



*BIWELL CONSTRUCTION, INC*

# **Accident and Prevention Plan**

for

**Airport Way Center Building E –  
Envelope Improvements #2016-137**

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## **SAFETY AND ACCIDENT PREVENTION PLAN**

The purpose of this policy is to develop a high standard of safety throughout all operations and to insure that no employee is required to work under any conditions that are hazardous or unsanitary.

We believe that the individual employee has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention to initiate and maintain a complete accident prevention and safety training program. Each individual, from management to field personnel, is responsible for the safety of those persons in their charge and the coworkers around them. By accepting mutual responsibility to operate safely, we will contribute to the well being of all personnel.

Our safety plan is in compliance with the Corps of Engineers, EM 385-1-1 Safety And Health Requirements manual and the Occupational Safety and Health Administration (OSHA) 29 CFR 1910 and 1926.

Biwell Construction, Inc.

Mike Wagner, VP  
Safety Operations Manager

## **Responsibilities**

Responsibilities for safety and health include the establishment and maintenance of an effective communication system between workers, supervisors and management officials. To this end, all personnel are responsible to assure that their messages are received and understood by the intended receiver.

Specific safety and health responsibilities for company personnel are as follows:

**A. Management Officials:** Active participation in and support of safety and health programs is essential. Management officials will display their interest in safety and health matters at every opportunity. The superintendent \_\_\_\_\_ will verify that project safety and health meetings that are outlined in this booklet were held, and he/she will participate in accident investigations and job site inspections. Each manager will establish realistic goals for accident reduction in his/her area of responsibility and will establish the necessary implementing instructions for meeting the goals. Goals and implementing instructions shall be within the framework established by this document. Incentives will be included as a part of implementing instructions.

**B. Supervisors:** Safety and health of the employees they supervise is a primary responsibility of the supervisors. To accomplish this obligation, supervisors will:

1. Assure that all safety and health rules, regulations, policies and procedures are understood by conducting pre-job safety orientations with all workers and reviewing rules as the job or conditions change or when individual workers show a specific need.
2. Require the proper care and use of all needed protective equipment.
3. Identify and eliminate job hazards expeditiously through job safety analysis procedures.
4. Inform and train all employees on the hazardous chemicals they may encounter under normal working conditions or during an emergency situation.
5. Conduct crew/leader meetings the first five minutes of each work shift to discuss safety matters and work plans for the work- day.
6. Receive and take initial action on employee suggestions, awards or disciplinary measures.
7. Train employees (new and experienced) in the safe and efficient methods of accomplishing each job or task as necessary

8. Maintain all accident reports.
9. Do safety inspections of work site, material and equipment to insure requirements with safety plan per safety inspection checklist.
10. Review accident trends and establish prevention measures.
11. Attend safety meetings and actively participate in the proceedings.
12. Participate in investigations and inspections on safety and health related matters.
13. Promote employee participation in the safety and health program.
14. Actively follow the progress of injured workers and display an interest in their rapid recovery and return to work. The Department of Labor & Industries, Voluntary Services, can assist you in developing a program to effectively follow and manage injury claims.
15. Biwell is a no time loss company. A job will be modified to suit you. Best case – light duty. Worst case scenario, you will be the night watchman.

C. **Employees and Subcontractors:** Observe the items of responsibility established in this document as well as job safety rules which may apply to specific task assignments.

## EMPLOYEE ORIENTATION CHECKLIST - SAFETY

Employee name \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date hired

This checklist is a guideline for conducting employee safety orientations for employees new to Biwell Construction, Inc. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place. Place a check in each box to indicate that the subject has been covered:

- At will employment.
- Explain the written Company Safety Program. Including:
- Personal protective equipment required and tool requirements (Note: hard hats are required at all times.)
- Line of communication and responsibility.
- Forklift & scissor lift training requirements
- First-aid trained? Circle one: Yes No
- Hearing conservation program.
- Asbestos & lead awareness training.
- Do you have any allergies or medical conditions (i.e. diabetic, epileptic), that the superintendent should be made aware of?
- Promptly report all accidents and/or injuries and fill out required accident report forms.
- If injured while working, you are still on the clock. Report in as directed. No time loss.
- I know the Bellevue Biwell phone number 425-644-1960.
- Employees will be given one (1) verbal warning. 2<sup>nd</sup> Warning will be in writing. If the issue is deemed dangerous, and in the opinion of the superintendent severe enough, dismissal will be for cause and immediate with no warnings.
- Subcontractor's employees will be given one (1) verbal warning. 2<sup>nd</sup> warning will be in writing. Subcontractors will then be subject to a \$25 fine for each safety violation thereafter. The money is to be used only for the purchase of additional safety training materials. Serious or repeated violations as determined by Biwell management will result in immediate removal from the site.

