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**BLM Construction & Remodeling, LLC's**

# **Health, Safety, and Environmental Policy Handbook**

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## Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Obligations and Safety Mission</b>	<b>4</b>
Commitment to the Individual	4
Commitment to the Environment	4
<b>Introduction</b>	<b>5</b>
<b>General Safety Responsibility Distribution</b>	<b>6</b>
Safety Officer	6
Senior Job Manager Responsibilities	6
Job Manager Responsibilities	6
Carpenter and Helper Responsibilities	7
Subcontractor and Vendor Responsibilities	7
<b>Inspections</b>	<b>8</b>
<b>Training</b>	<b>9</b>
Training Benefits	9
Training Methods	9
Training Topics	9
<b>Health, Safety, and Environment Suggestion Program</b>	<b>11</b>
<b>Rules and Enforcement</b>	<b>12</b>
Safety	12
Health	12
Environment	12
Enforcement	12
<b>Health, Safety, and Environmental Procedures</b>	<b>13</b>
Safety and Health	13
Emergency Response and Medical Supplies	13
Near-Miss and Incident Reporting	14
Workplace Violence	14
Accountability	14
Environmental Protection	15
Stormwater Runoff	15
Hazardous Waste	15
Non-Hazardous Waste	15
Air Pollution	15
<b>Pre-Work Planning &amp; Prevention</b>	<b>16</b>

Housekeeping	16
Pre-Work Planning	16
Accountability: Plan-Do-Check-Act	17
Personal Protective Equipment	17
Eye Protection	17
Head Protection	17
Foot and Leg Protection	18
Hand Protection	18
Respiratory Protection	18
Ear Protection	18
High Visibility Apparel	18
<b>Controlling Risks</b>	<b>20</b>
Communication and Safety	20
Hand and Power Tools	20
Slip, Trip, & Fall Prevention	21
Manual Lifting	21
Ladder Safety	22
Hazardous Materials and Chemicals	22
Concrete Work	22
<b>Fleet Safety</b>	<b>23</b>
Driver Guidelines and Reporting Requirements	23
Driver Criteria & Administration	23
Driver Safety Rules	24
Defensive Driving Guidelines	24
Accident Procedures	25
Pre-Ownership of Fleet Vehicle	26
Cell Phone Use While Behind The Wheel	26
Care Of Company Vehicle	26
<b>References</b>	<b>27</b>
<b>Forms Appendix</b>	<b>28</b>

## **Obligations and Safety Mission**

Our aim as a residential and commercial construction company located in York, PA is to ensure our processes, methods, and values keep health, safety, and environmental protection at the forefront. We actively seek to improve and update our processes and procedures to ensure our stakeholders are working under optimal safety and health conditions.

### **Commitment to the Individual**

1. We want all of our employees, subs, and vendors to work under optimal conditions of health and safety.
2. We want all of our customers that live and work within our construction sites to be sure they are conducted under optimal conditions of health and safety.

### **Commitment to the Environment**

1. We want to maintain high ethical and social standards in our efforts to protect the environment.
2. As part of our commitment towards sustainable development we proactively seek to employ more sustainable technologies, products, and processes to minimize our impact on the environment.

## Introduction

Health and safety at all workplaces and job sites are principal concerns of the BLM Construction & Remodeling, LLC management team. BLM Construction is committed to protecting the health and safety of our employees, subcontractors, vendors, and customers. We will strive to supply our employees with the safest possible work environments and the knowledge to safely carry out their duties. Safety efforts shall be ongoing and focus on continual improvement.

Work safety is a responsibility shared by all job managers, carpenters, helpers, subcontractors, and vendors. Job managers are to maintain the safest possible working conditions by encouraging safe work practices and enforcing safety policies and procedures. All other employees and subcontractors are to perform their duties in the safest manner possible and adhere to all established safety rules, procedures, and workplace practices.

All employees and subcontractors are required to participate in BLM Construction's safety efforts. Responsibility, control, and influence are integral parts to a successful health and safety protection program.

Employees, subcontractors, vendors, and customers all have a role and responsibilities in the maintenance of a safe working environment. The importance of safety shall be communicated to all levels on an ongoing basis. Safety programs shall be established and supported (resources and personnel) to achieve a safe working environment.

The purpose of this handbook is to establish safety guidelines that shall be followed by all employees. Changes to this handbook may only be made by the safety officer.

Safety shall be incorporated into all work operations from planning to completion. BLM is responsible for creating a safe work environment. A safe environment exists when employees are involved in decisions affecting workplace safety. Active safety committees supported by management are essential to a successful safety program.

Unsafe acts and unsafe conditions are to be prevented and reported to the safety officer. When an incident occurs, the focus of the investigation will be fact finding, not fault finding, to accurately identify causes and determine appropriate corrective actions. Working safely is a condition of employment. Disregarding safety rules will not be tolerated.

