



## Management Safety Commitment

Safety in all Manasota Commercial Construction operations is not just a corporate goal but also a requirement. Our Company accepts the responsibility of providing and maintaining a safe, healthy, drug free/intoxicant free working environment for all employees. The safety of all employees, subcontractors, suppliers and all other third parties occupying our facilities must come first, regardless of all other priorities. This program has been written and implemented with your safety and health as its primary goal. It is our intention to comply with both Federal (OSHA) and State safety and health regulations

Management will enforce the safety plan and use of proper PPE, clothing, and safety equipment at all times. In accordance with this policy, management will provide employees with the proper personal protective equipment (PPE) and other safety devices where necessary. People will be trained to perform their jobs safely prior to being assigned these tasks. Subcontractors, suppliers and third parties will be expected to do the same. For employees, subcontractors, suppliers or other third parties who are not in compliance with the safety plan set forth, disciplinary action will be taken.

Management maintains an "open door" policy regarding the reporting of unsafe conditions, near misses and unsafe acts. There will be no disciplinary action allowed as a result of reporting unsafe conditions, near misses and unsafe acts. Management encourages employees to take an active part in safety and health issues. This "open door" policy was developed to ensure that all employees are provided a safe healthy, drug free work environment. Our Safety Committee will provide a forum for discussion of safety issues for the workplace.

Every employee, subcontractor, supplier and third party is expected to follow and meet Manasota's company safety commitments and safety standards, as well as the safety rules and safe work practices for their respective work location and job responsibility." While no safety or loss prevention program can guarantee an accident-free workplace, actively taking part in the safe workplace culture and following the safety procedures set forth in this manual should significantly reduce the potential of danger to you and your co-workers.

This manual is an effective tool for maintaining a positive, pro-active Loss Prevention program. Safe work practices and rules are preventative in nature, and the best precaution is awareness of hazards and how to avoid them. A moment of carelessness can result in a lifetime of disability. Your safety awareness is imperative. Before starting any job, familiarize yourself with safe job procedures and safety plan practices.

*Clayton D. Johnson*

Clayton Johnson  
President

3/19

*Enhancing Your Construction Experience*

1310 4th Avenue West • Bradenton, FL 34205 • (941) 795-2732 • FAX (941) 795-3732  
Website: [www.ManasotaConstruction.com](http://www.ManasotaConstruction.com)





Manasota Commercial Construction enjoys an exemplary history in jobsite safety. Our company commitment to maintain a safe, healthy, drug free workplace begins with executive management and continues throughout our personnel. The same commitment is expected of all our subcontractors, suppliers, and any other third parties while on company property and in the performance of their work. Our company's proactive safety policy and mandatory weekly jobsite safety meetings facilitate maintaining a safe worksite.

Therefore we have provided this safety program with the sole purpose to:

- Abide by all federal, state, and local regulations as they pertain to construction.
- Apply good sense and safe practices as dictated by locations, conditions and circumstances to all jobs.
- Exercise good judgment in the application of this policy.
- Protect the public to the best of our ability from all hazards that result from our operations.

### DISCIPLINARY POLICY

#### **All JOB SITE WORKFORCE, SUBCONTRACTORS, SUPPLIERS AND UTILITIES**

1. Any person not complying with the safety policies of Manasota Commercial Construction, will be asked to leave the jobsite until the safety violation can be corrected. Manasota Commercial Construction, at a cost to the subcontractor (if no action is taken), will provide whatever safety devices or PPE are required until the violation is corrected. If a safety violation notice is issued & not corrected within 2 working days the subcontractor's contract will be terminated with damages deducted.
2. An accident/incident report must be filed with our main office within 24 hrs for all injuries to workers, non-injury accidents or near-misses. All unsafe conditions that come to their attention must be reported to the general contractor immediately.
3. All jobsites are drug/intoxicant free zones. All subcontractors and employees must abide by these rules or be removed from the jobsite property immediately.

### ASSIGNMENTS OF RESPONSIBILITY

#### **A. OWNERS, ARCHITECTS, ALL JOB SITE WORKFORCE, SUBCONTRACTORS, SUPPLIERS, UTILITIES**

1. Abide by all safety rules of Manasota Commercial Construction, the general contractor of the construction site and all state and OSHA regulations.
2. They must check in daily with the jobsite superintendent by signing the worksite sign in sheet upon entering the jobsite.
3. Make sure personal protective equipment is worn, maintained and used properly ( pg 4). It is mandatory that hard hats be worn at all times and appropriate eye protection be worn (i.e. safety glasses with side shield, goggles, face shield, welding hood etc.) when sawing, chipping, sledging, hammering, welding, grinding, using liquids that could splash into the eye or any other operation where eye injury might occur.