NOTE TO EMPLOYEE: DO NOT SIGN unless ALL items are covered and ALL questions are answered satisfactorily.

Emergency contact & phone number \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

## HAZARD COMMUNICATION PROGRAM

### **Purpose:**

The purpose of the Hazard Communication Program is to ensure that the hazards of all chemicals are evaluated, and that information concerning their hazards is transmitted to employees before they come in contact with the products.

### **Procedure for items brought on site:**

- Inventory Lists - Know the hazardous chemicals in your workplace that are a potential physical or health hazard. Make an inventory list of these hazardous chemicals; this list must be a part of your written program.
- MSDS - Make sure there is a material safety data sheet (MSDS) for each chemical and that the inventory list and labeling system reference the corresponding MSDS for each chemical.
- Labeling System - Each container entering the workplace must be properly labeled with the identity of the product, the hazardous warning, and the name and address of the manufacturer.
- Information and Training - Determine appropriate ways in which to inform and train employees on the specific chemicals in your workplace and their hazards.

Employees must be made aware of where hazardous chemicals are used in their work areas. They also must be informed of the requirements of the Hazard Communication Standard, the availability and location of the written program, the list of hazardous chemicals, and the material safety data sheets.

The code specifically requires employers to train employees in the protective practices implemented in their workplace, the labeling system used, how to obtain and use MSDS, the physical and health hazards of the chemicals and the recognition, avoidance and prevention of accidental entrance of hazardous chemicals into the work environment.

Location of the MSDS manual for this site is \_\_\_\_\_.



## Procedure for on site hazardous materials:

- Good faith hazardous material survey posted on site. The survey will be oriented towards the construction process and specifically our work. This survey will be typically 1 to 2 pages and can be comprehended by a person with a GED. A binder full of clearance reports and a list of the areas sampled will not be acceptable. Remember, the apprentice programs do not require a high school education, only a GED.
- The verbiage in the spec book may not a good faith survey. Think – if the building was occupied, they could not do destructive testing. Areas uncovered during construction, such as wall cavities, ceiling areas, or crawl spaces, were probably not surveyed. They can and will be surveyed now.
- If you do not believe the good faith survey you have been given is adequate – ***do not work in that area***. Or if you are the superintendent and do not believe an employee can look at the good faith survey and readily ascertain if asbestos or other hazardous material are in his/her work area – ***do not work in that area***.
- If the superintendent does not believe the good faith survey (just labeling a report “Good Faith Survey” will not suffice) meets the Department of Labor & Industry requirements, he/she will contact the owner’s representative \_\_\_\_\_ and request an updated and task specific survey. Should your request go nowhere, contact Mike Wagner (VP). He will contact L&I, and they will educate the owner. Please note – Biwell does not need that education again (we know what we are supposed to do), or the fines and citations that go along with it.
- Each employee will go through a 2 hour awareness training on lead and hazardous material specific to the job site. Biwell will go through this same orientation with each foreman designated by the subcontractor’s office. That foreman in turn will go through the awareness training with each of their employees and lower tier subs.
- Prior to each area or phase of the building being worked on, the owner’s hazardous material (asbestos) consultant will review the scope of the work to be done and update the good faith survey. Remember the original good faith survey probably did not include destructive testing, so they did not address the mastic holding ceramic tile, drywall mud, squeak paper between floors, glue buttons holding the chalk boards, or other concealed areas.
- In buildings with identified asbestos materials the Biwell superintendent will undergo 2 hours of site specific asbestos awareness. Any employees who will be working in an area with asbestos will have 2 hours of site specific training in asbestos awareness.
- The Biwell Superintendent will review the good faith survey with the subcontractor’s foreman of each company as they come on site.
- The subcontractor’s foreman will be responsible for communicating the location of the good faith survey and an overview of its contents. He/she is not to assume that their employees have read the survey and will follow it, the foreman for each company will make sure his/her crew does not come into contact with asbestos. And if they will be working in an area with asbestos present or nearby, all employees will have gone through the 2 hour asbestos awareness required by L&I.
- If asbestos or ***suspected*** asbestos containing material is encountered: do not attempt to

remove it.

