



JOB SITE SAFETY PLAN

for

***SYSKO - SEATTLE
FACILITY EXPANSION***

Kent, Washington

July 1, 2019

Job Site Safety Plan *for:*
SYSCO-SEATTLE – FACILITY EXPANSION
Kent, Washington Job # 21506511

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CORPORATE SAFETY COMMITMENT

The personal safety and health of each Stellar employee, as well as subcontractor employees, any visitor to our sites, and any member of the general public affected by our work, is of the utmost importance. **Safety is a Core Value of Stellar.**

We believe that our employees are our most important resource and that their **safety at the worksite or in the office 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. Stellar management will provide all mechanical and physical facilities required for the personal safety and health of each employee. Every supervisor is responsible for the safety of those who work for him/her.

To be successful, this safety program must embody the proper attitude toward injury and illness prevention on the part of corporate and project management teams at all levels, from supervisors to individual employees. It also requires cooperation in all safety and health matters, not only between management, supervisors, 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 Stellar, no matter in what capacity they function, to accept this concern and its responsibility. All 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 of all our employees 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 and reduce jobsite down time, material loss and regulatory agency fines.

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

CORPORATE SAFETY OBJECTIVES

- Identify the risks involved in each activity we undertake and take all necessary steps to manage those risks to ensure a safe work process and environment.
- Ensure all personnel are properly trained and competent to do their work safely.
- Develop safe work methods and provide all necessary tools, machinery, equipment, and PPE.
- Maintain all tools, machinery, equipment, and PPE in good repair and operating condition.
- Comply with all federal, state, and local laws and regulations regarding safe and proper working conditions.
- Continually improve our safety efforts by evaluating, adopting, and utilizing best safety practices.
- Communicate with and engage our employees, encouraging them to always invest in themselves by working safely and in turn, positively influence those around them to also work safe.

This policy will be reviewed and updated on an annual basis.

A handwritten signature in black ink, appearing to read 'Mike Santarone', written in a cursive style.

Michael S. Santarone
President & COO

SYSCO-SEATTLE – FACILITY EXPANSION

JOB SITE CONTACT LIST

STELLAR FIELD:

Job Site Superintendent:	Tarl Casey tcasey@stellar.net	(904) 574-2906 (cell)
Field Engineer:	Leighton Smith lsmith@stellar.net	(904) 465-1514 (cell)

STELLAR CORPORATE OFFICE:

Project Developer:	Mike Netting mnetting@stellar.net	(904) 899-9344 (office) (904) 923-3721 (cell)
Project Manager:	Nathan Kendall nkendall@stellar.net	(904) 899-9386 (office) (904) 868-1826 (cell)
General Superintendent:	Woody Crews wcrews@stellar.net	(904) 899-6541 (office) (904) 813-9404 (cell)
V. P. – Risk Management:	Phil Hinrichs phinrichs@stellar.net	(904) 899-9265 (office) (904) 614-3200 (cell)
Director of Safety:	Brad Weger bweger@stellar.net	(904) 899-9255 (office) (904) 349-8856 (cell)

SAFETY ADMINISTRATIVE POLICIES AND PROCEDURES

Stellar Safety Policy and Commitment

Stellar has an unprecedented concern for the safety of every employee and visitor on site. It is our desire to achieve a zero accident level. Every employee is expected to maintain a high level of safety awareness and cooperate fully in helping to protect themselves and their co-workers. For this reason, we are dedicated to the principles and values of accident control.

We recognize that accidents can be controlled through an effective loss control program. Our goal is to develop and foster an attitude of safety toward everything we do. Accidents can lead to job dissatisfaction, loss of employee goodwill and interference with project schedules. By controlling accidents, we can eliminate these problems and in addition, minimize the losses associated with them.

An effective safety program does not happen by itself. It takes the support of everyone. Every supervisor is responsible for the safety of those who work for him. Enforcement of safety rules and regulations is the responsibility of every manager, supervisor, assistant supervisor and foreman.

Safety Objectives

It is Stellar's intent to provide an incident and accident-free work place for all employees and clients. Our goals are to:

- Provide all required and/or reasonable safeguards to prevent work injuries.
- Maintain all equipment, tools and machines in good repair.
- Develop safe working methods and train employees to work safe.
- Comply with federal, state and local laws and regulations regarding safe and proper working conditions.

Safety Communication

Good communication is essential to ensure effective implementation and maintenance of a safety plan. Information regarding this safety plan, safety regulations, safe operating procedures, or anything relating to safety on the job site will be communicated with employees via:

- Safety training sessions
- Weekly Job Site Safety Meetings
- Weekly Subcontractor Coordination Meetings
- Daily instructions and reminders from supervisors concerning safe work practices
- Corrective instructions from supervisors when necessary

JSSP Assignment of Responsibilities

This JSSP has been prepared by Stellar, as the general contractor, specifically for the Sysco-Seattle Facility Expansion project at their facility in Kent, Washington.

As the General Contractor, Stellar will be viewed by OSHA as having responsibility for ensuring that a JSSP is in place and effectively implemented throughout the job site. As such, Stellar will hold each subcontractor responsible and accountable for maintaining and controlling safe conditions and behaviors within their area and scope of work. All Stellar employees and, by contract, all Stellar subcontractors and their employees working on site must comply with this JSSP as well as all other applicable safety regulations. For subcontractors who further subcontract their work to secondary/tertiary subcontractors, those subcontractors and their employees must also comply with this JSSP. Additionally, all subcontractors that further subcontract their work must inform Stellar management of their lower tier subcontractors.

Daily implementation, monitoring, and corrective actions required of this JSSP are the responsibility of:

- Stellar Superintendent: ensuring effective implementation by all subcontractors throughout job site
- Stellar Asst. Superintendents/Field Engineers: assist the Stellar superintendent in his duties
- Subcontractor supervisors: ensuring safe work practices/conditions throughout their scope of work
- Foremen: ensuring safe work practices/conditions are followed by all their crew members
- Individual employees: safe work practices and conditions are followed throughout their daily work
- All personnel on site: all near-misses, IDHL situations, incidents are reported immediately

NOTE: *As necessary, all personnel on site have the authority to stop work in an IDHL situation.*

JSSP Limitations

This JSSP is based on CFR 29 Part 1926 construction standards and focuses on safety concerns pertinent to this job site. It is not intended to be all-inclusive. It highlights common safety practices and conditions where deficiencies often occur. In no way does the information provided herein relieve any contractor from compliance with federal, state, municipal or company regulations applicable to their work but not addressed in this plan. For specific safety regulation information, consult CFR 29 Part 1926 construction standards.

JSSP Compliance

If there are questions concerning compliance with or clarification/interpretation of the information in this JSSP or if there are safety concerns not addressed in this JSSP, please call Stellar's Safety Department. They will gladly assist in answering your questions and meeting your safety responsibilities.

Job Site Auditing, Hazard Abatement, and Follow-up

Any time Stellar's superintendent or other supervisory personnel are on site (including corporate representatives), they will be monitoring safety conditions.

- 1) Formal site surveys, using a checklist (copy attached), will be conducted bi-weekly by the Stellar superintendent, Assistant Superintendent, or Field Engineer. These checklists will be sent in to the Stellar Corporate Safety Department (they should not be sent in until any noted corrective actions have been taken).
- 2) Random site visits will be made by a representative of Stellar's Corporate Safety Department. A Site Visit Report will be filed by the representative indicating the audit results, subcontractor safety performance, and what corrective actions must be taken and followed-up on.

- 3) Any safety hazards or unsafe behaviors observed must be abated or corrected immediately as directed by Stellar's supervisory personnel. Failure to abate or correct hazards may result in dismissal from the job site. At no time may a worker work in an unsafe place unless the work is being done to correct a safety hazard and proper precautions have been taken.
- 4) Hazardous conditions that cannot be immediately abated must be barricaded off or otherwise isolated to prevent personnel exposure to the hazard.
- 5) All hazardous conditions/behaviors will be annotated on the superintendent's daily log, walk-around inspection sheet, or other appropriate document. The Stellar superintendent is responsible for following up to ensure the necessary corrective actions to abate the hazard have been taken. The corrective actions must also be annotated.

NOTE: During all job site audits, beginning with the initial audit and continuing through all follow-on audits, whether scheduled or random, specific attention must be given to identifying and evaluating new hazards introduced to the site by the presence of new substances, materials, processes, procedures, or equipment brought on site by Stellar and/or subcontractors.

Accident/Incident Reporting and Investigations

All accidents/incidents, involving property damage or injuries, including "near misses" must be reported immediately to the Stellar job site superintendent or on-site safety manager. An investigation of the accident/incident must be conducted and a written report completed and submitted to Stellar. The more serious an accident/injury is, the more in-depth the investigation must be. This is the responsibility of the crew supervisor, foreman or lead man. Subcontractors may use their own company reporting form for this purpose, or Stellar's Accident/Incident Report form (copy attached) may be used.

NOTE: In the event of an accident or incident, all personnel involved, including subcontractor personnel, are required, as allowed by state and local laws, to have a drug screening within 24 hours of the accident/incident.

To ensure the casual factors of the accident/incident are properly identified, **root cause analysis** must be used in the investigation process. Basic root cause analysis is written into the Stellar Accident/Incident Report form. For more serious accidents/incidents, more in-depth root cause analysis will be conducted by corporate safety personnel you will go to the site to oversee the investigation of the accident/incident.

Reporting Protocol

The following personnel/offices shall be notified in the event of the following situations:

Event	Person/Office to be notified	Notification method/time-frame
Near-miss (IDHL situation, unsafe behavior or condition, incident, etc.)	Subcontractor will notify Stellar superintendent/on-site safety manager/field office; Stellar will notify others as required	Personnel will notify their supervisor immediately, subcontractor will log the incident on daily subcontract log and submit it in the regular fashion to the Stellar job trailer.

Minor accident/incident resulting in a 1 st aid only injury or minor property damage	Subcontractor will notify Stellar superintendent/on-site safety manager/field office; Stellar will notify others as required	Subcontractor will log the incident on daily subcontract log and submit it in the regular fashion to the Stellar job trailer; additionally, a verbal report shall be made within 2 hours.
Accident/incident resulting in a recordable injury or significant property damage	Subcontractor will notify Stellar superintendent/on-site safety manager/field office; Stellar will notify others as required	Subcontractor will log the incident on daily subcontract log and submit it in the regular fashion to the Stellar job trailer; a verbal report shall be made within 2 hours. A written report must be submitted within 24 hours.
Catastrophic accident/incident resulting in a major injury requiring an ambulance, three or more personnel involved, or death	Subcontractor will notify Stellar superintendent/on-site safety manager/field office; Stellar will notify others as required	Subcontractor will log the incident on daily subcontract log and submit it in the regular fashion to the Stellar job trailer; a verbal report shall be made immediately. Additionally, if a death is involved, the employer (i.e., subcontractor) is responsible for notifying OSHA within 8 hours. A written report must be submitted within 24 hours.

Safety Training

Stellar provides safety training to its employees through video tape and/or online web based training sessions including quizzes/tests to evaluate employees' understanding of the material.

Safety training is also provided as part of the job site Weekly Safety Meetings. These meetings are held at the same day/time each week as determined by Stellar's job site superintendent. All personnel on site, both Stellar and subcontractor employees, are required to attend and sign in. The superintendent will select meeting topics based on current job site activity. A pertinent Safety Data Sheet will also be discussed. Subcontractors will have an opportunity to discuss any additional safety issues related to their work or equipment being used.

Specialized safety training must be conducted as necessary for certain equipment and tool operators. This may include, but is not limited to: rough terrain forklifts; aerial lifts; boom trucks; powder actuated tools (e.g., nail guns), etc. Tool and equipment rental companies often offer the necessary training for operating their tools and equipment, and it is strongly recommended that their services in this regard be utilized.

Personnel designated as a "competent person" must be adequately trained in the area of construction activity they are overseeing as a competent person.

Safety Documentation

NOTE: Documentation of all safety related training (e.g., equipment qualification/operator cards, certifications, competent person training, licenses, 1st aid/CPR, etc.) must be submitted to Stellar for verification and record retention.

Standard documentation of on-site safety materials and efforts is maintained with the following documents:

- Job site bulletin board with all required federal, state, and Stellar labor law and safety posters
- Right-to-Know Center including HazCom Program and SDSs
- A copy of this JSSP

- Weekly Safety Meeting sign-in sheets
- Weekly Subcontractor Coordination Meeting minutes
- Safety video training attendance sheets and test results
- Copies of accident/incident reports

Additional documentation which must be provided Stellar's job site superintendent include copies of:

- Subcontractor's safety program or plan
- SDSs for any hazardous materials brought on site
- Certifications/licenses for operating equipment and machinery
- Subcontractor's Weekly Safety Meetings (if held in addition to Stellar's)

Records Retention

All documentation (logs, training records, reports, etc.) will be maintained on site for ready access. In addition, all documentation will also be scanned and emailed (or faxed) to the appropriate corporate offices (e.g., division office, risk management office, HR office) for electronic filing.

Hazard Reporting

All workers on site are encouraged to immediately report any situation on site that they believe creates an unsafe or hazardous condition (a near-miss). Unsafe or hazardous conditions may be caused by physical conditions (missing guardrails, open holes, etc.) or by unsafe behaviors and actions (not tying off, standing on the top step of a ladder, etc.)

Reports may be submitted by phone, in person, or in writing.

Reprisals against employees for reporting unsafe or hazardous working conditions are prohibited under regulatory and administrative procedures and may result in disciplinary action.

Follow these steps when reporting actual or potential unsafe or hazardous conditions:

1. If the unsafe or hazardous condition is an Immediate Danger to Health or Life (IDHL) situation, contact your nearest supervisory personnel so immediate action can be taken to correct the situation.

NOTE: All personnel on site have the authority to stop work in an IDHL situation.

2. If it is not an IDHL situation, notify your supervisor of the nature, location, and your assessment of the potential harm of the unsafe or hazardous condition.
3. If you do not wish to discuss the unsafe or hazardous condition with your supervisor, or are unsatisfied with the response or timeliness of action of your supervisor, contact a Stellar Group supervisor (foreman, assistant superintendent, or superintendent).
4. If you are unsatisfied with the response or timeliness of action from The Stellar Group's on-site management team, call Stellar's corporate office at 888-488-2901 and ask for someone in the Risk Management Department.

Safe Plan of Action

In order to ensure that all members of a work crew fully understand the nature of their work, the tasks each crewmember must complete, and that they are thoroughly informed about the hazards involved in their work, each crew supervisor is required to fill out a Safe Plan of Action form (a copy is at the back of this safety plan) and verbally review it with all crew personnel prior to the crew beginning work, even if it is essentially the same day after day. The form should be used to inform all crewmembers of the work hazards present, what preventative safety measures they must take, including what PPE they must wear, and what work tools and equipment are necessary to do the work safely.

The Safe Plan of Action form should be completed daily for each crew assigned a task or more frequently if the work is completed and the crew is assigned a new task during the workday, or if a new shift or different crew begins work, or if the original work task changes and crew is exposed to new hazards.

Work Permits / Checklists / Plans

Work permits / checklists / plans will be used for specific high level risk construction activities to formalize safe work procedures and ensure all proper steps and precautions are taken to reduce and manage the risks associated with the activity. Work permits / checklists / plans will be required for:

- All heavy or critical crane lifts: i.e., any load over 2,000 lbs. or any load over 75% of crane capacity or a load that must swing over critical equipment (use ***Heavy Lift / Critical Lift Plan***).
- At the discretion of the Stellar superintendent, the stage of building completion and/or location on site will determine the need for the use ***Cutting–Welding–Hot Work Permits***. As the building becomes more enclosed, the permit will be more specific in location, duration, and size of area.
- Any permit required confined space work (use ***Confined Space Permit***)
- Any work on energized systems: i.e., electrical, hydraulic/liquid, pneumatic (use ***Lockout / Tagout Checklist***)

1st Aid and Emergency Response

All appropriate emergency telephone numbers will be posted in the job trailer near the telephone. Basic emergency service will be accessed by calling 911.

On-site medical (1st responder) support will include Stellar supervisory personnel who are trained in 1st Aid / CPR / AED use. However, providing medical response/assistance is strictly voluntary.

An appropriately sized and supplied 1st aid kit, including bodily fluid disposal kit, as well as an AED will be maintained in the job site trailer. The 1st aid kit will be kept adequately stocked by an outside vendor.

Nearby clinics and hospitals, as well as a panel of medical providers, will be posted (with directions) in the job trailer alongside the other emergency information postings.

