Wilmot Modular Structures

Safety Manual for Subcontractors

Subcontractor Safety Guidelines

Subcontractors shall conduct their operations to ensure the protection of employees. By agreeing to our Subcontractor Agreement, a Subcontractor agrees to comply with all federal, state and local safety regulations and to enforce the rules listed below.

1. Alcohol, illegal drugs, guns, and other weapons shall not be brought onto the job site at anytime. No employee shall report for work under the influence of drugs or alcohol.

2. Sturdy leather work boots shall be worn by everyone. Sneakers and lightweight shoes are prohibited.

3. Shirts (at least a tee shirt) and other suitable clothing shall be worn at all times. Tank tops are not acceptable.

4. Proper eye protection must be worn when grinding, cutting, or using a cut off saw.

5. Fall protection shall be used by everyone working six or more feet above the ground; this includes the use of harnesses and lanyards.

6. Trucks and equipment with a restricted rear view shall have back-up alarms.

7. Good housekeeping shall be maintained at all times. Subcontractor shall ensure prompt removal of trash with the work area and surrounding areas free of debris at all times as well as the orderly storage of work materials, and immediate removal or bending over of protruding nails.

8. Right-to-Know laws require Subcontractor to submit Material Safety Data Sheets to Wilmot Modular Structures for each hazardous substance they supply for us on a project prior to starting the job.

TOOLBOX MEETINGS

Weekly toolbox meetings are one of the cornerstones of an effective safety program. They reinforce our commitment to safety and remind everyone that safety is an expected part of their job performance.

The Safety Director is expected to hold toolbox meetings on a regular basis. Our Safety Director will distribute information that can be used for these meetings. However, the topic may not always be applicable to every work crew.

One of the main reasons for holding toolbox meetings is to provide the training necessary for people to perform their work safely and efficiently.

Information is readily available from our Safety Director on practically any safety-related topic you can imagine. If you are unfamiliar with an operation or if you simply want more information, ask for it.

HOUSEKEEPING

Housekeeping makes a highly visible statement about our company because our workplace is a reflection of our attitudes and priorities. Naturally this statement should be strongly positive. It is very difficult to convince anyone of our concern for safety and quality if the job site is a sloppy disorganized war zone.

It has been estimated that 1/3(one-third) of all on-the-job accidents are related to poor housekeeping. Literally thousands of workers are injured each year because they slip, trip, stumble, or step on objects that are in their way. Although these accidents are usually blamed on carelessness, they are actually the direct result of poor housekeeping.

Good housekeeping is also part of any fire prevention program. Trash, Pasteboard, boxes, oily rags, and other scrap materials are an excellent source of fuel. It isn't unusual for a work area or office to be burned out if housekeeping falls behind.

One clear way to measure your housekeeping effectiveness is by injuries. Nail puncture wounds should never happen in our workplace. When stripping lumber, pull nails out of reusable lumber and bend nails over in scrap, immediately. In rare cases where this is not possible, the area should be barricaded so that no one steps on a nail.

Another point to keep in mind is that housekeeping needs to be intensified prior to winter weather. Trash and tripping hazards covered by snow are more dangerous and difficult to see and clean up.

Good housekeeping is a daily integral part of each operation. The old routine of stopping to clean up only after a state of disaster has been declared results in us maximizing our risk and minimizing our benefits. A disaster area shows that house-keeping is being used as a last resort rather than as an accident prevention tool.

PERSONAL PROTECTIVE AND EMERGENCY EQUIPMENT

Here is a list of the most commonly used personal protective and emergency equipment:

First-aid kit
Fire Extinguisher
Hard hats
Glasses, goggles, and face shields
Cutting goggles and welding shields
Ear plugs or muffs
Respirators
Gloves – rubber or leather
Knee pads
Safety belts and lanyards

EYE AND FACE PROTECTION

Eye injuries are a problem in the modular industry. This should not be surprising because every job we do has certain risks to our eyes. These risks may involve flying objects from drilling, grinding, and sawing. It may involve pressurized liquids or compressed air or steam cleaning. Another risk involves radiation burns from cutting or welding. There are also the possibilities of chemical burns from epoxies, battery acid, fuels, cleaners, paint thinners, etc. If nothing else, we all face the possibility of wind blowing something into our eyes. Naturally, you can understand why we suggest that everyone wear eye protection **all** the time.