- Back out of the area.
- Secure the area, so others can not encounter the suspected asbestos material.
- Biwell employees – notify the superintendent immediately.
- Subcontractor's employees – notify your foreman immediately. The foreman will notify Biwell's superintendent immediately.
- The superintendent will notify Owner's hazard material consultant \_\_\_\_\_ at phone number \_\_\_\_\_
- The superintendent will also notify the designated abatement subcontractor \_\_\_\_\_ at \_\_\_\_\_, that they may get called out to do the abatement. We want them ready to roll.
- Any asbestos removal will be done by a certified subcontractor.
- Air clearance reports for interior work are required after abatement. ***No one is to enter the area without written clearance reports.*** Standard Operating Procedure (SOP) – reports will be faxed in by the abatement subcontractor to \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_. The superintendent will direct the removal of the area barriers.

### **Forklift operations:**

- All forklift operators will have a current forklift operator's certificate.
- Before an employee is issued an forklift operator's certificate: they must have either 40 hours documented experience or 8 hours of training. In addition, if your 40 hours were not at Biwell, you must go through a 2 hour review/refreshers before a certificate will be issued.
- Any Forklift certifications issued by Biwell on only good while operating a Biwell rented/leased/owned forklift and on the clock for Biwell.

## **Employee responsibility:**

- Report all on the job injuries promptly.
- Report all equipment damage to your supervisor immediately. For example if a guard sticks on a skilsaw, we can rent a replacement while it is being repaired. Our schedule will not be impacted by safety. Our schedule will be impacted, if you get hurt on the job.
- Don't take chances .use your safety equipment as directed.
- Follow instructions .ask questions of your supervisor when in doubt about any phase of your operation.
- Observe and comply with all safety signs and regulations.
- Report all unsafe conditions or situations that are potentially hazardous.
- Operate only equipment you are qualified to operate. When in doubt, ask for directions. Remember – forklifts & scissor-lifts require training.
- Scaffold training is required prior to using any scaffold.
- Talk to management at any reasonable time about problems that affect your safety or work conditions.

The most important part of this program is the individual employee .You! Without your cooperation, the most stringent program can be ineffective. Protect yourself and your fellow worker by following the rules. Remember: Work safely so you can go home to your family and friends - they need you.

**Don't take chances – Safety First  
Think!**

# Safety Bulletin Board

A. Purpose: To increase employee's safety awareness and convey the company's safety message. If a proper place can be found for a bulletin board, this is a good tool.

B. The following posters are required on site:

1. Employee Polygraph Protection
2. Equal Employment Opportunity
3. Family & Medical Leave Act
4. Minimum Wage (Federal)
5. OSHA (It's the Law)
6. Job Safety
7. Unemployment
8. Notice to Employees

B. The following items are required to be on site:

1. Hazard Material Survey
2. Citation and Notices (if any)
3. OSHA 200 Summary posted in office. (required during February of each year)
4. 911 & Job site's complete address with emergency phone number.
5. Safety plan.
6. Job hazard analysis
7. MSDS for materials on site.
8. Records of Safety Meetings and minutes.
9. Prevailing wages & CITC notice.

C. Suggested items:

1. Safety Posters
2. Safety committee minutes
3. Pertinent safety items

## **Crew Leader Meetings**

We believe that there is no magic formula for the prevention of accidents - hard work and perseverance are required, with the crew leader being the key to a successful result.

**A. Purpose:** To assist in the detection and elimination of unsafe conditions and work procedures.

**B. Procedures:** The following guidelines will be followed:

1. Weekly meetings:

- Prior to safety meeting, conduct site walk and document observations and actions taken. If it can not be corrected immediately, put down the date expected.
- Safety meetings will be held on site each week at a regularly scheduled time. Day: \_\_\_\_\_ Time: \_\_\_\_\_ .  
(Typically at 10 am the day after the site meetings)
- The attendance and subjects discussed shall be documented and maintained on file for one year.
- The meetings will address upcoming work and related safety issues.
- Attendance by all on site, including subcontractor personnel, is mandatory.

**C. Scope of Activities:**

(certain employees as may be designated by their supervisors will assist)

1. Conduct in-house safety inspections with supervisor concerned.
2. Accident investigation to uncover trends.
3. Review accident reports to determine means or elimination.
4. Accept and evaluate employee suggestions.
5. Review job procedures and recommend improvements.
6. Monitor the safety program effectiveness.
7. Promote and publicize safety.