#### **B. ALL JOB SITE WORKFORCE, SUBCONTRACTORS, SUPPLIERS AND UTILITIES**

1. Check in daily with jobsite supervision upon entering the jobsite. Daily safety announcements & site information will be issued at check in. Foreman must sign log and indicate number of crew on site and who the competent person for the crew is.
2. Notify the General Contractor when actions or activities undertaken by them could affect the health or safety of any one on the jobsite. SDS must be provided before starting work.
3. All jobsites are drug/intoxicant free zones. All subcontractors and employees must abide by these rules or be asked to leave the jobsite. No-one will be permitted to report to work if their duties are impaired by taking prescription or non-prescription drugs.
4. No smoking allowed in all buildings at any time except in designated smoking areas outside on the jobsite. All school jobs will be smoke free sites.
5. Work safely in such a manner as to ensure your own safety as well as that of all co-workers. See safety requirement policies (Pg 3). Plan all work activities to comply with these requirements.
6. A crew member must attend all weekly supervisory safety meetings when on site. Designate an employee to hold "Tool Box talks" with your employees to discuss safety issues & concerns and Manasota weekly safety meeting topics.





### ASSIGNMENTS OF RESPONSIBILITY

#### **B. ALL JOB SITE WORKFORCE, SUBCONTRACTORS, SUPPLIERS AND UTILITIES (cont'd)**

7. Maintain and properly use all tools or equipment under your control. You must provide proper certification if necessary.
8. Correct all hazards, including unsafe acts and conditions that are within the scope of your position as soon as they happen. Report any uncorrected hazardous conditions to the project Superintendent immediately.
9. Prior to leaving your work area all loose parts or covers must be replaced or secured until your return.
10. Designate an employee to be first aid certified and able to render first aid on the jobsite. He will also have an up to date accessible first aid kit on site to serve his entire crew.
11. In the event of an accident resulting in an injury: Call #911 and secure prompt medical attention for any injured employees first.
12. For all accidents/incidents with or without injury and/or resulting in property damage or vandalism: Report accident/incident to project superintendent immediately following medical care for the injured or securing the site for property damage/near miss. Fill out Manasota's accident/incident report. Subcontractor shall email a copy of their company accident/incident report to kimj@manasotaconstruction.com within 24 hours and hold an investigation to determine root cause and corrective action needed. Documentation of follow up on corrective action & retraining if necessary should be emailed to Manasota Commercial Construction within 7 working days.

#### **C. SITE SUBCONTRACTORS-**

1. Fluorescent safety vests must be worn on site at all times for visibility. Hard Hats are also required.
2. Flagging systems must be in place for all traffic control. All county approvals for any required road closures will be your responsibility prior to commencing work.
3. All excavation or underground work may only be done after calling #811 and locates are complete with all open items investigated.

### **SAFETY REQUIREMENTS FOR ALL EMPLOYEES(MANASOTA & SUBCONTRACTOR)**

*\*A Superintendent/Foreman or Subcontractor's Safety Representative shall review all safety rules with all employees prior to commencing work on any project under contract.*

#### **A. GENERAL SAFETY REQUIREMENTS**

1. Any questions regarding safety or safety equipment should be directed to the jobsite Superintendent immediately.
2. Any hazardous work area should be flagged with yellow CAUTION tape or Red DANGER tape to warn employees accordingly until the situation can be corrected. Willful violation will be cause for dismissal.
3. Daily clean up of all work areas must be performed to maintain a safe worksite. A designated representative from every subcontractor present each work week, must clean up site completely before leaving or be available @ 3pm Friday for the jobsite weekly "clean sweep"
4. Safe access should be available at all times (stairs, hallways, ladders, etc.)
5. All floor holes/openings and wall openings above 6 feet must be guarded. No employee may remove a cover/guard rail system without authorization from the superintendent.
6. All hand tools and equipment must be checked daily before using to be sure in good working condition. They should only be used as intended by the manufacturer.
7. Any unsafe tools, cords or unguarded machinery shall be reported to the project superintendent immediately. They should be tagged & taken out of service.
8. Horseplay and bullying is prohibited. Foul language will not be tolerated
9. No employee shall possess, use or be under the influence of any intoxicant or illegal drugs while on the job including prescription or non prescription drugs that may impair their performance. If any employee is found in violation while on duty they will be dismissed from the jobsite immediately.
10. Know the proper way to lift heavy objects. Get help if needed. Bend your knees
11. Possession, use or sale of firearms or explosives on work site premises is forbidden. This applies to all employees, including but not limited to those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employees locked motor vehicle on site.



