

Corporate Safety Manual

Ronnisch Construction Group

The practice of occupational safety and health and its related regulatory programs are constantly under review and change. Additionally, there are significant differences in professional interpretation of regulatory standards and pertinent occupational safety and health information. In order to prevent costly work related injuries and occupational illnesses with the resulting worker's compensation insurance claims, all employees must be properly trained and held accountable for safety. Employees must understand all known hazards presented in their work environment and be able to respond appropriately to unplanned hazards, which may arise. The responsibility for complying with regulatory requirements and staying current with regulatory issues resides with the employer.

This publication is not intended to take the place of legal or professional assistance. If legal advice or other expert assistance is required with regard to a specific issue confronting an employer, then the services of a competent professional should be sought accordingly. No representation can be made or responsibility taken by the publisher regarding the completeness, accuracy, or continued validity of the information in this publication.

This program does not address every item in 29 CFR 1926, nor is it intended to address motor carrier safety regulations, environmental safety regulations, or local codes and ordinances. The manual addresses several areas related to the prevention of workplace injuries and accidents faced by employers engaged in "general industry" operations. It is very important to understand that under Federal Law you are responsible for compliance with all standards and regulations of 29 CFR 1926, which apply to your work areas and operations.

RCG
CONSTRUCTION SAFETY MANUAL
TABLE OF CONTENTS

Sections

- 1.0 Corporate Construction Safety Program
 - 1.1 Corporate Management Policy
 - 1.2 Safety Director Responsibility
 - 1.3 Superintendent Safety Responsibility
 - 1.4 Employee Responsibility
 - 1.5 COVID-19 Exposure Prevention, Preparedness and Response Plan

- 2.0 Disciplinary Policy Procedures
 - 2.1 Employee Disciplinary Action Form

- 3.0 New Employee Training
 - 3.1 New Employee Safety Orientation Checklist
 - 3.2 Ronnisch Superintendent Cheat Sheet
 - 3.3 RCG Jobsite Startup Checklist
 - 3.4 Subcontractor Pre – Task Plan

- 4.0 Competent Person Designation
 - 4.1 OSHA Competent Person

- 5.0 Safety Committee
 - 5.1 Safety Committee Meeting Agenda
 - 5.2 Safety Committee Minutes

- 6.0 Accident Investigation

- 7.0 Recordkeeping (OSHA 300 Log)
 - 7.1 MIOSHA Inspection Protocol

- 8.0 Subcontractor Compliance
 - 8.1 Sample Letter to Subcontractors
 - 8.2 Pre-Job Hazcom Checklist

- 9.0 Toolbox Meetings
 - 9.1 Jobsite Safety Meeting Report
- 10.0 First Aid Requirements
 - 10.1 Assisting Co-Workers in Medical Emergencies
- 11.0 Superintendents/Foreman Self Inspections
 - 11.1 Jobsite Safety Inspection Checklist
- 12.0 Project Site Specific Safety Program
- 13.0 Drug and Alcohol Policies
- 14.0 Incident Investigation Forms
 - 14.1 Accident Report
- 15.0 Hazards Specific Policies
- 16.0 Fleet Safety Plan
- 17.0 Mobile Crane Safety Program
 - 17.1 Documentation of Crane Inspection
 - 17.2 Critical Lifts
 - 17.3 Crane Lift Plan Worksheet
 - 17.4 Job Safety Analysis Worksheet

CORPORATE MANAGEMENT POLICY STATEMENT

1.0 CORPORATE MANAGEMENT POLICY STATEMENT

The personal safety and health of each employee of our organization is of primary importance. We believe that our employees are our most important assets and that their safety at the worksite is our greatest responsibility. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. Management will provide all mechanical and physical facilities required for the personal safety and health of each of its employees.

To be successful, such a program must embody the proper attitude toward injury and illness prevention on the part of corporate management, supervisors, and employees. It also requires cooperation in all safety and health matters, not only between corporate management, supervisor and employees, but also between each employee and their fellow workers.

Our concern for safety and health of all human beings is daily, even hourly. We expect every person who conducts the affairs of our company, no matter in what capacity they function, to accept this concern and its responsibility. Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety and health must be observed. Safety equipment cannot be abused or destroyed.

Cooperation between our employees and management in the observance of this policy will ensure safe-working conditions, will help result in accident-free performance and will work to our mutual advantage. It will also assist in reducing workers' compensation costs (direct costs) and reduce jobsite down time, material loss and regulatory agency fines (indirect costs).

Management has the authority to procure the necessary resources to execute the objectives of our company's safety and health program. We will hold managers, supervisors and employees accountable for meeting their responsibilities so that essential tasks will be performed.

Bernd M. Ronnisch
Ronnisch Construction Group

1.1 CORPORATE MANAGEMENT SAFETY RESPONSIBILITIES

1. Eliminate potential hazards by providing appropriate safeguards, personal protective equipment and safe work tasks.
2. Provide and/or enforce the use of necessary personal protective equipment and its proper use and care.
3. Provide effective training, which is required by the "standards", as a minimum for the employees.
4. Become familiar and comply with applicable OSHA/ MIOSHA standards (29 CFR 1926, Construction) and make copies of medical records as well as all safety and health programs available for employees to review.
5. Review, consider for approval, and execute appropriate action on safety policies developed by safety committees or safety director.
6. Ensure a high level of productivity and safety performance and hold project management staff accountable.

1.2 SAFETY DIRECTOR RESPONSIBILITIES

1. Monitor supervisory management and employee activity to ensure that the corporate programs are carried out in a timely manner.
2. Shall coordinate safety information between projects to assure that all projects will benefit from each other's efforts.
3. Coordinate all safety activities including jobsite inspections, and distribution of safety materials. Perform jobsite inspections periodically and follow up corrective actions.
4. Maintain all accident records and complete all required OSHA forms.
5. Analyze accident records and show trends.
6. Promote safety education on all levels.
7. Periodically review safety rules and standards with employees to confirm that the company is meeting its goals and objectives.
8. Review with supervisors how to handle emergency procedures at each jobsite location.
9. Confirm that all required signs are posted, and bulletin boards are maintained in clear and legible condition.
10. Confirm employer is enforcing compliance with all applicable federal, state, and local regulations.
11. Provide a regular report to upper management on the results of the safety program.
12. Conduct job site safety reviews
13. Schedule and attend MIOSHA CET Inspections

1.3 **SUPERINTENDENT RESPONSIBILITIES**

1. Know safety rules and work practices that apply to the work you supervise. Take action to confirm that all employees including subcontractors, in your charge understand the safety rules that apply to them. Always take immediate action to correct safety rule violations. Unsafe acts or procedures cannot be tolerated.
2. Prevent bad work habits from developing. You are responsible to make daily observations of employees to ensure that they perform their work safely, and continue this observation regularly once safe working habits are established.
3. Take action to correct or control hazardous conditions within your work areas. If it is beyond your control, remove the employee until the condition is safe. Eliminate unsafe conditions and prevent an accident.
4. Encourage workers to report unsafe conditions or procedures. Listen to your workers and don't take their safety complaints lightly. No job should proceed when a question of safety remains unanswered. Seek advice from your project manager when necessary.
5. **Set a good example.** Demonstrate safety in your own work habits and personal conduct. Always wear personal protective equipment in areas where personal protective equipment is required.
6. Train your employees on the proper safety procedures to follow, including the use of additional safeguards such as machine guards and personal protective equipment.
7. Investigate and analyze every accident, however slight, that occurs to any of your employees. Control the causes of minor incidents to help avoid future crippling accidents.
8. Complete and file a report on each and every incident and accident that occurs at your jobsite. If you have question or require reporting forms, contact your project manager.
9. Conduct weekly Subcontractor coordination meetings including Safety topics. Require tool box talks to be performed by subcontractors.
10. Make safety suggestions.
11. Serve on safety committee, if requested.
12. Take an active part and participate in safety meetings.
13. Non-compliance of these rules as well as other federal and/or state laws or regulations **may be legal violations subject to civil and/or criminal penalties.**

1.4 EMPLOYEE RESPONSIBILITIES

1. Whenever you are involved in an accident that results in personal injury or property damage, no matter how slight, the accident must be reported to your supervisor or other management personnel prior to the end of the work shift. Get first aid promptly.
2. Report any condition or practice you think might cause injury and/or damage to equipment immediately to your supervisor.
3. Do not operate any equipment, which, in your opinion, is not in a safe condition. Report immediately the condition that you believe is unsafe to your foreman.
4. All prescribed safety equipment and personal protective equipment must be used when required and must be maintained in good working condition. It is your personal responsibility to use such equipment. The use of required personal protective equipment is a non-negotiable item.
5. Obey all safety rules, government regulations, signs, markings, and instructions. Be particularly familiar with the rules and regulations that apply directly to you in the area in which you work. If you don't know, ask your foreman.
6. When lifting, use the approved lifting technique, i.e. bend your knees, grasp load firmly, keep load close to you, and then raise the load keeping your back as straight as possible. Always get help with heavy or awkward loads.
7. Do not engage in horseplay; avoid distracting others; be courteous to fellow workers.
8. Always use the right tools and equipment for the job. Use them safely and only when authorized. If you are not familiar with the safe way to use a particular tool or piece of equipment, ask your supervisor. When using your own tools on the job site, make sure all guards, ground pins, etc., are in place.
9. Good housekeeping must always be practiced. Return all tools, equipment, materials, etc., to their proper places when you are finished with them. Keep floors clean and passageways clear. Poor housekeeping wastes time, energy, and material, and often results in injury.
10. The use of drugs and/or intoxicating beverages on the jobsite is forbidden. Being under the influence of alcohol or drugs when on the jobsite is inexcusable. *Immediate discharge for being under the influence and/or using drugs or alcohol may be instituted.*

11. Additional appropriate disciplinary action will be taken for the following offenses:
 - a. Fighting - no matter what the cause.
 - b. Insubordinate conduct or refusal to follow directions.
 - c. False statement, such as injury claims.
 - d. Other inappropriate behavior including, but not limited to, failure to obey safety rules.
12. Loose clothing and jewelry cannot be worn when operating machinery and equipment.
13. Proper work shoes shall be worn at all jobsites. Open toed shoes and sneakers will not be permitted to be worn at any jobsite. If you are observed wearing open toed shoes or sneakers, you will not be permitted to work until you return with proper footwear.
14. Do not handle chemicals unless you have been trained in the safe handling procedure.
15. **Hardhats shall be worn at all times. High visibility vests shall be worn when site has active heavy equipment in motion.**
16. Read, understand and follow the guidelines set forth in the material safety data sheets (MSDS) pertaining to your work.
17. Compliance with safety and health rules and regulations is a condition of employment.

1.5 COVID-19 EXPOSURE PREVENTION/PREPAREDNESS & RESPONSE PLAN

Pursuant to changes in COVID-19 and its related variants, RCG has suspended all pandemic related procedures in conjunction with the CDC guidelines. We recommend all employees refer to the attached link for further information.