**D. Documentation:** The following form is available to assist in documenting activities of crew/leader meetings:

Crew Leader Safety Meeting Form F417-049-000

## **JOB CLEANUP AND SAFE ACCESS PLAN**

- Job site will be cleaned up daily.
- Safe and clean access shall be provided to all work areas.
- When a structure has only one means of access between levels, that means shall be kept clear to permit free passage of employees, if work is performed in an area that restricts free passage, a second means of access shall be provided for employees.
- When a structure has two or more means of access between levels, at least one means of access shall always be available for free passage of employees.
- Access ways shall be kept free of ice, snow, grease, mud, debris or any other material or equipment which could obstruct passage, cause a tripping hazard, or render them unsafe in any other way. Pay particular attention to extension cords in hallways!
- Where access ways are slippery, abrasive material shall be used to assure safe footing.
- All obstructions or projections into an access way shall be removed or conspicuously marked; obstructions or projections which are sharp, pointed, or which may cause lacerations, contusions, or abrasions shall be covered with protective material.
- Access ways, including their accessories, which become damaged or weakened, shall not be used until they are repaired or replaced.
- Access ways will be lighted. Individual work areas will use task lighting. It is up to each employee to make sure they have adequate lighting. Their foreman will review with the worker the lighting requirements. Each subcontractor will be responsible for their task lighting.

## **Maintain Accident and Prevention plan with all subcontractors and suppliers**

Biwell requires all supervisory personnel of the subcontractors and suppliers to familiarize themselves with this safety plan. Biwell's or Subcontractor's personnel, who violate safety requirements, will be removed from the project (see orientation).

Subcontractors and suppliers on site are required to attend all safety weekly meetings.

### **Public Safety Requirements:**

Access by the public shall not be allowed.

Any one visiting or working at the project will be required to wear a hard hat and obey all signs and barricades. Biwell Construction, Inc. must be notified by any one visiting the project, and they must be escorted at the project.

All Local Requirements will be Addressed, Including the Following

1. OSHA.
2. WISHA
3. EM 385-I-I

### **Contingency Plans for Severe Weather**

Windstorms are one type of severe weather that we might encounter.

- a) Do not work during a windstorm.
- b) Secure materials.
- b) Make all personnel aware of egress routes.
- c) Have flashlights at job in case of power outage.
- d) Turn off power during a power outage.

#### **Earthquakes**

- a) Evacuate the building immediately.
- b) Meet at pre-designated spot \_\_\_\_\_
- c) Account for all personnel.
- d) Do not re-enter building until directed to do so.

#### **Tsunami**

- a) Head for high ground immediately.
- b) Meet at pre-designated spot \_\_\_\_\_
- c) Account for all personnel.
- e) Do not re-enter building until directed to do so.

### **Emergency Response to Minimize the Consequences of Accident or Natural Disaster**

- a) All personnel must be made aware of job phone location and emergency numbers must be

- posted at that same location. Phone shall not be coin operated.
- b) Any one with a CPR card must identify' themselves as such.

### **Drug Free Workplace**

Notice is hereby given: The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's work place. Anyone caught with such substances will be removed from the site pending an investigation. The police will be notified of any infractions.

Drug tests may be required after an accident occurrence or multiple absences.



## PERSONAL WORK RULES

1. Report every injury no matter how slight to you supervisor immediately.
2. Horseplay, fighting, gambling, possession of firearms and possession or use of alcoholic beverages or drugs, except as prescribed by a qualified physician is strictly forbidden.
3. Running on any construction sight is strictly prohibited except in extreme emergencies.
4. Wear clothing suitable for the weather and your work. Torn, loose clothing, cuffs, sleeves, etc. are hazardous and could cause accidents.



5. Jewelry (rings, bracelets, neck chains, etc.) should not be worn.
6. Hard hats must be worn in all required areas where indicated. Biwell is a hard hat company.
7. Proper eye protection must be worn where you are exposed to flying objects, dust, harmful rays, chemicals, flying particles, etc.
8. Proper footwear must be worn on all construction sites; safety boots are highly recommended. The wearing of sandals or tennis shoes and similar footwear is strictly prohibited.
9. Always use gloves, aprons or other protective clothing when handling rough materials, chemicals and hot or cold objects.
10. When spray painting, finish spraying, burning, exposed to large quantities of dust or to other toxic hazards, always wear the correct respirators as required. See respirator program.
11. Special safety equipment is for your protection. Use it when required. Keep it in good condition and report loss or damage of it immediately.
12. No AM/FM radios on site. It disrupts communication on site.



## GENERAL SAFETY RULES

1. Always store materials in a safe manner. Tie down or support piles if necessary to prevent falling, rolling or shifting.

