. This includes Subcontractors, Lower-tier Subcontractors, Vendors, Suppliers and Others.

Under this organizational responsibility procedure, **each Subcontractor is required to administer** their activities as well as monitor those of their Lower-tier Subcontractors. This includes Monitoring, Notification, and Enforcement of the requirements of their Health and Safety Plans, the Clients Job Specific Safety requirements, Specifications developed for the site, Applicable Regulatory Standards, and the Codes and Standards of the company.

Jersen Construction Group will monitor the Health and Safety activities of Subcontractors and other Employers under their purview. This activity does not negate or diminish the accountability and responsibility for adherence to the Health and Safety Plan or any other Regulation by any Subcontractor, Lower-tier Subcontractor, Vendor, or Supplier.

Whenever observations are made which reveal activities or work processes which are not in compliance with the Subcontractor Health and Safety Plan or other applicable standards, the Employer and their Supervisor will be notified verbally and in writing. Employers will be required, upon such notification, to take action to remedy the act of non-compliance. In instances where a condition or act may endanger the safety and well-being of personnel or where property damage may occur, Jersen Construction Group retains the right to cease work activities. When these instances occur, a "Notice of Non-Compliance" will be issued to the contractor.

4.0 Objectives:

It is Jersen Construction Groups policy to ensure that each Employee returns home each day without experiencing an Accident or Injury. To accomplish this goal, the standards and systems must be

Corporate Health and Safety Program

integrated into work activities during the planning cycle, employees must be trained to perform their work in a safe manner; the proper tools must be provided.

Supervision must lead and direct; Employers must recognize that people are their most important asset and, most importantly. Each Employee must share in the responsibility for the Health and Safety of themselves and that of others.

5.0 Responsibilities:

5.1 Areas of Responsibility

Project Manager

The Project Manager has the responsibility of providing the necessary guidance and means to implement an effective accident prevention process. The Project Manager and the site management team will lead by example, outlining the behavior expected from all employees performing work on the site. **The Project Manager will:**

- Assist the Project Safety Manager in the development of a Health and Safety Plan.
- Ensure policies and expectations are communicated and understood by the construction team.
- Inform all employees on the site of Hazardous conditions/concerns or near miss incidents, either through the various teams, the Employee Safety meetings, or by posting on the site Bulletin Boards.
- Ensure Health and Safety performance receives the highest priority over cost, schedule and quality in the completion and review of our work.
- Participate in audits/ reviews and interact with all Personnel and Organizations concerning safe work practices.
- Promote open communication, cooperation and trust between the Project Management, Jersen Construction, Subcontractors and Employees in the process to improve Safety performance.
- Ensure good performance is identified as an expectation, a requirement, and a condition of continued employment.
- Promote the Zero Accident, Zero Tolerance Team.
- Maintain "Zero Accident" Zero Tolerance Objective.
- Reduce personal injury, equipment and property damage and prevent recurrences.
- Establish clear responsibility and accountability for the Health and Safety Plan on the site.
- Provide uniformity in the implementation of the Health and Safety Plan.
- Coordinate this plan with applicable aspects of Clients Health and Safety requirements

5.2 Field Supervision - Jersen Construction Group and Subcontractors:

All Employers will be involved in the Safety in their areas of responsibility. Every Employee on any Jersen Project will be made aware New Employee Orientation and Toolbox Safety meetings of Jersen safe work practices policies and intention towards the control of personal injury and damage. Individual employees must also take responsibility for their actions with respect to the adherence of the policies and the control of personal injury and damage.

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Every Employee who supervises or directs the work of others will ensure the Health and Safety of each Employee under their control. Additionally, all Employees shall be accountable for the protection of equipment, and plant property in their area of responsibility.

Supervisors shall be responsible for:

- Promoting and actively participating in the "Zero Accident" concept.
- Facilitating and supporting Safety briefings and communications regarding Health and Safety information necessary for the Employee to work in a safe manner.
- Informing all Employees under their Supervision of the "Near Miss" Incident reporting requirements.
- Implementing immediate action to correct reported or observed unacceptable environmental, Health and Safety conditions and/or behaviors.
- Conducting ongoing audits of the work areas and taking necessary corrective actions to eliminate substandard practices, conditions and/or behaviors.
- Conducting weekly Safety meetings and submitting copies of minutes.
- Assisting Accident Investigations and preparation of required reports.
- Assisting in the implementation of the Emergency Response Plan.
- Enforcing work rules and taking action as required ensuring compliance with Jersen Construction Group Core Values.
- Evaluating the Safety performance of assigned Employees and reporting findings to the Project Manager.
- Participating in pre-site planning and hazard evaluations.
- Substance Abuse Policy/ fitness for duty observations.
- Completion of the orientation check list forms.

5.3 Project Health and Safety Manager

The Health and Safety Managers responsibilities will include:

- Promoting the "Zero Accident Zero Tolerance" concept.
- Coordinating Health and Safety activities with Client.
- Conducting periodic Health and Safety audits of the site
- Conducting Health and Safety orientations to acquaint employees with site conditions, safe work practices, and procedures.
- Review and monitor subcontractor compliance with the applicable Health and Safety requirements.
- Coordinating the workers' compensation insurance reporting requirements.
- Training and advising personal on Environmental, Safety, and Health regulations, audits, and process/activities.
- Actively participating in the "Zero Accidents" Team for safety improvement.
- Providing information to employees regarding their emergency response responsibilities.
- Interpreting Environmental, Safety, and Health requirements for the Client.
- Completing performance reports for Jersen Construction Group and other reports as required.
- Provide training to all employees on the site informing of hazardous conditions/concerns or near miss incidents.

5.4 Employees:

Employees will be responsible for the following:

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- Accepting responsibility for their behavior.
- Maintaining a proactive role in the implementation of this Plan and the "Zero Accidents Zero Tolerance" concept.
- Working in a safe manner at all times.
- Learning and abiding by the Environmental, Safety, and Health rules and safe work procedures applicable to their work tasks.
- Reporting substandard practices, conditions, or behaviors to their supervisor.
- Promptly reporting injuries to their supervisor and the safety department.
- Knowing that any employee who jeopardizes their Health and Safety and/or the Health and Safety of others will be subject to disciplinary action (including immediate termination).
- Participating in the "Near Miss" reporting system.
- Contributing to the maintenance of a "Zero Accident Zero Tolerance" work environment.

5.5 Subcontractors:

Prior to the commencement of work, each Subcontractor and Lower-tier Subcontractor shall submit to the Jersen Construction Group a written Health and Safety Plan. This plan must as a minimum meet the requirements of Clients Site Health and Safety Plan Standards, and other codes and regulations, which apply to the scope of work to be performed.

In the event the Subcontractor fails to have a site Health and Safety Plan, the Subcontractor can indicate by formal transmittal that they have adopted Jersen Construction Group Health and Safety Plan. However, in adopting the Health and Safety Plan, they are not relieved of their responsibility of providing a safe place to work for their employees and their responsibility to comply with regulatory Health and Safety requirements (OSHA) and those of the Client

Subcontractors who perform services for Jersen shall designate in writing a Health and Safety Representative/Competent Person who will be assigned to the site upon commencement of work activities, continuing in this capacity throughout the duration of their work.

That person assigned to this position shall be qualified and have the experience necessary to provide accident prevention services for the Site. Prior to assignment, a resume and qualifications of this person shall be submitted to the Jersen Project Manager for review. Jersen Construction Group reserves the right to approve or disapprove the assignment of this person to the site as a designated Health and Safety Representative/ Competent Person.

The subcontractors will be responsible for the following:

- Have a written Health and Safety Plan.
- Actively participating in the "Zero Accident Zero Tolerance" concept.
- Implementation and maintenance of their Health and Safety Plan.
- Must be in compliance with Jersen and the Client Safety Requirements.
- Provide a Safe and Healthy working environment for their Personnel on the site and safeguarding the public and environment from hazardous situations that could occur as a result of their operations.

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- Attend subcontractor pre-mobilization meetings, weekly subcontractor safety meetings, and other meetings held by the site in the interest of Health and Safety
- Ensure new employees attend New Hire Orientation sessions and specialized training sessions.
- Conduct daily and weekly audits to monitor compliance with Health and Safety standards.
- Designate a qualified on-site Health and Safety representative/Competent Person.
- Conduct safety meetings for supervisors and employees.
- Conduct “Root Cause” accident investigations of accidents and near miss incidents.
- Provide the Jersen Construction Group with copies of accident investigation reports, statistical reports, workers’ compensation reports, OSHA Form 300 log, OSHA Form 301, OSHA Form 300A first-aid logs, and other documents as requested by Jersen Design and Construction.
- Maintain current copies of applicable codes and standards on the site.
- Comply with the training and physical examination requirements of the Site.
- Apply Pre Start Safety Talks (PSST) to all tasks.
- Actively participates in the Continuous Improvement/Near Miss Reporting System
- Participate on all craft based, safety related teams.
- Comply with the Drug and Alcohol Policy requirements of the site.



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Corporate Health and Safety Program

General Information

In order to comply with **OSHA 1910.1200**, Hazard Communication Standard, the following written Hazard Communication Program has been established for **Jersey Construction Group**.

The written program will be available at **Jersey Job-site Office** for review by any interested employee.

1.0 **Container Labeling**

The Project Safety Manager shall verify that all in-coming containers received for use are clearly labeled to indicate:

- **The identity of the contents.** (The identity must match the corresponding MSDS.)
- **Appropriate hazard warnings.** (Including routes of entry and target organs.)
- **The name and address of the manufacturer, importer, or responsible party.**

The supervisor of each area will ensure that all secondary containers (those containers other than the original) will be labeled with:

- **The identity of the contents.** (The identity must match the corresponding MSDS.)
- **Appropriate hazard warning** (including routes of entry and target organs).

2.0 **Material Safety Data Sheets (MSDS)**

The Project Safety Manager shall be responsible for obtaining and maintaining material safety data sheets for the company.

It is the policy for this company that when toxic or hazardous substances are received without an MSDS or the appropriate MSDS is not on file at **Jersey Construction Group** that the chemical will be isolated or not be accepted until such information is available.

The Project Safety Manager will review incoming data sheets for new and significant health/safety information. They will see that any new information is passed on to the affected employees. If a MSDS is incomplete, a new Sheet will be requested from the manufacturer/supplier by **Project Safety Manager**. M.S.D.S.'s are available to each employee during his/her work-shift.

Corporate Health and Safety Program**3.0 Employee Training and Information**

The Project Safety Manager is responsible for the employee training program. He will ensure that all elements specified below are carried out.

Prior to starting work each new employee of **Jersen Construction Group** will attend a Health and Safety Orientation and will receive information and training on the following:

- An overview of the requirements contained in the OSHA Hazard Communication Standard, 1910.1200;
- Any operations in their work area where hazardous chemicals are present;
- Location and availability of our written hazard program;
- Physical and health hazards of the chemicals in their work area;
- Methods and observation techniques used to determine the presence or release of toxic and hazardous substances in the work area;
- Measures employees can take to protect themselves from hazards in their workplace, including specific procedures the employer has implemented to prevent exposure to hazardous chemicals such as appropriate work practices, emergency procedures, and personal protective equipment;
- Explanation of the labeling system and what the label information means; and
- Explanation of M.S.D.S.'s and how employees can use this information to protect themselves.

Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above.



Corporate Health and Safety Program

6.0 **Hazardous Substances in Unlabeled Pipes (if applicable)**

To ensure that our employees who work on unlabeled pipes have been informed as to the hazardous substances contained within, the following policy has been established. Prior to starting work on unlabeled pipes our employees are to contact their supervisor for the following information:

- The hazardous substance in the pipe.
- Potential hazards.
- Safety precautions which shall be taken.

7.0 **Informing Contractors**

It is the responsibility of the **Project Safety Manger** to provide Subcontractors the following information:

- Notify contractors of the toxic and hazardous substances to which they may be exposed while on the job site and how the appropriate MSDS can be obtained,
- Precautionary measures that need to be taken to protect contracted employees during the workplace's normal operating conditions and in foreseeable emergencies,
- Explanation of labeling systems used by **Jersen Construction Group**

The Project Safety Manager will be responsible for contacting each Subcontractor before work is started on any Project to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our workplace.

If anyone has questions or does not understand this plan, contact **Jersen Safety Director @ 518 698 7113.**

Jersen Construction Groups hazard communication program will be monitored by the **Health and Safety Director** to ensure that the policies are carried out and the plan is effective.

John Keaveney

Signature: _____

Date: _____



Corporate Health and Safety Program

Sample Letter for Requesting Material Safety Data Sheets

Date:

Manufacturer/Supplier
Address

Attention: MSDS Request

Gentlemen:

The OSHA Hazard Communication Standard 29 CFR 1910.1200, and/or State standards requires employers to have in their possession the most up to date Material Safety Data Sheets relevant to all hazardous substances in use in their work places. Manufacturers are to prepare and provide MSDS to their purchases, either directly or through their suppliers.

Accordingly, we are updating our MSDS files, on hazardous products, which we purchase from your company. We request your assistance in providing current health and safety information on these products.

Enclosed is a listing of products, which we are currently purchasing or have purchased from your company. Will you please provide your current MSDS on each of the substances listed or a statement that the substance is exempt from these regulations and why. Will you please certify that your MSDS meet the OSHA requirements?

An early reply is anticipated and appreciated.

Sincerely,

Name
Title



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Emergency Response and Notification Plan

Corporate Health and Safety Program

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Corporate Health and Safety Program

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- 2.0 Scope**
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- 4.0 Emergency Notification and Response Details**
- 5.0 Evacuation**
- 6.0 Equipment Damage**
- 7.0 Fire Incidents**

Appendices

Emergency Phone Numbers



Emergency Response and Notification Plan

Corporate Health and Safety Program

Emergency Response and Notification Plan:

The Emergency Notification or Response actions outlined below are the same for Day shift as well as the evening or Night shift. Senior site management on the evening shifts have the same responsibility as those on the day shifts

1.0 Purpose

The purpose of the Emergency Response and Notification plan is to provide directions to the Management in the event of evacuations, hazardous material release, fires, floods, serious or fatal injuries, equipment or property damage or any incident which has the potential of becoming a media event.

