

SAFETY PROCEDURES

Rancho Cotate High School ~ Theater, Arts and Gymnasium

Job No. 1708

The health, welfare and safety of project personnel are prime objectives for the project. Therefore the following rules and regulations have been selected as a minimum standard. These rules do not cover all hazards employees will be faced with in the course of their work. Specific hazards will require special attention. Employees shall work as carefully as possible at all times and in a manner, which is consistent with Cal-OSHA Standards.

1. Hard hats and bright shirt or vest will be worn at all times.
2. No tobacco or alcohol products of any kind onsite.
3. Report any unsafe conditions to your supervisor (Don Roberts).
4. Obey all safety and warning signs.
5. Comply with all state, local and OSHA regulations.
6. A general condition of good housekeeping must be maintained at all times.
7. Safety belts, gloves and other types of personal protective equipment, determined by the work being done must be worn and maintained in good conditions.
8. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
9. All injuries, no matter how minor, must be reported immediately to your supervisor and Wright Contracting, Inc. He will direct you for proper treatment.
10. All work platforms, scaffolds and floor openings must be equipped with a standard guardrail on all open sides. A standard guardrail includes: a top rail 42 inches high and mid-rail that is placed halfway between the top rail and the floor and a 4" toe board. The guardrail must withstand 200 pounds out and down
11. Any damage to scaffolds, false work or other supporting structure shall be immediately flagged off and reported to the Project Superintendent and be repaired before further use.

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12. Riding a crane or any other type of hoisting equipment is prohibited. Hoisting cables and slings must be inspected regularly.
13. Ladders must be properly constructed and kept in good repair. Damaged ladders are to be discarded and replaced. Ladders must be the proper length for the job and secured at the top and provided with safety shoes, if necessary.
14. Materials must be stored in designated areas. Storage areas must be neat. Nails shall be bent over or removed.
15. Intoxicating beverages and firearms of any kind are not to be brought onto the jobsite. Fighting, horseplay, practical jokes or stealing will not be tolerated. Violation of rules will result in immediate disciplinary action.
16. Compressed gas cylinders must be upright, secured and capped when not in use. Acetylene and oxygen cylinders must be separated when not in use.
17. Hand tools must be kept in good condition.
18. Equipment must be shut off when being lubricated, refueled or adjusted.
19. Scaffolding boards and runways must be kept clear.
20. All excavation must be properly dug, shored and barricaded.
21. Only authorized certified persons shall operate machinery and equipment.
22. Excavating equipment shall not be operated near tops of cuts and banks if employees are working below.
23. All workers must be tied off when working above 6'.
24. All electrical power tools and cords must have the third wire positive ground or be doubled insulated. Double insulated tools must be marked.
25. All live electrical panels should be properly covered and marked.

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26. Subcontractor foreman shall insist on employees observing and obeying every rule, regulation and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance. Failure to comply will be just cause for issuance of a Safety Citation and/or Housekeeping Directive.
27. All subcontractors shall give weekly accident prevention instructions to their employees. **Each subcontractor shall hold subcontractor Jobsite Safety Meetings** every week and an attendance sheet with a summary of safety topics discussed. The attached Subcontractor Weekly Jobsite Meeting shall be submitted to Wright Contracting, Inc. on a weekly basis.
28. Wright shall be given a copy of all Hazardous documentation information (SDS) prior to starting work.
29. No radios or other like type players are allowed.
30. Willful violation of these practices will lead to disciplinary action and/or dismissal.