



## **Safety and Health Program**

---

### **NEW HIRE ORIENTATION**

Approximately sixty percent (60%) of incidents on a construction site involve new hires. Every incident has the potential of adversely affecting an employee's quality of life and the company's competitive position. Therefore, the goal of Penn Installations is ZERO INCIDENTS. This can be accomplished by being proactive with safety and providing adequate safety training.

It is up to you to create a culture within Penn Installations in which working safely is the only way to work. With this in mind, Penn Installations feels that both the employee and the employer must make a commitment to safety collectively and individually. We must be continuously aware of our surroundings. All unsafe conditions and practices must be reported and corrected immediately. Your efforts, and the efforts of your fellow employees, help ensure a safe and healthful workplace.

### **Safety and Health Program**

The Safety and Health Program is designed to assist in the ability for Penn Installations to maintain compliance with the most current OSHA Regulations. The program will be located at each job location and made available to all employees for review.

### **Accident/Incident Reporting**

Every accident/incident or injury of any kind must be reported immediately, regardless of how minor. Report all incidents immediately to the Project Superintendent. The Project Superintendent, will then report the incident to the Safety Director. An Incident/Near Miss Report will be completed promptly and returned to the Corporate Office.

### **Reporting and Correction of Unsafe Conditions/Acts**

All unsafe acts and conditions must be reported immediately to the Project Superintendent. All unsafe acts and conditions must be corrected prior to commencing work. All unsafe conditions or fixes needed to equipment must be documented.

### **Emergency Procedures**

Emergency procedures will be job specific. Each job location will post the emergency procedures on the job bulletin board. The emergency procedures will consist of Medical Treatment Facilities, Emergency Contacts, and Emergency Evacuation Procedures. In the event of any major incident, contact 911. When 911 is not available in that area, additional methods will be executed for that location.

### **First Aid and Medical Treatment**

First Aid equipment will be made available on site. First Aid kits for minor injuries will be placed on site. The First Aid kits will be maintained by the Safety Director. Inform the Safety Director when items are used or need replaced so items can be replaced promptly. Facilities for additional medical treatment will be made available for each job location. The medical facilities provided will be posted on the job bulletin board. Each job location will have a First Aid/CPR qualified person on site at all times.

### **Hazard Communication**

Hazardous chemicals are used in certain phases of the work process. The employees have the right to know of the chemicals used. The Hazard Communication Program will be made available to all employees working at the job location. The Hazard Communication Program will be located in the job trailer on site. The program will contain an inventory of chemicals and a Safety Data Sheet (SDS) for each chemical used on site. Each employee shall be trained on the Global Harmonized System (GHS) and Penn Installations Hazard Communication Program. All containers containing chemicals shall be labeled and legible. If hazardous chemicals are brought onto site that are not in the Hazard Communication Inventory, a safety data sheet shall be obtained from the chemical manufacture and placed into the Hazard Communication Program.

### **Fire Prevention**

Preventing fires is crucial to the success of a project. Fire prevention starts with good housekeeping. Know the location of fire extinguishers and how to properly use them. Fire extinguishers will be inspected monthly and annually. Smoking is only permitted in designated areas. All flammable and volatile liquids must be stored in a UL approved container. When performing hot work, a hot work permit and a fire watch must be dedicated to work area. Report all fires to the Superintendent Immediately.

## **Personal Protective Equipment (PPE)**

Each employee is required to wear the following PPE at all times (100%):

1. An approved and current hard hat.
2. Leather work boots.
3. ANSI approved eye protection with side shields.
  - a. ANSI approved prescription eye glasses with side shields.
  - b. ANSI approved over the top eye protection if prescription glasses are not ANSI improved.
4. Seatbelts are required to be worn at all times in equipment and motor vehicles.

Additional PPE may be required for specific tasks such as but not limited to:

1. Hearing protection
2. Full face shield when using cut-off saws or grinders.
3. Full body harness for working 6' or above a lower surface.
4. Respiratory protection
5. High visibility apparel Class II Safety Vest.

You are responsible for the care and maintenance of PPE equipment supplied by the company. Jewelry (such as rings, bracelets, necklaces) and loose clothing are not to be worn while working.