2.0 Scope

This Emergency Response and Notification plan applies to Jersen Construction Group and any Subcontractor, lower tier subcontractor and visitor or vendors on Projects Project.

3.0 Responsibilities

3.1 The Jersen Construction Project Management Team has the responsibility to know and understand the requirements outlined in this plan. They are also responsible to assure that subordinate field supervisors know and understand that there will be **ONLY** one person to speak for Jersen and the necessity of the following;

- 3.1.1 Preservation of the incident scene if an injury or property damage has occurred until all facts have been gathered
- 3.1.2 Excluding non-essential personnel from the area
- 3.1.3 Protecting employees and property as necessary
- 3.1.4 Working with the Client Management in assessment of the incident
- 3.1.5 Knowing who the single point of contact will be for interaction with the Client and/or media personnel
- 3.1.6 Recognizing that the authorities from the local jurisdiction have vested interests in incident details and that they are to be directed to the Jersen Construction single point of contact for information until so relieved of that responsibility by the Clients Management.
- 3.1.7 To initiate the Crisis Management Plan response as necessary. This Crisis Management Response Plan incorporates the fundamentals of notification of Corporate Officers who can speak for the company.

3.2 The General Superintendent has the responsibility to train and educate their subordinate foreman in the plan.

3.3 The Project Health and Safety Manager has the responsibility to:

- 3.3.1 To assist all project management in any emergency incident
- 3.3.2 To provide technical directions as necessary
- 3.3.3 To assist in information gathering and statement taking
- 3.3.4 To assist in crowd control
- 3.3.5 To remain active in incident management until given other directions



Corporate Health and Safety Program

3.3.6 To keep all telephone contact information current and posted where necessary

4.0 Emergency Notification and Response Details:

See Appendices (Page 6) for Listing of Emergency Response Numbers

4.1 Minor Injuries / No Emergency Response Required:

4.1.1 All employers are to transport their injured site employees to the nearest medical facility for treatment to

Jersen appointed Hospital

4.1.2 Notification will be as outlined in Client/ Insurance Reporting Instructions.

4.2 Serious Injury:

4.2.1 In the event of a serious injury, the Jersen Project Safety Manager is in charge of the injured until relieved by the Local EMS.

4.2.2 The incident scene is not to be disturbed until released by the Jersen PM He in turn, or an designee is to notify the Client and the Jersen Senior Management/Safety Director

4.2.3 At the earliest convenient time, the designated Supervisor is to call the Jersen Safety Department and fill them in on the details

4.2.4 Incident reports are to be sent out within the **24hour** time period

4.3 Fatal Injury:

The Jersen Project Safety Manager is to take charge and control the incident scene, controlling access and providing limited information to any non Jersen Construction individual until relieved by Client Management. The Crisis Management Team will assume control at the earliest possible time.

Senior Jersen Construction Management will brief Senior Client Management.

4.3.1 If a fatal injury occurs, the incident scene is to be secured and not disturbed until told to do so by the local Police.

4.3.2 The Senior Project Representative present at the time is to immediately place a call to the Jersen Executive Managers as outlined in the Crisis Management Handbook.

4.3.3 The Client is to be immediately notified.

4.3.4 Ensure that the local Police Department is also contacted.

4.3.5 All pertinent information etc. is to be collected immediately and placed under lock and key

4.4 Other directions will be provided at the time of the incident



Corporate Health and Safety Program

5.0 Evacuation:

In the event of a Site Evacuation, the most senior Jersen Supervisor will order Employees to do the following. The Incident Commander is to be the most senior Jersen Supervisor in the field.

- 5.1 Employees are to report to a pre-designated Muster Point. These Locations will be determined prior to mobilizing and will be posted conspicuously throughout the Project as it progresses.
- 5.2 The muster point supervisor will conduct a head count
- 5.3 The head count information will be given to the Incident Commander
- 5.4 This information will determine if any employee has remained on - site. If anyone remains on - site, only the trained Emergency Services is to effect rescue.
- 5.5 This headcount information will be provided to the Emergency Responders from the Emergency Services. If all Employees are accounted for, the Emergency Responders will be notified immediately upon their arrival
- 5.6 No one will be allowed on - site unless the incident scene commander, who will be a local Emergency Service Member or a Client Representative, approves.

6.0 Equipment Damage:

Minor cases of equipment damage will be handled as a minor injury.

Major Equipment damage from whatever source will require the following

- 6.1 Jersen Construction will have control of the incident scene until all hazards have been identified and guarded against.
- 6.2 Making sure no injuries have resulted and or injuries have been treated
- 6.3 Securing all access until evidence/information has been gathered
- 6.4 Communicating to project management and corporate officers as outlined in the Crisis Management Handbook
- 6.5 Cooperating with Client in determining root cause analysis

7.0 Fire Incidents:

Minor:

All Minor Fires will be reported to the Client for “Determination of Cause and Corrective Action”.

THERE ARE NO MINOR FIRES. ALL HAVE THE POTENTIAL OF BECOMING SERIOUS

Major:

**Evacuate the area immediately. Notify the local Fire Department and Jersen in conjunction with Client to prevent Employee’s and Non-Emergency Personnel or Site Personnel from entering the affected area.
Contact Jersen Construction Group’s Health and Safety Immediately.**



Emergency Response Telephone Numbers

Jersen Construction:	Names:	Emergency Numbers:
Project Manager	TBD	XXX-XXX-XXXX
Safety Director	John Keaveney	518 698 7113
Project Safety Manager	TBD	XXX-XXX-XXXX
Project Superintendent	TBD	XXX-XXX-XXXX
General Foreman	TBD	XXX-XXX-XXXX

Emergency Services

POLICE	911
Non-Emergency	XXX-XXX-XXXX
FIRE	911
Non-Emergency	XXX-XXX-XXXX
AMBULANCE	911

Occupational Medical Center

Day Shift Hours:	8.00am to 5.00pm., Monday to Friday	
TBD		XXX-XXX-XXXX
After Hours only:		



Other Emergency Numbers

Client Emergency Numbers	XXX-XXX-XXXX
---------------------------------	---------------------

Severe Weather Warnings and Regional Emergencies or Disturbances
Local Radio WELI (XXXAM)
Or
WWW.COM

Utilities	Emergency Numbers
Water Authority	XXX-XXX-XXXX
Gas	XXX-XXX-XXXX
Cable	XXX-XXX-XXXX

NY State	Emergency Numbers
DEP HAZMAT Response	(860) 424 3338



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Corporate Health and Safety Program

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Corporate Health and Safety Program**1.0 General**

This plan explains how Jersen Construction Group achieves compliance with as federal, state and local regulations pertaining to emergency preparedness for such emergencies as building evacuations, employee injuries, fires or natural disasters. It applies to all employees, subcontractors and any other personnel performing work or visiting any Jersen Projects.

The Crisis Management Plan provides an outline of actions that must be taken to prepare for a crisis and response plan in the event of a crisis. The plan defines the action steps necessary and the responsibility assigned for such actions. A crisis is any event that has created and/or may still pose an immediate threat to life, property or business as usual.

Such situations may include, but are not limited to:

- Incidents involving serious bodily harm and/or deaths, or physical damages
- Bomb threats, terrorist attacks
- Collapse of a building or portion of a building
- Earthquake, hurricane, tornado
- Fire/explosion
- Equipment failure such as the collapse of a crane
- Workplace violence
- Environmental exposures

All management staff must be familiar with the details of this plan and the responsibilities of each staff member to minimize/avoid loss exposures. This plan is intended to provide direction to Jersen Construction Group management teams but may not address all potential events that may be encountered.

2.0 Preparing for a Crisis

The Jersen Construction Group Management Team at any Project has a site-based Crisis Team that is ready to react to any crisis situation. The Crisis Team consists of (but is not limited to) the following people:

- Ken Jersen
- Dave Jersen
- John Keaveney, Health and Safety Director

This team will determine the need for and engage necessary consultants (structural, environmental, critical incident stress counselors, etc.) as required. This team should engage such consultants early on so they are prepared and ready to react quickly in the event of a crisis situation. This team will also coordinate all release of information. This will include coordination with the Owner and other entities involved in the project. This team will coordinate all potential media communication with Jersen Construction Group Corporate Public Relations Departments.

Staff must be familiar with this Crisis Management Plan. A specific training program must be implemented and reviewed/updated periodically. Reviews should take place annually, at a minimum, and more frequently in the case of large and/or more complex projects. The Crisis

Corporate Health and Safety Program

Team must be ready to respond to a crisis. This can and often should involve subcontractor staff. Responsibilities have been assigned that include:

- First Aid/CPR
- Police/Fire departments contacts
- Monitoring National Oceanic Atmospheric Administration weather in the event of storms or other severe weather event
- Traffic control/gate security
- Securing the incident site
- Media escort (to guide media representatives to a predetermined media location)
- Power/water/gas shutdown and control
- Securing equipment
- Incident Investigation coordination including capturing investigation detail in writing and
- Photos were appropriate

3.0 General Event Response Plans

Several immediate and simultaneous actions must take place during a crisis regardless of the type of event. These actions should be directed by the Project Management Team and/or the EHS Department. Actions that must be taken during the first hour of any crisis include:

3.1 Protect the injured worker(s) and administer CPR/First Aid

If the injured worker(s) is in immediate danger, action must be taken to eliminate the danger and/or move the injured person from danger. Secure the area to eliminate/reduce exposure of others to possible hazards.

Render first aid to the injured with basic first aid equipment and stay with the victim(s) until the outside emergency medical response team arrives and takes over.

A Jersen Construction Group safety or other designated subcontractor personnel shall meet the injured individuals at the medical facility to ensure appropriate injury management and post- incident Drug & Alcohol testing takes place.

3.2 Summon emergency help

Call for emergency response via 911 and advise of the type of incident, injuries and number of injured and location of incident.

3.3 Account for all personnel

Refer to OSHA Subpart C 1926.35 Emergency Action Program. In the event of a crisis, it should be determined if evacuation is required. If so, the prearranged emergency warning system will be sounded and the project or office evacuated in an orderly manner to the prearranged emergency muster point. All personnel must be accounted for by their respective supervisors. If it is determined that the office or project will be shut down for the day everyone must be accounted for and instructions given as to start time the next day. Keep in mind that police and fire will want to know who was in the building at the time of the emergency.

Corporate Health and Safety Program

The senior Jersen Construction Group site manager should be prepared to provide a workforce personnel incident de-brief prior to personnel leaving the job site. Any top-line details related to the incident should be provided to minimize the spread of rumors as well as directions on handling media inquiries. Employees should be directed to contact their families immediately to communicate their personal condition.

3.4 Secure the jobsite

Security will control access to the site. Do not allow anyone except authorized personnel to come into the site during a crisis. All visitors should be escorted from the buildings, but remain available for questioning.

Evidence should not be moved or altered in any way. Destruction of evidence due to the company's failure to secure the site could play a role in determining liability. Steps should be taken to lock up, guard, or photograph any items of crucial evidence.

3.5 Immediately notify:

- Client Dave Jersen CEO
- Ken Jersen COO
- John Keaveney Health and Safety Director
- Notify OSHA if circumstances warrant – Jersen EHS will decide.
- Subcontractors as appropriate

4.0 Follow-up Actions**4.1 Meet with emergency personnel**

A representative of Jersen Construction Group or another responsible party must meet with the responding emergency department and advise them of the emergency situation and layout of the site, Jersen Construction Group with the help of the subcontractors, will secure the site to bar entry of other vehicles. Any vehicles hindering access from the street must be removed immediately. Predetermined Jersen Construction Group and subcontractor staff shall assist the security personnel and remain stationed at assigned locations until relieved or advised by the Jersen Construction Group Superintendent that they are no longer needed. Have a list prepared to share with authorities of all hazardous chemicals and flammables as well as their locations .

4.2 Perform incident investigation

The EHS Project Manager will set up and organize an appropriate team to preserve evidence, identify all witnesses and initiate proper incident investigation. The EHS Project Manager shall do so in close coordination with the Jersen Construction Group Site Management, insurance carrier(s), and representatives of OSHA and other involved public agencies (e.g. police, fire).

Corporate Health and Safety Program**4.3 Accompany the OSHA investigator**

If OSHA investigates the incident, an Jersen Construction Group EHS Project Manager, a member of the Jersen Construction Group Site Management, and a member of Clients management, if available, must accompany the OSHA Representative(s) to assure they receive accurate, correct information and benefit from our knowledge of the incident.

4.4 Post Incident Evaluation and Review

The Jersen Construction Group on site Crisis Team will conduct a post-incident evaluation/review and any lessons learned should be updated in the plan and disseminate to the team.

4.5 Specific Event Response Plans

While the initial response for many types of crisis events are the same, specific event response plans need to be developed to avoid time lost in determining what to do, how to organize, what resources are needed, etc. For such contingencies, Jersen Construction Group needs pre-coordinated response plans that can be initiated by the onsite Crisis Team

While we cannot plan for all contingencies, we can develop specific event response plans. Following are event specific response plans:

4.5.1 Bomb Threats

If a bomb threat is received contact the New York State Police immediately at 911. It is the policy of Jersen Construction Group that no employee or trade subcontractor employee will be allowed to participate in a bomb search. Follow steps three through five in the First Hour Response.

Upon evaluation, should it be determined whether or not an evacuation is warranted:

- The prearranged emergency warning system should be sounded.
- The project site should be evacuated in an orderly manner in accordance with emergency evacuation procedures.

The Project Manager, or EHS Project Manager are the only persons that can direct employees to return to work and only after a search of the building has been completed by law enforcement personnel or qualified representatives of the owner and one hour after the indicated bomb threat time has passed.

4.5.2 Building Collapse / Failure

A building collapse or failure can take many forms, from a partial wall collapse to an entire structural failure. The most important activities after such an occurrence are outlined in the First Hour Response element of this program. These actions should be directed by the Project Manager, or, in their absence, the area specific senior staff member at the location.