Public Safety

All necessary steps shall be taken by Stellar and all subcontractors to ensure the safety of the public. This may include, but is not limited to:

- Security fencing of the site
- Site access control and associated No Access / Construction Area / Keep Out signage
- Appropriate Danger, Warning, Caution, Notice signage
- Protective / covered walkways
- Detour / Sidewalk Closed signage as needed
- Ensuring all conditions within the footprint of the construction site are always in a safe condition, whether crews are on-site or off-site

Subcontractors creating potential or actual public safety issues are responsible for correcting or abating the situation with appropriate and adequate safety measures.

All public safety measures taken will be monitored daily to ensure they are properly maintained and remain effective.

Safety Orientation

All personnel, including Stellar personnel, subcontractor personnel, temporary and day laborers, or other visitors will be required to go through a safety orientation prior to going out on site.

1. Construction personnel and non-construction personnel who will be on site routinely will go through Stellar's corporate site safety orientation and site specific safety orientation.

Upon completion of the site safety orientation personnel will be given a hard-hat sticker for their hard hat. No one may be working on site without completing the safety orientation and use of the hard hat stickers will facilitate enforcement of this policy.

All subcontractor supervisors are responsible for coordinating with the on-site Stellar team to coordinate and schedule this training for their personnel – both for their initial crew and also any follow-on personnel arriving on site later in the schedule.

2. Visitor safety:

Prior to going out onto the construction site, all visitors will receive a safety orientation and be provided the proper PPE (hard hat, safety glasses, safety vest). They will be required to wear enclosed shoes (i.e., no open toes, sandals, clogs/mules, etc.) with hard soles.

NOTE: Visitors will complete the Visitor Safety Orientation and Release form.

When out on site, visitors must be escorted by a member of the Stellar construction management team, or a designated subcontractor representative.

In the event a visitor violates a safety rule, the escort will remind the visitor of the pertinent safety rule and proper compliance. If the visitor continues to violate the rule, the visit will be terminated and the visitor escorted back to the job trailer. Continuation of the visit, or any future visits will be conditional on the visitor's acceptance of and compliance with all site safety rules.

Due to the continually changing conditions on a construction site, visitors will go through a visitor safety orientation each time they visit the site to ensure they are instructed on the current site conditions and hazards present.

Subcontractor Safety Personnel Requirement

All subcontractors must designate a site safety coordinator/representative for their crew. That person will coordinate with Stellar's site safety coordinator and be the point of contact between Stellar and the subcontractor for any safety or safety related issues needing to be addressed, implemented, corrected, etc.

For subcontractor crews of 25 or less personnel, the safety coordinator/representative can function as a working member of the crew.

Regardless of crew size, if, in the sole judgment of Stellar's on-site management team, a subcontractor's work performance is deemed to be repeatedly unsafe, a full time safety coordinator will be required. The safety coordinator cannot function as a working member of the crew, but must be solely dedicated to ensuring all of his/her crew members work safely.

For subcontractors that must provide a full-time on-site safety coordinator, that person must meet the following minimum requirements:

- 30 hour construction OSHA card
- Current in 1st aid/CPR training
- 3-years' experience as an on-the-job safety supervisor/coordinator
- Necessary specialized competent person training depending on trade/scope of work (e.g., confined space, scaffolding, fall protection, excavation, etc.)
- Qualified lift/equipment operator (scissors, boom, etc.) for any lifts/equipment they will use

SUBCONTRACTOR JOB SITE SAFETY

Subcontractor Responsibility and Accountability for Job Site Safety

Job site conditions and behaviors of workers affect on-the-job safety **every day**, and they are **everyone's** concern. While Stellar's job site superintendent is responsible for overall management of the safety program on site, it is not physically possible for him/her to be the sole monitor and enforcer of on-the-job safety during all work hours, everywhere on site. As such, it is the responsibility and assigned duty of each subcontractor (both contractually and as a matter of industry standard) to:

1. Be thoroughly knowledgeable of all federal, state, and Stellar safety rules, regulations, policies, and industry standards associated with your craft and scope of work.
2. Comply fully with all federal, state, Stellar, own company, and facility owner safety rules, regulations, policies and industry standards associated with your craft and scope of work.
3. Ensure that all employees are **technically and physically** capable of carrying out their assigned work.
4. Ensure your employees **have and use** all necessary personal protective equipment (PPE) and other safety equipment necessary to complete their assigned tasks safely and in accordance with all applicable safety rules, regulations, policies and standards.
5. Ensure that Stellar's job site superintendent, all subcontractors, and any other personnel on site are made aware, immediately, of any hazards/danger areas created in conjunction with your scope of work.
6. Ensure all necessary and adequate safe guards (e.g., barricades, guardrails, warning signs, etc.) are erected around hazardous conditions to prevent workers from exposure to the hazard.
7. Ensure that any "work-in-progress" is **never** left unattended in an unsafe, unguarded, unmarked or unidentified condition when work crews leave the immediate area for **any** length of time (e.g., leaving momentarily to get materials, for a five minute break, for lunch, at the end of the day, etc.).
8. Notify the Stellar superintendent of any hazardous situations created by other subcontractors so that the creating subcontractor can be directed to take necessary corrective action(s) as soon as possible.
9. Provide the Stellar superintendent with safety data sheets (SDS) for all hazardous materials brought on site (SDS should arrive prior to, or at time of, delivery of materials).
10. Attend Stellar's on site weekly safety meetings, ensuring **all** subcontractor personnel on site attend.
11. Respond immediately, taking necessary corrective action when notified by Stellar's supervisory personnel or federal, state or other authority, of any unsafe conditions or behaviors.
12. Report immediately, all accidents, injuries to personnel, and damage to property, and provide copies of all appropriate reports (e.g., first reports of injury, damage reports, police reports, etc.).

The construction site is a dynamic place, an ongoing process, with conditions continuously changing day to day, hour to hour, minute to minute. Ensuring that safe conditions are maintained is everyone's responsibility, all the time. **All subcontractors will be held accountable for meeting the above responsibilities. Failure to do so may result in dismissal from the job site.**

Subcontractor Safety Program and Training Requirements

1. Each subcontractor on a Stellar job site must have its own safety program designed to manage the hazards associated with their work on the site and reduce or limit the exposure of all workers to those hazards. Relying on the safety programs of other employers to protect your employees is insufficient and does not meet the requirements of OSHA.

2. Each subcontractor shall instruct their employees in the recognition and avoidance of unsafe conditions and in the regulations applicable to their work environment to control or eliminate any hazards or other exposure to illness or injury (*see Safety Training Documentation note on page 9*).

Areas of training required by OSHA include:

- personal protective equipment;
- material safety data sheets;
- fire extinguishers.

Other typical areas of training required by OSHA may include, but are not limited to:

- ladders;
- scaffolds;
- fall protection methods and systems;
- excavations;
- respirators;
- lifting and material handling;
- any specialized equipment or procedures applicable to your scope of work.

3. It is the responsibility of the individual subcontractor to initiate and maintain such programs as may be necessary to comply with 29 CFR 1926.20(b)(4). Specifically, each "employer shall permit only those employees qualified by training or experience to operate equipment and machinery." This applies to vehicles, heavy equipment, cranes, aerial lifts, power tools, powder actuated tools, welding machines and rigs, and other specialized tools and equipment. All forklift operators must have a **certified** license.

NOTE: Employees certified or qualified to operate equipment and machinery should be documented on the Equipment Operator Qualification/Certification Log form (at the end of this document).

4. Each subcontractor shall provide "competent persons" on site as required by OSHA regulations (*see Safety Training Documentation note on page 9*). Relying on the competent persons of other employers to ensure the protection of your employees is insufficient and does not meet the requirements of OSHA. Construction activities which require the presence of a competent person include, but are not limited to:

- scaffolding erection, dismantling and use;
- trenching and excavations;
- fall protection methods and systems;
- rigging of equipment for material handling;
- operation of cranes and hoists;
- demolition work;
- use of ladders;
- working with hazardous materials.

NOTE: Competent Persons should be documented on the Competent Persons Log form (at the end of this document). This form should be updated weekly.

JOB SITE SAFETY COMPLIANCE PROGRAM

OSHA regulations, Stellar's job site safety rules, and owner safety policies are discussed at every construction coordination meeting and should be well known and understood by all personnel on site. In particular, job site safety rules are included with all subcontracts, posted at each job site, and discussed at job site weekly safety meetings. There is no reason why any on site personnel should not be familiar with job site safety rules, regulations and procedures.

The purpose of Stellar's Job Site Safety Violation Citations is to: 1) maximize compliance, by all on-site personnel, with OSHA regulations, Stellar job site safety rules and applicable owner safety policies; 2) provide a uniform enforcement and disciplinary program for personnel found violating safety rules; and 3) provide documentation of individual and subcontractor safety performance.

The procedures for the program are as follows:

- ◆ Whenever a safety violation is observed by Stellar's job site superintendent, project manager, safety director, general superintendent or other supervisory personnel, the violation will be documented using a safety violation citation form.
- ◆ Violations will be issued to individual workers for personal safety violations (i.e., the safety condition or behavior is under the control of the individual) or issued to a subcontractor for safety violations (i.e., conditions or behaviors) which are under the control of the subcontractor.
- ◆ The form is printed in triplicate. The white copy will be filed by Stellar's job site superintendent, the yellow copy will be forwarded to Stellar's safety director and the pink copy will be given to the individual or subcontractor.
- ◆ The disciplinary policy concerning safety violation citations is as follows:

For subcontractors/subcontractor personnel:

- **3 Personal violations** will result in permanent dismissal of the employee from job site.
- **3 Subcontractor violations** will put the subcontractor on notice.
- **3 Employees dismissed** (from the same subcontractor) from the job site for safety reasons will result in the subcontractor's contract being terminated for failure to comply with safety requirements as agreed in the subcontract.
- **Any Immediate Danger to Life or Health (IDLH) situation** (e.g., working in an unprotected trench; working on a leading edge with no fall protection; etc.) will result in an **immediate suspension** of the work in progress and **removal of personnel** from hazardous conditions to evaluate the situation. Safety violations will be cited and the conditions/behaviors corrected before work may resume.

For Stellar personnel:

- **3 Personal violations** will result in a week suspension from work without pay.
- **3 Personal violations within any 12 month period** will result in termination of employment.



Job Site Safety Violation

Job Site _____ Job # _____
 Subcontractor in violation _____ Date _____
 Employee(s) involved _____ Time _____

Personal Violation:

// Not wearing hard hat
 // Not wearing eye protection
 // Not wearing safety shoes
 // Not wearing proper attire
 // Radio on the job
 // Not using required PPE
 // Not tying off/using fall protection
 // Disregarding safety precaution/barrier
 // Safety guard removed from tool
 // Other (descibe) _____

Subcontractor Violation:

// Not attending safety meetings
 // Not keeping work area(s) clean
 // Fall protection system(s) not in use
 // Improper gas can(s) on site
 // Welding tanks improperly stored
 // Damaged/worn electrical cord
 // Hazardous conditions not barricaded
 // Unsafe scaffolds (guardrails/planking)
 // Unsafe trench (sloping or benching)
 // Other (descibe) _____

This is violation # _____ for this employee.

This is violation # _____ for your company.

Disciplinary Policy:

- **3 Personal violations** will result in permanent dismissal of the employee from job site.
- **3 Subcontractor violations** will put the subcontractor on notice.
- **3 Employees dismissed** (from the same subcontractor) from the job site for safety reasons will result in the subcontractor's contract being terminated for failure to comply with safety requirements as agreed in the subcontract.
- **Any Immediate Danger to Life or Health (IDLH) situation** (e.g., working in an unprotected trench; working on a leading edge with no fall protection; etc.) will result in an **immediate suspension** of the work in progress and **removal of personnel** from hazardous conditions to evaluate the situation. Safety violations will be cited and the conditions/behaviors corrected before work may resume.

Stellar Representative _____
(signature)

Employee/Subcontractor _____
(signature)

white original - job files yellow copy – Stellar Safety pink copy - employee/subcontractor

JOB SITE FIRST AID AND BLOODBORNE PATHOGENS

- A first aid kit, adequately sized and stocked (including a bodily fluid disposal kit), will be maintained in Stellar's job site trailer. While it is available for all personnel on site, individual subcontractors are encouraged to maintain their own first aid kit for their personnel.

- At least one Stellar supervisory personnel on site will be trained and certified in emergency first aid and CPR. Individual subcontractors are encouraged to have at least one of their on site personnel also trained in emergency first aid and CPR.

- In the event of **minor injuries**, individuals should use appropriate first aid kit supplies and treat themselves with the assistance of others as necessary. ***Do not let minor wounds go without treatment. Left untreated, they can become infected and turn from minor into serious conditions.***

- In the event of a **serious injury**, follow these emergency action procedures:

1. Survey the accident scene – How many are hurt? Is the situation still dangerous? etc.
2. Send someone to call emergency medical personnel; let Stellar's superintendent know
3. Stay calm and gain the victim's confidence
4. Assess the victim's condition: If the victim is unresponsive, check the level of consciousness with the ABC's: ***Airway, Breathing, and Circulation***

- See that the **airway** is clear – no foreign objects; tongue doesn't block airway
- Check **breathing** with your ear pressed against the chest; listen for breathing
- Monitor **circulation** – check the victim's pulse (regardless of breathing)

After checking the ABCs, . . .

- Control bleeding by applying pressure where needed
- Relieve shock by elevating the victim's legs 8-12" above the ground
- Treat any "possible" fracture as a "definite" fracture; immobilize with splints
- Perform rescue breathing/CPR as needed

- Exposure to human blood and other body fluids can pose health risks. Although exposure to human blood is not "reasonably anticipated" on the job site, in the event of an injury, it may occur. Because of the potential risks from coming into contact with contaminated blood and/or other fluids, it is safest to treat all human blood and bodily fluids as if they are contaminated with bloodborne pathogens (diseases).

NOTE: *Coming into contact with human blood (e.g., providing first aid assistance, clean-up of blood, etc.) is strictly voluntary for any Stellar employees or subcontractor employees.*

- If it becomes necessary to come into contact with blood or other bodily fluids (i.e., treat an injury or clean up afterwards), follow these precautions:

- stop work in the vicinity and barricade it off to limit exposure to others
- always wear latex gloves (available in the first aid kit)
- bandage any cuts on your hands before putting on the gloves
- remove gloves carefully so that no fluids contact bare skin
- use gloves only once – dispose of them after use
- wash your hands thoroughly afterwards

GENERAL SAFETY REQUIREMENTS

A. Stellar Job Site Safety Rules

- All Stellar and subcontractor employees on site are required to adhere to the twelve rules listed on Stellar's Job Site Safety Poster (copy attached).

B. Administrative Requirements

- A job site bulletin board will be maintained at the Stellar job site trailer. All required federal and state labor and worker compensation posters as well as Stellar policy and information posters will be posted. The bulletin board will be accessible to all employees during normal working hours.

- Stellar is a Florida Certified Drug Free Work Place. As such, all Stellar employees are drug tested at time of hire, after an accident and/or injury, and on a random basis. Stellar strongly encourages all subcontractors to also work drug free. In the case of an accident and/or injury to a subcontractor employee, that employee must be drug tested.

- A SDS binder will be maintained in the Stellar job site trailer. All subcontractors must provide material safety data sheets for all hazardous substances they bring unto the job site. This can be accomplished by providing either a company SDS binder or individual SDS copies for inclusion in the Stellar SDS binder.

- The Stellar superintendent will hold weekly safety meetings at a day and time determined by him. All subcontractor personnel on site are required to attend. The superintendent will select meeting topics based on current activity at the job site. A SDS will also be discussed. Subcontractors will be provided an opportunity to discuss any additional safety issues related to their work or equipment being used.

- All accidents/injuries must be reported immediately to the Stellar superintendent. Copies of accident/injury reports must be forwarded to the Stellar superintendent in accordance with reporting protocol (*see page 8*).

C. General Health and Environmental Controls

- **Good "housekeeping" throughout the site is extremely important – this is particularly important in stairwells, hallways and passageways.** All subcontractors must clean up after themselves and properly dispose of scrap materials and debris. **Clean up must occur daily.**

- **No glass containers** will be allowed on site.

- **No "Horseplay"** of any kind will be allowed on site. Personnel engaging in horseplay will be dismissed from the site immediately.

- **Use of cell phones on site** must be limited to business calls for facilitation of construction related issues, except for emergency (business or personal) situations. Personnel needing to use their cell phone must find a safe location on site, and must never use their phone while walking, working, or driving.

- **It is important to maintain a “pest free” job site.** All lunch/meal waste (including food, wrappers, etc.) must be cleaned up immediately to avoid the introduction of rodents, insects, or other pests on to the site. An adequate number of trash cans will be provided around the site. They must be used.

- All exposed nails, screws, stiff wire or other sharp objects protruding from pieces of debris, concrete forms, etc. shall be removed, bent over, covered, or otherwise guarded to prevent puncture hazards.

- All debris, stripped forms, packing/shipping materials, etc. must be disposed of in dumpsters or collected into piles to eliminate all slip, trip and fall hazards.

