

Jobsite Safety Handbook

For



STONE ASPEN

SIGNATURE BUILDERS

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Trade Partner & Employee Safety Letter

To All Stone Aspen's Trade Partners & Employees:

It is the policy of Stone Aspen to strive for the safest possible performance on each of our job sites.

The attached safety and loss-control guidelines represent a wealth of practical experience tested in the safety-conscious environment of many successful projects. Implementing these procedures will protect the well-being of our Trade Partners employees and sub-contractors, Stone Aspen's employees and Stone Aspen's resources from any harm or financial loss caused by accidents. Therefore, as a condition of employment by Stone Aspen, each Trade Partner & employee is required to understand and abide by these procedures.

Because each construction project is unique, some of these procedures may need to be refined or expanded to meet the site-specific safety and loss-control needs of a particular project. Stone Aspen may refine or expand these procedures as needed. For more information on complying with specific safety policies and procedures, please contact me.

Safety is as critical to Stone Aspen's operations as planning, scheduling, or billing. It is an integral part of our routine operations. Further, Stone Aspen believes that accidents are preventable, and that it is up to each of us to ensure that we practice safety as a routine part of our daily work.

Stone Aspen is committed to maintaining safe and healthful workplaces, and to protecting the public against any potential hazards caused by our operations.

Sincerely,

Brian Putnam – Operations / Owner

JOBSITE SAFETY HANDBOOK

PERSONAL PROTECTIVE EQUIPMENT

Workers must use personal protective equipment, such as:

- Hard hats when overhead, falling or flying hazards exist;
- Safety glasses or face shields for welding, cutting, nailing (including pneumatic), or when working with concrete and/or harmful chemicals
- Proper shoes or boots to lessen slipping hazards and prevent toe crushing and nail punctures;
- Safety belts and/or harness systems for fall protection

HOUSEKEEPING AND ACCESS AROUND SITE

- Keep all walkways and stairways clear of trash/debris and other materials such as tools and supplies to prevent tripping
- Keep boxes, scrap lumber and other materials picked up and put in a dumpster or trash/debris area to prevent fire and tripping hazards
- Provide enough light to allow workers to see and to prevent accidents

STAIRS AND LADDERS

- Install permanent or temporary guardrails on stairs before stairs are used for general access between levels to prevent someone from falling or stepping off edges.
- Keep manufactured made ladders in good condition and free of defects – Do not use job made ladders
- Inspect ladders before use for broken rungs or other defects so falls don't happen. Discard or repair defective ladders
- Secure ladders near the top or at the bottom to prevent them from slipping and causing falls.

SCAFFOLDS AND OTHER WORK PLATFORMS

- Provide ladders or stairs to get on and off scaffold and work platforms safely
- Keep scaffolds and work platforms free of debris. Keep tools and materials as neat as possible on scaffolds and platforms. This will help prevent materials from falling and workers from tripping
- Erect scaffolds on firm and level foundations
- Finished floors will normally support the load and provide a stable base (Working deck must be 100 level)
- Scaffold legs must be placed on firm footing and secured from movement or tipping, especially on dirt or similar surfaces (A good foundation is a must)
- Erecting and dismantling scaffolds must be under the supervision of a competent person
- The competent person must inspect scaffolds before each use
- Don't use blocks, bricks, or pieces of lumber to level or stabilize the footings. Manufactured base plates or "mud sills" made of hardwood or equivalent can be used.

PLANKING

- Fully plank or use manufactured decking to provide a full work platform on scaffolds. The platform decking and/or scaffold planks must be scaffold grade and not have any visible defects
- Extend planks or decking material at least 6' over the edge or cleat them to prevent movement. The work platform or planks must not extend more than 12" beyond the end supports to prevent tipping when stepping or working
- Be sure that manufactured scaffolds are the proper size and that the end hooks are attached to the scaffold frame

SCAFFOLD GUARDRAILS

- Guard scaffold platforms that are more than 10 feet above the ground or floor surface with a standard guardrail. If guardrails are not practical, use other fall protection devices such as safety belts/harnesses and lanyards
- Place the toprail approximately 42" above the work platform or planking with a midrail about half that high at 21"
- Install toe boards when other workers are below the scaffold

FALL PROTECTION

- Install guardrails around open floors and walls when the fall distance is 6' or more. Be sure the toprails can withstand a 200 lb load
- Construct guardrails with a toprail approximately 42" high with a midrail about half that high at 21"
- Install toeboards when other workers are below the work area
- Cover floor openings with larger than 2x2 (inches) with material to safely support the working load

ALTERNATIVES

- Use other fall protection systems like slide guards, roof anchors or alternative safe work practices when a guardrail system cannot be used
- Wear proper shoes or footwear to lessen slipping hazards
- Train workers on safe work practices before performing work on foundation walls, roofs, trusses, or where performing exterior wall erections and floor installations

WORK ON ROOFS

- Inspect for and remove frost and other slipping hazards before getting onto roof surfaces
- Cover and secure all skylights and openings, or install guardrails to keep workers from falling through the openings

- Install slide guards along the roof eave after the first 3 rows of roofing material are installed and then again every 8 feet up the roof when the pitch exceeds 6:12
- Use a safety harness system with a solid anchor point on steep roofs with pitch greater than 8:12 or if the ground to eave height exceeds 25 feet
- Stop roofing operations when storms, high winds or other adverse weather conditions create unsafe conditions