Corporate Health and Safety Program

- Immediately render first aid to the injured.
- Utilize proper care and discretion to ensure others are not placed at risk. For example, do not rush into a collapsed building without ensuring the immediate area is safe.
- Call The Fire Department via 911 immediately to summon emergency help.
- Account for all jobsite personnel and implement the site's evacuation procedures if so warranted.
- The prearranged emergency warning system should be sounded.
- The project or office should be evacuated in an orderly manner to the prearranged emergency muster point.
- The respective supervisors must account for all personnel.
- Secure the jobsite to prohibit access to the location.

4.5.3 Site Shutdown

The decision on whether the project site should be shut down and all workers asked to leave the premises will be determined by the nature and seriousness of the incident. The senior staff member at the project site will make this decision.

In the event of a site shut down crisis management team should immediately:

- Ensure that all personnel are accounted for and have left the building.
- Station sentries outside to make sure no one re-enters the building until instructed to do so by Jersen Construction Group senior site management.
- Close and monitor all gates, as indicated above.
- Deny all unauthorized persons access to the site, including the news media. All unauthorized persons found on the site will be escorted off the premises.
- Notify the owner's representative and Jersen Executive management.

4.5.4 Environmental Crisis

An environmental crisis occurs when a chemical release or spill, or water spill or discharge:

- a. Threatens the Environment
- b. Negatively impacts community/owner relations
- c. Creates regulatory intervention
- d. Creates media attention

The Project Manager or EHS Project Manager or, in their absence, the area specific Manager or other senior staff member at the location should immediately:

- Shutoff, contain or remediate the exposure without creating personal injury exposures.
- Notify owner's representative and Jersen Construction Group executive management.

Corporate Health and Safety Program

The local Emergency Services has specific spill control equipment available and details for written notification are included in the project's Storm water Pollution Prevention Plan (SWPPP).

4.5.5 Fatalities/Serious Injuries

A job fatality, serious injury or other such catastrophic incident sets off a chain of events involving the safety, legal, insurance, communication departments, and other entities. The site based Crisis Team should immediately:

- Direct attention toward immediate aid to the injured.
- Eliminate further risk to others.
- Seal off the area for later inspection.
- Control access to the incident location.
- Secure witnesses.
- Notify the owner's representative and Jersen Executive management.
- Deny all unauthorized persons access to the site, including the news media. (Reference Section 4 for particular actions regarding the news media.) All unauthorized persons found on the site will be escorted off the premises.

Note:

In the event of a severe injury or death on a Jersen Construction Group worksite, notification must be handled very tactfully and in a dignified manner:

- Jersen Construction Group employee family members: Together, the CEO and a Human Resources Manager will notify the family.
- Subcontractor employee family members: The subcontractor will notify the family. (This plan assumes that each subcontractor has its own program for notification by its management of next of kin and other necessary parties.)
- OSHA: Project Manager or EHS Director will notify the local area office.

The Project Manager will decide as to whether the project site should be shut down and all workers asked to leave the premises. This is determined by the nature and seriousness of the incident. In most cases, the scene of the Accident is also regarded as a crime scene until determined otherwise by the police department having jurisdiction.

4.5.6 Fire

Risk of fire during building construction is always a consideration usually because of the lack of fire-fighting facilities, the presence of combustible material and potential lack of control of heat sources. The proper design and use of fire resistant materials is necessary in both permanent and temporary work. The use of electrical tools, oxygen, acetylene, flammable gases, welding equipment, gasoline and combustible materials on projects must be managed appropriately to minimize fire risks.

Corporate Health and Safety Program

The planning of general fire prevention is the responsibility of the Site Project Manager, or EHS Manager on this project.

- Suitable fire-fighting equipment must be readily available at all times.
- Employees should be trained in basic fire prevention techniques and be able to respond accordingly.

Once the fire equipment is set up, the Project Manager should assign its maintenance to certain responsible members of the staff. The Project Manager should check weekly the availability and condition of equipment, assess possibilities of new risks, and reassign responsibilities as staff changes occur.

4.5.7 Labor Disputes

Labor Disputes may disrupt project progress and present personnel risks that must be managed accordingly. The Project Manager at the site should determine the nature of the dispute or picketing by questions to Labor Representatives and/or Subcontractors. Immediately contact Jersen CEO and Human resources Manager advising of issue and to seek legal counsel. Do not engage in confrontational discussion, physical contact or offer opinions on the nature of the dispute.

A project site staff member or Security guard should monitor the location with a communication device and immediately contact the Project Manager if any activity presents threat to personnel or site. Contact the local police if the dispute is un-restful and/or disorderly. Only officers of the company should ever respond to media inquiries.

4.5.8 Severe Weather

A severe weather plan and team with assigned responsibility is necessary in case of hurricane, earthquake, tornado, flooding, or other acts of God.

Additional responsibilities include:

- Complete the telephone list in this plan at the beginning of the project and continue to update as the project staff changes.
- Review project specific plans with the Owner and subcontractors.
- Review the checklist items included at the end of this plan.
- After a severe weather incident, a debriefing should take place and the plan should be reviewed and revised based on the feedback from the team on what went well and what needs improvement.

The Project Manager shall be involved in project shutdowns and post project inspections with the Owners.

Corporate Health and Safety Program**4.5.9 Terrorist Threats**

While we are unable to pre-plan all potential threats, conducting a location specific risk assessment and planning accordingly is your best defense.

The maintenance of security at the site and management of visitors is important to control unauthorized personnel from entering property that Jersen Construction Group controls. It is very important that site personnel know what subcontractors are working on Jersen Construction Group sites. The office must maintain a visitor sign-in log and implement a visitor badge program.

Jersen Construction Group employees who handle the receipt and distribution of mail and other packages must be very diligent about any suspicious packages. Special attention should be made for any packages without return addresses or are moist, bulging or otherwise distorted.

The New York State Police should be immediately notified of any suspicious mail or packages. Notification should also be made to the Owner's representative and Jersen Construction Group executive management.

4.5.10 Workplace Violence

If a workplace violence report is made, an assigned Jersen Construction Group representative will:

- Conduct a brief preliminary interview of the employee(s) who reported the allegation to determine the details of the incident.
- Question employees who have been identified by the alleging employee as being involved in the incident.
- Assess the situation for any ongoing threat or imminent danger to other employees.
- Remove the employee from the worksite and contain the situation.
- Contact law enforcement if warranted and if additional precautions are necessary to protect other workers.

Do not attempt to reason with someone who is wielding a weapon. Call law enforcement immediately and evacuate the area as quickly as possible. Notification should also be made to the Owner's representative and Jersen Construction Group corporate management.

5.0 Media Management

All inquiries by the news media need to be handled very carefully. Misinformation can create negative public perceptions and/or poor Owner relationships. All inquiries should be referred to the Project Manager. **Any communications with the media must be coordinated with a Jersen Client.**

Corporate Health and Safety Program**The two keys to successful crisis communications:**

1. Decisions have been made ahead of time and the plan is ready to implement at a moment's notice.
2. Jersen Construction Group is in control of the situation and messages, including cameras and video recorders.

It's very important that only Company Officers are the spokespeople for Jersen Construction Group. Therefore, the Project Manager is the only one who can deliver media statements for the project. They have received special training and are the only ones authorized to grant media interviews. This includes informal media inquiries via phone.

The Jersen Construction Group Crisis Team will work with the Client Public Relations representatives for necessary support, strategy and message development during a crisis. They will also coordinate release of information with the owner and other required entities.

For the purposes of this crisis plan, here is a brief overview of what should happen before the media shows up on site, and even, ideally, before the crisis happens:

5.1 Designate a safe area for the media

Just like all other non-involved personnel, media representatives should not be allowed access to the incident location to maximize your control of the incident site and their safety. All media representatives should be politely directed to a common location where a designated company representative would provide them with factual information.

5.2 Designate a media escort

A media escort should be designated to escort the media to a safe place to wait for information and comment from the spokesperson. Everyone on the jobsite, including the Owner, subcontractors and employees, should know who the media spokesperson is and understand that no one but that designated person should talk to the media.

Depending on the incident, the location should be away from the immediate incident, preferably off-site, such as a meeting room at a local hotel or restaurant.

Media representatives should be promised and receive regular updates, even if it's confirmation of what they already know. Jersen Construction Group management has been trained in handling this.

5.3 News Conferences

Any news conference needs to be carefully staged and conducted by upper management as it offers an opportunity to establish the company's position. A press kit (background materials) is very important. This kit would include site drawings, renderings, technical information, graphs/charts, company background, project fact sheet, and any other relevant information you want to disseminate. The Jersen Construction Group and the Clients representatives as well as the Project Manager and Owner's representative must approve all information disseminated.



Corporate Health and Safety Program

Emergency Phone List

Role	Name	Work #	Mobile #
Project Director			
Project Manager			
EHS Project Manager	John Keaveney		
Field Safety Supervisor			
Site Security			
Site Security			
Owner Representative			
Owner Representative			
Owner Spokesperson			
Owner Representative			
Owner Representative			
Weather Monitor			
NY State Police			
Fire Department			
NYDEC		911	
OCWIP Insurance		911	
Electric Utility (National Grid)			
Water Utility (Saratoga)			
Gas Utility (National Grid)			



Corporate Health and Safety Program

Bomb Threat Caller Report

Who received call: _____ Date: _____

Time (AM/PM): _____ Location call received: _____

Origin of Call: Local _____ Long distance _____ Internal _____

Time caller hung up: _____

THE CALLER (Try to hold caller on line and get all information possible)

Time bomb will explode: _____ Kind of bomb: _____

What bomb looks like: _____

How it is activated: _____

Where is it located: _____
(Building or area)

Reason for placing bomb: _____

Exact words of caller: _____

Caller's name (if given): _____ Male _____ Female _____

Voice: Child _____ Adult _____ Approximate Age: _____



Corporate Health and Safety Program

VOICE CHARACTERISTICS

Accent or dialect: Local _____ Not local _____ Foreign _____

Regional Characteristics: _____ (specify)

Other: _____ (specify)

Tone: Loud ___ Soft ___ High pitch ___ Low pitch ___ Raspy ___ Other ___

Pleasant ___ Rational ___ Irrational ___ Calm ___ Angry ___

Speech: Coherent ___ Incoherent ___ Righteous ___ Emotional ___ Laughing

___ Fast ___ Slow ___ Distinct ___ Distorted ___ Stutter ___ Nasal ___

Language: Excellent ___ Good ___ Fair ___ Poor ___ Cursing ___

BACKGROUND NOISE

Factory/office machines: _____

Music: _____ other people voices: _____

Street, animal noises: _____

Train/airplane noise: _____

Party Atmosphere: _____ Quiet: _____

SPECIAL NOTE: Did caller appear familiar with project site and building by his/her description of the bomb location?

SIGNATURE

DATE

Corporate Health and Safety Program**Environmental Crisis Checklist**

Our level of preparedness for a crisis will determine the success of effectively managing such an event. All project site employees must clearly understand their roles. Crisis practice drills are to be conducted semi-annually for project sites and offices and at the start of every project.

- Provide and administer First Aid/CPR to any injured personnel
- If injured is in immediate danger, take action to eliminate danger and/or move the injured person from danger
- Secure the area to eliminate/reduce exposure for others
- Summon emergency help by contacting 911
- Assess need for partial or full evacuation; evacuate if warranted
- Account for all personnel
- If possible, shut off and/or contain the environmental hazard to avoid further exposure
- Place absorption material to contain spill or
- Cover drains to prevent storm water contamination or
- Valve off the gas leak
- Turn off all heat, spark or fire sources in the immediate area
- Notify local authorities as appropriate
- Contact Owner's Representative
- Contact Jersen Construction Group corporate management

Corporate Health and Safety Program**Fatalities/Serious Injuries**

Our level of preparedness for a crisis will determine the success of effectively managing such an event. All project site employees must clearly understand their roles. Crisis practice drills are to be conducted semi-annually for project sites and offices and at the start of every project.

- Provide and administer First Aid/CPR to any injured personnel
- If injured is in immediate danger, take action to eliminate danger and/or move the injured person from danger
- Secure the area to eliminate/reduce exposure for others
- Summon emergency help by calling 911
- Send designated team member to meet the police/fire/ambulance
- Find out immediately where the injured parties are being taken for treatment
- Secure the incident site to prevent unauthorized access and ensure the preservation of evidence
- Identify witnesses that need to be interviewed prior to anyone leaving the site
- Begin a thorough investigation using sketches, photos to document events, positioning of people and equipment
- Incident site clean-up requires compliance with the OSHA Blood-borne Standard
- In the case of a fatality and/or serious injury of a Jersen Construction Group employee, the CEO and Human Resources Manager will be responsible to notify families in person
- If the incident involves a subcontractor's employee, the subcontractor will notify the families
- Consideration must be taken relative to the immediate family's needs
- If the employee lives out of town and in-person notification is not possible, consider involving local police or a church to assist
- Always pre-plan your notification, being direct. Expect emotions
- If shutdown of the site is necessary, always conduct a personnel debrief prior to people leaving the site

Corporate Health and Safety Program**Fire Response**

Our level of preparedness for a crisis will determine the success of effectively managing such an event. All project site employees must clearly understand their roles. Crisis practice drills are to be conducted semi-annually for project sites and offices and at the start of every project.

- Provide and administer First Aid/CPR to any injured personnel
- If injured is in immediate danger, take action to eliminate danger and/or move the injured person from danger
- Secure the area to eliminate/reduce exposure for others
- Summon emergency help by calling 911
- Send designated team member to meet the police/fire/ambulance
- Assess the need for a partial or full evacuation; evacuate if warranted
- Never use hoists and/or elevators for an evacuation
- Account for all personnel
- Shut down all gas feeds and electrical power to the immediate area
- Consider the control of potential environmental exposures including chemical releases and storm water discharge contamination
- Contact Jersen Construction Group corporate management
- Contact the owner representative

Corporate Health and Safety Program**Labor Disputes (Pickets)**

Our level of preparedness for a crisis will determine the success of effectively managing such an event. All project site employees must clearly understand their roles. Crisis practice drills are to be conducted semi-annually for project sites and offices and at the start of every project.