Current CDC Recommendations:

https://www.cdc.gov/coronavirus/2019-ncov/your-health/treatments-for-severe-illness.html?s_cid=11799:covid%20treatment%20guidelines:sem.ga:p:RG:GM:gen:TTTC:FY23

I have read the above policies and understand that cooperation between employees and management will ensure safe-working conditions, will help result in injury free performance and will work to our mutual advantage.

Corporate Management

as of: _____ by: _____

Safety Director

as of: _____ by: _____

Superintendent

as of: _____ by: _____

Employee

as of: _____ by: _____

2.0 DISCIPLINARY POLICY PROCEDURES

All employees are expected to comply with jobsite rules and regulations, and to follow established operating procedures set forth by this company. Violations will not be tolerated and superintendent will be held accountable for the conduct of their employees.

Superintendents are required to take action when a violation is observed. Immediate action to control or eliminate a hazard is required. If an offense is willful and would result in personal bodily harm to any employee; notice may be accelerated beyond the first two warnings. Further review of action may be required.

In the event a violation is observed, the following procedures have been established to place an employee on notice.

<u>Notice*</u>	<u>Action</u>
First Offense	A written warning addressed to the employee and a copy placed in the Subcontractor's file referencing the violation and warning, including date and time.
Second Offense	A written warning addressed to the employee with reference to the violation including date and time of the occurrence. A copy of this warning will be given to the employee and another copy will be placed in the employee's file.
Third Offense	A written warning similar to the second notice will be prepared and distributed in the same manner. This warning will be followed by a meeting with the employee, foreman and/or project manager and senior management to determine whether the employee will be suspended without pay or terminated depending upon the nature of the violation.
Fourth Offense	Termination.

* Within any consecutive 12 month period.

* This policy is in effect unless there is a policy in our labor/management agreement.

The above procedure has been prepared so that there is no question about how violations of rules, regulations, and procedures will be handled by management and so that employees will know what to expect if they do not comply with the established rules, regulations, and procedures. Management knowledge of unsafe behavior and lack of appropriate documented discipline may be a violation of federal, state laws and regulations.

2.1

Employee Disciplinary Action Form

Project: _____ Shop: _____

Employee Name: _____ Date: _____

Superintendent: _____ Day: _____

Foreman: _____ Time: _____

1st Violation

Description:

Employee Signature: _____

2nd Violation

Description:

Employee Signature: _____

3rd Violation

Description:

Employee Signature: _____

4th Violation: TERMINATION!

WITHIN A 12 MONTH PERIOD

3.0. NEW EMPLOYEE/ SUBCONTRACTOR TRAINING

All new employees/subcontractors will be trained by a member of the management staff prior to starting work on each project. The "New Employee/Subcontractor Safety Orientation Checklist" shall be used by trainers (managers, superintendents, foremen, safety directors) as a reminder of the items that must be reviewed with the employee. All items must be initialed or identified as not applicable. The checklist must be signed by the employee and the management representative after the orientation is complete.

This form will be given to the project manager or home office and kept in the employee's personnel file.

3.1 New Employee Safety Orientation Checklist

Instructions to Management: Initial each item as you discuss it with the employees.
This checklist must be completed before the employee starts work.

<u>Item</u>	<u>Completed</u>
1. Employee received Company Safety Program	_____
2. Review:	
·Safety and Health Policy	_____
·Employee General Safety and Health Rules	_____
·Disciplinary Policy and Procedures	_____
3. Instruct:	
·How to report unsafe conditions	_____
·What to do in the event of an injury on the job	_____
·Hardhats, work boots, safety glasses/goggles mandatory (Personal protective equipment is not negotiable)	_____
·Explain Fire Evacuation/Emergency Plan	_____
·Proper lifting techniques and importance of back fitness	_____
·Review OSHA Hazard Communication Policy and provide training	_____
4. Other (Please List)	

I acknowledge that information on the above subjects was furnished to me during my orientation and that I understand this information.

Employee Signature

Management Signature

Date

Date

Ronnisch Superintendent Cheat Sheet

Vendors

- Port-a-Jons
 - o Jays Portables (810) 664-8080
- Dumpsters
 - o Republic Services:
 - Office line (313) 883-7614
 - Direct contact - Dave Hranec: (248) 521 8062
 - \$325 for a 30 yd dumpster, up to 5.5 tons. \$28.00 per ton over 5.5 tons.
 - o Standard Waste
 - Direct Contact – Paula Skiba (313) 978-9180
 - \$325 for a 30 yd dumpster, up to 5.5 tons. \$28.00 per ton over 5.5 tons.
 - o **IF ANOTHER DUMPSTER COMPANY IS USED ON A PROJECT, THE RATES MUST AT LEAST MATCH THE RATES ABOVE.**
- Job site trailer/Storage container
 - o McDonald Modular: Office (800) 905-3905

Testing Engineers

- G2_Consulting_Group: Office line (248) 680-0400 – Direct contact Amy Snyder (248) 640-4403
- SME: Detroit office Phone: (313) 922-7000 - Plymouth office Phone: (734) 454-9900
Shelby Twp office Phone: (586) 731-3100

Suppliers

- Grainger: First aid kits & job site safety - Ronnisch has an account set up, you must provide your job number. Catherine is the one to contact to make sure you are on the account.
- Fire Defense Equipment Co: Fire Extinguishers - Office phone (248) 549-8113
Address: 4350 Delemere Blvd, Royal Oak, MI 48073

Superintendent Admin

Expense Reports

- Submit to Tammie Daniels at the end of each Month, with receipts attached, at tdaniels@RONNISCH.COM
- Standard cost code sheet attached.
- Copy your PM on all expense report submissions so they can enter values into the IOR.

Time Sheets

- Timesheets are auto generated so you will not fill out a timesheet.
- You will be informed by your PM if your job/jobs require you to fill out a timesheet.

Vacation Requests/PTO

- Send to your Project Manager, Wade Gorman, and Tammie Daniels.
- Coordinate jobsite coverage with Project Manager and Wade Gorman.
- **An onsite meeting with the person covering your job is required prior to your day/days off. A contact list and updated schedule is required to be onsite for the person covering the jobsite.**

Tech Support

- QSG: Contact with E-mail and R-drive issues. Office (248) 247-3000
E-mail: SUPPORT@QSGIT.com
- Anthony Goins can also assist (248) 556-4748 E-mail: agoins@RONNISCH.COM

Safety Director

- Jason Haney (248) 840-7922 E-mail: jhaney@RONNISCH.COM
Contact with safety issues/concerns. Contact if you get an OSHA/MIOSHA visit.



Signage Order Form

Date Placed: _____

Date Needed: _____

Order Approved By: _____

Design A



Design B



Item #: R101

4' x 8' Coro Signs

Single Sided - \$150.00

Double Sided - \$180.00

Design: _____ Quantity: _____ ☐ Single Sided ☐ Double Sided

Custom Changes/Requests: _____

Design A



Design B



Item #: R102

4' x 8' Banner

Single Sided - \$160.00

Design: _____ Quantity: _____

Custom Changes/Requests: _____



Item #: R103

3' x 4' Coro

Single Sided - \$60.00

Double Sided - \$75.00

Quantity: _____

☐ Single Sided ☐ Double Sided

Custom Changes/Requests: _____

Item #: R104

2' x 3' Coro

Single Sided - \$35.00

Double Sided - \$44.00

Quantity: _____

☐ Single Sided ☐ Double Sided

Custom Changes/Requests: _____



Item #: R105 - Coro

118" x 24" S/S - \$20.00

18" x 24" D/S - \$25.00

24" x 32" S/S - \$35.00

24" x 32" D/S - \$44.00

Quantity: _____

☐ Single Sided

☐ Double Sided

☐ 18" x 24"

☐ 24" x 32"



Item #: R106 - Coro

18" x 24" S/S - \$20.00

18" x 24" D/S - \$25.00

24" x 32" S/S - \$35.00

24" x 32" D/S - \$44.00

Quantity: _____

☐ Single Sided

☐ Double Sided

☐ 18" x 24"

☐ 24" x 32"



Item #: R107 - Coro

18" x 24" S/S - \$20.00

18" x 24" D/S - \$25.00

24" x 32" S/S - \$35.00

24" x 32" D/S - \$44.00

Quantity: _____

☐ Single Sided

☐ Double Sided

☐ 18" x 24"

☐ 24" x 32"



Item #: R108 - Coro

18" x 24" S/S - \$20.00

18" x 24" D/S - \$25.00

24" x 32" S/S - \$35.00

24" x 32" D/S - \$44.00

Quantity: _____

☐ Single Sided

☐ Double Sided

☐ 18" x 24"

☐ 24" x 32"



Item #: R109 - Coro

18" x 24" S/S - \$20.00

18" x 24" D/S - \$25.00

24" x 32" S/S - \$35.00

24" x 32" D/S - \$44.00

Quantity: _____

☐ Single Sided

☐ Double Sided

☐ 18" x 24"

☐ 24" x 32"



Item #: R110 - Coro

18" x 24" S/S - \$20.00

18" x 24" D/S - \$25.00

24" x 32" S/S - \$35.00

24" x 32" D/S - \$44.00

Quantity: _____

☐ Single Sided

☐ Double Sided

☐ 18" x 24"

☐ 24" x 32"



Item #: R111 - Coro

18" x 24" S/S - \$20.00

18" x 24" D/S - \$25.00

24" x 32" S/S - \$35.00

24" x 32" D/S - \$44.00

Quantity: _____

☐ Single Sided

☐ Double Sided

☐ 18" x 24"

☐ 24" x 32"



Item #: R112 - Coro

18" x 24" S/S - \$20.00

18" x 24" D/S - \$25.00

24" x 32" S/S - \$35.00

24" x 32" D/S - \$44.00

Quantity: _____

☐ Single Sided

☐ Double Sided

☐ 18" x 24"

☐ 24" x 32"



Item #: R113 - Coro

18" x 24" S/S - \$20.00

18" x 24" D/S - \$25.00

24" x 32" S/S - \$35.00

24" x 32" D/S - \$44.00

Quantity: _____

☐ Single Sided

☐ Double Sided

☐ 18" x 24"

☐ 24" x 32"



Item #: R114 - 24" x 24" Coro

Single Sided - \$27.00

Double Sided - \$33.00

Quantity: _____

☐ Single Sided

☐ Double Sided

Custom Changes/Requests: _____



Item #: R115 - 24" x 24" Coro

Single Sided - \$27.00

Double Sided - \$33.00

Quantity: _____

☐ Single Sided

☐ Double Sided

Custom Changes/Requests: _____

Total # of Signs Requested: _____

Total Price of Signs: _____

**RCG JOBSITE STARTUP
CHECKLIST**

PROJECT :
SUPERINTENDENT:
JOB #:
PROJECT :



ITEM	YES	NO	N/A	NOTES
Administrative/General				
RCG Jobsite Signage				
RCG Owner Hard Hats				
RCG Safety Manual (paper or electronic)				
First Aid Kit				
Fed/Local Right to Know				
Safety Signage (include social distancing)				
Fire Extinguishers properly placed				
Evacuation Route Posted				
Neares Health Care Provider				
Permit/Inspection Board				
Subcontractor Safety Orientation Form				
Proper PPE				
COVID-19 Prevention Plan Posted				
COVID-19 QR Code Posted				
Site Specific Safety requirements				
Hand washing/sanitizing stations available				
Emergency Contact List				
Owner Contract				
OSHA 300 Form				

Equipment

RCG Laptop				
Printer				
Broom/dustpan				
Hefty garbage bags				
Garbage cans				
Marking paint				
Cleaning supplies				

Subcontractor Pre - Task Plan							
Approved by:				Approval Date:			
Document No:				Revision:			
Subcontractor:							
Pre-Task Plan:				PTP#			
Prepared By:				Date Prepared:		Date of Work:	
Proposed Start Date:				Work Location:			
Name of Competent and/or Qualified Person:				Responsible for:			
Item Number	Work Task	Hazards	Hazard Control Measures & Safe Work Practices		Contingency Plan		
RCG Superintendent signature: _____			Date: _____				



4.0 COMPETENT PERSON DESIGNATION

It is the responsibility of each subcontractor to appoint an individual as a competent person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

There is the possibility that more than one competent person may be necessary, depending on the range of hazards on the project, the size of the project, and the distance between operations on a project.