2. Shavings, dust, scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.

3. Refuse piles must be removed as soon as possible. Refuse is a safety and fire hazard.

4. Remove or clinch nails in lumber, which has been used or removed from a structure.

5. Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.

6. Do not block aisles, traffic lanes, fire exits, gangways or stairs. Extension cords should not create a trip hazard, tape them down or elevate them.

7. Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.

8. Standard guardrails must be erected around all floor openings and excavations must be barricaded. Contact your supervisor for the correct specifications.

9. Get help with heavy or bulky materials to avoid injury to you or damage to material.

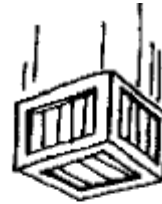
10. Keep all tools and materials away from the edges of scaffolding, platforms, shaft openings, etc.

11. Do not use tools with split, broken or loose handles, and burred or mushroom heads. Keep cutting tools sharp and carry all tools in a container.

12. Know the correct use of hand and power tools. Use the right tool for the job.

13. All electrical power tools (unless double insulated), extension cords and equipment shall be properly grounded.

14. All electrical power tools and extension cords shall be properly insulated. Damaged cords shall be replaced.



15. Know the location and use of fire extinguishing equipment and the procedure for sounding a fire alarm.
16. Flammable liquids shall be used only in small amounts at the job location and in approved safety cans.
17. Proper guards or shields must be installed on all power tools before use. Do not use any tools without the guards in their proper working conditions. No homemade handles or extensions (cheaters) will be used.
18. Do not operate any power tool or equipment unless you are trained in its operation and authorized by your firm to do so.
19. Use tools only for their designed purpose.



20. Do not remove, deface or destroy any warning, danger sign or barricade, or interfere with any form of accident prevention device or practice provided for your use or which other workmen are using.
21. All electrical power equipment and tools must be grounded or double insulated.

## LADDERS

### 1. General

- a. Inspect before use for physical defects.
- b. Ladders are not to be painted except for numbering purposes.
- c. Do not use ladders for skids, braces, workbenches or any purpose other than climbing.
- d. When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands. Use a bucket and rope.
- e. Always face the ladder when ascending or descending.
- f. If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- g. Only one person is allowed on a ladder at a time.
- h. Always keep both feet on the ladder rungs. Do not step laterally from a ladder onto another object.
- i. Do not jump from a ladder when descending.
- j. All joints between steps, rungs and side rails shall be tight.
- k. Safety feet shall be in good working order and in place.
- l. Rungs shall be free of grease and/or oil.



### 2. Straight Type or Extension Ladders

- a. All straight or extension ladders must be at least three feet beyond the supporting object when used as an access to an elevated work area.
- b. After raising the extension portion of a two or more stage ladder to the desired height, check to insure that the safety dogs or latches are engaged.
- c. All extensions or straight ladders must be secured or tied off at the top.

- d. All ladders must be equipped with safety (non-skid) feet.
- e. Portable ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.

### 3. Stepladders

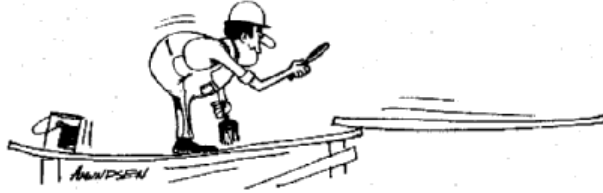
- a. Do not place tools or materials on the steps or platform of a stepladder.
- b. Do not use the top 2 steps or laddercap of a stepladder as a step or stand.
- c. Always level all four feet and lock spreaders in place.
- d. Do not use a stepladder as a straight ladder.