## **Fall Protection**

Fall protection is required 100% of the time when on a walking/working surface (horizontal or vertical) with an unprotected side or edge which is 6 feet or more above a lower level shall be protected from falling by the use of guardrail systems. If a guardrail system cannot be used, personal fall arrest systems (PFAS) shall be utilized. PFAS will be provided by the company. Each employee on the job location exposed to fall hazards will be trained on site specific fall protection requirements.

## **Electrical/GFCI**

To provide protection from electrical shock, all equipment shall be protected by a Ground Fault Circuit Interrupter (GFCI). All generators shall have GFCI outlets built into them. When using permanent power, a GFCI pigtail shall be used. Tools and extension cords shall be inspected for damage, wear, or loose connections prior to each use. Any damage found, the tool or extension cord must be removed from service.

## **Disciplinary Program**

The purpose of this policy is to instill a policy for corrective actions due to employees disregarding safety and health policies and to establish an acceptable disciplinary protocol for addressing deliberate unsafe employee actions, standards of conduct and define unacceptable zero tolerance activities. Penn Installations is committed to ensuring that all safe work practices are being followed by all employees to prevent injury to employees. You may be terminated for repetitive violations of the Company policy or based on the severity of the violation.

## **Housekeeping**

Work areas shall be kept clean and sanitary at all times. An adequate supply of drinking water shall be supplied from sources approved by Federal, State, or Local health authorities. Drinking water shall be dispensed by a means which prevents contamination between consumer and source. Restroom facilities shall be provided at each job location. The number of facilities will be based on the number of employees on site. Facilities shall be maintained by the supplying company.

## **Toolbox Talk**

Each job location will be provided with a Toolbox Talk binder located at each job site. A toolbox talk must be completed each week on a topic pertaining to the work being performed. Each employee shall be given the opportunity to interact and sign the attendance roster. All employees are required to attend the meeting. The Toolbox Talk then must be returned to the Corporate Office.

## **Job Safety Analysis (JSA)**

Job safety Analysis (JSA) shall be completed prior to each job task/phase of work being completed. The JSA will discuss the hazards of the job task and the corrective measures to prevent injury. The JSA will be reviewed with each employee involved in the job task with each employee signing the JSA showing they fully understand. Once the job task is completed the JSA will then be returned to the Corporate Office.

## **Additional Training**

Certain job locations may require additional training such as aerial lift, confined space, or forklift training. If additional training is required, the Safety Director shall be notified in order to ensure sufficient training is obtained.

## **Substance Abuse Testing**

Employees on the job, performing Company business in any capacity or location, under the influence of drugs or alcohol pose serious safety and health risks not only to the employee, but also to all those who surround or come in contact with the employee. Therefore, this Company requires your full cooperation and support in implementing this policy.

Any employee who feels that he or she has a drug or alcohol related problem is encouraged to seek professional help. Any employee voluntarily seeking such help will be referred to professional assistance by the company and any such action shall be kept strictly confidential.

## **Tools and Equipment**

Inspect all tools and extension cords daily, prior to use. If any deficiency is found, remove tool or cord from service until repaired. Do not use damaged tools and equipment. Ensure all guards are in place and are working properly. Only licensed persons can use powder-actuated tools and lasers. You must have your card in person.

## **Ladders and Scaffolds**

Inspect all ladders daily, prior to use. If any deficiency is found, tag ladder and remove from service. Do not use until repair is made. All ladders must be set up on solid ground. Extension ladders must be set up at a 4:1 ratio, extended 3' above the landing and secured to the structure. Folding ladders (A Frame) must be fully opened and not leaned against the working surface. Do not use the top two steps. Scaffolds must be inspected daily, prior to use. If any deficiency is found, tag scaffold out of service. Do not use until repaired by qualified scaffold builder. Casters must be locked when using scaffold. You are not permitted to remain on scaffold when being moved.

## **Commitment**

It takes the commitment of everyone to make Penn Installations a great place to work. You are challenged by the Company to work **PRODUCTIVELY SAFE!** Together we can achieve our goal to build a better tomorrow for ourselves and our community.

**Productively Safe!**