## **General Safety Responsibility Distribution**

### **Safety Officer Responsibilities**

- Compile and execute safety plans.
- Practice safe working techniques.
- Implement and maintain health and safety standards.
- Establish a cordial and professional relationship with employees, subcontractors, vendors, and customers.
- Conduct regular staff meetings to share best practice techniques.
- Standardize health and safety practices and regulations to remain consistent.
- Promote safety initiatives.
- Identify hazardous waste and dispose of it properly according to local regulations.
- Compile and maintain relevant registers to ensure compliance.
- Document staff information, meeting minutes, and reports for management.
- Regularly inspect equipment.

### **Senior Job Manager Responsibilities**

- Establish, maintain, and enforce safe working conditions at all job sites.
- Provide the resources necessary to establish safe working conditions, including proper tools, equipment, training, education, and personal protective equipment (PPE).
- Ensure all job managers, carpenters, and helpers have the proper skills, knowledge, and training to perform tasks and duties in a safe manner.
- Report all acts of workplace violence to the COO for investigation and action implementation.
- Respond to reports, investigate, and document incidents and near misses. Implement actions to minimize the risk of recurrence.
- Ensure that all safety methods and procedures are understood by employees, subcontractors, vendors, and customers.
- Provide job specific safety training to all new employees.

### **Job Manager Responsibilities**

- Maintain safe working conditions at all job sites.
- Ensure the safety of yourself, subcontractors, and customers by understanding and implementing all safety practices.
- Ensure each truck is equipped with a fire extinguisher and medical first aid kit, and ensure they are easily accessible.
- Keep a recently updated copy of the BLM Construction & Remodeling, LLC Health, Safety, and Environmental Policy Handbook accessible on each job site.
- Inform all subcontractors and employees on site of job-specific safety and potential hazards.
- Participate in all required safety training and educational efforts provided by the senior job manager.
- Report all incidents, near misses, and unsafe acts to the senior job manager and follow their instructions.

- Report all workplace hazards or safety concerns to the senior job manager for the safety suggestion process.
- Report all acts of workplace violence to the senior job manager for review and immediate action implementation.
- Keep all job sites clutter-free, organized, and safe by following the steps on the job manager checklist.
- Ensure subcontractors understand and implement all safety practices.

#### **Carpenter and Helper Responsibilities**

- Maintain safe conditions at all job sites.
- Report all incidents, near misses, and unsafe acts to the senior job manager and follow their instructions.
- Report all workplace hazards or safety concerns to the senior job manager for the safety suggestion process.
- Report all acts of workplace violence to the senior job manager for review and immediate action implementation.
- Participate in all required safety training and educational efforts provided by the senior job manager.
- Keep all job sites clutter-free, organized, and safe.

#### **Subcontractor and Vendor Responsibilities**

- Maintain safe conditions at all job sites.
- Report all incidents, near misses, and unsafe acts to the job manager and follow their instructions.
- Report all workplace hazards or safety concerns to the job manager for the safety suggestion process.
- Report all acts of workplace violence to the job manager for review and immediate action implementation.
- Keep all job sites clutter-free, organized, and safe.

## **Inspections**

Inspections ensure all safety and health protective measures are being met on job sites. In-house inspections are to be performed by the job manager and reported to the senior job manager for review.

Each month, the senior job manager is to conduct the Fleet Inspection. As needed, the senior job manager is to conduct one Job Site Safety and Housekeeping Inspection per job.

Each job manager is to conduct the following inspections during each site visit: Job Site Safety and Housekeeping Inspection.

Each job site should be equipped with a Checkout Checklist for each subcontractor to fill out and complete. This checklist is designed to make sure job sites are left clean, orderly, and uncluttered.

To review forms, see the appendix.



## Training

Training is essential to the success of BLM Construction & Remodeling LLC's health, safety, and environmental program.

### Training Benefits

- Bring awareness to various job hazards.
- Teaches employees and subcontractors to complete jobs safely.
- Promotes communication between operations team, subcontractors, and management.
- Encourages safety suggestions.
- Fulfills OSHA and SHE requirements.

### Training Methods

- New employees working in the operations department will receive a safety orientation from the senior job manager/safety officer and receive a copy of the BLM Construction & Remodeling Health, Safety, and Environmental Policy Handbook.
- New and existing subcontractors will receive a safety orientation from the senior job manager/safety officer and receive a copy of the BLM Construction & Remodeling Health, Safety, and Environmental Policy Handbook.
- Whenever BLM Construction is made aware of new or recently recognized hazards.
- Whenever management believes additional training is needed.
- After a serious incident.
- When employees and/or subcontractors are not following safe work policies and procedures.

Each week, the senior job manager will provide a mandatory toolbox talk to the job managers. Topics are chosen based on what is relevant to work performed by employees and subcontractors.

At BLM Construction & Remodeling, LLC, we have a training method that includes the following steps:

1. **Instruct:** Describe, in detail, how to do the job safely. (i.e. "How to Maintain a Clean and Organized Job Site" or "How to Prevent Hand Injuries")
2. **Train:** Train employees on job safety.
3. **Follow Up:** Ensure all stakeholders perform jobs safely and hold them accountable for following all policies and procedures.