- All areas where construction activity is occurring, including hallways and passageways used to access or transit between work areas, shall be provided (by either temporary or permanent lighting) with a minimum light level of 5 foot candles.

NOTE: Stellar will endeavor to provide adequate lighting levels as part of our contract with the electrical subcontractor by means of temporary and/or permanent lighting. However, there may be periods of time due to construction phases, shut-downs, tie-ins, etc. where light levels may not be able to be maintained. In these situations, it remains the responsibility of each subcontractor to ensure adequate light levels that meet OSHA requirements are maintained for their crews’ activities including transit to/from their work areas. This may require providing portable light stands and power source for each crew.

- Each contractor is responsible for providing adequate drinking water, via bottled water or water in a container with a tap, for their employees. The container must be sanitized prior to use, sealed closed, with seal dated and initialed. The container integrity/cleanliness/water supply must be monitored throughout the day and as necessary re-sanitized, refilled, and re-sealed. A sufficient supply of sanitary cups, in a container, and a receptacle for disposing of used cups must also be provided. The use of "common cups" is prohibited.

- Parking of privately owned vehicles on site will be allowed only in areas designated by Stellar's on site superintendent. No privately owned vehicles will be allowed on the building slab or in the building without prior approval of Stellar's superintendent.

- Stellar will ensure adequate numbers of porta-lets are on site for the number of workers present.

- In the event of threatening or dangerous weather, all work conditions, particularly those exposed to the weather must be evaluated for safety considerations. Stopping work and/or evacuating the site should not be delayed in the hope that the weather will pass by safely.

D. Personal Protective Equipment (PPE)

- All personnel, when on site, are required to wear the following PPE:

- Hard hats;
- High visibility outer garment;
- Task appropriate gloves
- Safety-toed (steel, aluminum, or composite) work boots (minimum 6” high);
- Safety glasses (with side shields) or other approved eye protection.

- All employees shall also wear hearing protection, welding hoods, full body harnesses with shock absorbing lanyards/self-retracting life line, or other PPE when required to complete their work safely and/or meet the requirements of local, state and federal regulations.

- Subcontractors are responsible for providing and/or ensuring their employees have and wear all required PPE.

- Detailed PPE requirements are listed in the Specific Safety Requirements section of this plan.

NOTE: All PPE, including specialized PPE (e.g., welding hoods, harnesses/lanyards, etc.) must be inspected by the user prior to each use. All worn, damaged, or defective PPE must be tagged and taken out of service immediately, and not used.

E. Fire Protection and Prevention

- An adequate number of fire extinguishers, rated no less than 2A, must be located throughout the construction area. Travel distance to the nearest extinguisher should not exceed 100 ft.

NOTE: Stellar will provide fire extinguishers in common areas such as doorways, passageways, etc. Subcontractors are responsible for providing their own fire extinguishers required for their scope of work (e.g., for hot work, at fuel tanks, etc.).

- Fire extinguishers shall be placed so that they are highly visible and accessible and not hidden by debris or materials.

- All fire extinguishers must have a current inspection and be fully charged.

NOTE: All mobile equipment (forklifts, aerial lifts, etc.) must have an appropriate fire extinguisher.

- To prevent fire hazards from developing, debris piles shall be kept to a minimum and cleaned up on a daily basis.

- All gasoline and diesel fuel cans on site must be of the metal safety can type with self-closing cover and flame arrestor.

- Unless an onsite fuel tank, properly labeled with adequate spill containment measures taken, is provided, no more than one (1) day's gasoline/diesel fuel supply should be kept on site.

- No more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet.

F. Signs and Barricades

- The following signs (or similar signage) will be posted throughout the site:

- Hard Hat Area
- Eye Protection Required
- Danger, Warning, Caution signs as necessary (e.g., around open trenches and excavations, at open electrical panels, etc.)

- All open trenches/excavations, exposed truck docks, etc. which do not require standard fall protection but still pose a fall hazard, shall be barricaded or roped-off with a warning line.

- All hazardous equipment or equipment installation areas shall be barricaded or roped-off with a warning line. Barricades should be 42" +/- 3" high.

- Red barricade tape is for use in situations where entry is prohibited or requires special permission. Red barricade tape must not be crossed without prior permission from the person/crew supervisor that erected the barricade tape.

- Yellow barricade tape with caution warnings is for use where entry is allowed as long as the necessary precautions are taken.

G. Material Handling, Storage and Disposal

- Unloading, placement and stockpiling of materials and supplies delivered to the site must be coordinated through Stellar's superintendent. Location of stockpiled material is of particular importance if crane operations will be involved in moving the material to its final position.

- All material brought on site shall be stacked so that it is stable and does not pose a hazard from falling over. Stacks should be stepped back to increase stability and cylindrical objects must be chocked or banded to prevent rolling or shifting.

- Stockpiled material/supplies shall be located to not block passageways, exits, or site access ways.

- All chain falls, hoists, slings, hooks, shackles, chokers and rigging must be inspected prior to use. Any damaged equipment must not be used. All hooks must have a safety latch (except shakeout hooks).

- All slings must be padded or otherwise protected from the sharp edges of their loads.

- Do not leave unsecured or unattended suspended loads.

NOTE: No personnel shall work under a suspended load of any kind.

H. Tools - Hand and Power

- All hand and power tools must be in safe condition for use. The condition of all tools will be monitored on a daily basis as part of Stellar's daily job site auditing. Any unsafe tool will be immediately removed from site or tagged out of service until properly repaired.

- All power tools designed to accommodate safety guards must be equipped with those guards before the tool can be used on site. If guards have been removed, the tool cannot be used on site.

- All tools which are damaged and still on site must be tagged "DO NOT USE" until they are repaired or removed from the site.

- All powder actuated tools must only be used by trained personnel (*see Safety Training Documentation note on page 9*). Powder actuated tools may not be carried "loaded", must not be used around flammable vapors or combustible dust, and must be unloaded before returning it to the tool shed, trailer or tool box. All loads must be properly stored (not in tool) when not in use and disposed of after use. When loaded, tools may not be put in storage (e.g., a tool or gang box).

NOTE: Loose clothing, rings, or other jewelry must not be worn around operating tools and machines or when using tools or machines. Long sleeves must be kept buttoned.

I. Welding and Cutting

- Welding tanks must be properly stored when not in use. "Not in use" is defined as having the regulator and hoses removed. Proper storage means valve caps are on and acetylene and oxygen tanks are separated by at least 20 feet. Therefore, once the regulator and hoses are removed, the tanks must be properly stored. Since acetylene and oxygen must be separated, the tanks cannot be left together in a welding cart -- one tank must be removed.

NOTE: Via letter of interpretation, OSHA has stated that compressed gas cylinders are not considered to be in storage if they will be used within the next 24 hours. This is regardless of whether or not they have a hose and regulator on. Therefore, welding tanks can be left together in welding carts overnight with or without hose and regulator.

- All tanks must be secured in an upright position, whether full or empty.

- Prior to cutting into any lines (electrical, water, steam, etc.), positive steps must be taken to ensure the line is de-energized, unpressurized, or otherwise "dead" (***refer to the Cutting – Welding – Hot Work Permit at the end of this plan***).

- Welding blankets or other protection shall be used to prevent fire hazards and/or damage to surrounding materials from slag or sparks.

- A fire extinguisher will be readily available (within 25') at each welding site.

- Proper eye protection and protective clothing must be worn by personnel engaged in welding, cutting or grinding activities. Welding screens shall be used as necessary to protect other workers from flash burns.

J. Electrical Distribution and Equipment

- The use of ground fault circuit interrupters (GFCI) is essential to ensure electrical safety. When using any electrical power (from either temporary or permanent wiring) that is not GFCI protected, a GFCI "pigtail" must be added to the circuit.

NOTE: The GFCI pigtail should be located at, or as close as possible to, the electrical outlet or source of power so that it protects as much of the circuit as possible.

- All temporary electrical circuits provided, shall have GFCI type outlets or GFCI circuit breakers.

- All extension cords used on site must be of the three wire type and shall be rated for heavy duty use (e.g., types S, ST, SO).

- Extension cords and power tool cords shall be inspected frequently for damage to the insulation, separation of the insulation from the plug end or grounding prongs missing. If any cord is damaged in these ways, it must be tagged "DO NOT USE", be made unavailable for use until it is properly repaired, or it must be removed from the site.

- The condition of all extension cords will be monitored on a daily basis as part of Stellar's daily job site auditing. Any unsafe extension cords will be immediately removed from site or tagged out of service until properly repaired.

- Any repairs made to electrical cords must provide insulation and weatherproofing equal to that of the original condition (e.g., an extension cord that has the outer insulation cut but all outer insulation is still present can be repaired with electrical tape; a cord that has been cut through, the wires spliced together and taped with electrical tape to provide insulation is unacceptable).

NOTE: All repairs must be done by a qualified person trained in electrical repairs (e.g., journeyman electrician or equivalent).

- Any electric panel which is opened and presents a hazard from inadvertent contact must be barricaded off or otherwise protected to limit access to it. All panels must be appropriately labeled "Hot"/"energized"/"live" or "cold"/"dead". Open electrical panels which are energized must not be left unattended. When workers leave the open panel area, the panel shall be closed and locked out to prevent any possibility of accidental electrocution.

- When de-energizing an electrical circuit to conduct work, a positive means of locking out (**tagging out is not acceptable**) the circuit must be used to prevent anyone else from inadvertently re-energizing it.

- The use of "job-made" electrical gang boxes is prohibited. Electrical parts may not be used for purposes which they were not designed for -- e.g., interior wall wiring cable used as extension cords; interior wall junction box (type with knock-outs) used to make extension cord gang box; etc.).

- All temporary wiring must be located where it will not be subject to damage, must be supported every 10' minimum and must not lay on or run across the floor.

- All temporary lighting installed must be a minimum of 8' above the floor, all light bulbs must have protective cages, and lights cannot be suspended from their electric cords.

NOTE: Brass shell, paper lined, or pin type lamp holders shall not be used for temporary lighting. Wire that has pin holes from previous temporary lamp holders or other damage shall not be used for temporary lighting.

- Clearance, both vertical and horizontal, from overhead electrical lines must be maintained at all times. Clearance distances are dependent upon the voltage of the overhead lines and at a minimum must meet the requirements as outlined in CFR 29 Part 1926.403(i) and (j).

NOTE: Special planning and precautions must be taken when storing materials, equipment, or machinery below, next to, or near overhead power lines. Permission to store materials, equipment, or machinery in these locations must be coordinated and approved by the on-site Stellar superintendent.

K. Scaffolding, Stairways and Ladders

NOTE: Each contractor whose employees use scaffolding must have a competent person on the job site who is trained to understand and enforce the scaffolding standard. The competent person must choose workers to erect/dismantle the scaffold train the workers and inspect the scaffolding daily or once per shift, whichever is most frequent. The competent person must determine safe access to the scaffolding, structural integrity, fall protection needs and mixing or modifications of scaffolding components.

- All scaffolds must be inspected by the competent person daily and tag safe for use, or otherwise tagged out of service.

- All scaffolds in use with platforms greater than 6' above a lower level must have guardrails and toeboards installed on all open sides including scaffold ends. For any scaffold above 6' where guardrails are not feasible to be installed, use of the scaffold without guardrails must first be approved by Stellar.

- Scaffolds must be braced at locations to support both inner and outer legs.

- All planking must be of scaffold grade and be in good condition with no splits, cuts, loose knots, chips or breaks.

- Unstable objects (stacks of wood, concrete blocks, etc.) shall not be used to support scaffolds or platform units.

- Each platform on all working levels of scaffolds shall be fully planked or decked between the front uprights and the guardrail support in accordance with OSHA scaffold requirements. There may be a maximum gap of 1" between planks, except where a wider space is necessary due to scaffold construction, type, support member, or other obstruction.

- Each scaffold platform and walkway shall be at least 18 inches wide. Each end of a platform, unless cleated or otherwise restrained by hooks or equivalent means, shall extend over the centerline of its support at least 6 inches.

- The maximum distance from the front edge of all scaffold platforms to the face of the work may not exceed 14" except for:

- outrigger scaffolds where the distance may not exceed 3"

- plastering and lathing operations where the distance may not exceed 18"

- A safe access must be provided when scaffold platforms are more than 2 feet above or below a point of access.

- All stairways in use shall be kept free of demolition debris, building materials, tools, electrical cords, or other obstacles. Stair treads must be maintained in good condition.

- All stairs having four or more risers or rising more than 30" (whichever is less) shall have at least one handrail and one stair rail system along each unprotected side. Handrails must be between 30" and 37" from the surface of the tread edge to the top of the handrail.

NOTE: Standard A-frame ladders (step ladders) are not allowed on site. In their place, "platform" or "podium" ladders should be used. These ladders have a platform integrated into the ladder frame so that when opened up for use, a working platform is created. When using a platform/podium ladder, no work is to be done while standing on the steps. Work must only be done while standing on the platform. Different size/height ladders may be necessary for your crew's activities.

- All ladders in use must be undamaged, rated for construction use, kept clean of dirt, oil and grease, and when in use, be properly tied-off and extended 36" above the landing area.

- Ladders which are damaged must be tagged "DO NOT USE", be made unavailable for use, or be removed from the job site.

- Step/platform ladders shall not be used as straight ladders.
- The top two steps of step ladders must not be used for standing or sitting.
- Anywhere there is a break in elevation of 19 inches or more shall have a stairway, ladder, ramp, sloped embankment or hoist at all points of personnel access.
- Maximum lengths of ladders are as follows:

- Extension ladder	44'
- Single cleat ladder	30'
- Double cleat ladder	24'
- Minimum overlap on extension ladders is 10% of the working length of the ladder.
- To ensure that ladders are set-up at a proper climbing angle or pitch, the distance from the foot of the ladder to the base of what it is leaning against should be approximately 1' for every 4' of height.

NOTE: Prior to using any ladder (either extension or step ladder), the employee using it must ensure it is set up correctly, including being tied off if required, and test its stability by stepping onto the bottom rung to ensure the ladder is stable and capable of supporting the employee's weight without tipping over or sliding out when the employee climbs up on it.

L. Fall Protection

NOTE: Fall protection for ladders and scaffolds are covered under Section K (beginning page 24) and for steel erection under Section Q (beginning page 29).

- Wherever a fall potential of 6 feet or greater exists, fall protection must be provided by use of one of the following systems:
 - guardrails and toe-boards;
 - body harnesses and shock absorbing lanyards for tie-offs; or
 - safety monitor with warning line.
- Examples where fall protection may be required include roof edges, trench/excavation edges, pre-cast concrete erection, interior floor or mezzanine levels, door and window openings, truck docks, working in man-lifts, elevated catwalks, working on top of tanks, vessels or machinery, etc.
- All elements of a fall protection system (e.g., PFA, anchorage points, life lines, etc.), whether used as part of an arresting system or as a restraint system, must meet the static load requirements outlined in the chart under **Fall Protection Static Load Requirements (per ANSI Z359 Fall Protection)** in the Specific Safety Requirements section of this safety plan.
- When working in any articulating man lift (e.g., snorkel, boom, knuckle lift, etc.) or scissors lift, personnel must be tied-off with a full body harness with shock absorbing lanyard.

NOTE: In certain circumstances the basket of a lift may not be able to get high enough due to the presence of structural building members or overhead MEP or refrigeration piping, ductwork, etc. In these situations, personnel may have to exit the lift basket in order to access or reach their work. Exiting the lift basket while at height can only be done under the auspices of an approved Exception to policy for Exiting an Aerial Lift form (attached in the form section of this plan.).

- All roof and floor openings with a minimum dimension of 2" or greater which present a fall potential greater than 6 feet must be protected or guarded at all times. They must have a cover secured in place and marked "Danger Hole - Do Not Remove" or have standard guardrails/toeboards around the hole.

M. Cranes, Hoists, Elevators, Conveyors

NOTE: *No personnel shall work under a suspended load of any kind.*

- All manufacturer's specifications and limitations must be complied with.
- All cranes on site must have a record of annual inspections and an operating/service manual(s).
- Only designated personnel, with proper certification, will operate cranes. ***Employees qualified to operate equipment and machinery must be documented on the Operator Qualification Record form.***
- No part of a crane or its load must be operated within 10' of electric power lines.
- Swing arcs will be roped off or barricaded.
- Rated load capacity must be clearly marked and operating procedures posted by the operator.
- All equipment fitted with outriggers will have them properly extended when equipment is in use.