**SAFETY REQUIREMENTS FOR ALL EMPLOYEES****B. EMERGENCY REQUIREMENTS/INFO**

1. A first aid trained person is required for all subcontractor work crews. Manasota's Superintendent is a trained first responder in CPR & First Aid.
2. First aid kit must be accessible for all onsite crews. Size of jobsite may require more than 1 first aid kit (inventory to be checked every 1<sup>st</sup> of the month). First aid kit also available in all jobsite trailers or Superintendents vehicle if no trailer/office. .
3. Safety Data Sheets(SDS) with inventory list for all products on site should be given to main office digitally with submittals before commencing work. Manasota Safety Coordinator will disseminate SDS to jobsites through Sharefile. SDS kept on tablet at all jobsite trailers or Superintendents vehicle if no trailer/office.
4. Emergency action plan for every jobsite will be posted in job trailer & building entrances. Fire prevention plan should be complied with throughout all phases of construction.
5. Emergency evacuation plan will be posted at all emergency exits & in job trailer.

**C. PERSONAL PROTECTIVE EQUIPMENT/ CLOTHING**

- \*1. Hard hats are mandatory to be worn at all times. Anyone working at or visiting the jobsite will be required to wear a hardhat.
2. Safety glasses must be kept with you. Appropriate eye protection (i.e. Safety glasses with side shield, goggles, face shield, welding hood etc.) must be worn and used when sawing, chipping, sledging, hammering, using a nail gun, welding, grinding, using liquids that could splash into the eye or any other operation where eye injury might occur.
3. Work gloves shall be worn when handling rough edge or abrasive materials when work being done exposes hands to lacerations, puncturing or burns.
4. Proper footwear will be required on the jobsite. Hard soled- work shoes are required. Tennis shoes, canvas and loafer style shoes or open toed sandals are not to be worn. Safety toed shoes to be worn where crushing of the foot is possible.
5. Long pants are required for safety purposes. Shirts with sleeves must be worn at all times. No distasteful graphics or profanity will be allowed.
6. Respirators must be provided at the jobsite during the use of any hazardous chemical or in any enclosed spaces. Employees must be properly trained in usage & hygiene.
7. Proper ventilation program and/or respirators are required if exposure limits exceeded while cutting any concrete, tile or crystalline silica containing product.( See OSHA Table A )
8. Hygiene supplies must be available to employees working with a Portland cement or silica based product.
9. Earplugs or earmuffs must be worn when applicable while using loud equipment or in high noise level jobs. See OSHA 1926.52(d) (1) table D-2 for permissible noise exposure chart.
10. No loose clothing or jewelry should be worn around moving equipment.

**D. HOUSEKEEPING RULES**

1. Good housekeeping practices are required of all employees.
2. Storage areas- All materials should be maintained in neat stockpiles for ease of access.
3. Work areas- Keep aisles and walkways clear of loose materials and tools. Clean up loose materials, waste, etc. immediately. This is especially important in the vicinity of ladders, ramps, stairs and machinery.
4. Protruding nails should either be removed or bent over. This should be done as the hazard develops. Cleaned lumber should be stacked in orderly piles. Workmen performing this task should wear heavy gloves and puncture proof insoles.
5. Smoking is prohibited in ALL buildings. Smoking will only be allowed in designated smoking areas on the jobsite. Tampering or removal of fire extinguishers is prohibited. All school jobs will be smoke free sites per their code.
6. Trash cans are provided for trash & food eaten on site. Please dispose of food properly.
7. Use of gasoline for cleaning equipment, hands or tools is prohibited. Small quantities of gasoline for equipment use only are to be transported or stored in approved metal safety containers of 5 gallons or less with spring safety closer and spout.
8. Disposal of combustible waste- such as oily rags, paper, etc. should be stored in a safety approved covered metal container labeled for flammable liquids or other hazardous chemicals and never be mixed with other trash or thrown in dumpster. All trades are required to provide their own safety container and remove safety containers from the jobsite on a daily basis.