- Determine nature of dispute or picketing by questions to Labor Representative and/or Subcontractor(s).
- Contact CEO and U.S. Human Resources Manager advising of issue and seek legal counsel.
- Take pictures of the picket sign(s) or operation in dispute.
- Labor disputers and/or picketers are never to be allowed within a Jersen Construction Group site and must stay outside fencing at all times.
- Place Company Representative or Security Guard with communication devices to monitor the location.
- Contact the New York State Police if dispute is un-restful and /or disorderly.
- Contact Jersen Construction Group corporate management
- Contact the owner representative

Corporate Health and Safety Program**Severe Weather Checklist**

Our level of preparedness for a crisis will determine the success of effectively managing such an event. All project site employees must clearly understand their roles. Crisis practice drills are to be conducted semi-annually for project sites and offices and at the start of every project.

Prior to a Severe Weather Event

- Secure all cranes, including lowering mobile crane booms to the ground
- Shut off all power supplies, turn off all temporary water sources
- Secure/strap down all material, check all tie downs on office trailers
- If necessary, have appropriate de-watering equipment delivered to the site and secured
- Check all area and street storm sewer gratings to ensure they are free of debris and protected against runoff from the project
- If necessary have emergency generators delivered and secured
- Deliver all blueprints, permits, inspection logs and other critical documents to M+W Group's main office or other secure site
- Back up all computers to main office
- Update and post site emergency telephone lists
- Broom clean project site and remove trash
- If appropriate, cover all windows and openings with plywood
- Secure all gates and enclosures
- Use mobile phones and establish a phone tree for project team communication
- Conduct an employee and subcontractor debrief on possible work stoppage for the next day and where to call for information
- Assign one Jersen Construction Group employee to monitor jobsite or office periodically and report any weather related emergencies site management
- Assess the need for a partial or full evacuation; evacuate if warranted
- Account for all personnel

Corporate Health and Safety Program

Specific Severe Weather Event Considerations

Earthquake:

- Place large or heavy objects (tools, material, equipment, etc.) on floor and away from openings
- In offices, hang heavy items such as pictures and mirrors away from chairs, couches and anywhere people sit
- Identify safe places in the building: against inside walls, away from windows where glass could shatter or where heavy objects could fall
- If outdoors, locate safe places in the open away from buildings, trees, telephone and electric lines, overpasses or elevated expressways
- Be prepared for aftershocks; these can often cause additional damage or bring weakened structures down

Corporate Health and Safety Program**Terrorists Threats Checklist**

Our level of preparedness for a crisis will determine the success of effectively managing such an event. All project site employees must clearly understand their roles. Crisis practice drills are to be conducted semi-annually for project sites and offices and at the start of every project.

- Conduct a location Risk Assessment to assist in determining your location's exposure to acts of terrorist threats.
- Ensure you know what subcontractors are on site each day
- Maintain the security of the site; conduct a daily perimeter fence inspection
- Manage the access of visitors by maintaining a visitor sign-in log and mandate a visitor or badge program
- Employees that handle the receipt and distribution of mail should review the Mail Handling Guidelines

If a terrorist event occurs:

- Provide and administer First Aid/CPR to any injured personnel or visitors
- If injured is in immediate danger, take action to eliminate danger and/or move the injured person from danger
- Secure the area to eliminate/reduce exposure for others
- Contact the New York State Police
- Send designated team member to meet the police/fire/ambulance
- Assess the need for a partial or full evacuation; evacuate if warranted
- Account for all personnel
- Cooperate fully with local authorities
- Contact Jersen Construction Group corporate management
- Contact the owner representative

Corporate Health and Safety Program**Media Management Checklist**

Our level of preparedness for a crisis will determine the success of effectively managing such an event. All project site employees must clearly understand their roles. Crisis practice drills are to be conducted semi-annually for project sites and offices and at the start of every project.

- Designate a pre-determined secure area for the media, away from the project site. This area should be comfortable (warm and dry) with access to phones
- The designated media escort should meet the media and escort them to the secured area
- Do not escort media representatives onto property
- The media should meet at location that is as far away as possible from the site of the Incident
- Jersen Construction Group on site Crisis Team will work with the Clients representatives to coordinate media communications
- Only **company officers** are to speak with the media
- All communications must be short, concise and factual
- Always align your communications with the owner
- Do not share crisis plan with anyone other than authorized personnel
- Do not discuss procedures in detail with reporters and other outside parties
- Do not share building plans with unauthorized personnel including “college students” calling about a project

The standard verbiage that all Jersen Employees should use in a crisis situation with regards to the Media is:

***“I am Sorry.
Our primary concern is Safety.
I cannot allow you on the job site at this time”***



Corporate Health and Safety Program

Workplace Violence Incident Report

Report Completed By: _____

Phone: _____ Date: _____

Name of Victim _____

Type of Incident (Check one)	<input type="checkbox"/> Threat <input type="checkbox"/> Assault/Battery <input type="checkbox"/> Robbery <input type="checkbox"/> Other
Persons Involved (Note all individuals involved)	
Exact Location of Incident (Indicate Project address, location on site, etc.)	
Time of Incident	
Outside Emergency Assistance (check one)	<input type="checkbox"/> Ambulance <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Other
Detailed Description of Event: (Include weapons used and employee response)	
Assets / Money Lost or Damaged	
Corrective Management Action Plan	



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CORPORATE HEALTH AND SAFETY MANUAL

***"OUR SAFETY IS BUILT IN,
NOT ADDED ON"***



Corporate Health and Safety Program

Revision History				
Rev	Reason For Change	Section/Page	Originator	Date
A	Document Revision and Update		John Keaveney	05/01/2012
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				Date:



Corporate Health and Safety Program

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- 1.0 Purpose**
- 2.0 Scope**
- 3.0 Administration**
- 4.0 Procedures**
- 5.0 New Employee Orientation**
- 6.0 Supervisor Orientation**
- 7.0 Subcontractor Safety Orientation**
- 8.0 Vendor and Visitor**

Appendix A

Jersen Construction Group - New Employee Orientation Manual

Appendix B

Jersen Construction Group – Sign-up Sheet



Corporate Health and Safety Program

1.0 Purpose

The purpose of employee orientation and education is to enable the employee to identify and correct job hazards without being directed and to instill safe work habits on a Project.

2.0 Scope

Employee education and orientation apply to all personnel performing work for Jersen Construction Group on any Project. This includes Subcontractors, Lower-tier Contractors, Visitors, and Vendors.

3.0 Administration

3.1 The Project Manager:

Is responsible for ensuring that all Site Safety Training is effective and provides the required support.

3.2 The Project Safety Manager:

Is responsible for ensuring that all related training is performed within the guidelines of the Health and Safety Plan. He/she is responsible for assisting the field foreman in the performance of their supervisory duties relative to training. They will develop a new employee lesson plan so that in their absence, other project supervisors can provide new employee orientation.

3.3 The field Supervision:

Is responsible to see that new hires receive site orientation, they are to identify work processes where employees require additional training and to train employees in their crews as necessary.

4.0 Procedures

The Project Safety Manager is responsible for the development, maintenance, and scheduling the training facilities and all training and education. All training schedules will be submitted to the Project Manager for review prior to implementation. Various Project personnel, such as Superintendents and Supervisors may participate in the process as instructors or advisors.

4.1 New Employee Orientation (outline)

- a. General Safety Rules
- b. Occupational Health and Controls
- c. Personal Protective Equipment
- d. Hazard Communication
- e. Respiratory Protection
- f. Housekeeping and Fire Protection
- g. Emergency Evacuation Plan
- h. Confined Space Entry
- i. Fall Protection
- j. Scaffolding
- k. Floor and Wall Openings
- l. Compresses Air Cylinders
- m. Job Hazard Analysis
- n. Back Injury prevention
- o. Lock-out/Tag-out
- p. Ladder Safety and Inspection
- q. Disciplinary Action

Corporate Health and Safety Program

4.2 Training Aids

The following Video-tapes will be shown:

- a. Safety Orientation Video or Power Point Presentation
- b. Fall Protection
- c. Any other materials necessary pertaining to section 4.1

5.0 New Employee Orientation

The New Employee Orientation is designed to provide the new employee with the knowledge and necessary information to perform their work without incident or injury. Prior to going into the field, each New Employee will participate in the Orientation Program. **No Employee will be allowed to work until this training is conducted.**

The Project Safety Manager is responsible for the general administration of the Orientation Program prior to work on the Project, Superintendents and Supervisor will participate in the Program with their employee's.

5.1 The Orientation Process

The Jersen Construction Group Project Safety Manager will conduct Orientation Programs with new employees prior to employment on the project. During this session, each new employee will be issued the appropriate Personnel Protective Equipment i.e. Hardhat, Safety-Glasses, and Reflective Vests, Gloves etc.

- 5.1.1 During the Orientation Program, the Safety Representative will cover all the items listed on the Orientation Checklist and issue the Site Safety Handbook to each Employee.
- 5.1.2 Upon completion of the program, the new employee will initial the topics covered and sign at the bottom.

6.0 Supervisor Orientation

The Supervisor Orientation Program is designed to educate Supervisors about the Health and Safety processes of Jersen Construction. Each Supervisor upon commencement of employment or promotion shall attend a Supervisory Orientation Program.

Each supervisor is expected to be familiar with all aspects of Health and Safety as it applies to their supervisor responsibilities. This includes having knowledge of the Jersen Construction Group Site Safety Plan for a Project.

During the Orientation Program, the following topics will be reviewed;

- | | |
|---|--|
| a. Jersen Construction Group Health and Safety Plan | e. Safe Work Practices |
| b. Zero Accident Philosophy | f. Accident and Incident Investigation |
| c. Disciplinary Action Procedures | g. Emergency Procedures |
| d. Weekly Safety Meetings | First-Aid |



Corporate Health and Safety Program

7.0 Subcontractor Safety Orientation

The Subcontractor Safety Program is designed to educate the Subcontractor and its Employee's about the Jersen Construction Group Site Health and Safety plan.

7.1 Responsibilities

7.1.1 The Subcontractor Project Manager:

Is responsible for monitoring the subcontractor safety orientation. Each subcontractor employee is required to attend New Employee Orientation upon commencement of employment on the Project.

7.1.2 The Jersen Construction Group Project Manager:

Will notify the Safety Manager when new Subcontractors will commence work, so that orientation can be scheduled.

7.1.3 The Subcontractor Orientation Program will be the same as that of the Jersen Construction Group New Employee Orientation Program. However, it must include subcontractor specific work rules.

7.1.4 Subcontractors must provide additional training for its new employees covering the scope of its operations of the Project not mentioned in the Jersen Health and Safety Plan.

8.0 Vendors and Visitors

The Vendor and Visitor Program is designed to inform those who intend to come on site on a temporary basis of the basic Health and Safety requirements and ever changing site conditions on this project. This program applies to all visitors on the project.

Corporate Health and Safety Program

Appendix A

Jersen Construction Group - New Employee Orientation Manual
(COVER Only and PROJECT Specific)



**New Employee Health and Safety
Manual**





Corporate Health and Safety Program

Appendix B

Jersen Construction Group – Sign-up Sheet



Weekly Toolbox Safety Talk

Date _____

Scaffold Awareness Safety Training

Attended By:

#	Print Name	Signature	Did you receive a workplace injury last week? Yes/No
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			



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**CORPORATE
HEALTH AND SAFETY
MANUAL**

***"OUR SAFETY IS BUILT IN,
NOT ADDED ON"***



Accident Reporting and Investigation Procedures

Corporate Health and Safety Program

Revision History				
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A	Document Revision and Update		John Keaveney	05/01/2012
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			Date:	



Accident Reporting and Investigation Procedures

Corporate Health and Safety Program

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- 1.0 Accident Reporting Procedures
- 2.0 Accident Investigation Procedures
- 3.0 Accidents to be investigated
- 4.0 Reports to be utilized
- 5.0 Procedures for Conducting Accident Investigations
- 6.0 Summary
- 4.0 Investigation Kit

Appendix A

Jersen Construction Group - Accident Reporting and Treatment
Form (A.R.T.)



Accident Reporting and Investigation Procedures

Corporate Health and Safety Program

1.0 Accident Reporting Procedures:

1.1. Emergencies –

In the event of a catastrophe or major accident occurring on any Jersen Construction Group Project, the Project Safety Manager must be notified as soon as physically possible. Every assistance will be rendered by the Safety Director in completing and filing the appropriate reports with Jersen's carrier and other agencies.

In the event of a serious bodily injury occurring to a Jersen Construction Group Employee the Project Site Safety Manager or Superintendent should (i.e., severe bleeding, heart attack, obvious fractures, loss of consciousness, amputation, crushing injuries, etc.):

- Call 911.
- Administer First Aid.
- Secure the Accident Scene.
- Complete an Accident Reporting and Treatment Form (See App.)
- Complete a Jersen Insurance Forms
- Complete a New York First Report of Injury Form (See App.) and forward it to the Safety Department at Jersen's Waterford, NY Office.

1.2. Non-Emergencies –

In the event of an injury requiring medical attention, the Jersen Safety Representative or Supervisor should:

- Ensure that the Jersen Insurance Claim Reporting Guide is completed
- Ensure completion of the Accident Reporting and Treatment Form (See App.)
- Transport the injured party to an approved Occupational Medical Center.
- Remain with the employee and ensure that the treating physician completes and signs **Part D** of the Accident Reporting and Treatment Form
- Escort the employee back to the work site.
- Assist the Foreman with the Accident Investigation.
- Coordinate any modified duty and claim management strategies with the Safety Manager.

Additionally, the Foreman should:

- Transport the injured employee to the Field Office
- Encourage treatment
- Review the operation for restricted duty work
- Remain in contact with the injured party
- Assist the Safety Officer in completion of the Accident Investigation.

In completing the Accident Reporting and Treatment (**ART**) **Form**, which was designed by Jersen Design and Construction, the following sequence of events shall be followed:

- 1) **Part A** (Accident Data) is completed.
- 2) The employee reads and signs **Part B**.
- 3) If the First Aid is provided, complete **Part C**.
- 4) Arrange transportation to the medical site.