NOTE: *All equipment and machinery must be inspected each day prior to its use. All inspections must be documented on the Equipment / Machinery Daily Inspection Record sheet.*

N. Mechanized Equipment Operation

NOTE: *No personnel shall work under a suspended load of any kind or raised equipment bucket.*

- Only designated personnel, qualified by training or experience may operate mechanized equipment. ***Employees qualified to operate equipment and machinery must be documented on the Operator Qualification Record form.***

- As required by OSHA, all moving equipment with restricted rear visibility must either have an operating back-up alarm **or**, if there is no back-up alarm or it becomes inoperable, **a spotter must be used any time the equipment is engaged in backing operations.**

NOTE: *In addition to the basic OSHA requirements, Stellar spotter requirements are considerably more extensive; see Use of Spotters paragraph in the Specific Safety Requirements of this safety plan.*

- Rated load capacity will be marked on the equipment and operating instructions clearly posted by operator's seat/position.

- Seat belts will be worn by operators in all equipment where seat belts are provided.

- No one may ride on any piece of equipment or vehicle except those intended to transport personnel. This includes riding on running boards, tow bars, top of a load, in equipment buckets, etc.

NOTE: *All equipment and machinery must be inspected each day prior to its use. All inspections must be documented on the Equipment / Machinery Daily Inspection Record sheet.*

O. Excavations

NOTE: *No personnel shall work under a suspended load of any kind or raised equipment bucket.*

- The locations of underground utility lines must be determined before any contractors begin digging in an area. If contractors are at all uncertain about the location of a possible utility line, they are prohibited from even digging cautiously to avoid hitting it.

- All trenches 5' or more in depth must have sides shored, sloped or benched. Trenches 4' deep or greater must have an adequate means of access/egress (ladder, ramp or steps) at least every 25'.

- All spoil or other loads shall be retained at least 2' or more from the edge of the excavation.

NOTE: *All excavations will be inspected daily by a competent person. In any excavation showing signs of collapse or cave-in, all work will cease immediately. Personnel will be evacuated until adequate precautions can be taken to make the excavation safe.*

P. Concrete and Masonry Construction

NOTE: *No personnel shall work under a suspended load of any kind.*

- No personnel shall work under a concrete bucket in use. Elevated concrete buckets shall be routed so that **no** employees are exposed to the hazard of falling concrete buckets.

- Employees applying mixtures using pneumatic hoses shall wear protective head/face equipment.

- Scaffolds used for masonry wall construction shall meet all scaffolding requirements.

- A limited access zone (for employees actually building the wall) shall be established on any side of a masonry wall which is not scaffolded or otherwise protected from falling. The limited access zone will be equal to the height of the wall plus 4 feet.

- Masonry walls over 8' tall must be adequately braced to prevent overturning or collapse.

- All exposed rebar which employees could fall onto or into, shall be guarded or covered by some means to eliminate impalement hazards.

NOTE: *The typical orange, plastic "mushroom style" rebar caps commonly used on construction sites are not considered adequate impalement protection. They only provide scratch and cut protection. Only rebar caps which are designed to provide impalement protection should be used for such.*

NOTE: *To ensure the prevention of silica over-exposure, all concrete and masonry saw cutting, chipping, grinding, or other activity with the potential to create concrete/masonry dust, must be done with equipment that uses an integrated water system to eliminate any dust created or vacuum/exhaust system that filters the silica dust created. If these methods are not feasible, any dry cutting, chipping,*

grinding, etc. must first be approved by Stellar. Any wearing of “dust masks” by workers must be on a voluntary basis and cannot be mandated as a method of silica exposure protection unless those employees meet all requirements of 29 CFR 1926.1153 including Appendix B.

Q. Steel Erection

NOTE: *No personnel shall work under a suspended load of any kind.*

- Prior to the beginning of steel erection, the erector will be provided with written notifications of:
 - Certification of proper curing of concrete in footings, piers, etc. for steel columns
 - Any repairs, replacements, and/or modifications to anchor bolts
 - A safe site layout including pre-planning routes for hoisting loads
- Pre-planning of key erection elements will be coordinated with the erector.
- Each column will have a minimum of four (4) anchor bolts. Any anchor bolts that have been modified in the field will be tested for proper strength prior to setting a column on it.
- All deckers must work in a controlled decking zone (CDZ). Deckers, and connectors, in a CDZ must be protected at heights greater than 6 feet.
- Connectors working above 6 feet must wear fall arrest or restraint equipment and be able to be tied off or be provided another means of fall protection.
- Fall protection for all others engaged in steel erection at heights greater than 6 feet is required.
- Tag lines will be used to control all loads.
- Multiple lifts (“Christmas treeing”) may only be done within the strict guidelines of OSHA regulations (CFR 29 Part 1926.753(e)).
- All specific procedures outlined in CFR 29 Subpart R, Steel Erection, must be strictly adhered to including:
 - structural steel assembly;
 - column anchorages;
 - setting columns, beams, open web joists; and
 - providing falling object protection.
- All sections of CFR 29 Subpart R also apply to Systems-engineered metal buildings, with the exception of column anchorage and open web steel joists requirements.
- Anyone "riding the ball" will be dismissed from the job site immediately and will not be allowed to work on site for the remainder of the job.

NOTE: *All steel workers exposed to fall hazards or that are engaged in special, high risk activities must be trained in hazard recognition and abatement of those hazards.*

R. Demolition

NOTE: *No personnel shall work under a suspended load of any kind or raised equipment bucket.*

- All aisle ways, stairwells, doorways, access/egress points and other traffic areas shall be kept free of debris to eliminate slip, trip and fall hazards. Debris shall be cleared out daily to prevent fire hazards, trip and fall hazards, and avoid restricting access into and out of work areas.

- When debris chutes are installed to facilitate clearing of debris, if the chute is greater than 45 degrees from horizontal, the chute must be entirely enclosed. The chute opening into which debris is dumped must be protected by a guardrail (if bottom of opening is less than 39 inches from the floor) to provide fall protection for employees.

- Masonry walls and other debris shall not be allowed to fall or accumulate to the point where the safe carrying capacity of the floor is exceeded.

***"Adherence to all safety policies
and procedures is a condition of employment
on Stellar job sites."***

Fall Protection

NOTE: 100% fall protection is required at all times when exposed to fall hazards of 6' or more.

- Fall protection for any trade working on the roof or at height of 6' or greater will be the responsibility of each subcontractor involved and must meet OSHA 1926 Subpart M or Subpart R regulations as applicable.

- In any areas where there is a fall hazard potential of 6' or more, a fall protection system must be installed and/or utilized. Either a **guardrail system**, a **safety net system**, or a **personal fall arrest (PFA) system** functioning as either an **arresting device** or as a **restraining device**, with an appropriate anchorage point with an appropriate anchorage point (see Fall Protection Static Load Requirements section below).

WARNING: When using a PFA, DO NOT tie off to overhead electrical conduits, fire sprinkler piping, drain lines, process piping or other mechanical equipment incapable of providing necessary anchorage.

- The recommended primary means of providing fall protection for trades working on the roof (other than those involved in roofing work) will be a warning line system placed a minimum of 15' back from each unprotected roof edge with a fall potential of six feet or greater. When working on the roof surface within the area formed by the warning line (and/or other physical barrier – e.g., parapets, screening, etc.), additional fall protection will not be necessary.

- In any areas where work must be done outside of the warning line, a **personal fall arrest (PFA) system** functioning as either an **arresting device** or as a **restraining device**, with an appropriate anchorage point (see Fall Protection Static Load Requirements section below), will be required when working outside of the warning line, unless another fall protection system is in place.

- Fall protection for those workers involved in roofing work (patching/repair) will be the responsibility of each subcontractor involved and must meet OSHA 1926 Subpart M regulations for roofing work operations. For any scope of roofing work where fall protection cannot be provided via one of the standard methods outlined by OSHA regulations, a **written fall protection plan** must be submitted by the subcontractor for Stellar's review prior to the start of any roofing work.

- For any scope of work where fall protection cannot be provided via one of the standard methods outlined by OSHA regulations, a **written fall protection plan** must be submitted by the subcontractor for Stellar's review and acceptance prior to the start of roof work.

- The written fall protection plan must address the specific method(s) to be used in providing fall protection and how the plan will be implemented. The on-site superintendent or foreman for the subcontractor will be responsible for ensuring all roofing crewmembers comply with the plan. **Full compliance with OSHA 1926 Subpart M is mandatory.**

- If allowed by OSHA standards and used, a **Safety Monitor** must:

- be designated by the employer and be competent in the recognition of fall hazards;
- be capable of detecting unsafe practices and warning workers of fall hazard dangers;
- operate on the same section of roof as, and be able to see, the workers being monitored;
- be close enough to work operations to communicate orally with workers; and
- have NO other duties to distract from the monitoring function.

- When used, **Warning Lines** must:

- be erected around all sides of the work area and have access points connected to the work area by an access path formed by two warning lines;
- be at least 6 feet from the edge for roofing work (10 feet if mechanical equipment is being used) and 15 feet from the edge for all other trades
- consist of ropes, wires or chains and supporting stanchions erected as follows:
 - the rope, wire or chain must be flagged every 6 feet; sag no lower than 34" and be no higher than 39"; and have a tensile strength of 500 lbs.
 - stanchions must be capable of resisting, without tipping over, a force of at least 16 lbs. applied horizontally;
 - the line must be attached in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.

Fall Protection Static Load Requirements (per ANSI Z359 Fall Protection)

- All elements (e.g., lanyard, snap hook, anchorage point, D-ring, etc.) of a fall protection system must meet the below static load requirements.

System	Non-Certified	Certified
Fall Arrest Systems	5,000 lbs.	2 X maximum arresting force
Work Positioning Systems (i.e., support on an elevated vertical/inclined surface)	3,000 lbs.	2 X foreseeable force
Restraint & Travel Systems	1,000 lbs.	2 X foreseeable force
Rescue Systems	3,000 lbs.	5 X applied load
Horizontal Lifelines	Must sustain at least two times the max. tension developed in the lifeline during fall arrest in the direction applied by lifeline forces	

- All fall protection systems will be considered as **Non-certified** unless documentation of system certification is provided.

NOTE: *A certified system is one which is designed, selected, and installed by qualified person(s). It is a system design which is documented by a process of testing or analysis by a nationally accepted engineering methodology.*

Warning Line Use As Fall Protection Method

- In specifically identified circumstances, the use of a warning line (6' back from the edge), in combination with other measures as an alternative to conventional fall protection, is permitted for the purpose of keeping employees away from an unprotected roof edge. Those circumstances are:

- Low-sloped roof work
- Some leading edge work
- Precast concrete erection
- Residential construction

- Other than the above four instances, warning lines are not permitted by CFR 1926 Subpart M as an alternative to conventional fall protection. However, OSHA has determined that in the areas further back from the distances specified for the warning lines permitted under the fall protection standard, there is a point that is sufficiently far from the edge to warrant the use of a warning line.

- At **15 feet** from the edge, a warning line, combined with effective work rules, can be expected to prevent workers from going past the line and approaching the edge. Also, at that distance, the failure of a barrier to restrain a worker from unintentionally crossing it would not place the worker in immediate risk of falling off the edge. Therefore, a warning line can be used if it meets the following criteria:

- It is used 15 feet or more from the edge
- The warning line meets or exceeds the requirements for warning lines in Subpart M
- No work or work-related activity is to take place in the area between the warning line and the roof edge
- Effective work rules prohibiting employees from going past the warning line have been implemented

- For any worker or trade (other than the four instances listed above), the use of warning lines as fall protection closer than 15 feet from the roof edge is not permitted as a substitute for conventional fall protection. Furthermore, when these workers or trades use a warning line system in accordance with the policy described above, the workers must use conventional fall protection when they are outside the protection of the 15' warning line system.

Material Roof Access and Fall Protection

- Material access to the roof may need to occur at multiple locations on the roof. Specific access points should be established as necessary for all trades to use.

- Along the roof edge where a warning line is used, the warning line should be configured with a removable section to allow for a specific loading zone at the roof edge. Fall protection for the personnel involved in unloading/loading materials in the area between the roof edge and the warning line must be provided by a personal fall arrest system functioning as either a fall arrest device or as a restraining device with appropriate anchorage point.

- Upon completion of the unloading/loading operations, the crew removing the warning line is responsible for ensuring that it is properly reinstalled to maintain the integrity of the warning line system.

- A temporary guardrail system (meeting OSHA standards) may also be erected to allow close approach to the roof edge. The guardrail must be erected from the near the edge the full 15' back to connect to the warning line. If the guardrail uses a gate or removable section for loading/unloading material, a PFA must be used while the gate is open or section of guardrail removed.

Roof Access

- Access to the roof will be provided via a scaffold stair tower. It will be located to provide the safest and most convenient roof access by all contractors on site. If possible, it will be positioned to provide access to multiple roof levels as necessary.

- If an extension ladder is used for roof access, it must extend a minimum of 36" above the roof level and be tied-off or otherwise secured to prevent it from falling over. The ladder feet must be placed on an even, level, and firm surface. Tools and supplies must not be carried while climbing up or down the ladder. Tools and supplies must be hoisted to, and lowered from, the roof by rope, lifts or other means.

- If a man lift (scissors or articulating) is used for roof access, the gate of the lift must be aligned with the roof edge and the floor of the basket must be level with the roof level for personnel to exit the basket through the gate directly onto the roof. A landing area on the roof must be created with warning lines forming a pathway leading directly away from the roof edge to the work area (formed by guardrails or other warning lines) at least 15' from the roof edge.

Roof/Floor Openings

- Openings will be created by the removal of skylights and cutting the roof in various locations for the installation of mechanical equipment. Any of these holes which have a minimum dimension of 2" or greater must be covered immediately after being created. The holes will be covered or protected by one of the following methods:

- the equipment to be installed;
- a cover, secured in place and marked "Hole - Do Not Remove";
- a standard guard rail and toeboards.

- All other holes, in any roof/floor section, meeting the above criteria must also be covered/guarded in a similar fashion. AT NO TIME WILL ANY HOLE BE LEFT UNCOVERED OR UNGUARDED.

Fall Protection While Setting And Installing Roof Top Equipment And Piping

- The requirement to have fall protection for all personnel working 6' or more above a lower level will apply while setting and installing roof top equipment and piping.

- A large portion of the work involved in setting and installing the roof top equipment and piping can be safely done working from ladders (properly supported/tied off). For work which cannot be safely accomplished from a ladder, scaffold will be erected. All scaffold working levels must be fully planked and levels above 10' must have complete guardrails on all open sides and ends.

- Fall protection for situations where ladders or scaffolds cannot be used will require workers to use personal fall arrest systems with appropriate anchorages.

Fall Protection On Elevated Interior Levels

- Elevated floors (2nd, 3rd, etc.), mezzanine levels, and interior roofs may have window and door openings or unprotected edges which present fall hazards.

- At any opening, unprotected edge, or other location where a fall potential of 6' or greater exists (including window openings with sill less than 39" above the floor level), a guardrail system will be erected.

- The guardrail system will consist of a top-rail capable of supporting 200# vertically or laterally, a mid-rail (unless the wall comes up 21" or more), and toeboard if personnel work or walk below the opening.

Fall Protection in Aerial Lifts

- All personnel working in any type of aerial lift, including scissors lift, must be tied off. This includes while working at height or driving the lift in an un-elevated position to move it around the site.

- Only the manufacturers' designed/engineered tie-off points in the lift basket should be used to tie-off. The top and mid rails of the basket guard rail must not be used as tie-off points.

NOTE: Weight limitations (i.e., combined weight of personnel, tools, and materials) of the aerial lift must be strictly adhered to.

NOTE: In certain circumstances the basket of a lift may not be able to get high enough due to the presence of structural building members or overhead MEP or refrigeration piping, ductwork, etc. In these situations, personnel may have to exit the lift basket in order to access or reach their work. Exiting the lift basket while at height can only be done under the auspices of an approved Exception to Policy for Exiting an Aerial Lift form (attached in form section of plan).

Tilt-Up Panel Erection

General safety considerations

- Minimum required personnel shall be in the vicinity of tilt-up panels while they are being erected.
- Stay alert, especially near the crane.
- Tilt-up safety is a matter of teamwork. Watch out for the other guy.
- 6' fall protection requirements apply to personnel involved in precast concrete erection. All tilt-up erection crew members exposed to a 6' or greater fall must be protected against falling.
- When the crane is not in view, crew must be able to see rigging superintendent. Superintendents must place themselves in a position to see both crew and the crane operator.
- Crew members should not signal crane operator. Emergency situations should immediately be made known to the superintendent.

For the crew

- Stay well clear of any possible falling or sliding of the panel during lift or travel. If an insert breaks loose of the concrete, the panel will drop quickly. Workers should run perpendicular to the panel to get out of the way.

- **NEVER** allow heads, hands, feet or fingers on the underside of an unsecured panel for any reason.

During the lift

- When the crane is taking up slack, steady the sling by grasping the pulley or the turnbuckle. Grabbing a cable could result in hands being drawn into the pulley.