**SAFETY REQUIREMENTS FOR ALL EMPLOYEES**

9. **Oil and Grease-** Spills of oil, grease or other such liquid should be removed immediately and sprinkled with sand. Superintendent must be notified immediately (see HAZCOM Program).

**E. ELECTRICAL LOCK OUT TAG OUT-**

- \* All Lock-out Tag-out electrical plans must be given to the project superintendent with a copy to the main office before commencing work. The electrical subcontractor will be solely responsible and have the only keys should any circuit need to be locked out.

**F. TEMPORARY POWER FACILITIES**

1. Electrical subcontractor must have a ground fault circuit interrupter (**GFCI**) program established. Electrical subcontractor will assure GFCI is properly installed and will be responsible for inspection and maintenance. Monthly testing with electrical tester will be recorded in a log book and kept on site.
  - All temporary power, 120 volt single phase, 15& 20 ampere receptacle outlets not part of permanent wiring of building or structure , generators greater than 5,000 watts or permanent power with extension cord shall have GFCI protection in place for personnel protection.
2. All electrical operated tools shall be properly grounded before being put into operation.
3. Electrical subcontractor & superintendent together will be responsible for all cords on the jobsite being OSHA approved & in proper condition. All extension cords must be 10 or 12 gauge type S, ST, SO, STO and be UL labeled.
4. Household **power strips** will **not be allowed** (surge protectors).
5. **Temporary lighting** shall not be hung from any fire sprinkler or pipe and only be hung with nonconductive hangers.
6. All temporary satellite electrical outlets shall be properly mounted off the floor, upright and have proper covers.

**G. FALL PROTECTION -**

1. Manasota Construction has a "100% Fall Protection Policy". (1926.501). Conventional fall protection systems must be used at the 6 ft. level above a lower level for all employees on any walking or working surface with unprotected sides or edges. They shall be protected from falling by guardrail, safety net system or personal fall arrest systems. Fall protection requirements for Steel and Metal Building erection see Section H below.
2. All subcontractors exposed to fall hazards must meet in a pre-construction meeting with the Manasota project team to identify fall hazards and together create a work plan to mitigate all hazards. The team will then discuss what can be done to reduce those hazards that can not be eliminated and the most appropriate fall protection system.
3. Site specific fall protection programs must be given to the main office after the Pre-construction meeting before commencing work.

**H. STEEL AND SYSTEMS ENGINEERED METAL BUILDING ERECTION**

Fall Protection requirements for steel and metal building erection will follow OSHA standard 1926.760 requiring Fall protection as follows:

1. Each employee engaged in steel erection activity that is on a walking/ working surface with an unprotected side or edge more than 15 feet above a lower level must be protected by conventional fall protection of guardrail, safety net, personal fall arrest system or fall restraint systems. Connectors or Deckers working in a Controlled Decking Zone(CDZ) shall be protected per H.(2)- (7).
2. Connectors or leading edge workers in a (CDZ) above 30 feet or 2 stories which ever is less must be protected by conventional fall protection per H.(1).
3. Connectors between 15 and 30 feet must be wearing a harness and have all equipment necessary to tie off or safety nets in place should they deem it necessary to use. Any connector sitting stationery should also be tied off.
4. Purlins or girts may not be used as an anchorage point (unless authorized in writing by a qualified person) or be used as a walking/working surface unless all bridging has been installed and fall protection is provided.



**SAFETY REQUIREMENTS FOR ALL EMPLOYEES****H. STEEL AND SYSTEMS ENGINEERED METAL BUILDING ERECTION**

5. A controlled decking zone(CDZ)may be used as a substitute for Fall protection where metal decking is being installed and forms the leading edge of the work area between 15 and 30 feet over a lower level.
6. The CDZ must be marked, be no greater than 90x90ft or 3,000sf of unsecured decking and no workers allowed to work below them.
7. A qualified person must train all exposed personnel in Fall protection CDZ use or connector training which must be documented. (1926.761).

**I. LADDERS**

1. Ladders side rails must extend 36" above landing. Defective or unsecured ladders should be reported to the superintendent and tagged and taken out of service.
2. No ladders will be left up at the end of the work day unless an attached part of a scaffold system or building.
3. Do not go up or down a ladder without the free use of both hands. If material or tools have to be handled, use a rope to lift or lower them. Always face ladder at the landing.
4. Never use a **stepladder** as a straight ladder. Never stand on the top step of a stepladder.
5. Non-conductive ladders must be used in electrical applications or with electrical tools.