## SCAFFOLD SAFETY RULES

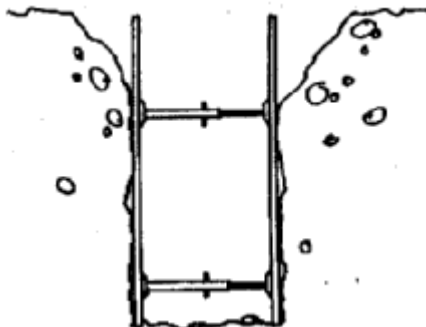
1. You must have scaffold training to work on scaffold (except Baker scaffold under 6').
2. Scaffold must be inspected prior to use by a competent person. This person shall have the authority to shut down the scaffold, call for more parts, and have the ability to recognize changed conditions (i.e. rain soaked ground and sinking scaffold..
3. Scaffold must be inspected prior to use at the start of each shift and the tag dated and signed. At the end of the shift, red tag the scaffold.
4. At a minimum, inspect it for the following:
  - a. Are guardrails, toeboards and planking in place and secure?
  - b. Are locking pins at each joint in place?
  - c. Are all wheels on moveable scaffolds locked?
5. Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing)-always use a ladder.
6. Scaffolds and their components shall be capable of supporting 4 times the maximum intended load.
7. Any scaffold including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, shall be immediately repaired or replaced.
8. Scaffold planks shall extend over their end supports not less than 6 inches or more than 12 inches, unless otherwise specifically required.
9. Scaffold platforms shall not be less than 18 inches wide unless otherwise specifically required or exempted.
10. Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toeboard and guardrail, extending along the entire opening, of No. 18 gauge U.S. Standard wire ½ inch mesh or equivalent protection.
11. All scaffolds must be erected level and plumb, and on a solid footing.
12. Do not change or remove scaffold members unless authorized.

13. Do not allow workmen to ride on a rolling scaffold when it is being moved.  
Remove or secure all materials and tools on deck before moving.
14. Do not alter any scaffold member welding, burning, cutting, drilling or bending.
15. Fall restraint becomes mandatory at 6' or more. This can be accomplished using the top rails, mid rail and toe kick.



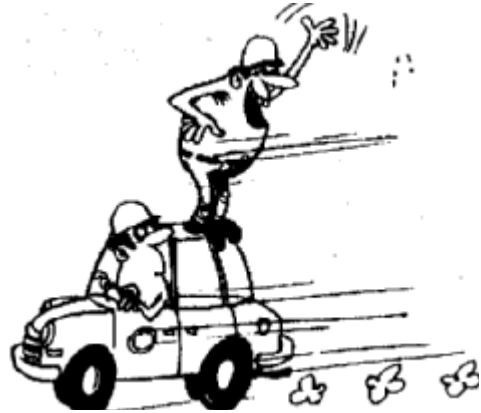
### TRENCHING AND EXCAVATING

1. The determination of the angle of repose and design of the supporting system shall be based on careful evaluation of pertinent factors such as:
  - a. Depth and/or cut. Note 4' maximum depth allowed without shoring. 1' minimum step backs.
  - b. Possible variation in water content of the material while excavation is open;
  - c. Anticipated changes in materials from exposure;
  - d. Loading imposed by structures, equipment, overlaying material or stored material;
  - e. Vibration from equipment, blasting, traffic or other sources.
2. Walkways or bridges with standard railings shall be provided when employees or equipment are required to cross over excavations.
3. The walls and faces of all excavations in which employees are exposed to danger from moving ground shall be guarded by a shoring system, sloping of the ground or some other equivalent means.
4. No person shall be permitted under loads handled by power shovels, derricks or hoists.
5. All employees shall be protected with personal protective equipment for the protection of the head, eyes, respiratory system, hands, feet and other parts of the body.



## MOTORIZED VEHICLE AND EQUIPMENT

1. Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
2. Always be seated when riding authorized vehicles (unless they are designed for standing).
3. Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your foreman or supervisor.
4. Always use your seat belts in the correct manner.
5. Obey all speed limits and other traffic regulations.
6. Always be aware of pedestrians and give them the right-of-way.
7. Always inspect your vehicle or equipment before and after daily use.
8. Never mount or dismount vehicles or equipment while they are still in motion.
9. Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load.
10. Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
11. Each operator must be knowledgeable of all hand signals and obey them.
12. Each operator is responsible for the stability and security of their load.
13. Dump trucks or delivery trucks backing into the work site will have spotters until they come to a complete stop.







## **First Aid Training, Kits, and Poster**

A. **Purpose:** To afford the employees immediate and effective attention should an injury result, the superintendent will ensure that a certified first aider(s) will be available.

1. To meet the above objectives, the following procedures will be followed:

a. All supervisors or persons in charge of crews will be First Aid trained unless their duties require them to be away from the job site, whereby other persons will be designated as the recognized First Aider.

b. Other persons will be trained as designated by management in order to augment or surpass the standard requirements.

c. Valid first aid cards are recognized as ones which include both first aid and cardiopulmonary resuscitation (CPR) and have not reached the expiration date.

2. First aid kits will be in accordance with the requirements of the construction safety standards (WAC 296-155).

a. First aid kit locations at this job site include:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

b. \_\_\_\_\_ is designated to ensure that the first aid kits are properly maintained and stocked.