### Training Topics

- General Safety Rules
- Safe Job Procedures

- Emergency Procedures
- Employee Safety Responsibility
- Physical Health
- Mental Health
- Tool and Equipment Safety
- Safety Hazards Caused By Nature
- Toxic and Hazardous Materials
- Vehicle Safety
- Communication
- Job Site Hazards

## **Health, Safety, and Environment Suggestion Program**

The health, safety, and environment suggestion program is designed to encourage engagement, enthusiasm, and ideation from employees and subcontractors. It is also meant to give employees initiative in actively reporting and addressing workplace hazards.

Employees are encouraged to submit suggestions and recommendations to the senior job manager for health, safety, and environmental improvements. The senior job manager/safety officer is then responsible for reviewing all suggestions, concerns, and ideas and providing a timely response. BLM Construction & Remodeling, LLC will further review suggestions and employ them in improving current health, safety, and environmental standards.

Employee opinions and involvement in the safety process are valued. Therefore, all recommendations will be reviewed in a timely, prompt manner.

## Rules and Enforcement

The compliance of all employees and subcontractors with the BLM Construction & Remodeling, LLC Health, Safety, and Environmental Policy Handbook is mandatory. Some examples of health, safety, and environmental infractions include but are not limited to:

### Safety

- Minor violations of safety rules.
- Any act which might endanger the life of another.
- Willful, deliberate, or repeated violation of BLM Construction & Remodeling LLC safety rules.
- Failure to promptly report an injury on the job to the senior job manager/safety officer.
- Refusing medical attention when the senior job manager deems it necessary.
- Operating equipment with removed or disabled safety features.
- Senior job manager refuses to seek medical attention for an employee who requests medical attention.
- Failure to use proper personal protective equipment.

### Health

- Minor violations of safety rules.
- Any act which might endanger the life of another.
- Willful, deliberate, or repeated violation of BLM Construction & Remodeling LLC health protection rules.
- Failure to promptly report an illness on the job to the senior job manager/safety officer.

### Environment

- Minor violations of environmental protection rules.
- Improper disposal of hazardous or chemical waste.
- Improper planning for air pollutants.

## Enforcement

Any violation of the BLM Construction & Remodeling Health, Safety, and Environmental Policy Handbook will result in a notice of unsatisfactory performance, which will be filed in the employees employment folder. A daily log to record the event will also be created.

## Health, Safety, and Environmental Procedures

### Safety and Health

BLM Construction & Remodeling, LLC is committed to ensuring the health and safety of our employees, subcontractors, vendors, and customers and complying with all local, state, federal, and client regulations and requirements. It is the responsibility of senior job managers, job managers, carpenters and helpers, subcontractors, vendors, and other individuals visiting job sites to identify safety and health hazards and concerns. It will be the responsibility of all subcontractors to comply with the regulations. The following procedures are to be followed:

### Emergency Response and Medical Supplies

In the case of an emergency, to ensure immediate and competent responses, BLM Construction & Remodeling, LLC has established the following procedures. These procedures and processes are in place to ease the severity of the situation and limit the consequences.

Here are a few types of emergencies that can be planned for at job sites:

- Medical Injuries
- Fire
- Weather Related Disasters
- Electrocutation
- Structural Failures

Each job site and company vehicle is equipped with a fire extinguisher, the “Jobsite Safety Handbook: Third Edition,” and medical first aid kit. Every individual on site should be familiar with the job site, two emergency evacuation routes, and the locations of the fire extinguisher and medical first aid kit.

All first aid kits are to be kept stocked by job managers. Provided medical first aid kits include but are not limited to the following:

- Nitrile Gloves
- Scissors
- Gauze Pads
- Tweezers
- Band-Aids
- Antibiotic Ointment
- Cold Pack
- First Aid Guide
- First Aid Burn Cream Packets
- First Aid Tape

First aid kits are to be used to treat minor injuries, such as small cuts, scrapes, and knicks. In the case of an injury more serious and in need of medical attention, dial 911.

### **Near-Miss and Incident Reporting**

If an injury, near miss, or first aid incident occurs, it must be reported to the senior job manager/safety officer. To do so, fill out the Accident and Safety Report form. This form is to be used to report accidents, injuries, medical situations, illnesses, or near-misses.

BLM Construction & Remodeling, LLC, upon receiving this form, will review the content and implement an action plan to prevent further injury.

An **incident** is defined as any unplanned event that results in a work-related injury or illness, property damage, or disruption of business.

A **near-miss** is any situation that has the potential to result in a work-related injury or illness, property damage, serious environmental impact, or disruption of business.

### **Workplace Violence**

Workplace violence is defined as any threat, disruptive behavior, intimidation, physical aggression, or act of violence in the workplace, including homicide. According to OSHA, over 2 million people report being victims of workplace violence every year.

There are many factors that can make a person more susceptible to workplace violence, such as the time of day, location, working alone or in small groups, or monetary involvement. Report any suspicious activities whether it be the public, another employee, or a subcontractor when dealing with situations that can lead to violence.