5.0 **SAFETY COMMITTEE**

The development and implementation of a safety committee is an excellent technique in the monitoring of your safety program. It will create accountability throughout the organization.

Membership: It is most appropriate to appoint members from top management, the personnel director, one or more project managers and superintendents.

Meetings/Minutes: The safety committee should meet on a pre-scheduled monthly basis, at a regular time and place. Minutes from these meetings should be kept on file for review by management, and insurance representatives. The agenda for the safety committee meetings will include items that relate to the safety and health of your employees. Safety committee minutes will be distributed to company management, jobsite management and safety staff.

Committee Goals: Our committee is expected to provide solutions to worksite safety and health problems. To do so, the committee must be aware of problems, serve as a channel of information from employees to management, and make positive recommendations for corrective action.

5.1 Safety Committee Meeting Agenda

Topics for discussion and action at safety meetings will include:

1. Review accident investigation reports and determine if appropriate corrective action was taken to prevent similar occurrences in the future. If not, recommendations will be submitted to management for their consideration and subsequent action.
2. Prepare and review company safety and health rules and procedures for the purpose of keeping the safety and health program up to date and effective.
3. Review potential hazards that are/ have been reported and recommend to management ways and means to control or eliminate hazards that could lead to accidents or property damage.
4. Promote safety and health activities.
5. Review the need for employee training and education and make recommendations to management.
6. Make periodic over-sight jobsite inspections to ensure that hazards are not being overlooked by the superintendent or foreman, and to ensure that corrective action is adequate and taken in a timely manner.
7. Review accident statistics for the purpose of identifying high accident jobsites, problem foremen, trends, etc. Based on findings, make recommendations to management.
8. Develop & maintain a Lessons Learned Database to be shared and accessible to all employees.

5.2 Safety Committee Minutes

Members Present: _____

Members Excused: _____

Members Absent: _____

Meeting Date: _____
Minutes Prepared by: _____
Next Mtg. Date: _____
Location: _____

<u>Topic</u>	<u>Summary of Discussion</u>	<u>Action Required/ Assigned To:</u>	<u>Due Date</u>
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6.0 ACCIDENT INVESTIGATION

The Superintendent shall notify the RCG Safety Director of every accident/near miss occurrence. The communication from there will be distributed to RCG Senior management. Each superintendent will make a documented report of every incident, even those without injury, within twenty-four (24) hours of the occurrence. Reports are to be completed as soon as possible to avoid changes in physical conditions and witness reports. Note: Any accident that causes a fatality or three or more employees to be hospitalized must be reported to OSHA within eight hours of the incident.

Accident reports highlight problem areas. Through the use of good reports, accident patterns can be detected and resources directed toward prevention. Accident reports make excellent training tools. The cause and effect of accidents can be reviewed at safety meetings.

Superintendents will be trained in accident investigation techniques.

- Accident investigation is a management function that must be executed at the superintendent level.
- All accidents/incidents must be investigated regardless of the extent of the injury or damage.
- Employees will never be allowed to fill out their own accident investigation report.
- Focus must be fact finding *not* fault finding.
- Superintendents must identify the unsafe act or unsafe condition.
- Superintendents should provide recommendations for *corrective action*, bring it to top management's attention and assure that it is acted upon.

The forms at the end of this document will assist with incident investigations.

7.0 RECORDKEEPING

Records must be maintained and kept up to date by the superintendent at each jobsite and/or home office. If there is no superintendent, then this responsibility lies with the foreman. These records must be available for review at all times. The following records must be maintained.

1. Supervisor's Investigation and Record of Incident
2. OSHA LOG (form 300) <http://www.osha.gov/recordkeeping/RKforms.html>
3. Self Inspections
4. Directions to the nearest health care provider
5. Equipment Preventive Maintenance
6. Hazard Communication Compliance Plan
7. Material Safety Data Sheets
8. Chemical Inventory List
9. Minutes of Safety Committee Meetings
10. OSHA Training Requirements Records
11. OSHA Poster Explaining Employee Rights
<http://www.osha.gov/Publications/poster.html>
12. Accident Forms
13. Corporate Safety Program
14. Emergency Phone Number List
15. Emergency evacuation/rendezvous plan



MIOSHA INSPECTION PROTOCOL

- a. Upon arrival at the Ronnisch Construction Group work site, the Inspector will be directed to the project office
- b. All RCG supervision shall be informed of the Inspectors presence on site
- c. RCG Supervision will notify the Safety Director then the Director of Field Operations immediately. Supervision will notify the client if applicable.
- d. The Inspector shall wait for the designated RCG representative.
- e. If the RCG representative is not available within the first 30 minutes to 60 minutes, the Inspector shall be informed of this. RCG Company policy requires the presence of the RCG Supervisor during the inspection and cannot proceed without it.
- f. Once the RCG representative is available, the Inspector will hold an Opening Conference. At this time, the Inspectors credentials will be reviewed.
- g. If the Inspector has not mentioned the reason for the inspection, the RCG supervisor should ask why it is being conducted. Learn the basis for the inspection and limit the inspection to that reason. For example-if the Inspector wants to inspect a crane, limit the inspection to that crane.
- h. Upon completion of the opening meeting, the Inspector will proceed with the inspection.
- i. RCG Supervisor shall accompany the inspector throughout the inspection. The only exception to this requirement is when the Inspector requests to speak to the employees of subcontractors in private.
- j. The RCG Supervisor, or any other RCG employee is never to speculate when responding to any questions from the Inspector. Keep it simple.
- k. If RCG is currently conducting an investigation of an accident/incident, and the investigation is not completed, defer all answers to questions asked until the investigation is complete.
- l. * RCG should keep a detailed record of the scope of the inspection.
 - * List all employees that were questioned.
 - * Note items of apparent interest by the Inspector
 - * Record comments made by the Inspector
 - * Record observations/pictures made during the inspection
- m. Upon completion of the inspection, the RCG shall request a closing meeting. More than one RCG employee should be present if possible, to ensure the Company understands all statements made by the Inspector.
- n. Following the closing meeting, the RCG representative should prepare a detailed report of the inspection incorporating any record, notes, pictures, samples, etc. made or taken by the Inspector. This report should be forwarded to the RCG Corporate Safety Director, Director of Field Operations and Bernie Ronnisch.

8. **SUBCONTRACTOR COMPLIANCE**

OSHA has clarified their position with respect to multi-employer work sites by identifying four different types of employers.

Exposing employers - those whose employees are exposed to hazards.

Creating employers - those who actually create hazards

Controlling employers - those who have the authority to ensure that hazards are Corrected.

Correcting employers - those who are specifically responsible for correcting hazards

In order to issue a citation for a worksite hazard to one of these types of employers, OSHA must prove that the employer had knowledge of the hazardous condition, or could have had such knowledge with the exercise of reasonable diligence.

As always, prevention is the first step in avoiding MIOSHA sanctions. It is imperative that **Ronnisch Construction Group** understand the rules and potential liabilities related to OSHA's multi-employer worksite clause. We require subcontractors to comply with OSHA standards.

Contractual agreements with subcontractors will state that they must provide the following:

1. Certificate of Insurance
2. Hazard Communication Plan
 - Chemical Inventory List
 - Specific material safety data sheets
3. Safety Program

The following forms will assist in monitoring subcontractor compliance with safety policies and procedures.

8.1 Sample Letter to Subcontractors

Re: Jobsite Safety

Gentlemen/Ladies:

The personal safety and health of each employee and worker on our projects is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it should be given precedence over operating productivity whenever possible. To the greatest degree possible, Company Management should provide all mechanical and physical facilities required for personal safety and health.

Therefore, if your Company does not comply with our Field Management concerning safety, the following will occur:

First Violation: Written Notice

Second Violation: We will withhold your monthly payments until infraction is corrected.

Third Violation: Your Company will jeopardize possible future subcontracts with our Company.

If you have any questions and/or comments please contact the undersigned.

Very truly yours,



SUBCONTRACTOR SAFETY ORIENTATION CHECKLIST

Project: _____

Project No.: _____

Sub (Contractor): _____

Date: _____

Ronnisch Construction Group is committed to safety and health on all its projects. Employees may review their rights by reading the M.I.O.S.H.A. documents posted on this Project. All Employees and (Sub) Contractor Employees shall be made aware of the following Project Safety Rules:

1. A copy of the (Sub) Contractor's written Safety Program will be kept on the job site. (Sub) Contractor shall make available and explain Project Safety Rules to all employees working on this site.