3. Posters listing emergency numbers, procedures, etc. will be strategically located, such as on the first aid kit, at telephones, in dry shack, etc.

## **Procedure for injury or illness on the job**

### **A. Supervisor immediately takes charge.**

1. Supervise and administer first aid.
2. Arrange for transportation (ambulance, helicopter, company vehicle, etc).
3. Notify superintendent if not already present.
4. Do not move anything unless necessary, pending investigation of accident.
5. Ambulance or assign someone to take injured to doctor, hospital, home, etc., (depending on extent of injuries). Do not let the injured drive themselves.
6. Remain with injured until relieved.
7. When the management or supervisor knows the injured person's immediate family, they should properly notify these people, preferably in person or have an appropriate person do so.
8. When convenient, take pictures.

### **B. Documentation**

1. Minor injuries (requiring doctor/out patient care). After the emergency actions following an accident, the immediate supervisor and any witnesses to determine the causes will conduct an investigation of the accident. The findings shall be documented on our accident form.

2. Major injuries (fatality or multiple hospitalization). Top management must see that the Department of Labor and Industries is notified as soon as possible (at least within 24 hours). They will then assist the Department in the ensuing investigation.

### **C. Near-misses**

1. All near misses (close calls) shall be investigated.
2. Document findings on company accident form.
3. Review findings at monthly safety meetings or sooner if the situation warrants.

## **Appendixes**

The following appendixes are intended as aids. They are samples that may be altered or used as you see fit. One exception is the OSHA record keeping forms. These are required of all firms with ore than ten employees.

- A. Job Safety Analysis
- B. Occupational Injury and Illness Record keeping (OSHA)
- C. Supervisor's accident investigation form
- D. Employee's accident investigation form
- E. Return to work form
- F. Foreman & Crew meeting form
- G. Safety Inspection Check list
- H. Equipment Safety Check list

## OCCUPATIONAL INJURY AND ILLNESS RECORDKEEPING

A. Purpose: In accordance with applicable requirements of the WISHA standards, each location of Biwell Construction, Inc. will ensure the appropriate records are kept as follows:

1. Maintain a Log and Summary of Occupational Injuries and Illness on OSHA Form 200. Recordable cases include:

- a. Every occupational death
- b. Every occupational illness
- c. Every occupational injury that involves:
  1. Unconsciousness
  2. Inability to perform all phases of regular job
  3. Inability to work full time on a regular job
  4. Temporary assignments to another job
  5. Medical treatment OTHER than first aid

2. Keep copies of all reports generated when an employee is injured on the job.

3. During the month of February, post the completed Summary portion of the OSHA 200 form for the previous year.

4. Maintain records for five years following the year to which they relate.

5. Enter each recordable injury and illness on the log as early as practicable, but no later than six working days after receiving the information that a recordable case has occurred.

6. In addition to the OSHA 200, a supplementary record for each occupational injury or illness (OSHA 101) will be maintained. Other reports, such as worker compensation forms, are acceptable alternatives for the OSHA 101 if they contain the information required by the OSHA 101.

B. Responsibility: The individual or function responsible for maintaining records and ensuring proper posting is: \_\_\_\_\_.

## SUPERVISOR'S ACCIDENT REPORT

### Pertinent Information

Employer name: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Exact time injury was reported to you: \_\_\_:\_\_\_ a.m./p.m.

Claimant: \_\_\_\_\_

### Accident/Exposure and Injury Information

Type of injury: \_\_\_\_\_

Injury reported by: \_\_\_\_\_ Reported to whom: \_\_\_\_\_

Name(s) of witness (es): \_\_\_\_\_

Describe the accident/exposure as you and/or witnesses saw it: \_\_\_\_\_

\_\_\_\_\_

The injury required:  first aid only  doctor's treatment  hospitalization

Was a "Return to Work Authorization" form given to claimant to take to doctor? \_\_\_\_\_

If not, why? \_\_\_\_\_

Did the injury result from unsafe working habits? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Relate any other possible causes for the injury: \_\_\_\_\_

Will lost time result from this injury? \_\_\_\_\_

If so, was the claimant instructed to keep the company informed of the recovery process? \_\_\_\_\_

If not, why? \_\_\_\_\_

How many other industrial injuries has this employee had with this company? \_\_\_\_\_

Explain types of injuries and date/times of occurrences: \_\_\_\_\_

Note any other details on the back of this form.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Employee's Accident Report**  
(To be filled out for all injury accidents)