BLM Construction & Remodeling, LLC has a zero tolerance policy for workplace violence. All threats and forms of aggression are to be immediately reported and will be addressed promptly by management. All concerns from employees, customers, and subcontractors will be taken seriously and acted upon immediately.

If faced with a workplace violence situation, do not become confrontational. Leave the area, and when done safely, report the situation immediately. Workplace violence almost never comes out of nowhere and when smaller issues are reported and addressed it keeps the entire workplace safer.

### **Accountability**

Accountability for all workers on BLM Construction & Remodeling LLC projects includes the following safety expectations:

- Workers are expected to correct hazards and safety violations in their 15-foot work area.
- Employees at all levels are expected to participate.

- If an incident occurs within a worker's 15-foot area of responsibility, the worker will be asked to participate in the incident review process.
- Every individual is entitled to work in a safe environment. Each employer and employee are asked to adopt the 15-foot safety zone and do whatever is necessary to protect themselves and others.

### **Environmental Protection**

BLM Construction & Remodeling, LLC is committed to protecting the environment by identifying and complying with all local, state, federal, and client regulations and requirements. It is the responsibility of senior job managers, job managers, carpenters and helpers, subcontractors, vendors, and other individuals visiting job sites to identify environmental hazards and concerns. It will be the responsibility of all subcontractors to comply with the regulations. The following procedures are to be followed:

#### **Stormwater Runoff**

In order to prevent the contamination of water, implement good housekeeping on outdoor projects, such as decks, spa pads, and additions, where the ground is being disturbed, and dispose of all chemicals properly.

#### **Hazardous Waste**

In the event of a spill of one quart or more of a hazardous substance, it is the responsibility of the subcontractor to contain the spill. Once contained, BLM Construction will coordinate cleanup and disposal with the owner. All work will actively stop in the immediate area of the hazardous material spill and will not resume until the area has been cleaned.

#### **Non-Hazardous Waste**

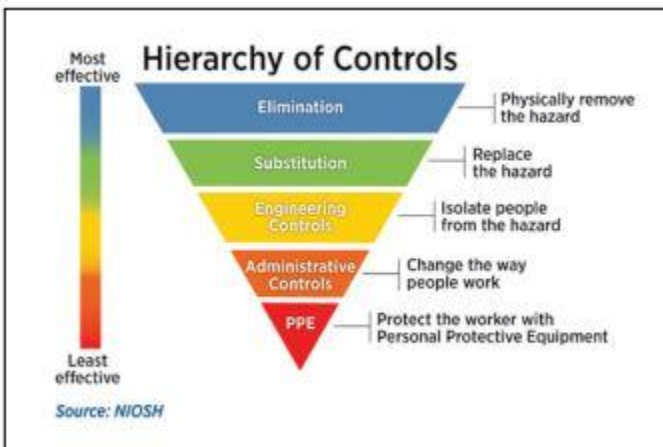
All non-hazardous materials and trash will be put in the provided trash containers. Housekeeping is to be done daily without exception.

#### **Air Pollution**

Emission of air pollution from job sites are caused by improper site preparation, vehicular traffic, and demolition. The demolition of buildings, depending on age, can release pollutants from asbestos or lead-based paint. State and/or local permits are usually required for demolition of structures containing asbestos. A certified asbestos removal contractor will be used for any asbestos removal activity. All permits and licenses must be available for review.

## Pre-Work Planning & Prevention

Pre-planning and prevention are the first measures to take when a hazard arises. The following chart, created by the National Institute for Occupational Safety and Health (NIOSH), includes the hierarchy of controls and measures of effectiveness when facing a hazard. Before breaching a hazard, measures can be taken, including proper housekeeping of job sites and pre-planning.



### Housekeeping

One way to mitigate hazards is to maintain the job sites and keep them organized. Poor housekeeping leads to slips, trips, falls, property damage incidents, caught in/between injuries, and sprains caused by unnecessary lifting and handling of objects that are in the way.

Here are a few ways to improve the housekeeping of a job site:

- Create a lay down yard for equipment and tools in use. At the end of a task, return the tools to their proper locations.
- Designate walking areas or paths for employees in work areas, and keep objects and material out of that path.
- Designate parking areas (discussed with the customer) to create a more accessible job site and avoid clutter.
- Keep tools and equipment clean.
- Never leave a job site where customers live with trash, clutter, or tools laying around.

### Pre-Work Planning

Prior to doing work, job managers should conduct pre-job safety planning. Evaluate what tasks need completed, when, and in what order. Determine what equipment and materials will be needed and further what hazards each phase of the project brings to the table.

Once hazards are identified and the schedule is carefully planned, develop and implement control measures and safe work practices for each hazard. Doing so will mitigate the hazards a



construction site poses and keep employees, subcontractors, and customers safe. The following plan is set in place to hold everyone on site accountable for job site safety.