**J. SCAFFOLDS**

1. A "competent" person qualified in scaffold erection, moving, dismantling or alteration is required and must be on site to supervise and direct all of these activities.
2. \*Daily safety inspection of the scaffold must be done by a "competent" person before each work shift and documented on the green inspection tag. If scaffold not in compliance the scaffold must be red tagged and not used until the deficiency can be rectified.
3. All scaffolding should be **fully planked** and requires the use of both base plates and mud sills or other adequate firm foundations with required bracing installed. Unstable objects such as barrels, bricks or concrete blocks shall not be used to support scaffolding or planks.
4. Proper tie-ins for supported scaffolds must be used to prevent any tipping for any height to base width ratio greater than 4:1. See 1926.451(c)(1) for specifics.
5. Ladders must be securely in place so as not to tip scaffold and bottom step not be more than 24" above scaffold supporting level. No ladders will be left up at the end of the workday unless an attached part of the scaffold system. Safety gates/chains must be used at each point of access.
6. No employee shall work on scaffolds higher than 6 feet without proper guardrails, midrails, toe boards and proper flooring in place. If guardrails are taken away a fall arrest system must be in place.
7. Tools and other objects should not be left on scaffolds, ladders or overhead working surfaces. They can become overhead falling objects.
8. All overhead work hazards will be **posted, barricaded, a Limited Access Zone(LAZ)** established with anyone working below notified.
9. Hardhats must be worn to protect against overhead falling objects.

**K. TRENCHING/EXCAVATION OPERATIONS**

1. Designated competent person must be on site at all times.
2. All locates (Call#811) & open items must have been completed before any work is done.
3. Trench protection system must be used at all times. Ex sloping, shoring or shielding.
4. 4 ft depth requires an exit every 25 ft. Ladders must extend 18" above spoil piles
5. All spoil piles must be minimum 2 feet out from trench.
6. Sloping= 1.5 to 1 ratio in most Florida soils(sand).
7. Trench box must be large enough for width and depth and specs must be on site.
8. Daily inspection required by competent person of shoring/sloping and after any weather/storm.

**L. MACHINERY/EQUIPMENT**

1. No employee shall operate any machinery, equipment or tool unless he has been properly trained in its use and is familiar with all the details of its operations.
2. All forklift and Aerial Work Platform operators must be certified.
3. Riding of construction equipment except by authorized operator is **prohibited**. This includes material hoists.
4. Getting on or off equipment while in motion is prohibited.
5. Seat belts must be worn where available.
6. Equipment operators will avoid carrying loads over any workers.



## **SAFETY REQUIREMENTS FOR ALL EMPLOYEES**

### **L. MACHINERY/EQUIPMENT**

7. **All machinery guards shall be kept in place while machinery is in operation.** Tampering with machine guards is prohibited and any removal for repair requires a supervisor's approval.
8. **Safety belts/restraints** must be worn where applicable. (i.e. lifts, hoists, lulls, forklifts, cranes, mechanized platforms). **Aerial work platform (AWP) operators must wear a harness & short lanyard/restraint and be tied off to the boom or basket** when working from an aerial lift.