Accident Reporting and Investigation Procedures

Corporate Health and Safety Program

- 5) Escort the employee with the remaining copies of the ART Form to the medical provider
- 6) The medical provider will complete **Part C** and retain a Photocopy.
- 7) Following treatment, escort the employee back to the work site.
- 8) Review any restrictions and complete **Part D**. Detach and forward another copy to the Superintendent.
- 9) Complete **Part E** on the back and forward the completed copy to the Jersen Safety Director within 24 hours.



Accident Reporting and Investigation Procedures

Corporate Health and Safety Program

2.0 Accident Investigation:

- 2.1 The purpose of this program is to review the procedures for investigating all losses arising from Jersen Construction Group and Subcontractor related activities which result in bodily injury or death to employees.
- 2.2 Accident investigation is the principal tool for identifying accident causes. Development of casual information allows for the targeting of prevention activities to correct safety related deficiencies, preventing similar reoccurrence in the future.
- 2.3 The project superintendent, who is responsible for the active administration and control of all aspects of the Project, will oversee accident investigations. However, the active Safety Manger on the job shall conduct the actual investigation activities.
- 2.4 A Supervisors Report must be completed in a timely fashion while accident details are still fresh in the minds of witness.
- 2.5 A copy of the investigation report must be forwarded to Waterford, NY Office.
- 2.6 The superintendent will then analyze the unsafe conditions, defective equipment, failure of maintenance or improper acts, and initiate appropriate corrective actions as reported.
- 2.7 If Necessary, the safety director will conduct special investigations and file reports to the necessary authorities, as well as processing loss information for distribution to field and management personnel.
- 2.8 For fatalities and major injuries, a formal meeting will be held for investigative reasons.

3.0 Accidents to be investigated:

- 3.1 All accidents resulting in treatment which exceeds normal first aid procedures.
- 3.2 All accidents which result in lost time (one or more days due to a work-related accident)
- 3.3 All accidents which result in death or hospitalization.
- 3.4 All near misses with the potential for serious injury or property damage, and all fires and explosions.

4.0 Reports to utilize during investigations:

- 4.1 Jersen Accident Reporting and Treatment Form (See app)
- 4.2 Insurance Claim Reporting Form.



Accident Reporting and Investigation Procedures

Corporate Health and Safety Program

5.0 Procedure for Conducting Accident Investigation:

5.1 **Plan before the accident happens.** The Project's Emergency Response Plan should designate the responsibilities of project personnel.

5.2 Objectives to be achieved after an accident happens:

5.2.1 Control the scene to prevent additional injury to the victim, rescuers and/or other employees/ public.

5.2.2 Provide for the welfare of the injured employee.

5.2.3 Depending on availability, the Project Superintendent or Safety Manager should accompany the injured employee and take him to the hospital. Caution should be exercised when transporting the injured employee as some injuries should not be transported alone.

5.2.4 The Project Safety Manger should arrange with doctor and the clinic to expedite treatment (i.e. bringing injured employees in separate clinic door for immediate treatment after call from project).

5.2.5 Superintendent shall follow-up with a call/personal visit that evening to the injured employee's home/hospital, and thereafter as appropriate.

5.2.6 Superintendent should reassure/advise the injured employee that he is valued and wanted back at work.

5.2.7 Superintendent should have injured employee tell what happened in his own words - no leading questions! Have the employee demonstrate how it happened if possible. The object is to get a true picture of what happened so that we can prevent a similar accident to others. Ask the injured employee to describe his/her training and/or experience with equipment, where his/her Foreman was at the time, etc.

5.2.8 A follow-up inquiry should be made as a "post-accident interview" to verify that the above has been followed, provided, and documented.

5.2.9 **Secure the scene and start the gathering of facts immediately.** All statements from employees should be obtained and documented immediately but in no event later than the end of the shift the accident occurred.

Any delay (intentionally or unintentionally) may cause:

- Loss of control over the investigation.
- Evidence to be destroyed/altered or lost.
- Witness to change/ compare/coordinate/rationalize their version of the facts.
- Secure the necessary facts to help prevent recurrence of a similar accident.
- Questions and interviews should be fact finding not fault finding

Corporate Health and Safety Program

- Allow witness to describe incident in their own words.
- Avoid leading questions.
- Interview witness separate

5.2.10 Get additional facts to aid in the defense of potential third party litigation/OSHA citations and/or subrogation of claims.

Identify:

- Damage property.
- Make and model of equipment involved.
- Equipment maintenance and modification record.
- Complete information on any components of equipment that may have failed, including manufacturer and the name and address of the repair shop where the part was last installed/repared, etc.
- Name and address of all involved.
- Title, training, and experience of those involved.
- Document/photograph, etc. all OSHA/MSHA/etc. safety violations or practices not consistent with safe industry practice.

5.3 Investigations should include the following:

5.3.1 What facts should be gathered concerning the accident:

When gathering the facts of the accident, include the following:

Note if it was property damage or personal injury.

- Time of occurrence.
- Name of injured employee.
- Location of accident.
- Job classification.
- Note if the employee was performing a job other than his normal job, or working in a department other than his normal assigned department.
- Identify the primary and contributing cause(s) of the accident.
- Note any secondary causal factors.
- The employee's version of the accident.
- Obtain statements of those employees who witnessed the accident.
- Diagram the incident noting position of stock, machinery, equipment injured party, and witness.
- Mark critical positions with chalk or paint.
- Photograph the area of the incident.
- Determine plan or corrective measures to prevent reoccurrence
- List any additional recommendations or comments that may enhance the prevention measure for re-occurrence.
- Keep the focus of the investigation on finding the cause(s).

5.3.2 How did the accident occur?

- Actually, the answer to this question brings together all of the facts of the accident, including the exact sequence of events that led to the accident, while remembering that no fact is insignificant.

Corporate Health and Safety Program

5.3.3 Why did the accident occur?

- Why did the cause exist?
- Was the injured person distracted?
- Was the injured person poorly trained?
- Did someone fail to report the unsafe condition?
- Was the unsafe work procedure not identified previously?
- What did the Job Hazard Analysis cover?

5.3.4 Corrective Action

5.3.4.1 After evaluating the facts of the accident, the most likely conclusion will be that it was caused by a combination of several factors. The ones most responsible are the primary causes. These causes will be either a result of unsafe conditions or unsafe acts.

5.3.4.2 The recommendations to prevent a re-occurrence should be directed towards correcting all similar primary and contributing causes leading to the accident. The final report shall address the actions taken or plan to be taken to preclude re-occurrence.

5.3.4.3 Employee involvement

Employee should sign the completed accident report, with his input on how to prevent re-occurrence.

5.3.4.4 Discussion with Project Superintendent

Employee and Foreman should meet with Project Superintendent to explain how they allowed the accident to happen.

5.3.4.5 Special Safety Meeting

Serious or potentially serious accidents should be covered immediately in a special safety meeting to explain to fellow workers, the status of injured employee and/or circumstances so a similar accident could be prevented and to reduce employee apprehension/ speculation.

5.3.4.6 Public Notification

All inquiries by the press and media should be directed to the Project Superintendent or Manager on accidents in which the media may seek comments. Adequate information should be forwarded to the Project Manager beforehand to facilitate adequate response. Please refer to the Crisis Management Procedures speaking with the media

Corporate Health and Safety Program

6.0 Summary:

An accident investigation is used to identify the cause(s) of an accident and determine the proper corrective actions. Virtually all accidents are caused by a combination of unsafe acts (about 90%) and/or unsafe conditions (about 10%).

6.1 Unsafe conditions relate to such physical and/or environmental conditions as:

- Improper or missing guards.
- Equipment malfunctions or defects.
- Improper tool for the task.
- Improper illumination (too bright or too dim).
- Improper ventilation.
- Poor housekeeping.
- Unsafe storage.
- Inadequate clearance.
- Hazardous arrangement.
- Improper personal protective equipment for task or hazard.
- Abnormal temperature.
- Uneven/ slippery surfaces.

6.2 Unsafe acts related to individual employee actions such as:

- Operating equipment or machinery without authority
- Removing, misadjusting, or disconnecting safety devices.
- Operating unsafe or defective equipment.
- Disobeying established rules, procedure, and practices.
- Taking an unsafe posture or position.
- Failure to lockout equipment.
- Crawling under/over/on machinery, equipment, and conveyors.
- Distracting, teasing, abusing, startling, quarreling, horseplay, etc.
- Improper care and use of personal protective equipment.

6.3 Contributing causes relate to these items that attribute to or allow the primary condition to exist, such as:

- Disregard for instruction or warning.
- Failure to understand instructions.
- Poor vision.
- Diminished hearing.
- Fatigue.
- Intoxication/ Drug Abuse.
- Deficiency of job knowledge or required skills.
- New employee on the job.
- Transferred to a new job/department/plant.
- Improperly trained.
- Not physically suited to job or task.
- Pre-existing injury.

Corporate Health and Safety Program

- Emotional/ mental distraction.
- Improper attire for task.
- Improper personal hygiene practices.
- Improper or no inspection of job, machinery, equipment, or department.

6.4 Common errors encountered in accident investigation.

- 6.4.1** When an accident occurs, there was either an unsafe act or condition present or a combination thereof. If neither is found to be existing. "Why?" must continually be asked.
- 6.4.2** Stopping at the primary unsafe act(s) of condition(s) rather than seeking the contributing causes. If an injury accident were to occur as a result of an employee slipping on an oil leak left by a leaking lift truck, the corrective action is not using additional absorbent. This would remedy the unsafe condition whereas repairing the lift truck would eliminate the hazard entirely.
- 6.4.3** Assigning causes to accidents which are too general or vague failure to yield corrective actions.

7.0 Investigation Kit:

Projects may find it helpful to prepare an Emergency Preparedness/Accident Investigation kit to assure response items are readily available on short notice.

- Emergency procedures and contract information.
- Tape measures (12 and 100 foot).
- Digital Camera - video if available.
- Spray paint.
- Barricade tape.
- Tape recorder with spare tapes and batteries



Accident Reporting and Investigation Procedures

Corporate Health and Safety Program

Exhibit A: Jersen Construction Group Accident Reporting Form (A.R.T.)

JERSEN CONSTRUCTION GROUP		Accident / Incident Report and Treatment Form					
Section A: Accident Data		This Section must be filled out by a Jersen Construction Supervisor prior to seeking treatment					
Employee's Name:	Job Title:	Male <input type="checkbox"/>	Female <input type="checkbox"/>				
S.S.N.:	Date of Injury:	Time of Injury:					
Phone:	Address:						
Witness Name:	Marital Status:		Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Witness Phone:	D.O.B.:	No. of Dependents:					
Exact Location of Accident:		Date of Hire:					
Describe What Happened:							
Supervisors Signature:		Date:					
Section B: Information Release:		This Section requires the Injured Jersen Construction Employee Signature prior to treatment					
I hereby authorize my Employer and/or any of their Representatives to be furnished any information and facts regarding this injury, including reports and records, results of diagnosis, treatment and prognosis, estimates of disability, and recommendations for further treatment. This information is to be used for the purpose of evaluating and handling my claim for injury as a result of an incident occurring on or about the above noted date of injury and for no other purpose, now or in the future.							
Employee Signature:		Date:					
Section C: Medical Provider:		This Section to be filled out by Medical care Provider only, after treatment					
Health Care Provider:		Date:	Arrival Time:				
Name of Doctor or Health Care Professional Providing Treatment:							
Type of Injury:		Body Part Injured:					
Treatment and Comments: (Please Print)							
Was Employee Hospitalized overnight as an in-patient:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Transported By Ambulance:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Was Employee treated in an Emergency Room:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Transported By Employer:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If No Work is prescribed, please fill in the date when the Injured should return to work:				Date:			
If Modified Duty is prescribed, When will the Injured should be able to resume full duties:				Date:			
Work: (Check one)		Lifting:		Carrying Limited to:		Putting / Pushing:	
Regular Duty <input type="checkbox"/>		lbs From Floor		Up to 5lbs		Up to 5lbs	
Modified Duty <input type="checkbox"/>		lbs From Waist		Up to 25lbs		Up to 25lbs	
No Work <input type="checkbox"/>		lbs From Shoulder		Up to 40lbs		Up to 40lbs	
Endurance Limitations: (Fill in appropriate)		Position Limitation:		Wrist Twisting		Wrist Bending	
Standing	Min/hrs per Day	Reaching	<input type="checkbox"/>	Left Hand	<input type="checkbox"/>	Left Hand	<input type="checkbox"/>
Sitting	Min/hrs per Day	Below the Knees	<input type="checkbox"/>	Right Hand	<input type="checkbox"/>	Right Hand	<input type="checkbox"/>
Walking	Min/hrs per Day	Above the Shoulder	<input type="checkbox"/>				
Driving	Min/hrs per Day	No Climbing	<input type="checkbox"/>				
		Twisting Spine	<input type="checkbox"/>				
Notes:							



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NOT ADDED ON"***



Corporate Health and Safety Program

Revision History				
Rev	Reason For Change	Section/Page	Originator	Date
A	Document Revision and Update		John Keaveney	06/01/2012
<p>THIS DOCUMENT HEREIN IS THE SOLE PROPERTY OF THE JERSEN CONSTRUCTION GROUP AND SHALL NOT BE REPRODUCED IN WHOLE OR IN PART AS THE BASIS FOR MANUFACTURE OR SALE OF ITEMS WITHOUT THE EXPRESS WRITTEN PERMISSION OF JERSEN OR ITS LEGAL REPRESENTATIVE.</p>				
				Date:



Corporate Health and Safety Program

Table of Contents:

- 1.0 Scope**
- 2.0 Jersen Design Disciplinary Program Procedures**
- 3.0 Employee Disciplinary Program Notice**

Appendix A

Jersen Construction Group Employee Disciplinary Notice



Corporate Health and Safety Program

1.0 Scope:

It is required that all Jersen Construction Group comply with all Federal and State standards and regulations, as well as established Jersen environmental, health and safety Rules and Procedures.

