



COMPANY HEALTH & SAFETY PROGRAM

Issue: A
Date: 4/20/2009
Rev: 1
Date: 10/27/2011
Authorized: *GDW*

Title: Health and Safety Responsibilities

Section No: 2

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1.0 PURPOSE

The purpose of this section is to define health, safety and loss prevention responsibility within the company for the benefit of employees and other interested parties.

2.0 SCOPE

This section describes health, safety and loss prevention responsibilities of employees, foremen, superintendents, safety director, project managers and general superintendent. It also describes subcontractor responsibilities.

This section states the company's line of referral for health, safety and loss control actions, and the company's policy regarding health, safety and loss control issues.

3.0 INDEX TO SECTION

- 1.0 Purpose
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4.0 **POLICY**

All levels of management shall be responsive to health, safety and loss control issues either through direct action or referral to the next level of management. Safety complaints, suggestions or questions will be acted upon until they are corrected, answered or determined to be “not technically or economically feasible”.

The Line of Responsibility and Referral for Health, Safety and Loss Control Action is:

1. Employee
2. Foreman
3. Superintendent
4. Safety Director and Project Manager – Subcontractor
5. General Superintendent
6. Company President

5.0 **EMPLOYEE RESPONSIBILITIES**

Employee responsibilities are:

1. The employee shall assume individual responsibility for utilizing safe work habits in all phases of their assigned work.
2. The employee shall be responsible for immediately correcting any hazards, unsafe acts or conditions, which are within the scope of their responsibilities.
3. Where the employee cannot immediately correct an unsafe act or condition, they shall be responsible for reporting the details to their immediate supervisor.
4. The employee shall report all job related accidents/incidents of personal injury or illness, property damage and *near miss* incidents immediately to their supervisor.



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6.0 RESPONSIBILITIES OF SITE SUPERVISORS

Supervisors are responsible for:

1. Planning for safety as well as production. (Supt. & Foreman)
2. Demonstrating safe job practices and methods to employees. (Foreman)
3. Being thoroughly familiar with the company's safety program and enforcing policies and procedures on the job. (Supt.)
4. Assisting in the development of company job safety practices. (Supt.)
5. Making sure that required safety postings are maintained, including: OSHA posters, emergency telephone numbers, MSDS locations and Hotline phone number, OSHA Injury Log when required, and Emergency Evacuation Routes when required. (Supt.)
6. Reporting and investigating all accidents, injuries and equipment and material damage incidents. (Supt. & Foreman)
7. Carrying out all safety recommendations promptly. (Supt. & Foreman)
8. Informally inspecting the project daily for unsafe conditions and acts. (Supt. & Foreman)
9. Assuring that a supply of personal protective equipment for PPP employees is maintained and issued along with instructions in its use and maintenance. (Supt.)
10. Coordinating all safety efforts on the project, assuring optimum effort of all concerned. (Supt.)
11. Assuring that First Aid supplies are maintained on the job site. (Supt.)



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6.1 SUPERVISORS AND SAFETY

1. A Safety minded supervisor is the key to a successful safety program.
2. Supervisors are responsible for how management's attitude toward safety is perceived by employees and customers.
3. The example set by supervisors and their attitude, play an important part in obtaining or preventing acceptance of job policies or programs.
4. If a supervisor believes in a program and supports it, half the battle is won. Lack of interest on a supervisor's part can only result in the same lack of interest of those working under his/her direction.
5. Accident prevention requires that the causes of job accidents be found and corrected.
6. When unsafe work practices or conditions are observed by supervisors and go unchecked, it sends a message to employees that PPP management doesn't care about safety, and that couldn't be further from the truth. "Silence is consent", so let's not be silent.

6.2 SUPERVISOR'S POSITIVE APPROACH TO SAFE ATTITUDES

1. Accidents can be prevented.
2. Preventing accidents is more important than blaming people that cause them.
3. Safety regulations and rules are reasonable and important.
4. Safety is a mark of intelligence and skill.
5. It's dumb to take chances.
6. I have a responsibility to do something toward correcting any hazard that I see.
7. Supervision and safety are part of the work environment.



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8. The supervisor for whom we like to work will have safety attitudes. People still do follow a leader.
9. Pointing out and correcting unsafe practices to new employees is important.
10. Reluctance to correct people for unsafe work methods and lack of skill in correcting them are two supervisory weaknesses which must be corrected before full cooperation can be expected.
11. Bad attitudes generally develop when supervision is lax and employees are never quite sure how much they can get away with. That laxness can lead to serious mistakes or a bad accident.
12. Good attitudes develop where supervision is firm, consistent and reasonable.

7.0 SAFETY DIRECTOR RESPONSIBILITIES

The Safety Director shall be responsible for assuring a sound and effective program of safety and loss control, to include:

1. Compliance with State and Federal regulations and standards.
2. Analyzing, compiling and submitting safety statistics and reports.
3. Promoting a uniform and positive safety attitude throughout the company.
4. Performing administrative follow-up to State and Federal inspections.
5. Administration of the safety program policies and procedures.
6. **Perform a semiannual review of PPP's Safety program and revise as necessary to comply with State and Federal regulations and standards. Lock-out Tag-out program and Confined Space program shall be reviewed annually for compliance.**
7. Monitoring project safety activity.
8. Reporting and coordinating of health and safety issues at PPP Management Team Meetings.



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8.0 PROJECT MANAGER RESPONSIBILITIES

The Project Manager shall be responsible to:

1. Establish subcontractor health and safety responsibilities as a portion of the contract, as per OSHA Construction Standards and Interpretations, Subpart B, 1926.16 Rules of Construction.
2. Promote positive safety attitudes at all levels of the business structure.
3. Encourage and assist site supervisors in their safety and loss control duties as well as their production duties.
4. Set a good safety example when on job sites.
5. Assist in enforcing subcontractor compliance of safety rules, regulations and PPP policy.

9.0 SUBCONTRACTOR RESPONSIBILITIES

Subcontractors shall assure compliance with all applicable State and Federal safety regulations, standards, and PPP policy, specifically:

1. Responding to safety questions and recommendations and immediately correcting unsafe acts and conditions for which they are responsible.
2. Assuring prompt care and reporting of first aid and medical treatment of employees.
3. Assuring the training of employees to include:
 - a. Trades training.
 - b. Equipment operation.
 - c. Employee responsibilities as outlined in this section.
 - d. Hazard awareness.
 - e. Hazard communication.



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REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
	Program reviewed and Revision History added		GMN	10/20/2014



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Subcontractors shall work in cooperation with the General Contractor and/or Construction Management team and other subcontractors in:

1. Providing a safe, clean and sanitary work environment.
2. Participating in Project Safety Meetings while active on the project.
3. Cooperating in State, Federal and unofficial safety inspections.

10.0 GENERAL SUPERINTENDENT

It is the General Superintendent's responsibility to:

1. Promote safe work practices.
2. Insist on enforcement of State and Federal regulations and standards and PPP policy, by all supervisors under his direction.
3. Encourage and assist site supervisors in their health and safety duties as well as their production duties.
4. Set a good safety example when on job sites.
5. Provide adequate authority and resources to responsible parties, so that assigned responsibilities can be met.