(Sub) Contractors Designated Safety Representative (Sub) Contractors responsible first aid person/persons with current first aid training.
2. All (Sub) Contractors, before beginning work on job site, shall have given their employees proper safety training and instruction or training if required in the use of tools or equipment to be used in the performance of their duties.
3. Any accident, injury, or an unsafe condition must be reported to your supervisor immediately. All (Sub) Contractors on this Project are required to maintain an M.S.D.S. on the job site and to train its employees in the identification and safe handling of hazardous chemicals. (Sub) Contractor is responsible to inform other employees of any precautionary measures that need to be taken to protect employees. M.S.D.S. will be kept on the jobsite by the Co. Safety Rep.
4. This Project is a hard hat job site (as required by M.I.O.S.H.A.).
5. Eye, face and ear protection must be used when cutting, grinding, chipping burning, welding, air cleaning, or using power actuated tools. Personal protective equipment shall be maintained and kept clean.
6. Proper work clothing that covers the entire body and work boots are required; no tank tops, shorts, cutoffs, street shoes, or gym shoes.
7. The use or conveyances of alcohol or illegal drugs will be grounds for immediate removal from this Project.
8. Pranks, horseplay, or any action endangering others is not allowed and will be grounds for immediate removal from this Project.
9. Mobile scaffolds on casters with work platforms four (4') feet or higher will use a guardrail system. Casters should be locked on rolling scaffold.
10. Safety harnesses, lanyards, rope grabs, and lifelines will be used above six (6') feet as required by M.I.O.S.H.A.
11. Compress gas cylinders must be properly stored in an upright position.
12. All ladders and scaffolds must be properly erected and used. Any broken or defective ladder and/or scaffold must be taken out of service and off the project.
13. Housekeeping: all work areas, walkways and stairs must be kept clear of debris and loosely scattered materials. DAILY clean-up and material organization is required by all (Sub) Contractors. (Sub) Contractors that fail to comply may be back-charged for clean-up without further notice @ \$100.00 per hr. ++.
14. All tools and equipment must be kept in good working order, with guards and safety devices in place. Defective tools must be taken out of service.
15. Only authorized personnel may operate equipment. No riding on material handling equipment is permitted.
16. All gasoline brought onto the Project will be contained in M.I.O.S.H.A. approved safety cans. Machines being refueled will be shut off. There will be no smoking or open flames around flammable liquids.
17. Safety devices and guard systems must be replaced if removed for work operation. This includes barricades, guardrails, covers, and warning tape.
18. Any area where burning or welding is being done must be cleared of combustibles and a fire extinguisher provided.
19. All electrical tools, equipment, and cords must be checked daily and items found defective taken out of service until repaired.
20. Weekly Safety Meetings will be held by all (Sub) Contractors on this Project, and minutes, or copies of forms, will be turned into Ronnisch Construction Group.
21. Operators Manuals are required to be readily available for all equipment used on site. Cranes, boom trucks, excavators, etc., are required to have an annual inspection report either in the machine or onsite and readily available.
22. All excavations on this site will comply with M.I.O.S.H.A. regulations, especially proper bank repose and egress to excavation after four (4') foot in depth. Protective systems to be considered include sloping, benching, trench box, and shoring for angle of repose.
23. Portable in line ground fault interrupters ("GFI") will be used as required for electrical power tools used outside or inside, including an extension cord connected to permanent power without power GFI protection.
24. (Sub) Contractor employees must comply with the above and all safety and health rules issued by M.I.O.S.H.A., Michigan Department of Public Health, the Project Owner, and Ronnisch Construction Group.
25. (Sub) Contractors may be subject to a back charge on a processing fee, in the event that a contractor's safety non-compliance requires the Ronnisch Superintendent to issue a safety hazard notification.
26. Review the RCG COVID-19 Exposure Prevention Plan

(SUB) CONTRACTORS or (SUB) CONTRACTOR'S REPRESENTATIVE SIGNATURE

9.0 TOOL BOX MEETINGS

Tool box talks of 5 to 10 minutes must be held by Subcontractors **each week**. Employees never receive too much training, and therefore our company relies upon jobsite management to provide ongoing and continuous employee training.

The subject to each training talk should be chosen to relate to the type of work that is being performed.

Some examples include:

- The use of safety glasses when using circular saws, grinders, table saws, radial arm saws, jack hammers, power actuated tools, etc.
- The proper set up and use of ladders.
- Hard hats and why they are necessary.
- A discussion of a recent accident and its cause(s).
- A discussion of an old accident.
- A discussion of disciplinary procedures for failure to comply with safety policies

Although RCG does not require a copy of the performed tool box talk, the responsible subcontractors must be able to provide employee signed documentation that the training topic was covered, if requested.

10. **FIRST AID - BLOODBORNE PATHOGENS**

The following are highlights of a Bloodborne Pathogens Program. Please refer to Corporate Safety & Health Consultants' *Bloodborne Pathogens Manual* for details on implementing a complete program.

Our company will provide first aid supplies at each work location and all personnel are to know procedures to follow in case of an emergency.

1. Report all injuries immediately, no matter how minor, to your foreman and/or jobsite office.
2. Emergency phone numbers for fire, police and ambulance will be posted.
3. Please note that if any employee renders first aid or uses a first aid kit to assist a co-worker (although such action is not required by anyone's duties) we would view this activity as a "Good Samaritan" act. Note: First aid kits are to be approved by a licensed medical doctor.
4. If there is a potential for death or serious physical harm (i.e.: stoppage of breathing and/or severe bleeding) and appropriate medical attention is not available within 3-4 minutes, then an employer is required to have a trained first aider on each shift.

The attached draft policy statement is to be used by those who do not expect an employee to assist co-workers and who meet the 3-4 minute medical response requirement.

10.1 Assisting Co-Workers in Medical Emergencies

To: All Employees

From:

Subject: Assisting Co-Workers in Medical Emergencies

The policy of this organization is that we do not expect, as part of any employee's duties, to assist a co-worker in a medical emergency. Since appropriate medical assistance is available within a reasonable time by calling the phone number posted at the job-site, employees are not required to assist co-workers.

The use of the First Aid Kits that may be available within our organization are for self-help. That is, an employee who is injured may use the materials in the first aid kit for self-administration.

Please note that if an employee uses a first aid kit to assist a co-worker (although such action is not required by anyone's duties) we would view this activity as a "Good Samaritan" act.

11. SUPERINTENDENT SELF-INSPECTION

It is our policy to reduce and eliminate hazard exposures that can lead to employee injury or property damage. Self-inspection is one way to provide a safe workplace for our employees.

Superintendents are required to make daily visual inspections of their work areas. Corrective action must be provided immediately if any hazards exist rear if any safety devices are not functioning properly. If the equipment can not be repaired before being used so that it is safe to use, then it must be removed from service.

Superintendents (or other assigned management representatives) are required to complete a Bi-monthly inspection of the work site using the forms furnished by our company. All work areas including office areas will be inspected using this form. If any hazardous conditions are noted, corrective action must be taken. If the corrective action is beyond our authority and/or capability, keep all employees away from the hazardous condition until it is corrected or controlled. Notify the project manager in writing to request corrective action. Superintendents are expected to follow up on reported hazards to make sure they have been eliminated or controlled.

All completed forms, signed and dated by the superintendent where indicated must be filed in the respective job folder on RCG's server.

Lack of appropriate inspections as well as falsification of inspection forms is a violation of company procedure and may be a civil and/or criminal violation of federal and/or state laws and/or regulations.

JOBSITE SAFETY INSPECTION CHECKLIST

PROJECT :
LOCATION:
INSPECTOR:
DATE:



ITEM	YES	NO	N/A	NOTES
Administrative/General				
Are subcontractor orientation checklist up to date?				
Are on site meeting minutes addressing safety issues?				
Are RCGs safety records and accident prevention programs on site or available? Is the information current?				
Do daily reports contain relevent safety issues				
Is first aid kit(s) onsite and location posted? Are the contents up to date?				
Are emergency contacts and hospital map posted?				
Are exit and evacuation options obvious?				
Are safety postings properly maintained and legible?				
Is trailer anchored and are steps and handrail maintained?				
Select one prime subcontractor - can they provide physical verification that a copy of their company's accident prevention program is on-site?				
COVID-19 Daily Health screening				
Personal Protective Equipment				
Are hard hats and proper footwear worn as necessary?				
Are proper safety vests being utilized and worn properly?				
Is eye and face protection being utilized as necessary?				
Is foot protection being worn where required?				
Are dusts masks or respirators being worn where necessary?				
Is hearing and hand protection being utilized as necessary?				
Is protective clothing being utilized?				
Housekeeping				
Are storage areas, aisles and walkways clear?				
Is the site office/trailer clean and organized?				
Are construction materials neatly piled and stacked?				
Are nails removed from lumber?				
Are refuse piles / dumpsters regularly removed or emptied?				
Have all spills been properly cleaned up?				
Are all but necessary veicles parked outside the building?				
Is there an adequate number of toilet facilities for number of personnel? Is there a safe path to each? Are they clean?				
Are all exits free and clear of obstruction?				

Have any required municipal fuel storage container inspections been completed?				
Is combustibile debris being accumulated outside the building?				
Is there more than 25 gallons of combustibile liquid stored on-sit? If so, are they being stored correctly?				
Does it appear that minimum lighting levels are being monitored (10 F.C. in working areas and 5 F.C. in non - working areas)?				
Are temporary roads available and in adequet condition for emergency vehicles?				
Fire Protection / LPG				
Does your project require a fire prevention program?				
Is a source(s) of water for fire protection clearly identifiable?				
Are fuels being stored in properly labeled containers?				
Are "No Smoking" rules being observed?				
Are fire extinguishers on-site and charged?				
Are liquid propane gas (LPG) containers properly stored?				
Are air horns at stairwells?				
As fire extinguishers at stairwells?				
Ladders and Scaffolding & Aerial Lifts				
Have damaged ladders been removed and tagged?				
Do ladders reach 3 ft above landing and properly secured?				
Are ladders set at proper slope and on stable surface?				
Is platform of a stepladder being used properly, and not as a step?				
Has a competent person been identified for scaffolding?				
Are scaffolds on sound, rigid surfaces?				
Are scaffolds secure and stabolized as required?				
Are guard rails, mid rails, toeboards installed as required?				
Are screens installed where persons pass under scaffold?				
Is planking scaffold grade, good condition, and installed correctly?				
Have any RCG provided roof access ladders been installed and maintained?				
Does is appear that fall protection methods are being utilized as required?				
Are lifts being utilized properly for task being completed?				
Is fall protection being utilized in aerial lifts?				
Material Handling and Disposal				
Are materials stored according to their fire characteristics?				
Are propper lifting procedures being practiced?				
Are chutes over 20' enclosed to exterior of a building?				
Are material drop areas barricaded and posted?				
Concrete and Masonry Construction				

Is all exposed reinforcing steel capped as required?				
Are masonry walls braced as required and signage posted?				
Fall Protection				
Is fall protection being used as required?				
Are guardrails installed and properly set?				
Are perimete cables installed and flagged as required?				
Are safety nets installed and properly set?				
Are slab bars a trip hazard at entry / front stoops?				
Are roofing warning lines properly installed and maintained?				
Are "HOLES" properly covered and marked?				
Are wall openings properly protected?				
Are Lower levels protected from falling objects?				
Are fall protectoin devices being used in aerial lifts?				
Are RCG employees properly trained for PPE being used?				
Electrical				
Are lights protected from breakage?				
Are temporary lights properly suspended?				
Are extension cords grounded and correctly rated for use?				
Have damaged cords been removed?				
Are extension cords properly hung & flagged?				
Are energized electrical panels properly guarded & covered?				
Are ground - fault circuit interpreters (GFCI) in use?				
Are overhead lines properly supported and flagged?				
Tools				
Are air line connections secure?				
Are electrical tools properly grounded?				
Does all equipment and tools have required guards in place?				
Compressed Gas, Welding and Cutting				
Are cylinders stored upright with cans secured?				
Are cylinders stored in a safe location?				
Are different cylinders stored proper distance apart?				
Have damaged cable, regulators, guages been removed?				
Cranes, Riggings, Mechanized Equipment				
Has swing radius of rotating machines been barricaded?				
Are backup alarms working on equipment where required?				
Are clearances to overhead powerlines being maintained?				
Do lifting hooks have safety latches?				
Have defective slings been removed from service?				
Are nylons slings being protected from cutting?				
Are universal crain signals being posted?				
Excavating and Trenching				
Have underground utilities been located and staked?				
Are excavations guarded, shored/sloped as required?				