### **Accountability: Plan-Do-Check-Act**

The intent of the Daily Pre-Task Plan is to ensure job managers, carpenters, and subcontractors are prepared to anticipate hazards and adopt safe means and methods to accomplish each task safely. Accountability for the pre-task planning process includes four key components:

- Plan – The senior job manager is accountable for leading his crew to identify hazards and develop mitigation methods.
- Do – The job managers, carpenters, and subcontractors are accountable for following the plan.
- Check – Job Managers are responsible for spot checking the process, both the quality of the plan and the rigor of compliance.
- Act – All members are accountable to identify unforeseen conditions and to act to improve the plan and mitigate the hazard.

### **Personal Protective Equipment**

Personal Protective Equipment, known as PPEs, are necessary when working with a potential hazard. These protections are used to mitigate the risk of an injury caused by a hazard. Here are a few examples:

#### **Eye Protection**

Wear approved face shields, goggles, and safety glasses for eye protection when doing work that may impact the eyes. Here are a few common hazards:

- Flying Dust
- Flying Debris
- Chemicals
- Blunt Trauma to the Eye
- Burns Due to UV Exposure

Before you begin working, identify all potential eye hazards and take measures to mitigate them. If a safeguard is missing, stop the task, and correct the problem.

If you get something in your eye, do not rub or scratch it, as this may cause scratching to your cornea. Find an eyewash station or saline bottle, and rinse the object out. If you get a chemical in your eyes, take out your contact lenses, if any, and rinse your eyes out.

#### **Head Protection**

Hard hats prevent workers from head impact, penetration injuries, and electrical injuries. These can be caused by falling, flying, or fixed objects. Hard hats are designed to prevent these injuries and should be worn when potential hazards arise.

According to OSHA regulations, hard hats must meet the American National Standards Institute (ANSI) Z89.1 standard, which defines the types and classes of hard hats for specific hazards; design and performance requirements for impact, penetration, and electrical shock; and testing requirements.

Per OSHA regulation, long hair should be tied back and covered to prevent it from getting caught in machine parts.

### **Foot and Leg Protection**

Aside from hard shoes, foot guards, and safety shoes, leggings made from leather or aluminized rayon can prevent injuries caused by falling or rolling objects, sharp objects, wet and slippery surfaces, hot surfaces, or electrical hazards.

### **Hand Protection**

The most common types of hand injuries are lacerations caused by sharp objects or tools, crush injuries, harmful substance skin absorption, and fractures. According to the US Bureau of Labor Statistics, there are one million workers treated in an ER for hand injuries annually and 70% of workers who experienced a hand injury were not wearing gloves.

Here are a few ways to prevent your hands from injury:

- Wear the proper gloves for the task being performed.
- Use tools to remove your hands from the line of fire.
- Avoid using fixed open blade knives. There are safety knives that limit the length of the exposed blade.
- Never put your hand in an area where it can't be seen.

### **Respiratory Protection**

Employees and subcontractors should wear appropriate respirators or face masks that are properly fitted to avoid breathing in contaminated air, including dust, mists, gases, fogs, or sprays.

Respirators are designed to cover either the nose and mouth or the entire face in order to prevent illness or injury.

### **Ear Protection**

Exposure to high noise levels can lead to irreversible hearing loss or impairment. To prevent hearing damage, wear earplugs, whether foam or waxed cotton, or earmuffs.

### **High Visibility Apparel**

Section 634.3 of the Worker Visibility Rule states: All workers within the right-of-way of a Federal-aid highway who are exposed either to traffic (vehicles using the highway for

purposes of travel) or to construction equipment within the work area shall wear high-visibility safety apparel.

These precautions are mandatory and nonnegotiable in order to maintain the safety of employees, subcontractors, and customers

## Controlling Risks

To prevent injuries, avoid potential hazards, and work in a manner that promotes safety for all individuals, use the following guidelines and tips for working safely on job sites.

### Communication and Safety

Being able to work safely relies on effective, open, and positive communication between everyone involved in a work task or on a job. Effective communication requires having honest conversations and discussion as issues and potential hazards arise.

Here are a few scenarios where you should communicate a safety issue:

- Someone is working unsafely
- When you don't have the proper knowledge or tools to perform a task safely
- When a hazard is present that could impact you or others

Take the time to have the conversations to correct the situation. Involve the right people in discussions, whether it's the senior job manager or job manager. If someone is working unsafely, stop and have a respectful conversation about it. If you do not feel comfortable approaching them, approach a job manager or the senior job manager. Follow up conversations if necessary to ensure the situation was resolved and action was taken to resolve the issue presented.

If necessary, ensure that outside the immediate work group are informed of the issue and/or the corrective actions of the situation that occurred.

### Hand and Power Tools

Hand and power tools help us to easily perform tasks that otherwise would be difficult or impossible. However, these tools can be dangerous and may cause severe injuries if not used or maintained properly.

Per the United States Department of Labor, the following requirements are necessary to mitigate injuries:

- All hand and power tools shall be maintained in safe condition.
- When power operated tools accommodate guards, they should be equipped with such guards when in use.
- Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating or moving parts of equipment shall be guarded if such parts are exposed to contact by employees or otherwise create a hazard.