Employee's name: \_\_\_\_\_ Job title: \_\_\_\_\_

Exact time of injury: \_\_\_\_\_ Date of injury: \_\_\_\_\_ Location: \_\_\_\_\_

Name of person this incident reported to: \_\_\_\_\_ Time: \_\_\_\_\_

Name of witnesses: \_\_\_\_\_

Summarize what you think happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What could have been done to avoid this accident? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain in DETAIL: What part of the body was injured? BE SPECIFIC \_\_\_\_\_

\_\_\_\_\_

Is this an original injury or a re-injury? If so, when and where was previous injury and who was employer? Claim #? \_\_\_\_\_

**Report back to work.** Your duties and hours will be modified to accommodate your injury.

Date and time you sought medical attention: \_\_\_\_\_

Whom did you see? \_\_\_\_\_ Office/hospital \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form is to be returned to Employer as soon as possible.

Date employer received report: \_\_\_\_\_

Note: Washington Administrative Code No. 296-24-025 (6) states: Employee's responsibility: "Employees shall make a prompt report to their immediate supervisor of each industrial injury".

## Return to Work Authorization

Note: Employee must return this form to employer as soon as possible.

Claimant: \_\_\_\_\_

Claimant No.: \_\_\_\_\_

Date of Injury: \_\_\_\_\_

Type of Injury: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Dear Healthcare Provider:

This injured worker's employer has a policy requiring the employee to notify them of his/her ability to work following an industrial injury. Please provide the following information:

- Released to work at original job.
- Released to modified job with restrictions as follows:
  - No climbing
  - No prolonged walking or standing
  - No prolonged bending or stooping
  - Sitting down work:  only     mainly (check one)
  - One-handed work:  only     mainly (check one)
  - Weight lifting restrictions:
    - 0 to 15 pounds
    - 15 to 35 pounds
    - 35 to 50 pounds

Medication warnings:

Estimated days at modified job duties \_\_\_\_\_.

- Not released for work at this time.**  
Employee will be rechecked for modified or regular duty work on \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Attending Physician Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

(\_\_\_\_\_)\_\_\_\_\_  
Phone

Biwell Construction, Inc.  
4002 – 134<sup>th</sup> Ave SE  
Bellevue, WA 98006  
425-644-1960 Fax: 425-641-6941



# CREW LEADER SAFETY MEETING



Firm Name		Address	
Date	Time	No. of Employees	

**Subject Discussed**

**Minutes**

**Crew Leader's Comments:**





## **Equipment Safety Inspection Checklist**

This or a similar form is used as a checklist for equipment coming into a project.

The items to be checked are listed and are required to be checked as a minimum pre-work inspection.

Any item that needs attention will be corrected before the equipment is put to work on the project.

The report will be filed at the field office for the duration of the project. A copy will also be sent to the main office.

Company safety personnel as well as governmental safety representatives will inspect these forms.

The project manager is responsible for ensuring that this pre-operating safety check is properly done.

## Equipment Safety Inspection Checklist

Date: \_\_\_\_\_

Equipment number: \_\_\_\_\_

Project: \_\_\_\_\_

All guards and fenders      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair

Brakes      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair

Lights-front, rear, side dash      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair

Back up alarm – horn      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair

Ladders, stairs, hand holds      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair

ROPS      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair

Seat belts      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair

Fire extinguisher      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair

Glass      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair

Tires      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair

### **Other Items Checked:**

Oil – level & leaks      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair      \_\_\_\_\_ Add      \_\_\_\_\_ Change

Hydraulic oil level & leaks      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair      \_\_\_\_\_ Add      \_\_\_\_\_ Change

Anti-freeze level & leaks      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair      \_\_\_\_\_ Add      \_\_\_\_\_ Change

Fuel level & leaks      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair      \_\_\_\_\_ Add      \_\_\_\_\_ Change

First aid kit      \_\_\_\_\_ O.K.      \_\_\_\_\_ Needs Repair      \_\_\_\_\_ Add      \_\_\_\_\_ Change

Repaired by: \_\_\_\_\_

Checked by: \_\_\_\_\_

## Job Safety Analysis Worksheet

Title of job operation \_\_\_\_\_ Date \_\_\_\_\_

Position title of person who does job \_\_\_\_\_

Employee observed \_\_\_\_\_ Location \_\_\_\_\_

Analysis made by \_\_\_\_\_ Analysis approved by \_\_\_\_\_

<b>Sequence of basic job steps</b>	<b>Potential accidents or hazards</b>	<b>Recommended safe job procedure</b>

Personal protective equipment required.