Jersen Construction Group also prohibits the use, sale, manufacture, storage, distribution, or possession of any controlled substance on company property. Employees are prohibited from working on Jersen Project while under the influence, or impaired by legal or illegal drugs including alcohol.

Should any Jersen Employee violate any of these requirements, disciplinary actions, up to and including discharge, will be commenced.

2.0 Jersen Construction Group Disciplinary Program Procedures:

First Offense - Immediate abatement and verbal warning with a note attached to the employee's Safety Record Card for further reference.

Note: Workers under the influence of any drug including alcohol will not be permitted to work or remain on company-related property or job-site.

Second Offense - **The Notice of Unsatisfactory Work Performance** shall be forwarded to the employee after abatement. This formal written notification should be attached to the employee's safety Record Card with a copy placed in the personnel file. A fourth copy shall be sent to the Safety Director at the Waterford office for review.

Upon a second offense, the supervisor in conjunction with the highest ranking project officer will suspend the worker from duty pending further action. The notice of Unsatisfactory Work Performance Form shall be forwarded to the employee after abatement.

Third Offense - Mandatory suspension from duty with further action, up to and including discharge.

Employees adversely affected by Jersen Construction Group disciplinary policy have the right to discuss such action with the Project Superintendent of the Project in the company of an authorized employee representative. After review of the company action and any relevant material submitted by the employee to the Project Manager may affirm or modify the company action.

Pending the outcome, results of the proceedings will be forwarded to the Project Manager to effect action should that Employee be terminated from the Project.

Corporate Health and Safety Program

3.0 Employee Disciplinary Program Notice:

Jersen Construction Group has instituted this disciplinary program as one part of the overall company safety program. We must monitor the performance and actions of our employees and correct unsafe behavior and violations of safety regulations and established company safety rules, prior to accident occurrence.

Foremen, Safety, and Project Superintendents have total discretion to issue employees a **“notice of unsatisfactory performance”**. This is not a step to be taken lightly. Use this notice procedure when a worker fails to respond to verbal warnings of violations and unsafe behavior, or when repeat violations or actions occur.

In order to provide a fair and equitable forum for all employees, any employee adversely affected by a disciplinary action must take the following steps:

1. Discuss the action with the issuing supervisor.
2. Along with an authorized employee representative, discuss this action with the Project Superintendent. The employee will have the opportunity to present and relevant evidence in his behalf.
3. The Project Superintendent may affirm or modify any disciplinary action.

When a “notice of unsatisfactory performance” is given to an Employee, the issuing Foreman has the authority to refer the situation to the Project Superintendent or to suspend the Employee pending further action(s). Any suspension requires a copy of the notice to be sent and approved by the Project Superintendent.

When issuing a notice, the supervisor shall explain the circumstances to the employee and provide the employee with a copy of the notice. Be sure to fill out the notice completely and provide detailed information on the reasons for the notice being issued. Any supportive material shall be attached to the notice copy and provided to the Project Safety Manager and the Project Superintendent.

Corporate Health and Safety Program**4.0 Guidelines for Issuing an Employee Reprimand:**

To assist Foremen, Safety Officers, or Project Superintendents in preparing a notice of unsatisfactory performance, consider the following situation in which such a notice is justified:

4.1 Dishonesty and Related Problems

- Theft
- Falsifying reports or employment records
- Willful, damage to company property or equipment

4.2 Attendance Problems

- Unexcused absence
- Chronic lateness
- Absenteeism
- Leaving work without permission
- Other

4.3 On-the-job Problems

- Intoxication
- Drug policy violations
- Fighting
- Horseplay
- Failure to report injuries
- Abusive or threatening language
- Sleeping on the job
- Possession of a weapon or firearm
- Violation of safety standard
- Violation of company policy

4.5 Job Performance

- Carelessness
- Neglect
- Poor Quality
- Insubordination



Corporate Health and Safety Program

Appendix A

Jersen Construction Group Employee Disciplinary Notice



Individual Reprimand for Safety Violation

Jersen Construction Group- project name: _____ Project Number: _____

Location: _____ Date: _____

Employee name: _____

Job classification: _____ Badge/I.D. number: _____

Date: _____ Time: _____

Location: _____

Violation: _____

Disposition: _____

Signature: _____ (Employee) Signature: _____ (Supervisor)

Note: Upper portion of this document is to be delivered to Jersen site manager/representative. Copy and send to the Jersen Safety Department to be filed in Personnel File

(Tear along dotted line)

Employee name: _____

Job classification: _____ Badge/I.D. number: _____

Date: _____ Time: _____

Location: _____

Violation: _____



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Subcontractors Safety Requirements Program

Corporate Health and Safety Program

Revision History				
Rev	Reason For Change	Section/Page	Originator	Date
A	Document Revision and Update		John Keaveney	05/01/2012
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			Date:	



Corporate Health and Safety Program

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- 4.0 Procedures**
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- Exhibit B Notice of Non-Compliance**
- Exhibit C Monthly Safety Performance Report**
- Exhibit D Jersen Accident Report and Treatment Form
(attached)**
- Exhibit E Compliance with the Subcontractors Requirements
Letter**
- Exhibit F Subcontractor Acceptance Letter**



Subcontractors Safety Requirements Program

Corporate Health and Safety Program

1.0 Purpose

To describe the basic Health and Safety compliance information and non-compliance sanctions (as warranted) Jersen Construction Group may impose upon subcontractors performing work on any Jersen Project. Prime Subcontractors will be expected to hold their Lower-tier Subcontractors to the same high safety performance standards that they must comply with.

2.0 Scope

Subcontractors and Lower-tier Subcontractors are subject to the provisions of the Jersen Construction Group Health and Safety Plan. Provisions of the Site Health and Safety Plan are not intended to act as a substitute for any regulatory Health and Safety requirement of subcontractors and lower-tier subcontractors. It is the responsibility of each subcontractor to be in compliance with all regulatory requirements, and the Jersen and or the Site Health and Safety Plan.

3.0 Responsibilities

The Subcontractor's senior site Representative is responsible for the implementation of the subcontractors Health and Safety program.

The Subcontractor senior site Representative is also responsible to see that training and education of their employees including new hire, toolbox, and the hazard communication program is performed.

The Subcontractor designated site safety representative is responsible for the day to day compliance of the Subcontractors Safety program.

The Jersen Project Safety Manager shall conduct audits of the subcontractors work processes to determine compliance. Results will be documented for follow-up as well as the issuance of non-compliance notices as necessary.

Jersen Safety and Subcontractor designated Representative shall make periodic audits of work place activities. Non-compliance's are to be corrected immediately. As necessary, notices of non-compliance will be sent to the Subcontractor following field audits.

4.0 Procedures

The information contained within this section defines in summary form the general requirements subcontractors and lower tier subcontractors must follow:

Subcontractor and Lower Tier Subcontractor Health and Safety Plan

Prior to the commencement of work, each Subcontractor and Lower-tier Subcontractor shall submit to Jersen Construction Group a Site Specific written Health and Safety Plan which meets the requirements of the Federal Occupational Safety and the Client Health and Safety Contract Requirements.

In the event the Subcontractors and or their Lower-tier Subcontractors fail to have a site-specific Health and Safety plan, they shall present in writing to Jersen to adopt/ ascend to the approved Jersen Health and Safety plan.



Subcontractors Safety Requirements Program

Corporate Health and Safety Program

In either case, the subcontractor is obligated to comply with Client Health and Safety requirements.

Subcontractor and Lower-tier Subcontractor Safety Representative:

Each Subcontractor and Lower-tier Subcontractor performing work on a Jersen Construction Group Project will designate a Safety Representative or a Competent Person and inform in writing Jersen as to who that representative will be.

The person assigned to this position will have the time necessary to provide accident prevention services for their company. Jersen Project Management reserves the right to approve or disapprove this person.

Subcontractor and Lower-tier Subcontractor Pre-Mobilization Meeting

Prior to the commencement of any work activities Jersen shall conduct a Subcontractor pre-mobilization Safety Meeting. The purpose of this meeting is to review the provisions of the approved Jersen Health and Safety Plan as it applies to their scope of work to be performed. This meeting will be conducted by the Jersen Construction Group contract Project Manager or designee and will follow the checklist attached to this procedure. This checklist will be kept in the project records.

Employee Orientation and Training

Each Subcontractor and Lower-tier Subcontractor is required to comply with Jersen - New Hire Orientation and training requirements. Subcontractors and Lower-tier subcontractors shall attend a supervisory "Zero Accident/Zero Tolerance orientation. Each employee assigned to perform work on the site shall attend a Health and Safety orientation prior to performing any work on the site.

Safety Meetings

Subcontractors and Lower-tier Subcontractors shall conduct weekly safety meetings for all Employees and their Supervisors as required, the designated Subcontractor and Lower-tier Subcontractor Safety Representatives shall attend a Jersen Contractor Safety Coordination Meeting.

Safety Procedures and Standards

The Health and Safety standards outlined in the Health and Safety Plan, regulatory requirements and the Owners' Health and Safety Requirements apply to all Subcontractor and Lower-tier Subcontractors work processes. Subcontractors and Lower-tier Subcontractors are required to have current regulatory standards in their field office readily available to their Supervisory and Field Personnel.

OSHA Investigations, Complaints, and Notifications

The Jersen Construction Group Project Manager, Superintendent or Project Health and Safety Manager shall be notified immediately whenever a Representative of a Regulatory Agency requests permission to enter the site to conduct a survey, inspection, or to investigate a complaint.

Jersen Construction Group shall be notified when any Subcontractor or Lower-tier Subcontractor receives notification that a citation will be or has been issued for non-compliance with Regulatory Statutes. Copies of citations will be provided to Jersen Construction Group upon receipt.

Inspections and Audits

Each subcontractor and lower tier subcontractor shall conduct workplace inspections and audits of their work activities to ensure that employees are performing their work in a safe work



Subcontractors Safety Requirements Program

Corporate Health and Safety Program

environment to ensure that their Health and Safety systems are effective and provide employees with a safe work environment.

First-Aid and Medical Services

The Subcontractor and Lower-tier Subcontractor is responsible for normal transportation of injured or ill employees who require medical treatment by a physician or other professional. Each Subcontractor and Lower-tier Subcontractor shall make available to all employees Emergency Telephone Numbers and other related Emergency Information. Emergency numbers and contacts shall be posted at the Project Notice Board at a minimum.

English Language

All individuals who are to perform work on the site should be sufficiently proficient in the use of the English language to enable them to discern emergency communications. Employees who are not BI-lingual are to be paired with other Bi-lingual co-workers.

Notice of Non-Compliance

Each Subcontractor and Lower-tier Subcontractor performing work on a Jersen Project is required to be in voluntary compliance with all standards and regulations that apply to their scope of work. Additionally, each Subcontractor and Lower-tier Subcontractor is responsible for having a written Health and Safety Plan, which incorporates the requirements of the Site Health and Safety Plan. The Health and Safety Plan is secondary to any regulated standard or procedure and does regulate the responsibility of a Subcontractor and Lower-tier Subcontractor to comply with any and all standards or regulations.

Jersen Construction Group is responsible for the general administration and implementation of the Health and Safety Plan. To assist in accomplishing this requirement, Supervisors will monitor and audit the safety activities and performance of each Subcontractor and Lower-tier Subcontractor within the scope of work. Monitoring and auditing activities by Jersen is not intended to take away or assume compliance requirements of any Subcontractor and Lower-tier Subcontractor.

Instructions

If a violation of established standards or procedures is noticed during audits or monitoring activities, Jersen Project Manager may issue a "**Notice of Non-Compliance**" to the appropriate Prime Subcontractor. Prime Subcontractors will be expected to issue notices of "non-compliance" to Lower-tier Subcontractors as necessary to assure compliance.

Non-serious events or conditions include instances where an accident would not be expected to result in an injury or property damage. When these incidents are observed the subcontractor and lower-tier subcontractor will be verbally advised and a "Notice of Non-Compliance" issued as appropriate.

If the incident has been previously noted and reported, the subcontractor and lower tier subcontractor may be requested to discontinue work activities until corrective action is completed.

A serious incident is defined as possessing a high probability of death, serious physical harm, or extensive property damage resulting from a condition or act, which exists on the site.

In matters that are deemed serious, the Prime Subcontractor and their Lower-tier Subcontractor will be notified verbally. The Prime Subcontractor will be issued a "Notice of Non-Compliance" citing the violation and request action to be taken.

In cases that are immediately dangerous to life, health, limb or property, work shall cease

Corporate Health and Safety Program

immediately and that subcontractor and lower tier subcontractor will be immediately notified, and a "Notice of Non-Compliance" issued to the prime subcontractor.

The Subcontractor shall contact the Jersen Project Safety Manager when corrective action has been taken and request authorization to resume work activities. Lower -tier Subcontractors shall contact the prime subcontractor when compliance has been reached. The "notice of non-compliance" will also be used as to notify Prime Subcontractor regarding issues of non-compliance other than those listed above

5.0 Safety Performance, Medical records and Reports

Records

Subcontractors and Lower-tier Subcontractors shall maintain a file of all records concerning occupational injuries and illnesses and hours worked. This includes but is not limited to:

- A. OSHA 300 Log, OSHA Form 301, OSHA Form 300A
- B. First Aid records
- C. Physician reports and correspondence
- D. Completed State Workers' Compensation First Report of Injury
- E. Completed Site safety performance and accident incident reports
- F. Monthly safety performance reports including hours worked.
- G. Continuous Improvement/Near Miss Reporting

Note: Any condition that could cause injury or property damage is to be reported.

Workers' Compensation Records and Reports

Subcontractors and Lower-tier Subcontractors are responsible for the administration of their Workers' Compensation Procedures and compliance with New York State laws.

Monthly Safety Performance Report

All subcontractors and lower tier subcontractors are required to use the safety performance form to report statistical data related to occupational injuries and illnesses on a monthly basis.

Monthly Summary of Workers' Compensation Cases

The Monthly Summary of Workers' Compensation Cases is used to record all occupational injuries/illnesses that fall under the provisions of the workers' compensation statutes of the state.

The compilation of information regarding accidental injury, illness and other events provides the basis for implementing changes to prevent other incidents of a similar nature.