- If a panel needs straightening, wait until the superintendent stops the crane. No attempt should ever be made to straighten a moving panel.

- Crew should be well clear of the panel before the rigging slack is taken up.

- If wedges are used to break the bond, workmen using hammers should stand on the ground and not on the panel.

During placement

- Crew must stay clear of the crane.

- When walking the panel, crewmen are often required to support the braces. Braces must never be held by the foot because a sudden movement of the panel will push the brace into the body. Braces should be passed under an arm to allow freedom of movement.

- Crew should never get behind (underside of tilt) of a panel.

- Unless assigned to control panel, remain clear of moving panels.

- Special precautions must be taken during adverse weather conditions. Crew and the crane can slip on wet or icy slabs.

- Fingers must never be placed between footing and a panel being placed.

- When ladders are used, a second crew member should be used to steady the ladder.

- Crew must be aware of the possibility, and watch out for falling shackles or tools.

Things to be aware of

- Sticking panels should be freed with steel wedges.

- Watch insets during lift. If cracks appear, set panel down.

- If a crane must move off slab, the road must be able to support both crane and weight of panel.

- Hardhats, safety shoes and eye protection always!

- ***WARNING:*** Once the panels are erected and braces in place, extreme caution must be used when operating motor vehicles and equipment in the vicinity of the braces. Hitting a brace with a vehicle could easily pull the panel down!

Ladder Usage On Site

- Standard A-frame ladders (step ladders) are not allowed on site. In their place, “platform” or “podium” ladders should be used. These ladders have a platform integrated into the ladder frame so that when opened up for use, a working platform is created.

NOTE: *When using a platform/podium ladder, no work is to be done while standing on the steps. Work must only be done while standing on the platform. Different size/height ladders may be necessary for your crew's activities.*

- Where an extension ladders is used, it must extend a minimum of 36" above the dismount level and be tied-off or otherwise secured to prevent it from falling or sliding over. The ladder feet must be placed on an even, level, and firm surface, and when possible, secured to prevent them from sliding.

- Three points of contact must be maintained while climbing or descending the ladder. To maintain three points of contact, tools and supplies must not be carried while climbing up or down the ladder. Tools and supplies must be hoisted to, and lowered from, the working level by rope, lifts or other means.

Use of Spotters

NOTE: *The use of spotters is intended to apply to ground (horizontal) movement of a piece of equipment for repositioning or traversing the job site. Spotting for the elevated (vertical/articulating) movement of the equipment for operational purposes is left to the equipment operator and associated crew members as necessary.*

- It is the responsibility of each mechanized equipment operator to ensure the safe operation of the equipment they are operating; confirming appropriate clearance from fixed objects, property and personnel. Many tasks and job conditions will warrant the need for a spotter. The required use of a spotter for a particular task or situation will be made at the discretion of the site superintendent or site safety manager.

- Mechanized equipment includes, but is not limited to: Forklifts, Aerial lifts, Boom lifts, Skid steer, Trencher, Loader, Excavator, etc.

- When mechanized equipment is to be used, it must be identified as part of the daily Safe Plan of Action (SPA) and whether or not a spotter is to be utilized with its use. If the need for a spotter is not identified as a control measure on the SPA, the site safety manager or superintendent must approve the non-use, exemption, or alternate control measure being utilized in lieu of a spotter.

- While the operator has overall responsibility for the safe operation of the mechanized equipment, the spotter, when used, is responsible for the safe traverse of the mechanized equipment, ensuring a safe path of travel while maintaining appropriate clearance from personnel, structures, and equipment. The spotter serves as an authority to observe and communicate to the mechanized equipment operator of any persons or property that are in close proximity, or in danger of being in the traversing path of the mechanized equipment. While not an all-inclusive list of responsibilities, the following serve as guidance and expectations of spotters. The spotter will:

- Walk and pre-assess the jobsite prior to the mechanized equipment traversing the jobsite. Pre-assessing the jobsite includes, but is not limited to:

- Ground obstacles
 - Ground/soil conditions
 - Changes in elevation
 - Proximity of structures, utilities or other potential sources of property damage
 - Location and proximity of other personnel/activities to path of traverse

- Maintain his/her own safe distance from the mechanized equipment.
- Consistently position/reposition themselves in a manner that allows for them to view the traverse path of the mechanized equipment, observe all critical equipment movements, and maintain visual contact with the operator for utilization of hand signals as necessary.
- Establish a mode of communication which will be uninhibited between the operator of the mechanized equipment and the spotter.
- Maintain 100% communication with the operator. Communication can be achieved through: visual combined with voice/hand signals and/or 2-way radio.
- Consider jobsite conditions and noise levels to ensure communication can be / is maintained and uninterrupted throughout the traversing of the equipment.
- If hand signals are to be utilized, ensure that the spotter and the operator fully understand and agree upon the meanings of the hand signals to be utilized
- As needed, instruct the operator to halt traversing until the spotter gives appropriate acknowledgement that the area is clear.
- If the spotter determines it is unsafe, or the area is not sufficient in size for the mechanized equipment to traverse in, an alternative path or means to complete the work is to be determined.

- Examples of when a spotter may be deemed required/necessary:

- For equipment movement operations that are deemed in close proximity to any structural element or staging area.
- Moving aerial/boom lifts within a jobsite. Even when an employee is needing to move down an overhead pipeline or conduit run, even for a short distance, a spotter may be necessary to ensure clearance from personnel/equipment/property.
- Any movement of mechanized equipment within a closed/congested facility.
- Movement of a powered industrial truck/forklift on a jobsite to load/unload material. Even if this is a continuous task, a spotter may be required the entire time.

- Certain conditions and tasks are exempt from the spotter requirements; these exemptions will be granted by either the site superintendent or site safety manager. While not an all-inclusive list, the following conditions may warrant exemption from Stellar's spotter requirements:

- Site surcharging activities where the area has been deemed clear of objects/personnel.
- Earth moving activities, where primary jobsite activities contain multiple heavy mechanized equipment operators, where the use of a spotter may interfere with operations.
- Open building pads with no obstructions, well-marked anchor bolts, stub-ups, excavations, etc.

- While the above conditions and examples are not all inclusive, the daily SPA will identify the use of mechanized equipment and the controls to be utilized. At the discretion of the site safety manager and superintendent, a spotter may be deemed necessary to prevent injuries and damage to property.

PPE Hazard Assessment

- As outlined in the General Safety Requirements section of this plan, hard hats, eye protection, safety work boots with safety toe, hi-vis outer garment, and task appropriate gloves must be worn at all time while out on site. Long pants and shirts with minimum 4" sleeves are also considered PPE and must be worn at all times. Additional PPE will be dependent upon job specific tasks.

-Personal protective equipment (PPE) must be worn as necessary to prevent injury when involved in certain construction activities. The below chart assesses the injury potential and lists the required PPE which must be worn and/or utilized for typical construction activities.

Construction activity	Potential hazards	Required PPE
Working at heights above 6 ft. (10 ft. on scaffolding; 15 ft. for steel erection)	Falls to lower levels	Full body harness with shock absorbing lanyard
Working in operating compressor rooms, other high noise areas	Hearing loss	Ear plugs or ear muffs
Working on ammonia piping, valves & controls (e.g. pump down, tie-ins, etc.)	Ammonia burns (skin), foreign objects in eye	Safety glasses, face shield, long sleeve shirt, gloves
Working with wet cement, concrete	Alkali burns (skin), foreign objects in eye	Rubber boots, safety glasses, face shield when operating pump hose
Sawing/drilling concrete, CMU, brick (dry)	Silica inhalation, foreign objects in eye, hearing loss	NIOSH rated particulate dust mask (APF 10 or greater), non-ventilated goggles, ear plugs or ear muffs
Sawing concrete, CMU, brick (wet)	Foreign objects in eye, hearing loss	Safety glasses, ear plugs or muffs
Using hand-held power drills, circular saws, hammer drills	Foreign objects in eye, hearing loss (if operating for long time periods), particulate inhalation	Safety glasses, ear plugs or muffs, NIOSH rated particulate dust mask as needed
Cutting, brazing, grinding	Foreign objects in eye, burns	Safety glasses, face shields, leather gloves
Welding (acetylene)	Slag burns, flash burns, fume inhalation	Welding hood with #5 shade or higher, leather gloves, respirator as needed
Welding (rig)	Slag burns, flash burns, fume inhalation	Welding hood with #10 shade or higher, leather gloves, respirator as needed
Handling, working with insulated metal panels	Lacerations to hands	Gloves with leather palms
Cutting insulated metal panels	Foreign objects in eye, hearing loss	Safety glasses, ear plugs or muffs, gloves with leather palms
Working with foam paks	Foreign objects in eye	Safety glasses
Painting (epoxy base)	Foreign objects in eye, paint fume burns (eyes, lungs)	NIOSH approved respirator, non-ventilated goggles
Painting (non-epoxy base)	Foreign objects in eye	Safety glasses
Material handling	Strains, sprains, twists	No PPE available – use mechanical means and/or get assistance
Clean up of blood	Exposure to blood borne pathogens	Latex gloves, face shield, apron

- Any construction activity not listed above must be evaluated for potential hazards prior to starting work to determine the necessary PPE required to avoid injury.

- Other PPE will be required as needed by the Superintendent.

Carbon Monoxide and Gasoline, Diesel, and Propane Powered Equipment

- Gasoline, diesel, and propane powered equipment all produce carbon monoxide (CO) as a byproduct of their operation. During early stages of construction, prior to the building becoming enclosed,

the CO does not build up and pose a health hazard. The use of any gasoline, diesel, or propane powered equipment during this stage of construction is permitted.

- Upon substantial enclosure of the building, when the flow of fresh air into the building becomes restricted, the CO can build up and become a health hazard. Once the building is essentially enclosed and the volume of air inside cannot be exchanged at a quick enough rate, gasoline, diesel, and propane powered equipment should no longer be used inside. *Electrical equipment should be used instead.*

- If electrical equipment cannot be substituted for the gasoline, diesel, or propane powered equipment, CO monitors must be placed in all areas where the CO can build up. These monitors should be set to sound an alarm if the CO reaches 35 ppm. If this level of CO is reached and the alarm sounds, all personnel must evacuate to fresh air until the level of CO is reduced to below 35 ppm.

- If work must continue in a CO contaminated space, those personnel who will work in that space must use a SCBA or air supplied respirator.

Occupational Noise Exposure and Hearing Protection

NOTE: *A variety of construction activities have noise levels above 85db, however, based on on-site monitoring and the constantly changing construction environment, Stellar construction sites do not create situations where personnel are exposed to sound levels above 85db on an 8-hour time-weighted average basis. Therefore a Hearing Conservation Program is not necessary.*

- Noise level monitoring of Stellar constructions sites has shown the following noise levels associated with typical construction activities:

- Operating electric power tools:	approximately 100 db
- Operating gas powered tools:	approximately 110 db
- Operating jackhammers:	approximately 110 db
- Cutting IMP panels:	approximately 110 db
- Working next to welding machine:	approximately 95 db

- When engaged, or assisting, in any of the above activities, workers must wear some form of hearing protection that reduces the db level to below 90 db.

- Workers in the immediate vicinity of these activities must also wear hearing protection. To determine if you are in the immediate vicinity, use the “2 ft rule” – if you have to raise your voice to communicate with a person standing 2 feet away, you need hearing protection

- Additionally, whenever operating heavy equipment for long periods (i.e., the majority of the work day) hearing protection should be worn.

- Common forms of hearing protection typically provide the following noise reduction rates:

- insertable foam earplugs:	30 – 33 db*
- insertable soft plastic earplugs:	24 – 27 db*
- over-the-ear ear muffs:	20 – 30 db*

- When choosing hearing protection, select the appropriate type that reduces noise levels to below 90 db.

***Note:** For specific noise reduction rate, see manufacturer's information provided with hearing protection.

- Based on the monitoring of Stellar constructions sites for noise levels associated with typical construction activities and the noise reduction provided by the above mentioned typical forms of hearing protection, the following chart shows the **Permissible Exposure Limits** for construction personnel:

Typical construction activity	Noise level with <u>no</u> hearing protection	Maximum length of exposure per day	Noise level with <u>any of the above forms of hearing</u> protection	Maximum length of exposure per day
Operating electric power tools	100 dbs	2 hours	67 – 80 dbs	indefinite
Operating gas powered tools	110 dbs	½ hour	77 – 90 dbs	8 hours
Operating jackhammers	110 dbs	½ hour	77 – 90 dbs	8 hours
Cutting IMP panels	110 dbs	½ hour	77 – 90 dbs	8 hours
Working next to welding machine	95 dbs	4 hours	62 – 75 dbs	indefinite

- If the daily work schedule is greater than 8 hours, (e.g., 10 hour work day), the 8 hour maximum exposure time is still applicable and personnel must be assigned to duties where the noise exposure is below 85 dbs once the 8 hours maximum exposure level is reached.

Use Of Lasers

- Only qualified and trained personnel may install, adjust, and operate laser equipment.
- Maximum power output of lasers used on site must not exceed five (5) milliwatts. If possible, laser unit(s) in operation should be set up above the heads of employees.
- Areas where lasers are used shall be posted with standard laser warning signs.

Respiratory Protection and Silica Exposure Prevention

NOTE: Prior to wearing a respirator (unless voluntarily wearing a “dust mask” type) the employee must be trained in respirator type, fit, use, limitations, emergency situations, wearing, fit checks, maintenance, and storage. Training must be done annually and the fit test is respirator specific and must be current.

- To as great an extent as possible, all activities creating harmful vapors and dusts should be located so that the wind ventilates the area without blowing the vapors/dusts into areas where others are working.

- For protection against gases and vapors such as those created during certain welding processes, or dusts and particulates caused by dry cutting or grinding of concrete, concrete block and brick, engineering controls must be utilized if possible; otherwise an atmosphere-supplying respirator or an air-purifying respirator must be worn.

- Air-purifying respirators must meet the efficiency standards of NIOSH. Approved respirators should be identified as having N100, N99, N95, R100, R99, R95, P100, P99, or P95 filters.

- Those personnel wearing respirators must be trained and the respirators must be fitted, worn and used in compliance with manufacturer's instructions and recommendations.

- To ensure the prevention of silica over-exposure, all concrete and masonry saw cutting, chipping, grinding, or other activity with the potential to create concrete/masonry dust, must be done with equipment that uses an integrated water system to eliminate any dust created or vacuum/exhaust system that filters the silica dust created. If these methods are not feasible, a work plan for any dry cutting, chipping, grinding, etc. must be developed and then approved by Stellar.

- When cleaning/sweeping up inside the building, sweeping compound must be used to minimize and control the creation of any dust.

- Any wearing of "dust masks" by workers must be on a voluntary basis and cannot be mandated as a method of silica exposure protection unless those employees meet all requirements of 29 CFR 1926.1153 including Appendix B (see Note: above).

Protection Against The Wind

- Minimum supplies and materials will be kept on the roof in order to minimize the potential hazards of the wind blowing objects off the roof.

- All debris, scrap material and trash will be kept to a minimum and be removed from the roof daily. If possible, trash barrels or containers will be located on the roof for disposal of debris and scrap materials.

- All loose and bundled materials on the roof will be secured with cables, fasteners, ropes or other means necessary to firmly hold them on the roof.

- All loose bundled materials which are being used will have sand bags placed as ballast on all remaining materials, as individual material pieces are removed from the stack.

- During gusty winds, constant monitoring of material security will be done by all roof personnel.

Onsite Vehicles and Traffic

- Onsite vehicles will be limited to contractor company vehicles, construction equipment and delivery vehicles. All personal vehicles must park in designated areas.

- For all vehicles driving on site, the speed limit will be **5 m.p.h.**

Stellar Hot Work Procedures

NOTE: Prior to conducting any type of hot work, all employees involved must be trained in hot work procedures – either the facility procedures or Stellar's procedures.

NOTE: Once determined necessary by the Stellar superintendent and facility management, a Cutting – Welding – Hot Work Permit will be required for all cutting, welding, or hot work on site depending on location and/or stage of building completion. Once permitting is in effect, as the building begins to be enclosed, the permit will become more specific in location, duration, and size of area.

- When working in an operating plant or facility, the facility's hot work policy and procedures should be followed as required by plant personnel. If no facility hot work policy and procedures exists, then Stellar's hot work policy and procedures should be used.

- Hot work consists of any spark and/or heat producing activity including welding, oxyacetylene cutting, grinding or soldering.

- Prior to starting any hot work activity, the area in which the work is to be done (including the area below) must be inspected, and any flammable liquids or combustible materials must first be appropriately cleaned up, flushed, moved, covered, or otherwise protected with fire resistant material. If feasible, flammable liquids and/or combustible materials should be moved at least 35' away.

- Sparks, slag, and molten metal must be shielded or controlled to as great an extent as possible.