If you're unsure of how to use a tool or complete a task, report to the job manager, and if necessary, the senior job manager, to find a qualified individual to complete the task.

## **Slip, Trip, & Fall Prevention**

Working safely is a responsibility shared by all employees. The senior job manager and job managers are to ensure there is an awareness of these slip, trip, and fall guidelines to educate employees and subcontractors on how their work practices can reduce these types of injuries. Methods for reducing the risks of slip, trip, and fall injuries include proper housekeeping practices on job sites:

- Keep walkways and hallways clear.
- Clean spills up promptly.
- Throw away trash and unnecessary debris.
- Store all tools, material, and equipment in their proper place.
- Keep work areas clean and free of tripping hazards such as electrical cords, boxes, files, personal items, and debris.
- Use drip trays to catch leaks from equipment or vehicles.

Here are some other safe practices:

- If walking on a slippery surface, point toes slightly to the side and take short steps.
- If walking up steep hills, turn sideways and take short steps.
- Use only approved ladders and ensure they are in good working condition.
- Do not jump off ladders, vehicles, or equipment.
- Keep vehicles and equipment free from slip hazards such as spills, materials, tools, and debris.
- Wear proper footwear.
- Keep your eyes on the path that you are walking.
- Keep your mind on the task of walking.
- Be alert of elevation changes.

If you do fall, it is important not to reach out. Let your body crumble and roll. Bend your elbows and knees, and use your legs and arms to absorb the fall.

## **Manual Lifting**

Employees whose job duties involve lifting need to be aware of the common causes of back injuries and exercise the following precautions, where applicable and feasible, to avoid these injuries:

- Utilize mechanical lifting devices for objects over 50 pounds.
- Evaluate your jobs and tasks to reduce risk factors. Adjust your work tasks to allow for the body to be in a neutral position, if possible. Ensure materials are stored properly to prevent reaching or twisting while lifting.
- Ensure there is enough room to make the lift.
- Develop good habits by being aware of your posture, while at rest and during activity.
- When lifting objects from the ground or floor, squat down rather than bending down at the waist. Ensure a firm grip on the item to be lifted. Maintain good posture by keeping your back straight. Slowly lift the object, keeping close to your body.

- Recognize the size and weight of the object.
- Perform stretches before you begin strenuous work.
- Know your lifting limitations and ask for assistance if an object is too heavy or awkwardly shaped.
- Maintain general physical fitness. When you are in good physical condition, you can lift more, bend more, and do more without overly stressing your muscles.

### **Ladder Safety**

Employees shall comply with all BLM safety rules and regulations concerning ladder safety by:

- Attending all necessary training or instruction
- Performing visual ladder inspections before use
- Ensuring the appropriate ladder is selected and used properly

Damaged or defective ladders shall be reported to a supervisor, properly tagged, and removed from service immediately until it is repaired or replaced.

All ladder landings should remain clear of debris, obstacles, and obstructions to allow easy access on and off the ladder. Ladders should not extend past the bearing point (more than 36 inches), and when ladders are used to access upper levels, they must be secured to prevent displacement.

### **Hazardous Materials and Chemicals**

All containers of hazardous substances are to be labeled or tagged to identify the product name and hazard information. If applicable, a necessary personal protective equipment list and precautionary statements should also appear on the label. When creating labels, make them legible and clear.

### **Concrete Work**

Concrete work presents many different hazards for the individuals who work in this field. It is important to take the time to recognize the hazards of the work and mitigate them despite the sometimes fast pace. Through elimination and communication, many of the hazards that come with concrete work can be controlled.

Common Hazards of Concrete Work:

- Concrete Burns: To protect your skin from concrete burns and skin irritation, wear long pants, long sleeved shirts, protective gloves and glasses, and rubber boots.
- Slips, Trips, Falls: Trip hazards include rebar, framework, uneven ground, and tools.
- Manual Handling Injuries: Concrete work requires manual work, including shoveling concrete and dirt and lifting.

## **Fleet Safety**

The purpose of this policy is to ensure the safety of individuals who drive company vehicles and to provide guidance on the proper use of company fleet vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, BLM Construction & Remodeling, LLC endorses all applicable state motor vehicle regulations relating to driver responsibility. We expect each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

### **Driver Guidelines and Reporting Requirements**

1. Company vehicles are to be driven by authorized employees only, except in the case of repair testing by a mechanic.
2. Any employee who has a driver's license revoked or suspended shall immediately notify the BLM Construction & Remodeling, LLC office by 9 a.m. the next business day and immediately discontinue operation of the company vehicle. Failure to do so may result in disciplinary action, including termination of employment.
3. All accidents in company vehicles, regardless of severity, must be reported to the police and to the BLM Construction & Remodeling, LLC office. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in personal vehicles while on company business\* must follow these same accident procedures. Accidents involving the employee's personal injury must be reported to human resources for worker's compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
4. Drivers must report all ticket violations received during the operation of a company vehicle, or while driving a personal vehicle on company business\*, within 72 hours.
5. Motor vehicle records will be obtained on all drivers prior to employment and no less than every six months. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy by the BLM Construction & Remodeling, LLC, will result in a loss of the privilege of driving a company vehicle.