Incident Reporting

Each incident shall be investigated and recorded and reported to Jersen Design and Construction. **Lost Time injury cases are to be reported immediately** with a written report to follow within 24 hours.

Recordable and Lost Workday Cases

All recordable and lost workday cases must be reported to the Jersen Health and Safety Manager upon their occurrence.



Subcontractors Safety Requirements Program

Corporate Health and Safety Program

Exhibit A:



Subcontractor Pre-mobilization Meeting Checklist

Subcontractor/Employer: _____ Date: _____

Jersen Construction Group Host: _____

Jersen Construction Attendees:

Subcontractor Attendees:

Guest Attendees:

Agenda:

1. Health and Safety

- Purpose
- Scope
- Issuance of Revisions
- Process Safety

2. Administration and Organization

- Administration
- Subcontractor Responsibilities

3. STANDARDS AND REGULATIONS

- Site Requirements
- Federal, State, Other



Corporate Health and Safety Program

Exhibit B:



Subcontractor Notice of Non- Compliance

INSTRUCTIONS: This form is to be used to document instances where contractors or subcontractors are found to be in non-compliance with established codes and standards that apply to the scope of work being performed. In all instances subcontractor and lower tier subcontractor shall be notified immediately upon completion of this form.

TO COMPANY: DATE _____

SUBCONTRACTOR OFFICIAL/REPRESENTATIVE: TIME: _____

LOCATION/AREA: SITE NO: _____

DESCRIPTION OF NON-COMPLIANCE

WORK ACTIVITY CEASED YES _____ NO _____

SUBCONTRACTOR AND LOWER TIER SUBCONTRACTOR MUST BE NOTIFIED IMMEDIATELY WHEN WORK ACTIVITIES HAVE BEEN CEASED.

STANDARD OR CODE REFERENCE

CORRECTIONS AND COMPLIANCE MUST BE COMPLETED BY: DATE _____

COMMENTS

ISSUED BY

SIGNATURE DATE _____

When corrective action has been completed this form must be returned to the site safety supervisor.

REVIEWED BY: DATE RECEIVED: _____

SUBCONTRACTOR AND LOWER TIER SUBCONTRACTOR

Supervisor Signature

The report must be signed and dated by the Jersey Construction Group Health and Safety Director.



Subcontractors Safety Requirements Program

Corporate Health and Safety Program

Exhibit C:



Subcontractor Monthly Incident Summary Report

Subcontractor Name: _____

Sub-Tier Subcontractor To: _____

Reporting Period: Month: _____ Year: _____

This form must be submitted to Parsons with monthly pay application. It is to be submitted even if no accidents occurred.
Note: Subcontractors that fail to submit this report may not receive payment.

DIRECTIONS: Report OSHA recordable medical cases. Report number of PR OSHA recordable medical cases that had lost work days, and number of calendar days away from work (Do not count first day of injury, but the weekends must be counted). Carry over Days are for a previously reported lost time case where the worker is still off work in this reporting period. Report the number of OSHA recordable medical cases that had restricted or light duty work and the total number of calendar days on restricted or light duty (Do not count the first day of injury, but the weekend must be counted). Carry over Days are for a previously reported restricted or light duty case where the worker is still on restricted or light duty. Report number of first aid only cases for period as well.

	Man-hours Worked	First Aid Injuries	Medical Treatment Only	Lost Time Injuries	Days Lost	Restricted Work Injuries	Days of Restricted Work
Month		0	0	0	0	0	0
Project to Date		0	0	0	0	0	0

Attach copy of employer First Report of Injury or OSHA 301 Report for each recordable injury case reported.

Person Making Report: _____ Phone Number: _____



Subcontractors Safety Requirements Program

Corporate Health and Safety Program

Exhibit D Jersen Construction Group Accident Report and Treatment Form
(Attached)

Section A: Accident Data		This Section must be filled out by a Jersen Construction Supervisor prior to seeking treatment					
Employee's Name:		Job Title:		Male	Female:		
				<input type="checkbox"/>	<input type="checkbox"/>		
S.S.N.:	Date of Injury:	Time of Injury:					
Phone:		Address:					
Witness Name:		Marital Status:		Yes	No		
				<input type="checkbox"/>	<input type="checkbox"/>		
Witness Phone:	D.O.B.:	No. of Dependents:					
Exact Location of Accident:		Date of Hire:					
Describe What Happened:							
Supervisors Signature:				Date:			
Section B: Information Release:		This Section requires the Injured Jersen Construction Employee Signature prior to treatment					
<small>I hereby authorize my Employer and/or any of their Representatives to be furnished any information and facts regarding this injury, including reports and records, results of diagnosis, treatment and prognosis, estimates of disability, and recommendations for further treatment. This information is to be used for the purpose of evaluating and handling my claim for injury as a result of an incident occurring on or about the above noted date of injury and for no other purpose, now or in the future.</small>							
Employee Signature:				Date:			
Section C: Medical Provider:		This Section to be filled out by Medical care Provider only, after treatment					
Health Care Provider:		Date:	Arrival Time:				
Name of Doctor or Health Care Professional Providing Treatment:							
Type of Injury:		Body Part Injured:					
Treatment and Comments: (Please Print)							
Was Employee Hospitalized overnight as an in-patient:		Yes	No	Transported By Ambulance:	Yes	No	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Was Employee treated in an Emergency Room:		Yes	No	Transported By Employer:	Yes	No	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
If No Work is prescribed, please fill in the date when the injured should return to work:				Date:			
If Modified Duty is prescribed, When will the injured should be able to resume full duties:				Date:			
Work: (Check one)		Lifting:		Carrying Limited to:		Pulling / Pushing:	
Regular Duty	<input type="checkbox"/>	lbs From Floor		Up to 6lbs		Up to 6lbs	
Modified Duty	<input type="checkbox"/>	lbs From Waist		Up to 25lbs		Up to 25lbs	
No Work	<input type="checkbox"/>	lbs From Shoulder		Up to 40lbs		Up to 40lbs	
Endurance Limitations: (Fill in appropriate)		Position Limitation:		Wrist Twisting		Wrist Bending	
Standing	Min/hrs per Day	Reaching		Left Hand		Left Hand	
Sitting	Min/hrs per Day	Below the Knees		Right Hand		Right Hand	
Walking	Min/hrs per Day	Above the Shoulder					
Driving	Min/hrs per Day	No Climbing					
		Twisting Spine					
Notes:							



Subcontractors Safety Requirements Program

Corporate Health and Safety Program

Exhibit E:



Compliance with the Subcontractor Requirements Letter

To whom it may concern:

We are enclosing a copy of Health and Safety Program with the Subcontractor-Safety Requirements Program included. Please read this program, sign it if you are accepting it and return receipt for our record keeping purposes.

If you choose not to accept the Health and Safety Plan presented to you, please submit your own Site Specific Plan for review within a timely manner.

It is our specific request that you advise your Project Employees of the Project Specifications we expect to achieve on this project.

Our Project Safety Manager on this project will be conducting weekly safety-related inspections. Any conditions noted in the inspection, which is a violation of O.S.H.A. and exists as a direct result of your operations and responsibilities, will be brought to your attention immediately.

We earnestly solicit your cooperation in this regard, and will be available to you and your employees in order that safety awareness and compliance may be established through our teamwork.

Very truly yours,

**John Keaveney
Jersen Construction Group
Health and Safety Director**



Subcontractors Safety Requirements Program

Corporate Health and Safety Program

Exhibit F:



Subcontractor Acceptance Letter

Date:

To Whom It May Concern:

We have hereby received and reviewed your Site Specific Health and Safety Plan for the Jersen Construction Group Project.

It is the intention of our Company to: (Please check either "A" or "B")

A. Comply with the Jersen Health and Safety Plan presented to us:

B. Submit our own Site Specific Health and Safety Plan Prior to start-up:

We understand that if we have Checked "B", we cannot commence work on the Project until our Health and Safety Plan is Submitted and approved by Jersen Construction Group.

Very Truly Yours

(Authorized Company Officer)



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HEALTH AND SAFETY
MANUAL**

***"OUR SAFETY IS BUILT IN,
NOT ADDED ON"***



Corporate Health and Safety Program

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1.0 Scope

This procedure identifies those general site safety rules that are applicable to all Jersen Construction Employees, Subcontractors and Visitors working on any Jersen Project.

Specific safety rules will be developed and attached to this procedure when work place conditions merit.

2.0 Responsibilities

- 2.1 **Each person** who directs the activities of Employees shall monitor the work activities. The Safe Work Practices shall be incorporated into the planning and execution of work. Safe work practices shall be supplemented by Job Hazard Analysis (J.H.A.'s).
- 2.2 **Supervisors** are responsible for identifying and correcting unsafe acts and conditions within their area of responsibility and administering disciplinary action to employees who fail to follow the prescribed procedures
- 2.3 **Each employee** performing work must know and understand the safety and health requirements that apply to the work they perform. Employees who receive assignments that are not understood have an obligation to request additional information and further clarification before they commence their work activities.
- 2.4 **Incident Reporting** - Occurrences that result in property damage greater than \$500 or "Near Miss" events where serious or fatal injury could have occurred, shall be promptly reported to supervision and the Project Safety Manger.
- 2.5 **Vehicle Operation** - Motor vehicles will be operated by **licensed** and **authorized** drivers. All posted speed limits and other traffic signs will be strictly observed. Where weather or other conditions dictate, additional precautions must be taken.
- 2.6 **Seat Belts** - Seat belts are to be provided and work in automobiles, trucks, and equipment at all times.
- 2.7 **"Horse play"**, fighting, gambling, possession of firearms, possession, or use of alcohol or unauthorized drugs while on this site may result in disciplinary action.

3.0 Personal Protective Equipment

- 3.1 Only equipment meeting regulatory guidelines or other applicable regulations shall be used.
- 3.2 Equipment that has been altered in any way shall not be worn on the Site.
- 3.3 The wearing of **Lime Green Traffic Vests** shall be worn at all times unless a work process presents a greater hazard by wearing the vests. Exceptions will be approved by the Project Safety.

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- 3.4 The wearing of head protection on the Site is mandatory. Hard hats shall meet the specifications of ANSI 89.1-1969, as required by OSHA.
- 3.5 Bump caps, Cowboy Hardhats and metallic hard hats or caps are prohibited on this Project.
- 3.6 Welders are required to wear head protection (hard hats) during welding operations. Soft-cap welding or cutting is prohibited on the site. Special conditions approved only with the concurrence of the Project Manager and/or Safety Manager.
- 3.7 **Hard hats** are required at all times while inside the Project boundaries with the following exceptions:
 - 3.7.1 Vehicle and equipment operators inside enclosed cabs.
 - 3.7.2 Administration building (office work).
 - 3.7.3 Lunch and break periods providing no work is in progress in immediate break area, Site-offices, and foremen shacks.
- 3.8 Hard hats shall not be altered in any way, and must be worn with brim to the front. Only special cases such as some attachments require the hat to be worn with the brim to the back. The Jersen Construction Group Safety Manager can make an exception to this rule.
- 3.9 All personnel on the site shall wear approved protective eyewear with side-shields during working hours.
- 3.10 **Protective eyewear** shall meet the minimum requirements of ANSI Standard Z 87.1, latest edition.
- 3.11 Only approved protective eyewear is allowed to be worn on the job site.
- 3.12 Glasses must have side shields.
- 3.13 In cases where employees perform work in restricted areas of the project, chemical goggles, face shield, and other protective equipment may be required.
- 3.14 During grinding operations, full-face shields shall be worn in addition to required protective eyewear.
- 3.15 Persons who wear prescription or corrective type eyeglasses shall wear side shields that meet the ANSI Z 87.1 standard.
- 3.16 Welders will wear eye protection while welding.
- 3.17 Safety glasses with side-shields are required at all times on the site (on the property) with the following exceptions:
 - 3.17.1 Vehicle and equipment operators inside enclosed cabs.
 - 3.17.2 Administration building (office work)
 - 3.17.3 Lunch and break periods (providing no work is in progress in immediate break area)
 - 3.17.4 Site offices and foremen shacks
- 3.18 **Respiratory protection** devices of the approved type are made available and shall be

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worn by all employees when exposed to hazardous concentrations of toxic or noxious dust, fumes, mists, or gases.

- 3.19 The use of respiratory equipment shall be used in accordance with the Health and Safety Plan.
- 3.20 Respiratory equipment shall be provided in accordance with the anticipated atmospheric conditions where the work will be performed.
- 3.21 Approved **hearing protection** shall be made available and such protection shall be worn by all employees exposed to noise levels above 90 dba (OSHA 1926.52), and where posted within the perimeter.
- 3.22 The Project Safety Manager is responsible for establishing areas where hearing protection will be required.
Employees as identified below shall use hearing protection:
 - 3.22.1 Designated areas.
 - 3.22.2 Operating or near chipping hammers.
 - 3.22.3 Operating or near power saws cutting metal, concrete or other hard materials
 - 3.22.4 Grinding in a confined space.
- 3.23 All personnel on the Site are required to wear sturdy boots **leatherwork boots**. These boots must be worn at all times by personnel on the site. As required, metatarsal protection will be provided.
- 3.24 **Hand Protection is required 100% on the certain Projects, the Protection selected shall suit the task been performed.**

4.0 Dress Requirements

- 4.1 Project Participants must wear suitable clothing (non-descript) while on any Jersen project all times.
- 4.2 Project Participants have to be aware that of the nature and sensitive needs for our client and that wearing provocative and suggestive clothing is not conducive to Jersen Construction Group best practices.
- 4.3 Site personnel are required to wear clothing appropriate for the work being performed.
- 4.4 Personnel shall wear ankle length pants.
- 4.5 Full-length shirts with sleeves or tee shirts with sleeves are required. Sleeveless shirts, sleeves rolled up onto the ball of the shoulder and other similar apparel practices are prohibited.
- 4.6 Persons working near moving machinery must wear clothing that cannot be caught by moving machinery.
- 4.7 Clothing soaked with grease, paint, thinners, solvents or similar materials shall not be worn.