- If flammable liquids or combustible materials cannot be moved or adequately protected, a fire watch must be assigned. Likewise, if it is likely that combustibles may be ignited on the opposite side of partitions, walls, ceilings or roofs by heat conduction, radiation, or sparks, a fire watch must be assigned (to both sides if necessary).

- Fire watches will have a fully charged fire extinguisher (of the appropriate type for the class of fire possible) and will remain at the site a minimum of 60 minutes after the completion of the hot work.

Stellar Confined Spaces / Permit Required Confined Spaces Procedures

NOTE: Prior to working in a confined space, all employees involved must be trained in confined space procedures – either the facility procedures or Stellar's procedures (the Confined Space Entry Permit must be completed). As necessary and/or depending on the type of confined space, required training must include recognition of confined spaces, confined space permits, confined space entrant, attendant, and/or rescuer.

- When working in an operating plant or facility, the facility's confined space/permit confined space policy should be followed as required by plant personnel. If no facility confined space/permit confined space policy exists, **or**, in situations where confined spaces are created during new construction, then Stellar's confined space/permit confined space policy should be used.

- A **confined space** is one which is: 1) large enough so that a worker can physically enter the space and perform work; 2) has limited or restricted means for entry or exit; and 3) is not designed for continuous employee occupancy.

NOTE: Construction excavations/trenches 5' and deeper can be considered confined spaces depending on the width and configuration of the excavation/trench. Each excavation/trench is unique and must be evaluated by a competent person. Excavations/trenches considered to be confined spaces must have their atmosphere tested prior to personnel entering the excavation/trench.

- In addition to the above requirements, a *permit required confined space* also has one or more of the following:

- a. Contains or has a potential to contain a hazardous atmosphere;
- b. Contains a material that has the potential for engulfing an entrant;
- c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or be a floor which slopes downward and tapers to a smaller cross-section; or
- d. Contains any other recognized serious safety or health hazard.

- All *permit required confined spaces* must be identified and marked with a danger sign. In addition, the following procedures will apply:

- Training must be conducted prior to assigning permit space work. All affected employees are to be instructed as to the duties and responsibilities, hazards and repercussions of entering a permit space.
- There must be sufficient personnel to include confined space entrants, attendants, and rescuers, as necessary
- Personnel involved must be trained in use of special equipment such as, SCBAs, air-line respirators, etc.
- Employees will not enter permit-required confined spaces without first obtaining a permit.
- A potential entrant into a permit-required confined space must first obtain a permit from an entry supervisor.
- Atmospheric testing to assure safe entry will be performed and documented on the permit. If necessary, ventilation or other appropriate abatement techniques will be administered to the space throughout entry to assure safe atmospheric conditions.
- Lines of communication between entrants and attendants must remain in place anytime an entrant is in a confined space.

Stellar Lockout/Tagout Procedures

NOTE: Prior to working on a lockout/tagout piece of equipment or system, all employees involved must be trained in lockout/tagout procedures – either the facility procedures or Stellar’s procedures. Training must include recognition of the hazardous energy source, type and volume of the energy potential, and the methods and means of isolating and controlling it.

NOTE: Regardless of which procedures are used, Stellar’s Lockout/Tagout Checklist must be completed. If using the facility’s procedures, and Stellar’s procedures are more stringent in some areas, Stellar’s procedures in those areas will supersede those of the facility and will be used.

NOTE: Stellar’s Lockout/Tagout procedures only allow for the use of lockout devices accompanied by an appropriate tag for explanation, description, identification, etc. Tagout only is not acceptable.

- When working in an operating plant or facility, the facility’s lockout/tagout policy should be followed as required by plant personnel. If no facility lockout/tagout policy exists, then Stellar’s lockout/tagout policy should be used.

- Lockout/tagout applies whenever service, maintenance or other work must be performed on or around any machine, equipment or other system where the worker or other personnel could be injured by the:

- Unexpected start-up, actuation or energization of the machine, equipment or system; or
- Release of stored energy.

- Typical situations that will most likely require utilization of lockout/tagout include working on systems energized by either mechanical, electrical, hydraulic, and/or pneumatic energy. These include, but are not limited to:

- When a guard or other safety device must be removed or bypassed to clean, oil, or work on machinery or equipment with moving parts
- When working on or repairing electrical circuits, panels, devices or systems that are connected to “hot” circuits
- When working on or “tying” into pressurized gas lines or vessels

- When it is necessary to utilize lockout/tagout, the following basic “six step procedure” must be followed:

1. Prepare for shutdown – know the types and amounts of energy used, its hazards, and how to control it
2. Equipment shutdown – use the operating controls and procedures to shut it down correctly
3. Equipment isolation – be sure to isolate it from all its energy sources – secondary sources as well as main; do not pull electrical switches while under load; do not remove a fuse instead of disconnecting
4. Application of lockout/tagout devices – apply locks and tags, as able, to energy-isolating devices; each employee must attached their own lock and tag; tags must have the worker’s name on it
5. Control of stored energy – after isolating energy supply, ensure stored energy is released; as necessary, install ground wires, relieve trapped pressure, release tension on springs, block movement of parts, block or brace against the force of gravity, bleed lines, drain/purge piping, block gas/liquid lines, etc.
6. Equipment isolation verification – ensure all danger areas are clear of personnel; verify disconnects can’t be moved to the “on” position; try to start the equipment

- These procedures do not apply to cord and plug connected equipment when the plug has been removed from the receptacle and is under the supervision and control of the employee who is servicing or maintaining the equipment powered by that cord and plug.

- Once the work is complete, and the equipment/system is ready to be re-energized, ensure it is safe to do so:

- Remove all tools from the work area
- Be sure system is fully re-assembled
- Make sure everyone is clear of the equipment/area
- Remove the lockout/tagout device(s) – ***each device must be removed by the person who put it on.***

Ammonia System Pre-Startup Safety Review

- Prior to charging the refrigeration system with ammonia and starting the system, a meeting will be held to discuss the refrigeration system, review the startup procedures, and implement safety guidelines relative to the charging and startup activities.

Heavy / Critical Crane Lifts

- All heavy or critical crane lifts must be well planned and coordinated with all personnel directly involved and with other trades that will be on site and may be exposed to the hazards presented by the lift.
- A heavy lift is a lift of 2,000 lbs. or greater; a critical lift is a lift utilizing 75% or more of the cranes capacity, given the weight and reach of the lift or a lift over critical equipment.
- All heavy or critical lifts should use the Heavy Lift / Critical Lift Plan form (or equivalent) located in the forms section of this plan when planning the lift.

Heat Stress/Illness Precautions

- Employees working in hot conditions are susceptible to heat illness. Heat illness results from a combination of factors including temperature and humidity, radiant heat from the sun or other sources, air speed, and workload. Personal factors, such as age, weight, level of fitness, medical condition, use of medications and alcohol, and acclimatization affect how well an employee's body deals with excess heat. Heat illness can progress to heat stroke and be fatal, especially when emergency treatment is delayed.

NOTE: All employees must receive heat illness awareness/prevention training prior to beginning work in hot conditions. This includes supervisors, regular/temporary employees, and newly hired employees.

- Heat illness awareness and prevention training for employees must include the:
 - environmental and personal risk factors for heat illness
 - importance of frequent consumption of water
 - importance of acclimatization to environmental conditions
 - different types of heat illness including the common signs and symptoms of heat illness and the importance of beginning treatment immediately
 - emergency procedures for responding to symptoms of heat illness
- Supervisors shall monitor weather conditions, workloads, and work activities and as necessary and if possible, modify work hours to cooler portions of the day, or otherwise add water/rest breaks.
- Critical temperatures for supervisors to monitor:
 - 85° F – provisions for shade (as close to the workers as possible) should be made.
 - 90° F – monitoring of water supplies should be increased to ensure an adequate and clean supply is maintained.
 - 95° F – the number and frequency of water and rest breaks should be increased.
- Provision of **water** and **access to shade** are critical in preventing heat stress/illness.
- Each contractor and subcontractor on site must ensure their employees have access to drinking water. This can be provided by a plumbed water supply, bottled water, or water cooler/container.
- If a plumbed water supply is not available, the quantity of water provided must be sufficient enough to provide one quart of water per employee per hour for the entire shift.

- As long as there is an effective procedure to replenish the supply of water during the day or shift, the total daily supply of water does not need to be brought on site at the beginning of the workday or shift. Each contractor and subcontractor is responsible for monitoring their supply of water on site and replenishing it as necessary to meet the quantity of water requirements for their crew.

- Supervisors, or their designee, should monitor the supply of water approximately every hour to ensure the supply and quality (cleanliness) of water is adequately maintained. The amount of time necessary to replenish the water supply must be taken into account when evaluating the remaining supply of water in order to ensure the water supply does not run out while waiting for replenishment.

- Supervisors, or their designee, when monitoring the water supply will remind all employees to drink water frequently and in sufficient amounts.

- The water supply should be located in a central place, accessible to all workers, and as close as possible to them.

- A sufficient supply of disposable/single use sanitary cups, in a container, and a receptacle for disposing of used cups must be provided. Or, employees may use their own cup, as desired, in order to take water with them to their work area. The use of "common cups" is prohibited.

- In the event an employee develops heat illness, begins to feel the onset of heat illness, or needs a preventative period of rest, a shaded area will be provided. The shaded area will be open to the air or provided with ventilation or cooling for a period of at least five minutes.

- Each contractor and subcontractor is responsible for providing or coordinating the provision of shaded areas for their employees.

- Examples of shaded areas that can be used include, but are not limited to: job trailers, roofed areas of the construction project, tool storage trailers (provided there is sufficient ventilation), work areas with tarps or temporary roofs over them, underneath shade trees.

- If necessary, umbrellas, canopies, or other portable structures will need to be brought on and set up on site to provide shade.

- If possible, work areas should be set up in shaded areas. The use of fans for additional ventilation and air flow is encouraged.

Severe Weather, Emergency Procedures and Evacuation

- Personnel rally points will be their (subcontractor) job trailers. Supervisors will then report to the Stellar job trailer (see Job Site Layout Plan).

- In the event of severe weather (thunderstorms, lightning, tornadoes, hurricanes, etc.), extra precautions must be taken to ensure the safety of all personnel and the security of all material and equipment on the job site. Depending on the severity of the situation, this may include all or some of the following:

- site clean up and removal of trash, debris and scrap material
- tie-down and securing of building materials
- locking up of equipment and tools
- removal of materials, equipment and tools

- suspension of work activity
- evacuation of personnel

-Each individual subcontractor is responsible for ensuring the safety of their personnel and security of their materials, equipment and tools. The decision as to what precautionary measures are necessary and should be taken will also be the responsibility of each individual subcontractor, unless directed otherwise Stellar or Nestle. *All precautionary measures Stellar's job site superintendent has determined should be taken, must be taken by subcontractors.*

- In the event of **lightning (within 8 miles of the job site, and for a period of 30 minutes following the last lightning strike)**, personnel remaining on site shall:

- seek shelter inside of buildings, job trailers or vehicles
- avoid water, high ground, open spaces and standing near trees
- avoid metal objects, metal fences, electrical wires, and machinery
- turn off electrical tools, machinery and appliances
- stay off of telephones and computers

- In the event of **tornadoes or wind storms**, personnel remaining on site shall:

- seek shelter inside the reinforced areas of buildings
- avoid water, high ground, open spaces and standing near trees
- avoid areas where objects (tools, materials, equipment, etc.) can become flying projectiles
- turn off electrical tools, machinery and appliances

- In the event of an **accident, injury, fire**, or other condition requiring emergency trained personnel, the following actions should be taken in this order:

- call 911 or other emergency phone number or send someone to the job trailer to do so
- evacuate personnel from the immediate area if necessary
- render assistance to injured personnel if possible (without endangering other personnel)
- inform Stellar's job site superintendent or send someone to do so
- take action to prevent further injuries, damage, etc.

- In the event of an emergency, all personnel must assemble with their supervisor at their, or as necessary, the Stellar job trailer to ensure that everyone is accounted for. Supervisors must then report to the status of their personnel to Stellar's superintendent. At that time, the Stellar superintendent will determine appropriate actions to be taken, up to and including evacuation of the job site.

Environmental Concerns

- Protection of the environment, and protection of workers from the environment, must be taken into account during all phases of construction.

- Solid waste disposal shall be provided for materials according to types (e.g., concrete, wood/ cardboard/paper, construction debris, glass, metal, general trash, etc.). This will necessarily require multiple dumpsters, containers, etc. properly labeled to ensure materials are properly disposed of.

- Sanitary waste disposal will be provided by a port-a-let contractor. An adequate number of port-a-lets will be located on site and serviced to maintain sanitary conditions.

- Liquid wastes (oils, solvents, etc.) must be disposed of in labeled containers (e.g., 55-gal drum) and when full, called by pick-up by a licensed HazMat contractor.

- Liquid wastes must not be mixed together and the flammability of liquid wastes must also be properly controlled.

- All fuel drums/tanks (if any) on site used for pumping fuel must be located in a bermed area lined with adequately thick plastic lining to contain any spills.

- Any liquid contaminant spill greater than 1 gallon must be reported to Stellar's superintendent and Stellar's Spill Containment Program utilized for response.

- The entire job site must be surveyed at the beginning of the job for hazardous plant (e.g., poison ivy, oak, sumac, etc.) and animal life (e.g., snakes, insects, etc.) that could pose hazards to workers on site. The workers should be made aware of any hazardous nature conditions during the safety orientation.

- No dogs, cats, or other pets shall be brought on the work site by employees.

***"Adherence to all safety policies
and procedures is a condition of employment
on Stellar job sites."***

SUPERINTENDENT DAILY WORK SITE SAFETY AUDIT

JOB SITE: _____ **Job #:** _____

Overall Site Audited: ☐ Yes ☐ No – **Specific Area(s) Audited:** _____

INSTRUCTIONS: Each Stellar superintendent/foreman is responsible for completing a safety audit of active work areas on a daily basis. Completed Daily Work Site Safety Audit must be submitted to Stellar corporate. **Y=Yes. N= No. NA=Not applicable**

Y=Yes, N= No, NA=Not applicable

Pre-Work

Y	N	NA		Y	N	NA	
☐	☐	☐	SPA(s) communicated, understood and signed by each worker?	☐	☐	☐	All required permits obtained?
☐	☐	☐	SPA(s) turned into project supervision?	☐	☐	☐	Lock-Out/Tag-Out performed?
☐	☐	☐	Workers physically ready for work?	☐	☐	☐	All training completed for work to be performed?
☐	☐	☐	SDS Sheets obtained and available?	☐	☐	☐	Work areas sufficiently lighted and ventilated?
☐	☐	☐	All small / secondary containers labelled with contents?	☐	☐	☐	Worker access(es) to site in good condition?

Personal Protective Equipment

Y	N	NA		Y	N	NA		Y	N	NA	
☐	☐	☐	Hardhat suspension correct?	☐	☐	☐	Safety glasses with side shields?	☐	☐	☐	Safety-toed Boots worn?
☐	☐	☐	Face shields used as needed?	☐	☐	☐	Burning goggles worn?	☐	☐	☐	Welding hood and gloves?
☐	☐	☐	Task Gloves worn?	☐	☐	☐	Hearing Protection used?	☐	☐	☐	High Viz Shirt or Vests?

Fall Protection (100% Fall Protection Required at six feet or greater)

Y	N	NA		Y	N	NA		Y	N	NA	
☐	☐	☐	Guardrail systems checked?	☐	☐	☐	Harness and lanyards checked?	☐	☐	☐	Horizontal lifelines checked?
☐	☐	☐	Floor openings covered?	☐	☐	☐	Roof Openings guarded?	☐	☐	☐	Wall openings guarded?
☐	☐	☐	Hole covers labeled & secure?	☐	☐	☐	Falling obj. protection present?	☐	☐	☐	Warning lines maintained?

Ladders and Scaffolding

Y	N	NA		Y	N	NA		Y	N	NA	
☐	☐	☐	Ladders tied off/secured?	☐	☐	☐	Platform ladders used properly?	☐	☐	☐	Ladder extended three feet?
☐	☐	☐	Step ladders used fully open?	☐	☐	☐	Top 2 steps not used?	☐	☐	☐	Damaged ladders removed?
☐	☐	☐	Scaffolds inspected & tagged?	☐	☐	☐	Sections properly pinned?	☐	☐	☐	Components not damaged?
☐	☐	☐	Ladder access provided?	☐	☐	☐	Guardrails in place?	☐	☐	☐	Planking good / secured?
☐	☐	☐	Erected on sound footings?	☐	☐	☐	Scaffold feet nailed to mud sills?	☐	☐	☐	Tied to structure if needed?