### **M. CRANES- CRANE STANDARD 1926.1400-1441 Subpart CC (\*NEW)**

1. **Subcontractor lift plan** to be presented and discussed with Manasota prior to lift operator arriving. All site hazards to be indicated and noted on plan with safety precautions listed. Lift plan must be discussed with operator prior to arriving.
2. **Section 1427-All cranes must be operated by certified or licensed operators with valid certification** based on the equipment capacity and type and receive ongoing training as necessary to operate new equipment. **12/18 Employers are required to train operators as needed to perform assigned crane activities, evaluate them, and document successful completion of the evaluations.** All cranes/boom trucks shall be operated within the proper guidelines from the manufacturer, OSHA, and all other governing agencies. Crane operators must have certification card, daily start up log and monthly/annual inspection logs on site.
3. **Section 1403-1406- All assembly and disassembly (A/D) operations must be carried out under the direction of an A/D director** who is identified to Manasota's site Superintendent. The A/D director must be both a "competent person" and a "qualified person," or must be a "competent person" assisted by one or more "qualified persons."
4. Flashers, signals, barricades, guarding and reflective clothing must be used as **traffic controls** for public vehicles and other various construction vehicles (cranes).
5. **Section 1424- A control zone** must be designated for all lift operations and all employees working on or near the equipment trained in the crane operations hazards. Accessible areas within swing radius of the crane are to be barricaded to prevent loads from striking or crushing employees or equipment.
6. **Section 1419-22- A Signaler** is required when a blind drop is necessary, operators view is obstructed, or site specific safety issue mandates this. Standard method hand signals must be used unless agreed upon by all parties prior to lift.
7. **Section 1428-Crane Signaler must be "qualified" by their employer or 3<sup>rd</sup> party evaluator and have documentation on site.** Crane signals must be posted on site & in the crane cab as well. Two way communications must be used on a blind lift.
8. **Section 1401, 1404.r & 1425- Crane Rigger must be a "qualified" person and have the ability to rig the load for the particular job at hand.** This is to be **determined by the employer** based upon degree, certificate, or professional standing or extensive knowledge, training and experience and the ability to solve problems related to rigging loads. This person must be identified for the lift and documented by the employer to the Manasota superintendent **Section 1407-11- No assembly/disassembly of equipment, equipment, load line or load rigging or lifting accessories will be within 20 ft minimum of power lines up to 350kV.** See 1926.1409 for over 350kV power line safety. See Table A in the crane standard for minimum clearance distances and Section 1407-11 for the precautions required for any variance. All overhead power line voltage must be verified by the power company that are within in swing radius or must be passed under if alternate clearance distance is to be used. A spotter or other warning devise or warning line must also be used as an additional measure.

### **N. WELDING & COMPRESSED GAS**

1. **Welding screens, helmets/goggles and gloves must be used** while welding.
2. Do not perform "hot work" such as welding, cutting or spark producing operations within 50 feet of containers labeled flammable or combustible. A fire extinguisher must also be within reach.
3. **Transport and store all compressed gas cylinders in upright position with valve caps on** when not in use. They must be stored upright at least 20 feet apart by tying or blocking in place with rope, chain, cord or cable (duct tape or tie wire not acceptable). No cylinders should be left on unused carts over a 24 hr period.
4. **No smoking signage** must be posted in compressed gas storage and work areas.
5. **Do not store** gas cylinders in areas with corrosive chemicals or against electrical panels where they may become part of the circuit. Do not store Oxygen near fuel cylinders (acetylene, propane) or combustible materials (grease, oil).



**HAZARDOUS CHEMICALS COMMUNICATION****OSHA 1926.59****3/19**

In accordance with OSHA 29 CFR Part 1926.59, Manasota Commercial Construction has established the following Hazardous Chemicals Communication Plan (HAZCOM). The purpose of this plan is to provide information and direction to prevent injuries resulting from employee exposure to hazardous chemicals, to ensure adequate safety protection, and to properly train employees in safe working habits. This plan is designated to comply with federal, state and local regulations concerning the use of hazardous substances in the work place.

**A. Assignments of Responsibility**

1. The Safety Coordinator Kim Johnson will have the overall responsibility for keeping current the HAZCOM program for Manasota Commercial Construction with the following duties:

- a. Ensure training for all new employees and retraining employees every 3 years or as new chemical hazards are introduced into the worksite.
- b. Initial training will include all workplace hazards, basic emergency procedures, how to read Safety Data Sheets(SDS) and how to recognize and report hazards. Test for information retention will be given.
- c. When non routine tasks affect employees they will be informed about hazards and appropriate protective & safety measures along with a review of Emergency action procedures.
- d. Have a copy of the HAZCOM program for all employees, subcontractors or safety officials to review. This copy will be located in the main office and in all jobsite trailers.
- e. Ensure that all SDS sheets are maintained digitally on sharefile for all products within this program & available to the appropriate jobsites.

2. The Project Superintendent hereinafter named "responsible party" shall have the duty to supervise and carry out all phases of the HAZCOM plan on his project.

The Project Superintendent's duties shall include:

- a. Provide subcontractors with location of tablet to view SDS, explanation of labeling system, any information on other subcontractor's chemicals they may be exposed to as necessary.
- b. Ensure all containers of hazardous chemicals received for use by our company or subcontractor are labeled with : contents, hazard warnings, name and address of manufacturer. All secondary containers are also to be labeled with the above information from the original container. No labels may be covered up on the original container.
- c. Ensure that all SDS sheets are available for review at all times during working hours on tablet. All SDS sheets kept in digital sharefile folder.
- d. Check on a weekly basis that all stored containers are labeled.