Are materials a proper distance from edge of excavation?				
Are daily excavations inspections being documented by a competent?				
Do trenches/ excavations have required means of exit?				
Special Requirements				
Is a lock out / tag out procedure required for this project? If so, is procedure in place?				
Does the project require work in confined space(s)? If so, is a procedure in place?				
Please Note: The above checklist is a general site safety review which does not relieve the subcontractor from their responsibilities to meet and abide by MIOSHA/OSHA safety requirements.				
Superintendent's Signature:			Date:	

12. PROJECT SITE SPECIFIC SAFETY PROGRAM

The owner, construction manager or general contractor will conduct a pre-bid meeting to discuss and explain the project site safety program. This program should include at minimum the following:

A. Purpose Of The Plan

The purpose of this Construction Safety and Health Plan is to establish practices and procedures to protect construction personnel and others during construction on the site.

B. Applicability

The provisions of the plan are mandatory for contractors and subcontractors engaged in any on-site construction activities.

C. Site Description

1. Proposed Project
2. Site Description and History
3. Risk Evaluation

D. Emergency Information

1. Emergency Contacts
 - Police
 - Fire
 - Ambulance

E. Site Safety Work Plan

1. Designation of Site Safety Coordinator (**Superintendent**)
2. Recordkeeping Responsibilities
3. First Aid/Bloodborne Pathogens
4. Excavation/Trenching
5. Demolition
6. Responsibility for Fall Protection
 - Guard Rails (top rail, mid rail, toe boards)
 - Scaffolds
 - Ladders
 - Safety Nets

7. Responsibility for Lead Determination and Abatement
8. Personal Protective Equipment
 - Hard Hats
 - Gloves
 - Safety Glasses/Goggles
 - Work Boots
 - Safety Belts and Lanyards
9. Fire Protection and Prevention
 - Fire Extinguishers
 - Storage and Use of Flammable and Combustible Liquids
10. Material Handling, Storage Use and Disposal
11. Tools - Hand Power
12. Welding and Cutting
 - Storage and Use of Oxygen and Acetylene Tanks
13. Electrical
 - Ground Fault Circuit Interrupters
14. Heavy Equipment/Fork Lifts
 - Crane Management Plan
15. Respiratory Protection Program
16. COVID-19 Prevention Plan

13. **DRUG AND ALCOHOL PROGRAM**

Ronnisch Construction Group LLC ("RCG") is committed to providing a safe and productive work environment for its employees and others having business with RCG. This policy is aimed at ensuring a safe work environment and outline specific responsibilities, requirements, and expectations to adequately mitigate the workplace risks associated with drugs and alcohol. Notwithstanding anything to the contrary herein, as this Policy relates to subcontractors, this Policy is subordinate to any union agreements.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs (including prescribed use in a manner that creates a health or safety risk) while on company or client premises or while performing services for RCG is strictly prohibited. RCG also prohibits reporting to work or performing services while impaired by the use of alcohol.

Drug and alcohol abuse testing may be conducted in the following situations:

- **Pre-employment testing:** As required by RCG for prospective employees who receive a conditional offer of employment.
- **Project or position assignment testing:** Pre-assignment testing as required by clients for specific projects or for any safety-sensitive positions.
- **For-cause testing:** Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employees job performance or after a workplace accident causing property damage or injury.
- **Random testing:** As required by federal or state law, as required by clients for specific projects, or for any safety-sensitive positions.

Ronnisch Construction Group reserves the right to request a drug test be completed at any time during your employment. Refusal to be tested for drugs or alcohol will be treated the same as a positive test result. RCG will pay for the cost of the testing of RCG employees. Subcontractors will pay for the cost of the testing of their own employees.

Drug testing shall be performed using a certified collector to collect the urine specimen then sent to a certified laboratory for analysis. The testing lab will retain samples in accordance with State law, so that an employee and/or subcontractor may request a retest of the sample at his/her own expense if the individual disagrees with the test result.

Drugs Being Screened For

- Amphetamines, Barbiturates, Benzodiazepines, Opiates, Cannabinoids, Cocaine, Methadone, Methaqualone, Phencyclidine (PCP), Propoxyphene, and chemical derivatives of these substances.

Right to Review Records. Employees and subcontractors have a right to obtain copies of all test results from the testing laboratory. When the individual disagrees with the test results, the individual may request that the testing laboratory repeat the test. Such repeat test shall be at the expense of the individual.

Violation of this policy will result in suspension from jobsite and disciplinary action up to and potentially including immediate termination.

Confidentiality will be maintained to the greatest extent possible, and disclosure will be restricted to where it is necessary for related health and safety concerns. Only information relating to the level of functionality may be shared with supervisors and for the sole purpose of appropriate work accommodations, and/or work re-entry initiatives.

To the extent that any federal, state, or local law or regulation limits or prohibits the application of any provision of this policy, that particular provision will be ineffective in that jurisdiction only, while the remainder of the policy remains in effect.

RCG reserves the right to modify, amend, or discontinue this policy and procedure at anytime as deemed necessary.

14. INCIDENT INVESTIGATION FORMS

14.1 Incident/ Accident Report



Incident / Accident Report

Date of Report:

Project::

Project Number:

Date of Occurrence:

Weather

8:00AM _____

1:00PM _____

Temperature

8:00AM _____

1:00PM _____

Wind

8:00AM _____

1:00PM _____

Information of Person(s) involved in Accident:

Name: _____ Age: _____ Sex: _____

Employer: _____

Equipment Involved: _____

Treatment needed/administered and by whom: _____

Description of incident/accident:

Witnesses (if any):

Corrective action required:

15. **HAZARD SPECIFIC POLICIES**

To further ensure the safety of our employees and ensure compliance with specific requirements that may be mandated under local, state or federal regulations, **Ronnisch Construction Group** has attached the following MIOSHA's Construction Safety and Health Standards link for your quick access. This is designed to address specific hazards in the workplace. These plans will be updated periodically as indicated by law and whenever there is a standard revision.

https://www.michigan.gov/leo/0,5863,7-336-94422_11407_15368-39938--,00.html



FLEET SAFETY PROGRAM

Summary Statement

It is the policy of the company that our passenger vehicles will be used only for company business and will be operated only by authorized persons who meet the driver criteria in our vehicle safety program.

This policy applies to our company-owned vehicles and private or rental vehicles authorized for use on company business.

All employees must comply with federal, state and local laws and policies and be “job-ready” when they are on company business. Job-ready means that employees must be physically and mentally able to do their jobs. Employees must not use intoxicants, drugs or medications that could impair their judgment or ability to drive. Managers and supervisors have the right to determine an employee’s job readiness.

Employees who drive on company business must have a valid drivers’ license and a satisfactory driving record.

Violations of this policy may result in revocation or restriction of employee authorization to drive a company-owned or private vehicle on company business, reassignment, demotion, suspension or dismissal.

All employees must sign a statement stating that they have read and understand this policy and the consequences for violating it.

Roles & Responsibilities

DESIGNATE A FLEET COORDINATOR

This person may be the owner, office manager, supervisor or designated fleet coordinator. The Fleet Coordinator must verify, in writing, that employees have valid drivers’ licenses and are qualified to operate company vehicles before they begin driving on company business. The Fleet Coordinator should have knowledge of fleet policies and standards and be able to communicate well with drivers and management on matters related to fleet safety.

The Fleet Coordinator is responsible for ensuring that employees under their direction comply with all elements of this policy.

EMPLOYEE RESPONSIBILITIES

Employees who drive on company business must adhere to all parts of this policy. Employees must use and require seat belts to be worn by their passengers.

Employees who drive on company business must have a current, valid license for the vehicles they drive. Licenses will be photocopied and kept in employees’ files.

SAFETY COMMITTEE RESPONSIBILITY

The company safety committee must investigate any incident that involves a company vehicle. The purpose of the investigation is to identify the cause of an incident and to determine how it could have been prevented – not to assess fault.

Fleet Vehicle Policies and Agreements

DRIVING FOR BUSINESS PURPOSES

Any Employee who drives a company vehicle or a personal vehicle for business purposes, must abide by the rules and guidelines of Vehicle Use Agreement and any supplemental agreements, i.e. Distracted Driving Agreement.

USE OF PERSONAL VEHICLES FOR COMPANY BUSINESS

Designated employees may be called upon to drive their personal vehicles on company business. Unsafe acts or motor vehicle record (MVR) infractions picked up on personal time will still be considered as counting against the employee's record and may disqualify the employee from driving and require a move to a non-driving position or potentially termination of employment.

Financial Responsibility for Personal Vehicles (Company Non-Owned Vehicles)

Employees who drive personal vehicles on company business must provide evidence of automobile liability insurance with minimum limits of no less than \$250,000 single limit. Policy must also be rated to include business use. A current certificate or proof of insurance must be kept in the employee's file and will be updated annually.

This company does not provide liability insurance for employees who use their own vehicles on company business. Employees who use their personal vehicles on company business are responsible for all liability resulting from use of their vehicles.

Any employee who drives a personal vehicle on company business and who does not maintain insurance coverage on that vehicle may be reassigned to a non-driving position or, if a non-driving position is not available, may be terminated.

The company will not provide any physical damage coverage for a personal vehicle. All repairs will be the responsibility of the employee. Vehicles are expected to be kept in roadworthy condition and in compliance with applicable motor vehicle law

Vehicle Use Agreement

Employee Name:

License number:

State issued:

USING PERSONAL VEHICLES FOR COMPANY BUSINESS

Authorization to use a personally owned vehicle for company business is permitted under the following conditions:

- ▶ Employees and passengers must wear seat belts while the vehicle is in motion.
- ▶ Employees must have the appropriate license to operate their vehicles.
- ▶ Employees must provide proof of insurance upon hire and each time their policy is renewed or updated.
- ▶ Employees must provide a copy of their insurance certificates to their supervisors.
- ▶ Employees must notify this company of all vehicle accidents or violations involving vehicles driven on company business.
- ▶ This company is authorized to review the driver's MVR as long as the driver is a company employee.
- ▶ The vehicle owner is responsible for mechanical repairs.
- ▶ Employees are not allowed to operate vehicles while under the influence of alcohol, drugs, or other medications that could impair their ability to drive safely.
- ▶ Employees must comply with all state and federal laws and regulations at all times.