Housekeeping

Y	N	NA		Y	N	NA		Y	N	NA	
☐	☐	☐	Material stacked orderly?	☐	☐	☐	Trash cans provided & emptied?	☐	☐	☐	Debris removed daily?
☐	☐	☐	Cords and hoses off floor?	☐	☐	☐	Access & egress ways clear?	☐	☐	☐	Nails removed/bent over?

Hoisting and Rigging Equipment

Y	N	NA		Y	N	NA		Y	N	NA	
☐	☐	☐	Daily crane inspection?	☐	☐	☐	Cranes set-up properly?	☐	☐	☐	Sling/chokers stored?
☐	☐	☐	Qualified rigger named?	☐	☐	☐	Safety latch on hook checked?	☐	☐	☐	Cranes flagged off?
☐	☐	☐	Slings/chokers inspected?	☐	☐	☐	Operator have CCO certification	☐	☐	☐	Lift zone designated?

Mobile Equipment

Y	N	NA		Y	N	NA		Y	N	NA	
☐	☐	☐	Seatbelts used?	☐	☐	☐	Operators certified or trained?	☐	☐	☐	Equipment inspected?
☐	☐	☐	Backup alarms working?	☐	☐	☐	Spotters used when needed?	☐	☐	☐	ROPS present?

Excavations

Excavations											
Y	N	NA		Y	N	NA		Y	N	NA	
☐	☐	☐	Competent person named?	☐	☐	☐	Shore/shield/slope/bench proper	☐	☐	☐	Excavation checked daily?
☐	☐	☐	Proper access/egress (every 25')?	☐	☐	☐	Spoil pile 2' from edge?	☐	☐	☐	Workers trained?

Fire Protection

Fire Protection				Fire Protection				Fire Protection			
Y	N	NA		Y	N	NA		Y	N	NA	
☐	☐	☐	Fire Extinguishers provided and fully charged?	☐	☐	☐	No Smoking signs posted at /near flammable liquid/gas locations?	☐	☐	☐	Fire Extinguishers inspected monthly and tagged?
☐	☐	☐	Flammable liquids in safety cans?	☐	☐	☐	Hot work permit obtained / posted?	☐	☐	☐	LP/propane not stored inside?
☐	☐	☐	Flammables stored properly?	☐	☐	☐	Fire Watch assigned & trained?	☐	☐	☐	Temp. heaters set up properly?

Electrical

Y	N	NA		Y	N	NA		Y	N	NA	
☐	☐	☐	Cords checked for damage?	☐	☐	☐	Ground pin intact on cords?	☐	☐	☐	GFCI provided & working?
☐	☐	☐	Terminal boxes have covers?	☐	☐	☐	Cords protected from pinch points?	☐	☐	☐	No openings in CB panel?

Masonry / Concrete

Y	N	NA		Y	N	NA		Y	N	NA	
☐	☐	☐	CMU walls greater than 8' braced?	☐	☐	☐	Wet/dry cement handled properly?	☐	☐	☐	All rebar properly capped?

Welding / Cutting

Y	N	NA		Y	N	NA		Y	N	NA	
☐	☐	☐	Gas cylinders properly stored?	☐	☐	☐	Hoses/cables in good condition?	☐	☐	☐	Welding screens used?

Hand and Power Tools

Y	N	NA		Y	N	NA		Y	N	NA	
☐	☐	☐	Tools in good condition?	☐	☐	☐	Double insulated or 3 wire?	☐	☐	☐	Safety guards in place?

Comments and Corrective Action

AUDIT PERFORMED BY:

Division:

DATE _____

Safe Plan of Action

Stellar Job #: _____ **Crew/Sub:** _____ **Date:** _____

Work area: _____ **Job Task:** _____

Job Steps	Potential Hazards	Safe Job Procedures
Lifting / Material Handling:		
Surrounding job site conditions:		
Environment – Heat / Cold / Other:		

Equipment to be used: _____

Operators trained / licensed / qualified ☐ Yes
Equipment inspected / good condition ☐ Yes

PERSONAL PROTECTIVE EQUIPMENT (PPE) CHECKLIST (Check all PPE required):

EYES & FACE

- ☐ Safety glasses with side shields
☐ Chemical splash goggles
☐ Impact / Cutting goggles
☐ Full faceshield (worn over 1, 2, or 3)
☐ Welding hood
☐ Other _____

FOOT

- ☐ Hard toe shoes/boots
☐ Dielectric
☐ Rubber/ PVC/ Urethane
☐ Other _____

RESPIRATORY PROTECTION

- ☐ Dust / particulate / fume / mist mask
☐ Half face filter
☐ Full face filter
☐ Emergency escape pack
☐ Full face SCBA
☐ Other _____

HEARING

- ☐ Ear plugs
☐ Ear muffs
☐ Dual protection
☐ Other _____

PROTECTIVE CLOTHING

- ☐ Gloves (type: _____)
☐ Nomex / FRC / NFPA 70 E
☐ Freezer Suit
☐ Tyvek suit
☐ Rain suits
☐ Other _____

HEAD

- ☐ Class G (General) Type I hardhat
☐ Class G (General) Type II hardhat
☐ Class E (Electrical) hardhat
☐ Class C (Conductive) hardhat

List any other PPE not listed above: _____

- | | | | |
|---------------------------------|-----------------------------|--|------------------------------|
| Hot work permit(s) required? | ☐ No | ☐ Yes – if yes, permit(s) obtained? | ☐ Yes |
| Fire watch / spotter required? | ☐ No | ☐ Yes – if yes, fire watch / spotter assigned? | ☐ Yes |
| Lock out / Tag out required? | ☐ No | ☐ Yes – if yes, LO/TO performed by each worker involved? | ☐ Yes |
| Confined space permit required? | ☐ No | ☐ Yes – if yes, permit(s) obtained / personnel involved trained? | ☐ Yes |
| Fall protection required? | ☐ No | ☐ Yes – if yes, fall protection system in place / PPE available? | ☐ Yes |
| Excavations involved? | ☐ No | ☐ Yes – if yes, competent person on site / excavation inspected? | ☐ Yes |
| Scaffolds involved? | ☐ No | ☐ Yes – if yes, competent person on site / scaffold(s) inspected? | ☐ Yes |

DOES TASK PRESENT POTENTIAL EXPOSURE TO HAZARDOUS CHEMICALS? ☐ YES ☐ NO

If yes, has the Material Safety Data Sheet for each hazardous chemical been reviewed? ☐ YES ☐ NO

List hazardous materials (MSDS) reviewed: _____

TEAM MEMBER SIGNATURES

Sign-In		Sign-Out	
<u>I understand the safety precautions and have the training to perform the work incident free</u>		<u>I have worked safely and have not been involved in an incident today</u>	

Supervisor's Signature: _____ Date: _____

The signature and date above certifies the completion of the Hazard Assessment.



EQUIPMENT OPERATION QUALIFICATION / CERTIFICATION LOG

- Notes:**
1. *Documentation of training must be provided to Stellar's on-site superintendent.*
 2. *Personnel can be determined to be Qualified Operators through past experience, training, and /or personal observation.*
 3. *All forklift operators must have a certified license.*

Job site: _____

Subcontractor: _____

<u>Type Equip.</u>	<u>Qual. or Cert. Date</u>	<u>Expiration Date</u>	<u>Type Equip.</u>	<u>Qual. or Cert. Date</u>	<u>Expiration Date</u>
<u>Employee:</u> _____					
☐ Rough terrain fork lift	_____	_____	☐ Straight mast fork lift	_____	_____
☐ Scissor lift	_____	_____	☐ Boom lift	_____	_____
☐ Front-end loader/backhoe	_____	_____	☐ Bobcat	_____	_____
☐ Other: _____	_____	_____	☐ Other: _____	_____	_____
<u>Employee:</u> _____					
☐ Rough terrain fork lift	_____	_____	☐ Straight mast fork lift	_____	_____
☐ Scissor lift	_____	_____	☐ Boom lift	_____	_____
☐ Front-end loader/backhoe	_____	_____	☐ Bobcat	_____	_____
☐ Other: _____	_____	_____	☐ Other: _____	_____	_____
<u>Employee:</u> _____					
☐ Rough terrain fork lift	_____	_____	☐ Straight mast fork lift	_____	_____
☐ Scissor lift	_____	_____	☐ Boom lift	_____	_____
☐ Front-end loader/backhoe	_____	_____	☐ Bobcat	_____	_____
☐ Other: _____	_____	_____	☐ Other: _____	_____	_____
<u>Employee:</u> _____					
☐ Rough terrain fork lift	_____	_____	☐ Straight mast fork lift	_____	_____
☐ Scissor lift	_____	_____	☐ Boom lift	_____	_____
☐ Front-end loader/backhoe	_____	_____	☐ Bobcat	_____	_____
☐ Other: _____	_____	_____	☐ Other: _____	_____	_____
<u>Employee:</u> _____					
☐ Rough terrain fork lift	_____	_____	☐ Straight mast fork lift	_____	_____
☐ Scissor lift	_____	_____	☐ Boom lift	_____	_____
☐ Front-end loader/backhoe	_____	_____	☐ Bobcat	_____	_____
☐ Other: _____	_____	_____	☐ Other: _____	_____	_____

Superintendent/Foreman Signature: _____ **Date:** _____

Note: *Make additional copies of this form as necessary.*



EQUIPMENT / MACHINERY DAILY INSPECTION RECORD

Job Site: _____ Job Number: _____

Department / Subcontractor: _____

Superintendent / Foreman / Operator: _____

- Procedures:**
1. Use a separate inspection record for each type / piece of equipment / machinery.
 2. Conduct the inspection of the equipment / machinery each day prior to use.
 3. Correct all deficiencies prior to using the equipment / machinery.

Type of equipment/machinery _____

Manufacturer _____ Serial / ID # _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
DATE:							
Tires							
Fuel Level							
Safety Equipment							
Fluid Levels							
Hoses							
Belts							
Cables							
Screens							
Horn							
Backup Alarm							
Battery Charge							
Control Levers							
Gauges							
Brakes							
Controls							
Steering System							
Lift Controls							
Forks							
Mast							
Load Charts							
Fire Extinguisher							
Inspector Initials							



Heavy Lift / Critical Lift Plan

1. A Heavy Lift is any load over 2,000 lbs.
2. A Critical Lift is any load over 75% of crane capacity or a load that must swing over critical equipment.

PROJECT: _____ SUBCONTRACTOR: _____

1) LOCATION OF LIFT: _____ Date: _____ Time: _____

2) DISCRIPTION OF LOAD: _____

LOAD WEIGHT: _____	>>>>>>>	Load weight: _____
BLOCK WT.: _____		How determined: _____
SPREADER WT.: _____		By whom: _____
RIGGING WT.: _____		
JIB WT.: _____		
JIB BALL WT.: _____		
HOIST LINE WT.: _____		
=====		
TOTAL LOAD _____		Maximum Load Radius _____
		Boom Angle _____

3) CRANE: Manufacturer: _____ Model No. _____

Annual Inspection Current Yes / No Serial No. _____

On Outriggers _____ On Crawlers – Extended _____

On Tires _____ – Retracted _____

Counterweight _____ Boom Length _____ Jib Length _____

Lift will be on: Boom _____ Jib _____ Parts of Line _____

Lift will be: Over the Side _____ Over the End _____

4) CRANE RATED CAPACITY: Rated Capacity: _____ Capacity at lift radius: _____

Total Load

Capacity Margin = $\frac{\text{Total Load}}{\text{Capacity at lift radius}} \times 100 =$ _____

5) SITE CONDITIONS AND CRANE PATH: Soil conditions: _____

Is crane path level and stable? Yes / No	Has rigging been inspected prior to use? Yes / No
Will tag lines be used? Yes / No	Will blocking or crane mats be used? Yes / No
Are there underground hazards? Yes / No	Are there overhead or electrical hazards? Yes / No
Are there fire/explosive hazards? Yes / No	Will communications be by hand or radio? Yes / No
Does FAA need notification? Yes / No	Has swing arc/lift area been barricaded? Yes / No

Crane Operator: _____ Lift Supervisor: _____

Prepared by: _____ Date: _____

Cutting – Welding – Hot Work Permit

Complete this form and post it at the work area. Upon completion of work, return it to issuing supervisor.

Date: _____ Time: _____ Area / Room: _____

Type metal: _____ Work to be done: _____

Work to be done by: _____

1. WORK AREA INSPECTION (to be completed by worker):

Before issuance of permit, the work area must be inspected and the below check list completed.			
<u>PRECAUTIONS (within 35 feet of work area)</u>	Yes	No	N/A
1. Floors swept clean of combustibles?	_____	_____	_____
2. If floor is combustible, wet down, cover with damp sand, metal or other non-combustible?	_____	_____	_____
3. Flammable/combustible liquids & materials removed or covered with flame-proof shield?	_____	_____	_____
4. If necessary, are any wall or floor openings covered?	_____	_____	_____
5. If necessary, are flame-proof shields suspended beneath overhead work to collect sparks?	_____	_____	_____
<u>WORK ON WALLS OR CEILINGS</u>			
1. Is construction type non-combustible and without combustible coverings present?	_____	_____	_____
2. If necessary, have combustibles been moved away from opposite side of wall?	_____	_____	_____
<u>WORK ON ENCLOSED EQUIPMENT (tanks, drums, ducts, dust collectors, etc.)</u>			
1. Has equipment been cleaned of all combustibles?	_____	_____	_____
2. Have duct work or conveyors been shut down or protected?	_____	_____	_____
3. Has container been purged of any residual flammable vapors?	_____	_____	_____
4. Have pipes or connections been blanked or disconnected?	_____	_____	_____
5. Have you read and followed all cutting/welding requirements?	_____	_____	_____
<u>LOCKOUT / TAGOUT</u>			
1. Is there any equipment/machinery requiring LO/TO and if so, is it locked/tagged out?	_____	_____	_____
<u>FIRE WATCH</u>			
1. Will fire watch be provided during and 60 minutes after work?	_____	_____	_____
2. Will fire watches be posted above/below vertical openings or opposite sides of walls?	_____	_____	_____
3. Have fire watches been supplied with Type _____ portable fire extinguisher or fire hose or other relevant fire extinguishing media?	_____	_____	_____
4. Have fire watches been trained in use of equipment and emergency procedures?	_____	_____	_____
<u>NOTE: If cutting or welding is suspended for a substantial period, close torch or gas valves, remove electrodes and disconnect from power source. *** The work area has been inspected & approved by the undersigned. ***</u>			

2. APPROVALS:

Checklist/Permit prepared by: (name) _____ (signature) _____

Safety Supervisor Approval: (name) _____ (signature) _____

Approval Date / Time: _____ Permit Expires Date / Time: _____

3. **PERFORMANCE OF WORK:** Time Work Started: _____ Time Completed: _____

Fire Watch Assigned: (name) _____ Time Fire Watch Secured: _____

4. **FINAL CHECK:** Work area and adjacent areas to which sparks/heat might have spread (floors above/below, & opposite sides of walls) have been inspected after completion of work and found to be fire safe.

Safety Supervisor Approval: (signature) _____	Permit Cleared: Date / Time: _____
---	--



Confined Space Entry Permit

Complete this form and post it at the work area. Upon completion of work, return it to issuing supervisor.

Date: _____ Time: _____ Confined Space Location: _____

Confined Space Type: _____ Work to be done: _____

Personnel: Supervisor: _____ Entrant(s): _____

Attendant(s): _____ Rescuer(s): _____

Potential hazards present: ☐ Hazardous atmosphere ☐ Material that could engulf entrant
☐ Asphyxiation ☐ Configuration that could entrap entrant
☐ Other recognized serious safety/health hazard: _____

PRE-ENTRY CHECKLIST

Confined space hazards evaluated and determined?	Yes / No
All personnel involved trained and up-to-date for hazards present?	Yes / No
Lockout/tagout completed (pumps & lines blocked, electrical disconnected, etc)?	Yes / No / N/A
Ventilation in place? (☐ mechanical and/or ☐ natural)	Yes / No / N/A
Proper equipment available and in place?: Gas monitor	Yes / No / N/A
Safety harnesses and lifelines	Yes / No / N/A
Hoisting equipment	Yes / No / N/A
Communications equipment	Yes / No / N/A
Protective clothing	Yes / No / N/A
SCBA's	Yes / No / N/A

Atmospheric check after lockout/tagout and ventilation (if necessary):

Time _____ Oxygen _____ % (>19.5%) Explosive _____ % LFL (<10%) Toxic _____ PPM (<10 ppm H₂S)

Rescue procedure: _____

ENTRY PERMIT

PERMIT VALID FROM: Date & Time: _____ to Date & Time: _____

REQUIREMENTS COMPLETED:	Pre-Entry Checklist	Yes / No
	Atmosphere tested	Yes / No / N/A
	Personnel duties reviewed	Yes / No
	Work procedures reviewed	Yes / No
	Rescue procedures reviewed	Yes / No

The confined space where the work is to be done has been evaluated by the undersigned. The Pre-Entry Checklist and Entry Permit requirements have been complete. Permission is granted to proceed with this work.