**B. SDS Sheets**

The SDS is a compilation of information concerning health, safety & environmental hazards associated with a specific hazardous chemical along with vital emergency procedures and is provided by the manufacturer of the hazardous chemical.

1. All subcontractors must have a copy of their SDS sheets on the foreman's truck as well as \*ALL SDS SHEETS AND INVENTORY OF PRODUCTS TO BE USED ON EACH PROJECT SHALL BE DELIVERED DIGITALLY BY EMAIL TO KIMJ@MANASOTACONSTRUCTION.COM OR TO THE MAIN OFFICE AT 1310 4<sup>TH</sup> AVE. W., BRADENTON, FL 34205 , ATTN: SAFETY COORDINATOR, BEFORE WORK MAY COMMENCE. If the SDS has not been provided prior to the first job site meeting you will not be allowed to commence work and will be in failure of your contract conditions with monetary penalty provisions for delay.

**C. SDS Information Posting:**

OSHA requires employers to make information on hazardous chemicals in their workplace available to all employees. Vital information about the nature of these substances, safety precautions and emergency procedures may be found in the Safety Data Sheets (SDS)

1. Location of SDS : Jobsite trailer or Superintendant on Tablet and at Corporate office- 1310 4<sup>TH</sup> Ave. W.-, Bradenton, FL 34205
2. Person responsible for SDS: Kim Johnson –Safety Coordinator 941-795-2732 x5



**DRUG AND INTOXICANT FREE JOB SITE REGULATIONS**

In a commitment to safeguard the health and safety of our employees and provide a safe working environment for everyone, we have established a Drug Free/Intoxicant Free Workplace policy for our company. This policy is implemented pursuant to the drug free workplace program requirements under F.S.440.102 and the rules of the Dept. of Labor and Employment Security, Division of Workers Compensation.

The company prohibits the illegal use, possession, sale, manufacture or distribution of drugs, alcohol or other controlled substances on its property. It is against company policy to report to work and perform duties under the influence of any alcohol or illegal drugs. Non prescription or prescription drugs that may impair your ability to perform your job are also not allowed. Anyone suspected of doing so will be immediately excused from the jobsite. Subcontractor will be responsible for transportation and discipline of their employees when excused.

A detailed copy of the Drug Free/Intoxicant Free policy is available in the main office at 1310 4<sup>th</sup> Avenue W. , Bradenton, FL 34205 and on every job site in the Superintendent's Safety/SDS manual.

**ACKNOWLEDGMENT OF SAFETY POLICY, HAZCOM PROGRAM & DRUG/ INTOXICANT FREE POLICY**

1. I am familiar with the safety guidelines for my trade.
2. I have read the Manasota Commercial Construction Company's safety policy to include their HAZCOM policy and Drug/Intoxicant Free job site regulations.
3. I understand failure to comply with safety regulations of federal, state, local, OSHA or Manasota Commercial Construction could result in dismissal from this project. Any willful or deliberate violation will result in automatic dismissal from this project.
4. I agree to attend weekly safety meetings & disseminate the information presented to my workforce.
5. I have read the HAZCOM policy and agree to provide all Safety Data Sheets(SDS) to the main office before commencing work or be subject to monetary penalty provisions for delay.
6. I have been read these rules if I am not able to do so myself. I understand all the requirements of me and my company & have been given the opportunity to ask questions.

I understand Manasota Commercial Construction Company's intent in establishing rigid safety regulations and policies on drugs and intoxicants is to ensure a safe, healthy, and productive work environment for all employees and others on company property. These regulations are by no mean's all inclusive or to be used in a discriminatory capacity. I indicate by my signature below that I fully understand all that is expected of me and agree to abide by all Manasota Commercial Construction Company's safety regulations and OSHA regulations.

---

Signature

---

Witness

---

Printed Name

---

Date

---

Company

---

Title

\* Please sign and mail back this page (#9) with your signed contract. Keep a copy of the policy for your records and your employees.

All rules & safety policies must be discussed with your workforce before commencing work.

**Foremen:** \*Sign and return this page to the Superintendent to keep on file at the jobsite. Keep the rest of the safety policy for your records. \*\*All rules & safety policies must be discussed with your workforce before commencing work.