*\* Company business is defined as driving in the direction, or for the benefit, of the employer. It does not include normal commuting to and from work.*

### **Driver Criteria & Administration**

Employees must have a valid and current driver's license to operate a company vehicle or a personal vehicle with current auto insurance while on company business. Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. BLM Construction & Remodeling, LLC is responsible for reviewing records, including accidents, moving violations, etc., to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation to management for suspension or revocation of driving privileges.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations\* in a year
- Three or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.
- Any combination of accidents and/or moving violations.

*\* Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed relevant.*

### **Driver Safety Rules**

1. Driving on company business and/or driving a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
2. Cell phone use while driving should be kept to a minimum. Drivers need to be aware when cell phones are creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, drivers should complete calls while the vehicle is parked and/or use the phone in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
3. No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
4. All drivers and passengers operating or riding in a company vehicle must wear seat belts, even if airbags are available.
5. No unauthorized personnel are allowed to ride in company vehicles.
6. Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
7. Head lights shall be used two hours before sunset and until two hours after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
8. All state and local laws must be obeyed.

### **Defensive Driving Guidelines**

- Drivers are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.



- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.
- Radar detectors are strictly prohibited in company vehicles. Drivers are to drive at the speed of traffic but never to exceed the posted speed limit.
- Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.

*\*Check behind your vehicle before backing.*

*\*Back to the driver's side. Do not back around a corner or into an area of no visibility.*

### **Accident Procedures**

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
  - a. Call for medical aid if necessary.
  - b. Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
  - c. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
  - d. Provide a report to the COO. Pertinent information to obtain includes: license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.
2. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.
3. Provide the other party with your name, address, driver's license number, and insurance information.
4. Immediately report the accident to the BLM Construction & Remodeling, LLC office. Provide a copy of the accident report and/or your written description of the accident to the BLM Construction & Remodeling, LLC office ASAP.

5. There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.

### **Pre-Ownership of Fleet Vehicle**

Upon employment, each employee assigned to a vehicle will sign below the following statements. The purpose of these statements is to ensure BLM Construction & Remodeling LLC employees understand their responsibilities and the enforced rules that tie into driving a company fleet vehicle.

#### **Cell Phone Use While Behind The Wheel**

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving. Use of a cellphone while driving (texting, calling, photo, video, etc.) is not required by the company. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use handsfree operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending text messages while driving is strictly prohibited. Employees who incur traffic violations or cause damages resulting from the use of their phone while behind the wheel will be solely responsible for all liabilities that result from such actions. Consequences for violating this policy will be subject to discipline, up to and including termination of employment.

#### **Care Of Company Vehicle**

Employees who have the benefit of using a company vehicle for regular or occasional driving are expected to keep the interior and exterior of the vehicle clean and free of debris at all times. There is a strict no smoking in company vehicle policy. Any damages resulting from not following this policy will solely be the responsibility of the employee. Consequences for violating this policy will be subject to discipline, up to and including termination of employment. Additionally, it is the employee's responsibility to keep all company issued items in the vehicle at all times. Please ask the office manager for a list of said items.

## References

OSHA Regulations for Construction

Toolbox Talk Ideas

Pennsylvania Department of Environmental Protection

York County Conservation Fund

The National Institute for Occupational Safety and Health (NIOSH)

## Forms Appendix

Appendix 1: Job Safety and Housekeeping Inspection

Appendix 2: Fleet Inspection

Appendix 3: Subcontractor Checkout Checklist

Appendix 1

## Job Safety and Housekeeping Inspection

**Inspection Completed By:** \_\_\_\_\_

**Date and Time:** \_\_\_\_\_

**Job Name and PO:** \_\_\_\_\_

**Job Manager:** \_\_\_\_\_

Please fill out the check sheet below and give it to the COO. Each section should have a check mark.

Work Areas	Yes	No	N/A
Is the work site clean and organized?			
Are walking/working surfaces kept clear, and any liquid or other spilled material cleaned up immediately?			
Are stairways and walkways kept free of material, supplies, or obstructions?			
Are debris and trash picked up and placed in their proper containers?			
Are protruding nails, forms, scrap lumber, and other debris kept clear from work areas, passageways, and stairs, and in and around buildings or other structures?			
Are structural openings covered/protected adequately (e.g. sumps, shafts, floor openings, etc.)?			
Is the work area lit and ventilated effectively?			
Are there food or drinks in the work area?			
Do any items obstruct access to safety and emergency equipment?			

Materials and Storage	Yes	No	N/A
Are items not being used (e.g., tools, cords, or chains) stored in their proper locations?			
Are material storage areas and containers kept clean and free of unnecessary materials and debris?			

Is loose scrap or light material, which may be blown off by high winds, properly secured?			
Are empty cement bags and other dust-producing materials removed from the work areas?			
Are materials at least 6 ft (2m) from openings, roof edges, excavations or trenches?			
Are all hazardous materials properly labeled?			
Are nails from protruding lumber bent over or removed?			
Are flammable liquids stored in approved containers?			