I have read, understand, and agree to comply with this Vehicle Use Agreement.

Employee's signature and date: _____

Distracted Driver Agreement

Safety is an important goal of the company, and your support of this goal includes avoiding activities that may be considered distractions while operating any vehicle for business purposes. This may include, but is not limited to: eating, over-reaching for stored materials, reading paperwork, or using electronic equipment. Our company encourages drivers to use good judgement and not be distracted while operating motor vehicles.

Your primary responsibility when driving a motor vehicle for our organization is driving the vehicle safely.

I have read and will comply with this distracted driving agreement.

Employee's signature and date: _____

Employee Warning Notice

Employee _____

Supervisor _____ Date _____

Previous Warnings

Oral

Written

Date

By Whom

1st Warning _____

2nd Warning _____

3rd Warning _____

Employer Statement

Employee Statement

Date of incident ____/____/____ Time _____

I ____ agree ____ disagree with Employer's

Statement. The reasons are: _____

_____/_____/_____
Employee Signature Date

Action to be taken:

__Warning

__Probation

__Suspension

__Dismissal

Other: _____

Consequences should incident occur again: _____

I have read this warning and understand it.

_____/____/____

Employee Signature

Date

_____/____/____

Supervisor Signature

Date

DRIVING STANDARDS

This company uses the following standards to screen employees' driving records over the past 36 months for violations and at fault accidents.

- **2 non-serious moving violations/at fault accidents:** Employee will receive a letter of reprimand.
- **3 non-serious moving violations/at fault accidents:** Employee will receive a letter of reprimand and be suspended without pay for one day and must successfully complete a driver improvement course.
- **4 or more non-serious moving violations/at fault accidents:** Employee may either be reassigned to a non-driving position if available, or, if a non-driving position is not available, the driver may be terminated.
- **1 or more serious moving violations:** Employee may either be reassigned to a non-driving position if available, or, if a non-driving position is not available, the driver may be terminated.

Non-Serious moving violations to include but not limited to:

- Fatigue, falling asleep at the wheel.
- Exceeding posted speed limit less than 20 MPH over posted speed.
- Following too closely (tailgating).
- Failing to signal intentions.
- Failing to Yield Right of Way
- Improperly backing the vehicle.
- Disregarding stop signs or signals.
- Improper lane changes.

Serious moving violations to include but not limited to:

- Committing involuntary manslaughter or criminally negligent homicide.
- Attempting to elude a law officer or hit/run.
- Operating a vehicle while operator's license is suspended or revoked.
- Operating vehicles under the influence of alcohol or drugs.
- Reckless or careless driving
- Speed contest or racing

Any other conviction that shows a significant disregard for traffic safety

Reporting incidents involving motor vehicles

Employees or their supervisors are responsible for completing and filing all necessary reports within the time periods required by this policy.

Employees must immediately notify their supervisor of any accident, collision, or vandalism.

Employees or their supervisors must immediately report to the Fleet Coordinator all collisions, accidents, or vandalism involving vehicles they use on company business.

If the incident results in injuries or fatalities, employees or their supervisors must report them to the Fleet Coordinator immediately after ensuring the injured have or will receive necessary medical treatment.

Employees or their supervisors, must forward copies of all vehicle accident forms to the Fleet Coordinator within 24 hours of the accident.

Employees involved in vehicle crashes should discuss details of the incident *only* with police officers, appropriate state officials, or representative of the company's insurance carrier. Drivers are prohibited from signing or making any statements regarding responsibility for vehicle crashes.

Vehicle Accident Investigation Report –Supervisor Form

Part I - General information

1. Location	2. Driver Name	3. Department	4. Age
5. Date of Accident	6. Time AM PM	7. How long has driver been employed? Years: Months:	
8. Exact Location of Accident			

Part II - Description of Accident (Describe what happened - who was involved - where - when - why - how)

9. Describe the accident
Witness statement/information:

Part III - The Cause of the Accident (also complete page 2 of this form)

10. What did our driver or any other employee do or fail to do, that contributed to this accident?

Part IV - Corrective Action Taken

11. What is being done to prevent a re-occurrence? (Be specific. List definite steps taken. Avoid vague or meaningless answers such as "Told driver to be more careful," etc.)

Part V - Management Review

12. Preventable by Driver Yes No

Signature of Supervisor

Date

Signature of Fleet Coordinator

Date

17.0 MOBILE CRANE SAFETY PROGRAM

Ronnisch Construction Group (RCG) is dedicated to providing employees and others a safe working environment on projects in which we are involved. The practice of diligence, good judgment and common sense by all project team members helps to create an environment in which the occurrence of accidents is substantially reduced. RCG has established this Crane Action Plan to promote crane safety, document crane inspections, coordinate all aspects of the crane set-up and use, verify operator training, and to verify the weight of the loads being lifted does not exceed the capacity of crane. Any subcontractor performing work, which requires installation, set-up and/or use of any cranes, must be performed in accordance with this plan. By contract, all of RCG's subcontractors and suppliers are obligated to comply with the contents of this Crane Action Plan.

This Crane Action Plan has been formulated to govern the activities of all personnel involved with crane set-up and use on this project. The goal of this plan is to eliminate costly crane mishaps from occurring by planning for each crane lift.

Purpose:

To establish and implement a comprehensive crane safety program for the protection of personnel and property.

Objectives:

- To eliminate all crane failures and mishaps.
- To identify that the crane will be operated by a Certified Crane Operator (CCO).
- To pre-plan various aspects of the crane lift.
- Document crane inspections.
- Verify that load weights to be lifted will not exceed the crane's capacity and line configuration.

Definitions:

Competent Person: One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate the hazards.

Qualified Person: One who, by possession of a recognized degree, certificate, professional standing, or who by extensive knowledge, training and experience, successfully demonstrated the ability to solve/resolve problems relating to the subject matter, the work, or the project.

Scope:

This plan applies to all work on any RCG project where a crane (including overhead and gantry cranes) is put in use. In addition to this plan, the manufacturers' recommendations will be reviewed prior to installation/setup and use of crane. Furthermore, the manufacturers' recommendations and requirements for the crane being used must be complied with.

Procedure:

General Requirements

1. All manufacturer's procedures and prohibitions shall be followed when assembling and disassembling cranes and/or equipment.
2. The assembly/disassembly shall be directed by the subcontractor's designated competent and qualified person (A.K.A: Lift Director). A Pre-Task and/or assembly plan shall be developed prior to beginning the work.
3. The work zone of the crane shall be identified (360 degrees around the crane up to the maximum working radius) along with any power lines that may be within 20' of the crane or loads. If it's determined that any part of the crane, load line, or load could get closer than 20' to a power line, at least one of the following measures shall be taken:
 - a. Ensure power lines have been de-energized and visibly grounded.
 - b. Ensure no part of the crane, load line, or load get closer than 20'.
 - c. Determine the line's voltage and minimum approach distance permitted in the below table.
 - d. Note: If using B., or C., additional measures must be in place.
4. All equipped crane safety devices shall be in working order before the work operation begins. If a device is to be found defective, NO WORK shall begin until serviced and repaired.
5. The crane operator has the authority to stop and refuse to handle or lift any load if an unsafe situation or condition exists during the work operation. Lifting will resume only when approved by the work operations qualified person (A.K.A: Lift Director).
6. A designated signal person (other than those directly receiving the work) shall be provided when:
 - a. The point of operation is not in full view of the operator
 - b. The view is obstructed when the crane is traveling
 - c. The operator or the person handling the load determines it's necessary due to project specific concerns.

7. The swing radius of the crane shall be marked and identified to prevent accidental pinch/crush incidents to employees.
8. A CO2 or dry chemical fire extinguisher shall be kept in the crane cab or crane vicinity.

17.1 Documentation of Crane Inspection

1. Annual inspections must be completed by a qualified person, with documentation submitted to RCG before use of crane. The current annual inspection must be maintained for 12 months in its entirety with the crane.
2. Monthly inspections conducted by a qualified person (only requires competent person, normally the crane operator) must be completed with the current monthly inspection documentation submitted to RCG prior to the use of the crane. Subsequent monthly inspection, conducted by a competent person, must be submitted to RCG for the duration of time the crane is on the project. In addition, the previous 3 months of inspection reports must be maintained with the crane at all times.
3. Initial (Assembly or Mobilization) Inspections must be completed with documentation submitted to RCG.
4. Daily (called Shift inspections, 2 per day if running 2 shifts per day) inspections must be completed by a competent person with documentation submitted to RCG at the end of each week. Any Non-Compliance found during the Daily Inspection MUST be corrected and reported to RCG before operating the crane. Contractors may use their own forms provided they meet or exceed the manufacturer's inspection guidelines.
5. Whenever the crane is modified/repaired/or adjusted while on the project an additional inspection conducted by a Qualified Person must be conducted with documentation submitted prior to crane being put back into use. Any modifications require the crane manufacturer to provide written approval.

Crane Operator Certification

1. The Contractor must employ a Certified Crane Operator (CCO) who possesses a valid certification from one of the following accredited training centers:
 - National Commission for the Certification of Crane Operators (NCCCO)
 - Operating Engineers Certification Program (OECF)
 - National Center for Construction Education and Research Crane Operator Certification (NCCER)

The crane operators employer verification documentation should also be collected prior to any lift.
2. The Operators Certification designation must match the crane type that is being used to perform the lift.

Pre-Lift Meeting

1. 1.All Contractors, subcontractors, and Crane Rental Companies involved with any lifting operation must attend this meeting.
2. The meeting will address the Safety Policies and Procedures, Pre-Task Analysis, Safety Expectations for the project, review of the manufacturer's recommendations, and how the weight of the load is being verified. Crane documentation will be reviewed and discussed at this time.
3. The Operator(s) must be present at the meeting to provide input and understand the safety criteria for the Project. The Operator's CCO card will be reviewed at this time.
4. Subcontractor and Crane Operator must prepare a Pre-lift Plan and Pre-Task Analysis prior to the crane being put in use. The Pre-Task Analysis (PTA) will be reviewed, communicated, and signed off by all parties involved with the lift. A Copy of the PTA will be given to RCG for review.
5. All manufacturer procedures applicable to the operational functions of the crane, including any attachments (i.e. jib) shall be complied with.
6. The operator shall have access to the procedures applicable to the work operation of the crane. This will include rated capacities (load charts), recommended operating speeds, special hazard warnings, instructions, and the operator's manual.
7. The Safety Disciplinary Action Plan will be discussed. The Disciplinary Actions for a Crane related incident involving Personal Injury, Property Damage, or a "Near Miss" will Include:
 - The Operator will be removed from the Project if the incident was a result of Operator Error as determined by the accident investigation.
 - The Subcontractor and/or the Crane Rental Companies must remove the Crane from the Project for 90 days. The RCG Executive may waive this restriction. The Crane must undergo a new annual inspection by a qualified person before it can be placed back into service.
 - The Subcontractor and/or the Crane Rental Companies must complete an Action Plan to prevent reoccurrence. This Action Plan will be reviewed by RCG Corporate Safety Director.