EXCAVATION AND TRENCHING

- Find the location of all underground utilities by contacting the local utility locating service before digging
- Keep workers away from digging equipment and never allow workers in an excavation when equipment is in use
- Keep workers from getting between equipment in use and other obstacles and machinery that can cause crushing hazards
- Keep equipment and the excavated dirt back 2 feet from the edge of the excavation.
- Have a competent person conduct daily inspections and correct any hazards before workers enter a trench or excavation
- Provide workers a way to get into and out of a trench or excavation. Ladders and ramps can be used and must be within 25' of the worker.
- For excavations and utility trenches over 5 feet deep, use shoring (trench boxes), benching, or slope back the sides. Unless soil analysis has been completed, the earth's slope must be at least 1 1/2 horizontal to 1 vertical
- Keep water out of trenches with a pump or drainage system, and inspect the area for soil movement and potential cave-ins
- Open ditches more than 24 hours or overnight must have fence protection
- Keep drivers in the cab and workers away when dirt and other debris are being loaded into dump trucks. Workers must never be allowed under any load and must stay clear of the back of vehicles.

FOUNDATIONS

After the foundation walls are constructed, special precautions must be taken to prevent injury from cave-ins in the area between the excavation wall and the foundation wall.

- The depth of the foundation/basement trench cannot exceed 7 1/2 feet deep unless other cave-in protection is provided
- Keep the horizontal width of the foundation trench at least 2 feet wide. Make sure there is no earth vibration while workers are in the trench
- The area around the foundation should be four feet
- Plan the foundation trench work to minimize the number of workers in the trench and the length of time they spend there
- Inspect the trench regularly for changes in the stability of the earth (water, cracks, vibrations, spoils pile). Stop work if there is any potential for cave-in and fix the problem before work starts again

TOOLS AND EQUIPMENT

- Maintain all hand tools and equipment in safe condition and check regularly for defects. Broken or damaged tools and equipment must be removed from the jobsite
- Use double insulated tools, or ensure the tools are grounded (check for ground plug)
- Equip all power saws (circular, skill, table, etc) with blade guards. Saws must be turned off when unattended
- Provide training for workers before pneumatic or powder-actuated tools are used
- Make sure cords are not damaged, the outer insulation must not be cut
- Pneumatic and powder-actuated tools must only be used by trained and experienced personnel. Require proper eye protection for workers.
- Never leave cartridges for pneumatic or powder-actuated tools unattended. Keep equipment in a safe place, according to manufacturers instructions

VEHICLES AND MOBILE EQUIPMENT

- Inform workers verbally and provide training to stay clear of backing and turning vehicles and equipment with rotating cabs
- Maintain back-up alarms for equipment with limited rear view or use someone to help guide them back
- Verify experience or provide training to crane and heavy equipment operators
- Maintain at least 10 foot clearance from overhead power lines when operating equipment
- Block up the raised bed when inspecting or repairing dump trucks
- Use a tag line to control materials moved by a crane

ELECTRICAL

- Prohibit work on new and existing energized (hot) electrical circuits until all power is shut off and a positive “Lockout/Tagout System” is in place
- Maintain all electrical tools and equipment in safe condition and check regularly for defects
- Broken or damaged tools and equipment must be removed from the jobsite
- Protect all temporary power (including extension cords) with Ground Fault Circuit Interrupters (GFCI’s). Plug into a GFCI protected temporary power pole, a GFCI protected generator, or use a GFCI extension cord to protect against shocks
- Locate and identify overhead electrical power lines. Make sure that ladders, scaffolds, equipment or materials never come within 10 feet of electrical power lines
- Exterior electrical must be approved for exterior (no internal junction boxes)

FIRE PREVENTION

- Provide fire extinguishers near all welding, soldering or other ignition sources
- Avoid spraying of paint, solvents or other types of flammable materials in rooms with poor ventilation. Build up of fumes and vapors can cause explosions or fires

- Store gasoline and other flammable materials in a safety can outdoors or in an approved storage facility. (Metal cans with self-sealing lids)
- Provide one fire extinguisher within 100 feet of Trade Partners & Employees for each 3000 square feet of building

SAFETY VIOLATION SHEET ____
SAFETY WARNING SHEET ____
WEEKLY SUPERVISOR SITE CHECKLIST _____

Trade Partner Name: _____

Sub's Employee's name: _____ Date of Inspection: _____

Stone Aspen Supervisor: _____

Person conducting inspection: _____

On this date, the Trade Partner indicated above violated the following rules of safety set forth by Stone Aspen in accordance with Federal and State safety regulations or Stone Aspens safety guidelines. This is a notice that Stone Aspen may request that a contractor not assign a person to our jobsite as a result of failure to follow safety standards.

- Cranes/Hoists _____
- Excavations/Trenches _____
- Fall Protection/Harnesses _____
- Fire Protection _____
- Flammable/Combustible Storage _____
- Grounding/Electrical Equipment _____
- Guardrails/Floor Covers _____
- Hardhats/Safety glasses/Work boots _____
- Housekeeping _____
- Ladders _____
- Mobile Equipment _____
- Scaffolds _____
- Tools _____

STOP WORK ORDERED y n FINE: y n Amount \$_____

RECOMMENDATIONS/CORRECTIVE ACTION

Trade Partner Signature _____

Stone Aspen Signature _____