<b>Waste</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are trash and recycling containers with self-closing covers placed throughout the job site, marked for proper use, and emptied at regular intervals?			
Are drip pans used to collect oils and fluids?			
Are all scrap, waste, recyclable, and surplus materials disposed of in accordance with federal regulations and local codes?			
Are all oil-soaked and paint-saturated rags, clothing, waste, or combustible refuse placed in non-combustible receptacles with self-closing covers?			
Are dumpsters replaced at regular intervals as needed?			

<b>Site Access</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Can everyone on site work safely?			
Are all access routes throughout the site accessible and in good condition?			
Are all holes and openings clearly marked and protected with covers to prevent falls?			
Is the site tidy and all materials stored safely?			
Is there enough lighting throughout the site?			

<b>First Aid &amp; Emergency Response</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are all first aid kits accessible?			
Are all fire extinguishers accessible?			
Are all fire extinguishers regularly inspected?			
Do all first aid kits contain their necessary items as listed in the Health, Safety, and Environmental Policy Handbook?			
Are emergency contacts and phone numbers posted somewhere visible?			

<b>Personal Protective Equipment (PPE)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are safety glasses available for use?			
Are protective eyewear being used?			
Is a face shield being used for bulk liquid tasks?			
Is hand protection being worn as required?			
Is foot protection being worn as required?			
Is hearing protection available?			
Are hard hats available when required?			
Are there adequate supplies for chemical spill incidents?			

<b>Tools &amp; Materials</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are all hand tools in good working condition?			
Are all safeguards in place?			
Are the proper tools being used for the job?			
Did the site meet the housekeeping checklist requirements?			
Are all cords in good condition?			





Appendix 2

## Fleet Inspection

**Inspection Completed By:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ AM \_\_\_\_\_ PM  
**Vehicle Driver:** \_\_\_\_\_ **VIN:** \_\_\_\_\_  
**Year:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_  
**License Plate:** \_\_\_\_\_ **Mileage:** \_\_\_\_\_ **Inspection Due Date:** \_\_\_\_\_  
**Registration Due Date:** \_\_\_\_\_

Please fill out the check sheet below and give it to the senior job manager. Each section should have a check mark.

Safety & Emergency	Yes	No	N/A
Is the vehicle equipped with a medical first aid kit?			
Is the vehicle equipped with a fire extinguisher?			
Is the vehicle equipped with a hard hat?			
Is the vehicle equipped with a safety vest?			
Is the vehicle equipped with safety glasses?			
Is the vehicle equipped with latex and safety gloves?			
Is the vehicle equipped with masks (5-10)?			
Is the vehicle equipped with sanitizing wipes?			
Is the vehicle equipped with the "Jobsite Safety Handbook: Third Edition?"			

Exterior	Yes	No	N/A
Is the vehicle clean?			
Is the bed clear of unnecessary items or debris?			
Are there any visible dents or scratches?			

Interior	Yes	No	N/A
Is the interior free of trash? (i.e. food containers, bottles, etc.)			
Is the vehicle clear of any unnecessary items or materials?			
Is the vehicle clean and free of dirt and mud?			
Does the vehicle smell of cigarettes or any other odd odors?			

Items and Materials	Yes	No	N/A
Does the vehicle have spare review cards and tri-folds?			
Does the vehicle have spare change order forms and an emergency contact list?			
Does the vehicle have at least three subcontractor packets?			
Does the vehicle have a phone holder available for use?			

**Note any damage to the vehicle:**

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## Subcontractor Checkout Checklist

**Checklist Completed By:** \_\_\_\_\_

**Date and Time:** \_\_\_\_\_

**Subcontractor / Vendor Company Name:** \_\_\_\_\_

Please fill out the check sheet below and give it to the job manager. Each section should have a check mark, be completely filled out, and signed for review.

Housekeeping	Yes	No	N/A
Is the area worked in clean and clear of clutter?			
Is all trash picked up and placed in trash receptacles?			
Are all tools, nails, screws, and other materials put away properly or packed to take with you?			
Are stairways and walkways kept free of material, supplies, or obstructions?			
Are protruding nails, forms, scrap lumber, and other debris kept clear from work areas, passageways, and stairs, and in and around buildings or other structures?			
Are structural openings covered/protected adequately (e.g. sumps, shafts, floor openings, etc.)?			

Scope of Work (List What Was Completed Today)



## Contacts

### **Safety Officer**

Name: Bill Coker

Phone: 717-802-7172

Email: [bill@blmconstruction.net](mailto:bill@blmconstruction.net)

### **Chief Executive Officer (CEO)**

Name: Barry Mease

Phone: 717-577-4048

Email: [barry@blmconstruction.net](mailto:barry@blmconstruction.net)

### **Chief Operations Officer (COO)**

Name: Heidi Mease

Phone: 717-324-1072

Email: [heidi@blmconstruction.net](mailto:heidi@blmconstruction.net)