Load Verification

1. All subcontractors and operators must be able to provide confirmable documentation that the load being lifted will not exceed the crane's rated capacity for the configuration in use.
2. Safety devices and operational aids such as Load Moment Indicators (LMI's) are never to be manually over ridden for any reason while making lifts.

3. All Cranes must be equipped with the manufacturers Load Chart. This can be verified via comparing serial numbers from the crane to the load chart.
4. The Operator or Lift Director, during the pre-lift meeting, shall provide load chart calculations for the loads being lifted based on crane configuration.
5. The manufacturer shall approve all modifications to the crane that may affect the capacity or safe working operation of the equipment. The approval shall be written to be recognized.
6. Note: Crane mishaps that are the result of failing to verify the load weight being lifted does not exceed the crane's rated capacity will result in disciplinary action, which may include permanent removal from all RCG projects.

17.2 Critical Lifts

A critical lift is any lift that exceeds 75% percent of the crane's capacity at the working radius, requires the use of more than one crane, a dollar value greater than \$50,000, a load weight of 25 tons or greater, or involves special hoisting equipment (such as hoisting personnel, pick and carry) . A critical lift requires extra emphasis on planning due to the small margin of error and serious consequences of any mistake. RCG Corporate Safety Director must be made aware of any critical lifts taking place and a copy of the PTA must be provided for review by the corporate safety department prior to the lift.

Critical Lift Considerations

- Pre-Lift meeting with written Pre-Lift Plan and Pre-Task Analysis is mandatory for all critical lifts.
- The Ground must be compacted and stable (should be done for all lifts).
- Determine the soil-bearing capacity and document it (should be done for all lifts).
- Determine overhead conditions such as power lines (should be done for all lifts).
- Determine in advance the weather conditions that will cancel the lift (e.g. wind speed, visibility, rain, lightning)
- What wind speed can the crane lift at and do it safely. (Refer to owner's manual)
- Determine the exact weight of the load (this is extremely important)
- Determine weights of rigging, hoist line, and crane hook.
- Make sure the crane is level within manufacturer's specifications before lifting.
- Designate a qualified signal person. Proof of training must be submitted to RCG.
- Designate one person (A.K.A: Lift Director) who has the ultimate authority to make the "go/no go" decision of the lift.
- Stick to the lift plan and Pre-Task Analysis.
- All rigging shall be inspected prior to each use.

Crane Support Requirements

In order for the crane to support the load, the ground must be compacted, stable, and capable of supporting the loaded crane. The ground bearing pressure generated by outriggers is very high. On certain lifts, much of the total weight of the crane and load can be transmitted to one outrigger. Since the area of the outrigger float is relatively small, it generates high pressure. With this being the case, RCG is requiring the use of use of outrigger cribbing or mats for all crane lifts on all projects. Outrigger cribbing will be required on all surfaces including concrete. Minimum outrigger cribbing is 4" thick hardwood or equal.

As a minimum the following formulas are offered for Outrigger Cribbing/Blocking on average soil:

Crane Capacity in tons / 5 = Area of Cribbing/Blocking in Square Feet

Examples:

20 Ton Capacity = 4 SQ FT of cribbing/blocking ($20/5 = 4$)

30 Ton Capacity = 6 SQ FT of cribbing/blocking ($30/5 = 6$)

100 Ton Capacity = 20 SQ FT of cribbing/blocking ($100/5 = 20$)

The subcontractor is responsible for confirming the ground pressures (via the manufacturer of the crane) exerted during the entire lifting process do not exceed what the ground is capable of supporting.

Rubber Tire Requirements

Rubber tire lifts (without the use of outriggers) are only allowed if the crane comes equipped with a rubber tire load chart. Outriggers shall always be used whenever the crane is performing a pick in a stationary location unless the outriggers cannot be used due to area restrictions.

Qualified Rigger

All subcontractors that will be lifting material over people or property in the fall zone must provide documentation that the workers performing the rigging activities meet OSHA's definition of a Qualified rigger.

Qualified Signal Person

All Signal Person's performing signaling activities to crane operator(s) via hand signals, audible, spoken, standard or nonstandard signals must provide documentation that they are qualified to do so.

Documentation of training must be submitted as part of the Crane Action Plan.

Airport Erection (FAA Requirements)

Any crane or other temporary fixture with the potential to be an aeronautical hazard, as defined by FAA AC 70/7460 must have FAA Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) approval via the Form 7460-1 (Notice of Proposed Construction or Alteration) application process, prior to use or erection of such equipment.

For on airport construction the contractor shall supply all required information to the Airport Engineering and Planning Division who shall file the Form 7460-1.

Additional requirements shall include:

- All cranes and high elevation devices shall fly a 3 foot square orange and white flag during daylight.
- Cranes, other high elevation devices and temporary structures 100 feet or more in height, or those of any height that will remain erected during the nighttime or when visibility is less than 1 mile, shall have a continuously operating beacon type flashing red warning beacon. An approved Form 7460-1 is required.
- If not approved for nighttime operations, cranes, other high elevation devices and temporary structures shall be lowered prior to legal sunset and not raised prior to legal sunrise.

Job Safety Analysis Worksheet

Number:		Job:		Date: 6-23	
Page -1 of 2		Supervisor:		Plant / Facility:	
Skills Required: Ability to select and inspect approved and appropriate rigging hardware for the load to be lifted. Ability to rig a load and use approved and appropriate hand signals to safely direct a crane operator to lift and transport a load to a designated lay down area without contacting any obstruction		Reviewed By:		Analysis By: Jason Haney	
				Approved By: Jason Haney	
Required Personal Protective Equipment: Hardhat, safety glasses					
Tools and Equipment Required: rope, synthetic slings, defective and approved rigging hardware, overhead or mobile crane, loads to be rigged and lifted					
Job Preparation: Warning lines on barricades will be set for leading edge. Proper hand signals/radios to be used while setting. Proposed 3 setting points and must move warning line to areas affected. Caution tape off area underneath while setting and have spotter.					
Hazardous Materials:			Special Requirements: Reviewed with foreman and trades		
Number	Sequence of Basic Job Steps	Potential Accidents or Hazards	Recommended Safe Job Procedures		
1.	Receive crane operator certificate and crane maintenance manual	General review of jobsite and documentation	1. Remove any object posing a hazard 2. Select alternate load path if possible or brief on the location of the obstacle and how to maintain proper clearance 3. Clear obstruction. 4. Warning lines set up and spotter inside building 5. Check for stable ground for outriggers		
2.	The participant selects and inspects rigging hardware to use for the load to be rigged and lifted.	1. Sharp edges on identified loads, wire rope slings, and related rigging hardware. (CW) 2. Selection of defective rigging hardware	1. Use approved gloves for hand protection, safety glasses for eye hazards, and hardhat for head protection at all times when in the work area. 2. Select approved hardware without defects (selection of damaged hardware results in failure of the exam)		

1. Struck By (SB)
2. Struck Against (SA)
3. Contact By (CB)

4. Contact With (CW)
5. Caught On (CO)
6. Caught In (CI)

7. Caught Between (CBT)
8. Foot Level Fall (FLF)
9. Fall to Below (FB)

10. Overexertion (OE)
11. Exposure (E)

Job Safety Analysis Worksheet

3.	Attach rigging hardware to the load and complete the Rigging Card prior to lift	<ol style="list-style-type: none"> 1. Selection of hardware under-rated for the load. 2. Unstable hitch for the load. 3. Slings contacting sharp edges 	<ol style="list-style-type: none"> 1. Determine Rigging Limited Capacity as Configured prior to lift, and select rigging hardware rated for the loads to be lifted.(selection of under-rated hardware results in failure of exam) 2. Rig with different hitch 3. Use softeners or edge protectors as appropriate 4. Determine Load Drop Zone.
4.	Use proper hand signals to raise load slightly and check balance or use radios	<ol style="list-style-type: none"> 1. Unstable load 	<ol style="list-style-type: none"> 1. Reattachment of slings and rigging hardware to ensure the load is properly balanced. 2. Selection of different hitch if need to balance load. (Only one attempt to re-rig will be granted and at this step only). Repeat previous steps.
5.	Attach tag line and use proper hand signals to lift move and land the load or use radio	<ol style="list-style-type: none"> 1. Load drop causing employee injuries or equipment contact/damage. (SB), (SA), (CBT) 	<ol style="list-style-type: none"> 1. Set up LDZ, load path and lay down areas for each lifting exercise. 2. Be sure that no employee is not caught between the load and an object, or is under the load at anytime. 3. Use a tag line to control load while being lifted or moved. 4. Use proper hand signals to direct load movement..
6.	Detach, inspect and store rigging equipment	<ol style="list-style-type: none"> 1. Storage of damaged equipment 	<ol style="list-style-type: none"> 1 Use of proper inspection criteria
7.			
8.			
9.			
10.			

1. Struck By (**SB**)
2. Struck Against (**SA**)
3. Contact By (**CB**)

4. Contact With (**CW**)
5. Caught On (**CO**)
6. Caught In (**CI**)

7. Caught Between (**CBT**)
8. Foot Level Fall (**FLF**)
9. Fall to Below (**FB**)

10. Overexertion (**OE**)
11. Exposure (**E**)



SUBCONTRACTOR SAFETY ORIENTATION CHECKLIST

Project: _____

Project No.: _____

Sub (Contractor): _____

Date: _____

Ronnisch Construction Group is committed to safety and health on all its projects. Employees may review their rights by reading the M.I.O.S.H.A. documents posted on this Project. All Employees and (Sub) Contractor Employees shall be made aware of the following Project Safety Rules:

1. A copy of the (Sub) Contractor's written Safety Program will be kept on the job site. (Sub) Contractor shall make available and explain Project Safety Rules to all employees working on this site.