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- 5.1 The use of fall protection equipment shall be in compliance with OSHA standards.
- 5.2 Persons who are performing work in unguarded areas and exposed to a potential fall of six feet (6') or more shall utilize fall protection equipment.
- 5.3 In situations where a fall could result in impalement, fall protection equipment shall be utilized regardless of the potential falling distance.
- 5.4 Impaling objects such as rebar shall have the ends capped with an article such as a block of 2 inch and 4 inch piece of wood, rebar cap, or other item which adequately covers the impaling end of the object.
- 5.5 Personal fall prevention equipment must be inspected daily prior to use by the user.
- 5.6 Body harness assemblies, lanyards, and other personal equipment shall be inspected monthly by a competent person designated by the Project Safety Manager.
- 5.7 Fall protection equipment, such as static lines and personnel traveling from one location to another in elevated positions shall utilize perimeter guards.
- 5.8 Access work platforms, such as ladders, shall be provided for personnel who must perform work in elevated areas.
- 5.9 While working from any Ladder or stepladder at a height exceeding six feet (6") it is a Jersey Project Requirement that Fall Protection be utilized.
- 5.10 Persons not utilizing fall protection equipment will be identified and the appropriate supervisor or subcontractor notified. Disciplinary action may include, up to and including termination or removal from the site will be administered

6.0 Maintenance of Personal Protective Equipment

Personal protective equipment, which has been altered in any manner so as to reduce its effectiveness, shall be repossessed, repaired, or destroyed.

7.0 Visitors

- 7.1 All visitors will be issued a pair of safety glasses and a hard hat prior to entering any construction work area.
- 7.2 Coverall glasses will be issued to those visitors with prescription safety glasses
- 7.3 Persons escorting or allowing a visitor into the work areas or shops are responsible to see that the visitor is wearing the proper personal protective equipment and receive a visitor safety orientation.

Corporate Health and Safety Program**8.0 Barricades**

- 8.1 Supervisors are responsible for erecting and maintaining barricades that are required for employee protection and establishing boundaries around equipment or materials to protect them from potential damage.
- 8.2 Barricades must be kept at least two feet (2') from the edge of an open trenches or Floor Openings.
- 8.3 Barricade tape shall be used for its intended purpose according to approved methods. Upon completion of the work being performed, the supervisor that originally installed the barricade must remove the barricade.
- 8.4 Unauthorized persons who enter red barricaded areas are subject to disciplinary action.
- 8.5 Yellow barricade tape shall be used in areas where caution is required; red barricade tape shall be used in areas where imminent danger is present.
- 8.6 Areas where asbestos abatement or other remediation work is in progress shall be barricaded and entry shall be restricted to authorized personnel by the employer responsible for performing the work.

9.0 Signs and Tags

- 9.1 Signs and tags will be in conformance with OSHA standards as to use, color, posting, wording, and size.
- 9.2 The Project Safety Manager is responsible for the general posting of signs on the site relative to warnings, precautions, notices, and other information.
- 9.3 Subcontractors are responsible for posting or displaying signs relative to their scope of work. For example: Signs required at a compressed gas cylinder storage area

10.0 Scaffolds and Platforms

- 10.1 All scaffolding shall be erected under the supervision of a competent person and in conformance with applicable and federal OSHA standards.
- 10.2 All scaffolding shall have toe boards, mid-rails, top rails; and have access provided.
- 10.3 A competent person shall supervise the erecting of all scaffolding.
- 10.4 Scaffolding shall be removed under the direction of a competent person when work has been completed.

11.0 Radios and Electronic Equipment

AM/FM radios, Portable CD Players, and I-pods are prohibited on the Site without express permission from the Project Manager.

Corporate Health and Safety Program**12.0 Floor, Roof, Wall and Platform Openings**

- 12.1 Proper precautions must be taken to ensure that floor; roof, wall, and platform openings are guarded or covered and marked to warn all personnel of the potential hazard.
- 12.2 This includes the installation of temporary hand rails, mid-rails, toe boards, screenings, planking, walkways, and providing safe access ways from established guarded or protected areas to unprotected or unguarded areas.

13.0 Hazardous Material

Hazardous materials shall be handled and disposed of as outlined by the site hazardous materials handling plan which will be submitted as an addendum to the site safety and health plan.

14.0 Confined Space Procedures

- 14.1 Entry into any confined space must be after an atmospheric test has been performed and the results communicated to those entering the site.
- 14.2 Entry will require a device for extraction as necessary and full body harnesses.
- 14.3 Work processes will dictate the use of continuous monitoring or ventilation.
- 14.4 A standby attendant will be required for each entry. Their sole duty will be to assist those in the confined space.
- 14.5 The attendant may not perform any other task such as going after tools or other construction aids.
- 14.6 Confined spaces can be defined as any space where the access or egress is limited, where oxygen deficiency may occur, or any other similar exposure in a confined work area.
- 14.7 Confined spaces include but are not limited to tanks, vessels, hopper, bins, tank cars, steam boilers, conveyor tunnels, coal bunkers, sumps, ducts, scrubbers, manholes, sewers, excavations of 4 feet deep or more, etc.

15.0 Lock-Out Procedures

- 15.1 The lock-out/ tag-out process is designed to prevent the accidental or planned operation of equipment such as electrical circuits, pumps, valves, pipelines, equipment.
- 15.2 The lockout/tag out also includes any other mechanical, electrical or hydraulic system, or potential source of energy that could be energized while work is being performed prior to the system being complete and released for operation.
- 15.3 Detailed lockout/tag out process will be developed and included as part of this plan.

Corporate Health and Safety Program**16.0 Housekeeping**

- 16.1 Housekeeping is a very fundamental and necessary activity on the Project Site and is the responsibility of every person.
- 16.2 Work areas, passageways, stairways, and all other areas shall be kept free of debris, equipment, and materials.
- 16.3 Trash containers shall be placed strategically on the site and used for disposal of scrap Materials and other construction generated debris.
- 16.4 Solvents, empty paint cans, oils, greases, and any other such material or containers, which have contained chemicals, shall be disposed of in accordance with Jersen procedures and regulatory requirements.
- 16.5 Storage areas shall be kept clean and materials neatly stacked or placed.
- 16.6 Construction materials shall be stored or placed in an orderly manner.
- 16.7 Cords, wires, electrical cables, and other such temporary systems shall be kept off the walking surface in an elevated position where they pose no potential danger to personnel or damage by construction activities or equipment.
- 16.8 Lunch or eating areas shall be kept clean and free of all food scraps, wrappers, cups, and other disposable items.
- 16.9 Liquids such as paints, solvents, thinners, oils, greases, chemicals, gray water, and other such waste liquids shall not be disposed of in trash containers or dumped onto the ground

17.0 Hand, Air, and Electrical Tools

The following procedures apply to the use of all tools on the Site.

- 17.1 Employees are required to report damaged and defective tools to their supervisor.
- 17.2 Tools are not to be altered in any way and shall be operated in accordance with manufacturing specification.
- 17.3 Tools such as saws and grinders shall have guards in place during their operation.
- 17.4 Persons who operate vertical chisel impact hammers, and other similar tools shall wear protective footwear.
- 17.5 Damaged or defective tools are to be taken out of service and removed from site until appropriate repairs have been made.
- 17.6 Tools shall not be abused and shall be kept in good operating condition.
- 17.7 Tools shall be inspected prior to each use for defects such as cracked handles, damaged cutting edges, splitting or cracked parts, and broken adjusting components.

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- 17.8 Tools shall be used only for their intended purpose.
- 17.9 All electrically powered tools shall be double insulated or grounded according to the National Electrical Codes (NEC).
- 17.10 The use of on-sparking tools may be required when working with flammable materials.
- 17.11 The pressure of compressed air used for cleaning purposes must be reduced to 30 psi or less.
- 17.12 Compressed air shall not be used for cleaning or blowing dust from any part of the body or clothing.
- 17.13 Airline hoses for tools, and other equipment, shall be secured together to preclude uncontrolled whipping in the event hose couplings become separated while under pressure.
- 17.14 Excess flow valves to prevent “whipping” in the event of hose separation or failure shall protect air-supplying hoses.
- 17.15 Ground fault circuit interruption devices shall protect outlets used for 120-volt tools.
- 17.16 Portable grinders shall be provided with hood type guards with side enclosures that cover the spindle and at least 50% of the wheel.
- 17.17 All wheels shall be inspected regularly for signs of fracture.
- 17.18 Bench grinders shall be equipped with deflector shields and side covers guards.
- 17.19 Tool rests shall have a maximum clearance of 1/8-inch (1/8”) between the wheel and grinding stone.
- 17.20 Air supply lines shall be protected from damage, inspected regularly, and maintained in good condition.
- 17.21 Gasoline powered tools shall not be used in unventilated areas.
- 17.22 Gasoline shall be dispensed only in Underwriters Laboratories and other approved safety cans. These cans shall be properly labeled as to their contents and stored in accordance with the Fire Department permit requirements.

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- 18.1** The use of powder-actuated tools is permitted only when the base material is adequate for the fastener.
- 18.2** Only persons who have furnished evidence of having been trained shall be allowed to operate powder-actuated tools.
- 18.3** Tools shall not be loaded until just prior to use. Loaded tools shall not be left unattended.
- 18.4** Eye and hearing protection shall be used when operating this type of tool. This includes a full-face shield. Evidence of training shall be in the possession of the tool operator at all times.
- 18.5** When not in use, powder-actuated tools shall be kept stored in a secured area. Cartridges shall be kept separated from all other material and stored in a controlled area.
- 18.6** All expended and unused material will be returned to the tool storage immediately after use.
- 18.7** Powder-actuated tools shall be used in accordance with and meet all requirements of applicable regulatory standard.

19.0 Welding and Burning

- 19.1** Welding, cutting or burning may require a hot work permit when combustible or flammables are present in finished products or are about to be installed.
- 19.2** All cutting, welding or burning operations to be done within confined spaces requires an evaluation by the Project Safety. The Hot work permit process may be instituted as necessary.
- 19.3** As a minimum, 5A-30 ABC fire extinguisher shall be ready for instant use in any location where welding is being performed.
- 19.4** Screens, shields, or other safeguards shall be provided for the protection of personnel, equipment and materials exposed to sparks, slag, falling objects, or the direct rays of the arc, and molten slag or sparks.
- 19.5** All welders shall wear approved eye and head protection. Persons assisting the welder shall also wear similar protective glasses and protective equipment.
- 19.6** Electric welding equipment, including cable, shall meet the requirements of the National Electric Code. Welding practices shall comply with all applicable regulations.
- 19.7** Electric welding cable leads shall be hung in an elevated position wherever possible as not to create a tipping hazard and to protect them from damage by moving equipment or materials.

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- 19.8** Welding machines must be grounded.
- 19.9** Welding leads or cords that cross a pathway or roadway shall be protected from damage by elevating, underground burial or otherwise protected with wood, conduit or other similar methods.
- 19.10** Welding lead with broken insulation will be taken out of service or repaired by a qualified electrician.
- 19.11** Ground lead can be repaired with electrical tape.
- 19.12** Compressed gas cylinders shall be used and stored in an upright position.
- 19.13** All compressed gas cylinders shall be secured in place during use and storage.
- 19.14** Cylinders shall be returned to the main storage area when they become empty.
- 19.15** Cylinders shall always be transported in the upright position. Cylinders shall not be hauled in equipment beds or truck beds on their side.
- 19.16** Cylinders lifted from one elevation to another shall be lifted only in racks or containers designed for that purpose.
- 19.17** Slings shall not be used to hoist cylinders.
- 19.18** The valves of compressed gas cylinders shall be completely closed when not in use.
- 19.19** Compressed gas cylinders shall not be transported with gauges attached other than a portable welding cart.
- 19.20** The gauges shall be removed from cylinders and protective caps in place during their transportation

Corporate Health and Safety Program**20.0 Ladders**

- 20.1** All ladders used on the site shall conform to applicable standards and regulations.
- 20.2** Ladders shall be inspected prior to each use, and a competent person will conduct a quarterly inspection.
- 20.3** Manufactured ladders on the site shall comply with the regulations of ANSI-A14.1-1968, Safety Code for Portable Wood Ladders, or ANSI-A14.2-1972, as required by OSHA.
- 20.4** Ladders with broken or missing rungs, broken or split side rails, or otherwise damaged, shall not be used and shall be removed from the site.
- 20.5** All portable ladders shall be equipped with non-skid safety feet and shall be placed on a stable base. The access areas at the top and bottom of ladders in use shall be kept clear of obstructions.
- 20.6** The side rails shall extend 36 inches above the landing. When this is not practical, grab rails shall be installed.
- 20.7** All ladders in use shall be tied, blocked, or otherwise secured to prevent an accidental displacement.
- 20.8** Site made ladders shall be fabricated in compliance with the regulations in OSHA 1926.450(b).
- 20.9** The general rules applying to the use of manufactured ladders also apply to the use of job made ladders.
- 20.10** Use of ladders constructed of wood or other absorbing material is prohibited in an exclusion area.
- 20.11** Number and company shall identify ladders.
- 20.12** Ladders shall be inspected prior to each use and quarterly.
- 20.13** Tripod ladders (ladders with three legs) are prohibited on the site. All folding ladders shall have four supporting rails or legs.
- 20.14** Only non-metallic, wooden, approved ladders shall be used.

21.0 Health and Hygiene

Washing facilities are designed for employees who are using or handling materials, chemicals, or other substances that could create a health hazard due to ingestion or dermal exposure

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22.0 Fire Prevention and Protection

Work activities shall be conducted in such a manner as to preclude the potential of a fire hazard or fire, in accordance with the General Site Safety rules and the permit conditions outlined by the Local Fire Department.

22.1 Fire prevention and protection efforts must include, but are not limited to, the following areas of concern.

22.2 Instructions to employees of safe working practices in relation to fire prevention and protection.

22.3 Safe use and storage of flammable liquids and gases.

22.4 Work areas kept clean and free of combustible waste and scrap materials.

22.5 Maintenance of fire extinguishers.

23.0 References

OSHA CFR 1910/1926