Safety glasses provide adequate protection for most work, however, the following jobs require extra protection:

1. Grinding – goggles or a face shield
2. Cutting torch – a shade #5 face shield and gloves
3. Welding – welding helmet with the proper shade glass and gloves
4. Pressure washing – face shield

Our goal is to make sure no one suffers eye injury that might destroy his or her eyesight. We will provide whatever protective equipment is needed to reach this goal. All we ask is that you use it **before** an accident happens!

RIGHT TO KNOW

Everyone has a need and right to know what chemical substances they are working with. These chemicals come in many different forms such as gases, liquids,fumes, etc. In order to protect your health, it is important to use these chemicals safely.

There are two main sources for chemical safety information; labels and "Material Safety Data Sheets" (MSDS). Labels can be found on the bag, box, barrel, bottle, or other container that product is delivered in. Labels give you a brief idea of how to use the product safely.

More detailed information can be found on the product's MSDS (Material Safety Data Sheet). A MSDS tells you what the dangerous ingredients are, how to store and use the product safely, what injuries it can cause, how to protect yourself, what to do for first-aid, and much more.

Each new hire receives basic training about the Right to Know Law when he or she is hired and each employee is require to:

1. Know what chemical substances he or she works with.
2. Know how to use these chemicals safely.
3. Work safely with these chemicals, based on information found on the MSDS.
4. Use all necessary protective equipment.

In summary, chemicals have become a serious yet necessary part of our business. By using this information, we manage to use them safely.

EMERGENCY PROCEDURES

IN CASE OF FIRE

1. Call the fire department immediately if there is any doubt about your ability to put out the fire. Realize that fires can get out of hand quickly and it doesn't cost us anything for the fire department to respond.
2. The Service Manager shall take charge of the situation until he is relieved by the fire department. He will keep all employees and the general public away from any danger. He shall also meet the fire department when they arrive and provide whatever assistance they may need.
3. Know where fire extinguishers are located and how to use them.
4. Remember that our first priority is to protect our people. Put out the fire if you can do so safely. However, don't expose anyone to the possibility of being trapped in a burning structure or being near burning barrels, tires, fuel tanks, compressed gas bottles, or any other possibly explosive substances. Also, remember that many burning substances produce toxic smoke, so no one should breathe it.
5. Report any incidents to the Safety Director at the main office as soon as any emergency situation has been properly controlled.

IN CASE OF ACCIDENTS

1. Call for an ambulance immediately if there is any indication that it may be needed. Remember, it doesn't cost anything for an ambulance to respond. Provide the exact location of the accident, the number of people injured, and if possible, the severity of the injuries.
2. The Service Manager will take charge of the situation until authorized emergency personnel relieve him. He shall provide whatever assistance may be necessary.
3. Be familiar with emergency first-aid procedures.
4. Perform whatever immediate rescue or first-aid operations are necessary to protect people from further injury, as long as this can be done without risking the lives of other people.
5. Send someone to meet the ambulance and direct them to the accident scene.
6. Workers should stay back and out of the way of emergency personnel, but be readily available to provide whatever assistance may be required.
7. Report any incidents to the Safety Director as soon as an emergency situation has been properly controlled.

NOTE: Don't disturb or remove anything from the scene of an accident or fire until a complete investigation has been made.

Safety Manual Acknowledgment:

The rules, programs, and procedures stated above in the Company's Safety Manual for Subcontractors are not intended to cover all the possible situations you will be faced with on the job. The Company encourages you to act in a safe and responsible manner at all times, both on and off the job.

I have read the Company's Safety Manual, understand it, and agree to abide by it. I understand that violation of these rules may lead to dismissal.

Company Name: _____

Print Name/Title: _____

Signature: _____

Date: _____