(Sub) Contractors Designated Safety Representative (Sub) Contractors responsible first aid person/persons with current first aid training.
2. All (Sub) Contractors, before beginning work on job site, shall have given their employees proper safety training and instruction or training if required in the use of tools or equipment to be used in the performance of their duties.
3. Any accident, injury, or an unsafe condition must be reported to your supervisor immediately. All (Sub) Contractors on this Project are required to maintain an M.S.D.S. on the job site and to train its employees in the identification and safe handling of hazardous chemicals. (Sub) Contractor is responsible to inform other employees of any precautionary measures that need to be taken to protect employees. M.S.D.S. will be kept on the jobsite by the Co. Safety Rep.
4. This Project is a hard hat job site (as required by M.I.O.S.H.A.).
5. Eye, face and ear protection must be used when cutting, grinding, chipping burning, welding, air cleaning, or using power actuated tools. Personal protective equipment shall be maintained and kept clean.
6. Proper work clothing that covers the entire body and work boots are required; no tank tops, shorts, cutoffs, street shoes, or gym shoes.
7. The use or conveyances of alcohol or illegal drugs will be grounds for immediate removal from this Project.
8. Pranks, horseplay, or any action endangering others is not allowed and will be grounds for immediate removal from this Project.
9. Mobile scaffolds on casters with work platforms four (4') feet or higher will use a guardrail system. Casters should be locked on rolling scaffold.
10. Safety harnesses, lanyards, rope grabs, and lifelines will be used above six (6') feet as required by M.I.O.S.H.A.
11. Compress gas cylinders must be properly stored in an upright position.
12. All ladders and scaffolds must be properly erected and used. Any broken or defective ladder and/or scaffold must be taken out of service and off the project.
13. Housekeeping: all work areas, walkways and stairs must be kept clear of debris and loosely scattered materials. DAILY clean-up and material organization is required by all (Sub) Contractors. (Sub) Contractors that fail to comply may be back-charged for clean-up without further notice @ \$100.00 per hr. ++.
14. All tools and equipment must be kept in good working order, with guards and safety devices in place. Defective tools must be taken out of service.
15. Only authorized personnel may operate equipment. No riding on material handling equipment is permitted.
16. All gasoline brought onto the Project will be contained in M.I.O.S.H.A. approved safety cans. Machines being refueled will be shut off. There will be no smoking or open flames around flammable liquids.
17. Safety devices and guard systems must be replaced if removed for work operation. This includes barricades, guardrails, covers, and warning tape.
18. Any area where burning or welding is being done must be cleared of combustibles and a fire extinguisher provided.
19. All electrical tools, equipment, and cords must be checked daily and items found defective taken out of service until repaired.
20. Weekly Safety Meetings will be held by all (Sub) Contractors on this Project, and minutes, or copies of forms, will be turned into Ronnisch Construction Group.
21. Operators Manuals are required to be readily available for all equipment used on site. Cranes, boom trucks, excavators, etc., are required to have an annual inspection report either in the machine or onsite and readily available.
22. All excavations on this site will comply with M.I.O.S.H.A. regulations, especially proper bank repose and egress to excavation after four (4') foot in depth. Protective systems to be considered include sloping, benching, trench box, and shoring for angle of repose.
23. Portable in line ground fault interrupters ("GFI") will be used as required for electrical power tools used outside or inside, including an extension cord connected to permanent power without power GFI protection.
24. (Sub) Contractor employees must comply with the above and all safety and health rules issued by M.I.O.S.H.A., Michigan Department of Public Health, the Project Owner, and Ronnisch Construction Group.
25. (Sub) Contractors may be subject to a back charge on a processing fee, in the event that a contractor's safety non-compliance requires the Ronnisch Superintendent to issue a safety hazard notification.
26. Review the RCG COVID-19 Exposure Prevention Plan

(SUB) CONTRACTORS or (SUB) CONTRACTOR'S REPRESENTATIVE SIGNATURE



Incident / Accident Report

Date of Report:

Project::

Project Number:

Date of Occurrence:

Weather

8:00AM _____

1:00PM _____

Temperature

8:00AM _____

1:00PM _____

Wind

8:00AM _____

1:00PM _____

Information of Person(s) involved in Accident:

Name: _____ Age: _____ Sex: _____

Employer: _____

Equipment Involved: _____

Treatment needed/administered and by whom: _____

Description of incident/accident:

Witnesses (if any):

Corrective action required:

Job Safety Analysis Worksheet

Number:		Job:		Date: 6-23	
Page -1 of 2		Supervisor:		Plant / Facility:	
Skills Required: Ability to select and inspect approved and appropriate rigging hardware for the load to be lifted. Ability to rig a load and use approved and appropriate hand signals to safely direct a crane operator to lift and transport a load to a designated lay down area without contacting any obstruction		Reviewed By:		Analysis By: Jason Haney	
				Approved By: Jason Haney	
Required Personal Protective Equipment: Hardhat, safety glasses					
Tools and Equipment Required: rope, synthetic slings, defective and approved rigging hardware, overhead or mobile crane, loads to be rigged and lifted					
Job Preparation: Warning lines on barricades will be set for leading edge. Proper hand signals/radios to be used while setting. Proposed 3 setting points and must move warning line to areas affected. Caution tape off area underneath while setting and have spotter.					
Hazardous Materials:				Special Requirements: Reviewed with foreman and trades	
Number	Sequence of Basic Job Steps	Potential Accidents or Hazards	Recommended Safe Job Procedures		
1.	Receive crane operator certificate and crane maintenance manual	General review of jobsite and documentation	1. Remove any object posing a hazard 2. Select alternate load path if possible or brief on the location of the obstacle and how to maintain proper clearance 3. Clear obstruction. 4. Warning lines set up and spotter inside building 5. Check for stable ground for outriggers		
2.	The participant selects and inspects rigging hardware to use for the load to be rigged and lifted.	1. Sharp edges on identified loads, wire rope slings, and related rigging hardware. (CW) 2. Selection of defective rigging hardware	1. Use approved gloves for hand protection, safety glasses for eye hazards, and hardhat for head protection at all times when in the work area. 2. Select approved hardware without defects (selection of damaged hardware results in failure of the exam)		

1. Struck By (SB)
2. Struck Against (SA)
3. Contact By (CB)

4. Contact With (CW)
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7. Caught Between (CBT)
8. Foot Level Fall (FLF)
9. Fall to Below (FB)

10. Overexertion (OE)
11. Exposure (E)

Job Safety Analysis Worksheet

3.	Attach rigging hardware to the load and complete the Rigging Card prior to lift	<ol style="list-style-type: none"> 1. Selection of hardware under-rated for the load. 2. Unstable hitch for the load. 3. Slings contacting sharp edges 	<ol style="list-style-type: none"> 1. Determine Rigging Limited Capacity as Configured prior to lift, and select rigging hardware rated for the loads to be lifted.(selection of under-rated hardware results in failure of exam) 2. Rig with different hitch 3. Use softeners or edge protectors as appropriate 4. Determine Load Drop Zone.
4.	Use proper hand signals to raise load slightly and check balance or use radios	<ol style="list-style-type: none"> 1. Unstable load 	<ol style="list-style-type: none"> 1. Reattachment of slings and rigging hardware to ensure the load is properly balanced. 2. Selection of different hitch if need to balance load. (Only one attempt to re-rig will be granted and at this step only). Repeat previous steps.
5.	Attach tag line and use proper hand signals to lift move and land the load or use radio	<ol style="list-style-type: none"> 1. Load drop causing employee injuries or equipment contact/damage. (SB), (SA), (CBT) 	<ol style="list-style-type: none"> 1. Set up LDZ, load path and lay down areas for each lifting exercise. 2. Be sure that no employee is not caught between the load and an object, or is under the load at anytime. 3. Use a tag line to control load while being lifted or moved. 4. Use proper hand signals to direct load movement..
6.	Detach, inspect and store rigging equipment	<ol style="list-style-type: none"> 1. Storage of damaged equipment 	<ol style="list-style-type: none"> 1 Use of proper inspection criteria
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9. Fall to Below (**FB**)

10. Overexertion (**OE**)
11. Exposure (**E**)

**RCG JOBSITE STARTUP
CHECKLIST**

PROJECT :
SUPERINTENDENT:
JOB #:
PROJECT :



ITEM	YES	NO	N/A	NOTES
Administrative/General				
RCG Jobsite Signage				
RCG Owner Hard Hats				
RCG Safety Manual (paper or electronic)				
First Aid Kit				
Fed/Local Right to Know				
Safety Signage (include social distancing)				
Fire Extinguishers properly placed				
Evacuation Route Posted				
Neares Health Care Provider				
Permit/Inspection Board				
Subcontractor Safety Orientation Form				
Proper PPE				
COVID-19 Prevention Plan Posted				
COVID-19 QR Code Posted				
Site Specific Safety requirements				
Hand washing/sanitizing stations available				
Emergency Contact List				
Owner Contract				
OSHA 300 Form				

Equipment

RCG Laptop				
Printer				
Broom/dustpan				
Hefty garbage bags				
Garbage cans				
Marking paint				
Cleaning supplies				

Subcontractor Pre - Task Plan



Approved by:		Approval Date:		
Document No:		Revision:		
Subcontractor:				
Pre-Task Plan:		PTP#		
Prepared By:		Date Prepared:	Date of Work:	
Proposed Start Date:		Work Location:		
Name of Competent and/or Qualified Person:		Responsible for:		
Item Number	Work Task	Hazards	Hazard Control Measures & Safe Work Practices	Contingeny Plan
RCG Superintendent signature:		Date:		



MIOSHA INSPECTION PROTOCOL

- a. Upon arrival at the Ronnisch Construction Group work site, the Inspector will be directed to the project office
- b. All RCG supervision shall be informed of the Inspectors presence on site
- c. RCG Supervision will notify the Safety Director then the Director of Field Operations immediately. Supervision will notify the client if applicable.
- d. The Inspector shall wait for the designated RCG representative.
- e. If the RCG representative is not available within the first 30 minutes to 60 minutes, the Inspector shall be informed of this. RCG Company policy requires the presence of the RCG Supervisor during the inspection and cannot proceed without it.
- f. Once the RCG representative is available, the Inspector will hold an Opening Conference. At this time, the Inspectors credentials will be reviewed.
- g. If the Inspector has not mentioned the reason for the inspection, the RCG supervisor should ask why it is being conducted. Learn the basis for the inspection and limit the inspection to that reason. For example-if the Inspector wants to inspect a crane, limit the inspection to that crane.
- h. Upon completion of the opening meeting, the Inspector will proceed with the inspection.
- i. RCG Supervisor shall accompany the inspector throughout the inspection. The only exception to this requirement is when the Inspector requests to speak to the employees of subcontractors in private.
- j. The RCG Supervisor, or any other RCG employee is never to speculate when responding to any questions from the Inspector. Keep it simple.
- k. If RCG is currently conducting an investigation of an accident/incident, and the investigation is not completed, defer all answers to questions asked until the investigation is complete.
- l. * RCG should keep a detailed record of the scope of the inspection.
 - * List all employees that were questioned.
 - * Note items of apparent interest by the Inspector
 - * Record comments made by the Inspector
 - * Record observations/pictures made during the inspection
- m. Upon completion of the inspection, the RCG shall request a closing meeting. More than one RCG employee should be present if possible, to ensure the Company understands all statements made by the Inspector.
- n. Following the closing meeting, the RCG representative should prepare a detailed report of the inspection incorporating any record, notes, pictures, samples, etc. made or taken by the Inspector. This report should be forwarded to the RCG Corporate Safety Director, Director of Field Operations and Bernie Ronnisch.