CHECKLIST & PERMIT PREPARED BY: _____

SUPERVISOR AUTHORIZING ENTRY: _____ Date & Time: _____



Lockout / Tagout Checklist

Complete this form and maintain it at the work area. Upon completion of work, return it to issuing supervisor.

Job area: _____ Date: _____ Time: _____

Company/subcontractor: _____ Supervisor: _____

1. Equipment/machinery to be locked out: _____

2. Names of affected employees (including non-crew members): _____

3. Have all employees affected been notified that testing, servicing, or maintenance is required on the equipment/machine and that the equipment/machine must be locked or tagged out to perform the work?

☐ **YES – Proceed with next step** ☐ **NO – Do not proceed until all affected employees have been notified.**

4. Type(s) and magnitude(s) of energy the equipment/machine utilizes (e.g., 480V electric; 200 psi steam; etc.):

5. Nature of the hazards of the energy (e.g., electrocution; pressurized liquid/gas release; etc.):

6. Methods for controlling the energy (e.g., on/off switch, valve, mechanical block, etc.):

7. Is equipment/machine currently operating? ☐ **Yes – go to next step** ☐ **No – go to step 9.**

8. If the equipment/machine is operating, shut it down by the normal stopping procedure. Identify type(s) and location(s) of equipment/machine operating controls and normal stopping procedure: _____

9. Is the equipment/machine shut down/inoperative? ☐ **Yes – go to next step** ☐ **No – go back to step 8.**

10. Identify the type(s) and location(s) of energy isolating devices for equipment/machine:

11. De-activate the energy isolating device(s) so that the equipment/machine is isolated from the energy source(s).

a. Energy isolating device(s) de-activated _____ **(initial when completed)**

12. Identify potential sources and types of stored or residual energy (e.g., capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, air, gas, steam or water pressure, etc.).

13. Identify method(s) for dissipating or restraining stored or residual energy (e.g., by grounding, blocking, bleed down, repositioning, etc.)

a. Residual or stored energy dissipated or restrained _____ (initial when completed)

14. Identify method(s) of verifying the isolation of the equipment/machine (e.g., by operating the on/off switch or other normal operating control(s) or by testing to make certain the machine/equipment will not operate).

15. Check to determine personnel are clear of equipment and not exposed _____ (initial when completed)

16. Isolation of equipment and disconnection from energy source verified _____ (initial when completed)

17. Verify isolation of equipment/machine by trying to turn machine/equipment on. Operating control(s) returned to neutral or off position after verifying isolation of equipment _____ (initial when completed)

LOCKOUT / TAGOUT

18. Is the energy isolating device(s) capable of being locked out? ☐ Yes – utilize lockout (with tag)
☐ No – develop & submit specific plan how device/system will be isolated. Tagout only is not acceptable.

19. Lock out (with appropriate tag) the energy isolating device(s) with assigned individual lock(s).

20. Energy isolating device(s) locked (tagged) out; equipment/machine verified safe to work on.

Authorized supervisor: Print Name

Signature

Date

Time

UPON COMPLETION OF TESTING, SERVICING, OR MAINTENANCE

21. Equipment/machine and the immediate area checked to ensure that nonessential items have been removed and that the equipment/machine components are operationally intact _____ (initial when completed)

22. Work area checked to ensure that all employees are safely positioned or removed from the area prior to re-energizing equipment/machine _____ (initial when completed)

23. Verified that the operating controls are in off or neutral position _____ (initial when completed)

24. Remove lockout (tagout) devices and reenergize equipment/machine _____ (initial when completed)

25. Affected employees notified that the testing, servicing, or maintenance is completed; equipment/machine verified it is ready for use.

Authorized supervisor: Print Name

Signature

Date

Time



Exception to Policy for Exiting an Aerial Lift

_____ for _____
(Person requesting) (Contractor name)

has permission for the below named employees to exit an aerial lift at elevations exceeding six (6) feet. This Exception to Policy is valid for one (1) shift only or one (1) week as indicated. A separate SPA is required for this action. The regulations for compliance to this Exception to Policy are as follows:

- Employee must have a double lanyard or two single lanyards.
- Employee must remain tied off prior to exiting the basket.
- Basket shall be located no further than one (1) foot from the structural member that employee will be using for an exit point.
- Employee must have second lanyard secured to an adequate anchorage point prior to disconnecting the first lanyard. Only then can a safe exit be accomplished.
- Whenever possible, employee will utilize the exit gate. Otherwise, employee may use the handrail to facilitate the exiting from the lift basket as a last resort.

Employee Name (Print)

This Exception is valid from approval date for: One Shift _____ One week _____

Approval Date _____

Approval Authority for Stellar _____



COMPETENT PERSONS LOG (WEEKLY)

NOTE: *The term “Competent Person” as used by OSHA refers to one who is designated by an employer to oversee certain potentially hazardous activities, is qualified to supervise such activities by virtue of training and/or experience, and has the authority to take corrective actions as necessary. List the Competent Person(s) from your company designated to oversee the activities in your scope of work requiring a competent person.*

On-site competent persons will be required for the following activities:

- Scaffolding erection, dismantling and use
- Trenching and excavations
- Fall protection methods and systems
- Rigging of equipment for material handling
- Operation of cranes and hoists
- Demolition work
- Use of ladders
- Working with hazardous materials

Subcontractor: _____ **week of:** _____

Scope of work: _____

Competent person on site (print name)

Competent person activity

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

Superintendent/Foreman Signature: _____ **Date:** _____

Note: *Make additional copies of this form as necessary.*



Job Site: _____

Initial
each item

Visitor Safety Orientation and Release Form

1	Sign-in and out in Stellar field office. Stay with your authorized point-of-contact at all times. All directions, instructions, requests from your authorized POC must be followed.
2	All visitors are required to wear a hard hat, safety glasses w/ side shields, high-viz outer garment, hard soled safety toed boots/shoes, protective gloves, hearing protection (if needed). NO shorts or sneakers allowed.
3	Trades are actively working - be aware of the following hazards: noise, mist/fumes/dust, overhead hazards, taped/barricaded areas, stored materials, uneven walking/working surfaces, trip hazards, etc. Do not approach moving equipment or working crews.
4	Taped/barricaded areas: Red Danger tape – indicates a hazard or potential hazard that is immediate danger to life or health; DO NOT cross this barrier. Yellow Caution tape – indicates a hazard or potential hazard but entry is allowed if necessary precautions are taken. Your escort will provide necessary guidance.
5	Never stand under a live load (e.g., a crane lift, a forklift load, an excavator bucket, etc.).
6	Stay a reasonable distance (> 5') away from open electrical panels.
7	Emergency Evacuation Signal: 3 blasts of high-pitched whistle or phone call to your POC. Evacuate to Stellar job site trailer and await further instructions.
8	If you observe any behaviors or conditions you feel are unsafe, bring it/them to the attention of your POC immediately.
9	If you experience an Injury, your authorized POC will contact Stellar immediately so we can ensure you receive proper First Aid or Medical Treatment, if necessary.
10	Follow all OSHA and site rules while conducting your visit on this site (your escort/POC will know the pertinent rules and provide necessary guidance).
11	Cameras and camera phones are not allowed for use on site without permission.
12	Cell phones are for business purposes only. If you must use a cell phone, stop what you are doing, find a safe place to conduct your business, and don't continue on until you are finished. NO talking or texting while walking. NO driving or operating equipment while using a cell phone.
13	Stellar reserves the right to remove anyone who is acting unsafely or in a manner that is counter-productive to the completion of this project.
14	The entire job site property speed limit is 5 mph unless otherwise marked.

By my signature below I hereby release Stellar from any/all manner of claims, actions or causes because of bodily injury or damage to property that I may incur while on these premises.

Signature: _____

Printed Name: _____

Organization: _____

Point of Contact: _____

Date: _____

Incident Report

(TYPE ALL INFORMATION)

ACCOUNT INFORMATION			
		Project Name:	
		Job No:	
INCIDENT TYPE			
Check all applicable categories:			
Type of Incident: Property Damage ☐ Pollution Incident ☐ 1 st Aid Injury ☐ Recordable Injury ☐ Notice Only ☐			
Personnel Involved: Stellar ☐ Subcontractor ☐ Supplier ☐ Vender ☐ Inspector ☐ Owner ☐ Visitor ☐			
CLAIM INFORMATION			
Date/Time of Incident or Injury:		Date/Time Reported:	
____/____/____ ____ am ☐ / pm ☐		____/____/____ ____ am ☐ / pm ☐	
Employee's Name:		Last 4 of the Social Security Number: xxx-xx-	
Home Address: (Street) _____ (City) _____ (State) _____ (Zip) _____			
Home/Cell Phone #:		Male ☐ Female ☐	Date of Birth:
Occupation:	Division:		Years performing task:
Employment status:	Hire date:		Date began on Project:
Days worked / week:	Hours worked / day:		Hours worked / week:
Time began work:	Supervisors name & phone:		
State of hire:	Prior WC Claims: Yes ☐ No ☐ (if yes, what year(s)/states):		
EMPLOYER INFORMATION (Subcontractor/Owner/Supplier/Vendor)			
Employee of: Stellar ☐ Subcontractor ☐ Supplier ☐ Vender ☐ Inspector ☐ Owner ☐ Visitor ☐			
Employer Name:			
Contact:			
Mailing Address: (Street) _____ (City) _____ (State) _____ (Zip) _____			
Nature of Business:			
INCIDENT INFORMATION			
Did the Incident Occur at the Work/Project Location? Yes ☐ No ☐			
Exact Location: (ex. 2 nd Floor Hallway) _____			
Accident Address: (Street) _____			
(City) _____ (State) _____ (Zip) _____			
Nature of Incident:			
Full Description:			
Person Incident Reported to:			
DRUG/ALCOHOL SCREENING			
Note: Drug/Alcohol screen should be performed as soon as possible, but must be done within 24 hrs. of incident			
Was Drug/Alcohol Screen Performed: Yes ☐ No ☐		Were all personnel involved screened: Yes ☐ No ☐	
Where was Drug/Alcohol screen performed:			

Incident Investigation Questions

Incident Information

What was the employee doing just before the incident occurred? Provide a brief description of the incident. Include information about the specific job/task the Employee was performing and the goals of the task.

What happened? Provide a brief description of the consequences or outcomes of event. Include information about factors that contributed to its severity and/or factors that kept the situation from being worse.

Where the event occurred? Provide information about the exact location of the incident. Be as specific as possible. Include photos if possible.

What was the injury or illness? In plain language (non-medical terms) state the nature of the injury or illness.

What object or substance directly harmed the employee? State the type or kind of object or substance that harmed the employee.

If property damage, what was damaged and what was the extent of damage? List all items that were damaged and the extent of their damage.

If known at this time - What was planned (vs. what actually happened)? State what *should* have happened, that did not happen (not *why* it didn't happen).

Incident Investigation Questionnaire	Yes	No	N/A
Related to Unsafe Acts			
1. Was the Employee performing a task which they were trained to do? If not, explain:	☐	☐	☐
2. Was equipment used in accordance with manufacturer's requirements and/or procedures or training? If not explain:	☐	☐	☐
3. Was required Personal Protective Equipment used? If not, explain:	☐	☐	☐
4. Was required PPE used properly? If not, explain:	☐	☐	☐
5. How often is the task that the Employee was performing at the time of injury take place? Circle the most appropriate answer: Constant Multiple times per shift Once per day Once per week	☐	☐	☐
6. Was the Employee using the tools and equipment required for the task? If not, explain:	☐	☐	☐
7. Was "horseplay" involved?	☐	☐	☐
Other Unsafe Acts			
Related to Unsafe Conditions			
1. Was the Employee in a hurry? If Yes, explain	☐	☐	☐
2. Was the fatigue an issue? If yes, explain	☐	☐	☐
3. Were guards in place on equipment? If not, explain:	☐	☐	☐
4. Was communication (verbal or other) clear and easily understood? If not explain:	☐	☐	☐
5. Was the Employees working surface slip resistant? If not, explain:	☐	☐	☐
6. Was the Employee's working surface in good repair?	☐	☐	☐
7. Was the Employee's footwear in good condition?	☐	☐	☐
8. Did the lighting in the area contribute to the accident?	☐	☐	☐
9. Did Housekeeping in the area contribute to the accident?	☐	☐	☐
10. Were there additional conditions in the area that contributed to the accident? (Equipment/Material/Environment/Weather) If yes, explain:	☐	☐	☐
11. Was equipment operationally ready per recommended maintenance and manufacturer's guidelines?	☐	☐	☐
12. Did the design or layout of the work area contribute to the incident? If yes, explain:	☐	☐	☐
Other Unsafe Conditions			

Related to Supervision			
1. Was the Employee performing an assigned or scheduled task? If not explain:	☐	☐	☐
2. Who assigned the task to the Employee?	☐	☐	☐
3. Was the task being performed, observed by a Supervisor at the time of the incident?	☐	☐	☐
4. Have other Employees been observed performing the task in the same manner? If yes, explain:	☐	☐	☐
5. Are there written procedures for the assigned task?	☐	☐	☐
6. Were the Supervisors aware of the PPE requirements for the task: If not, explain:	☐	☐	☐
7. Was appropriate training provided to accomplish this task? If not, explain:	☐	☐	☐
8. Has there been a Safety Walkthrough/Work-site inspection of this work area within the past month? If yes, When:	☐	☐	☐
9. Did the Supervisor follow appropriate hazard identification and/or follow-up procedures with a known problem?: If not, explain:	☐	☐	☐
10. Did the Supervisor follow the required procedures as specified in training or procedures? If not, explain:	☐	☐	☐
11. If chemicals were involved was the SDS available?	☐	☐	☐
12. If chemicals were involved, was the Employee trained in their use? If not, explain:	☐	☐	☐
Other Leadership Influences			
Related to the Organization			
1. Was the required PPE made available at the time of the incident? If not, explain:	☐	☐	☐
2. Was there adequate equipment available at the time of the incident? If not, explain:	☐	☐	☐
3. Was there adequate staffing to perform the required task(s) or operation? If not, explain:	☐	☐	☐
4. Were there adequate Policies, Programs or other written instructions for the required task(s) or operation? If not explain:	☐	☐	☐
Other Organizational Influences			
Additional Information			
What was done immediately to correct the hazard(s) related to this incident:	☐	☐	☐
What was done (or should be done) to prevent this incident from occurring again? (Give details)	☐	☐	☐
Were photographs taken? If yes, by whom:	☐	☐	☐
REPORT PREPARED BY			
Name:	Title:		
Signature:	Phone:		



JOBSITE SAFETY RULES

1. **HARD HATS, SAFETY TOED BOOTS, EYE PROTECTION, TASK APPROPRIATE GLOVES, & HIGH VISIBILITY OUTER GARMENT** WILL BE WORN AT ALL TIMES (TENNIS TYPE SHOES ARE NOT PERMITTED).
2. **SHIRTS** WITH SLEEVES AND **LONG PANTS** WILL BE WORN AT ALL TIMES (SHORTS ARE NOT PERMITTED).
3. **PERSONAL PROTECTIVE EQUIPMENT** WILL BE WORN WHEN NECESSARY (I.E., GOGGLES, WELDING HOOD, EAR PLUGS, ETC.).
4. **100% TIE-OFF IN ALL LIFTS** WHILE IN SCISSOR AND BOOM LIFTS.
5. **NO** RADIOS, PERSONAL MUSIC PLAYERS (IPOD, MP3, ETC.) ALLOWED.
6. **CELL PHONE USE** ALLOWED ONLY IN SAFE AREAS; **NO WALKING, WORKING, OR DRIVING** WHILE USING A CELL PHONE.
7. **NO** ALCOHOL, ILLICIT DRUGS, FIRE ARMS OR WEAPONS PERMITTED.
8. **SMOKING OR CHEWING** OF TOBACCO PERMITTED **ONLY** IN AREAS DESIGNATED BY SUPERINTENDENT.
9. **EATING AREAS** AND **WORK AREAS** WILL BE **CLEANED DAILY** AND MATERIALS STACKED/STORED SECURELY. **NO GLASS** CONTAINERS ALLOWED ON SITE.
10. **REPORT** ALL ACCIDENTS, INJURIES AND HAZARDOUS CONDITIONS TO YOUR SUPERVISOR IMMEDIATELY.
11. **ONLY TRAINED PERSONNEL** WILL OPERATE POWER TOOLS, WELDING MACHINES, CUTTING TORCHES, AND HEAVY CONSTRUCTION EQUIPMENT.
12. **ALL SAFETY POLICIES AND RULES** OF THE PLANT OR FACILITY OWNER WILL BE COMPLIED WITH FULLY.

SAFETY FIRST