



Site Safety Management Plan

1. STATEMENT OF SAFETY AND HEALTH POLICY

Accident prevention and safety is a value and guiding principle at R.C. Stevens Construction Co. (RCS) in all phases of our business. The company will do whatever is necessary to provide a safe and healthful place of employment for our employees and to protect our equipment and other assets from accidental losses. **Safety will not be sacrificed for schedule, cost or production. - Tim Keating, President.**

RCS is committed to providing a workplace of employment which is free from recognized hazards that are causing or likely to cause death or serious physical harm to our employees. Accidents interfere with the orderly progress of our work and are indications of an inefficient operation. Management will therefore take appropriate corrective actions at the lowest operating level that are consistent with our operating policy.

It is our intent to comply with all local, state and federal safety standards, codes and regulations. We expect each employee to perform his or her job in a safe manner and in accordance with the procedures outlined in our safety program and this site specific plan.

RCS believes that quality workmanship includes providing a safe place to work and that all hazards will be addressed immediately. We believe we have a moral and financial responsibility to our employees. The Key elements to the RCS's Site Safety Management Plan include:

- Strong safety commitment and safety performance is good business and critical to the success of this project and our organization.
- For every project, our #1 goal is Zero Injuries, Zero Property Damage and Zero Impact to the Environment.
- Safety is a condition of employment that requires all employees to strive to prevent an incident which could cause injury to themselves or others.
- Safety training is an ongoing activity. It begins at time of hire, continues during job orientation, and throughout the course of employment.
- 100% Fall Protection is required for fall exposures over six feet including all steel erection and roof work.
- RCS and the subcontracting employers on this project will uniformly enforce a disciplinary action plan for employees who fail to work in a safe manner. Automatic dismissal from this project shall result from any willful or deliberate violation of safety rules or safety policies and procedures.

2. RESPONSIBILITIES & LINES OF AUTHORITY

2.1. Scope of Project

This Site Safety Management Plan has been established by RCS in order to:

- Minimize/eliminate personal injuries.
- Minimize/eliminate property damage.
- Achieve greater efficiency by planning work activities
- Provide a framework of guiding principles and procedures that can guide decision making.

Safety Meetings will be held and directed by RCS as required. Safety will be the first topic discussed at all meetings. All Trade Contractors normally working on this project will delegate a full time on site representative who will be responsible for Safety. This representative shall have the responsibility to make decisions, corrections, and maintain all safety requirements for the Trade Contractors and their subcontractor(s) while working at _____ in _____, ____.

In the event that the Trade Contractor fails to correct any unsafe condition existing on the project, the unsafe conditions shall be corrected in accordance with Local, Federal, or State regulations at the violating Trade Contractor's expense. The Trade Contractor shall be responsible for all liability created from unsafe conditions and any delay to the project or other Trade Contractor's performance. It is also understood that the Trade contractor may be removed from the project by RCS or the Owner.

2.1.1. R.C. Stevens Construction Co. will:

- 2.1.1.1. Coordinate and monitor a comprehensive Site Safety Management Plan and require the full compliance of all Trade Contractors, and visitors on this project.
- 2.1.1.2. Require each subcontractor to provide a Jobsite Specific Safety Plan (JSSP) that will identify hazards that will be present at the jobsite and how these hazards will be abated or controlled.
- 2.1.1.3. Recognize, implement, and enforce RCS, the Owner's and OSHA requirements.
- 2.1.1.4. Hold a weekly ALL HANDS safety meeting with all workers on the project to review relevant safety information including the Emergency Action Plan.
- 2.1.1.5. Conduct daily safety reviews of the jobsite and Bimonthly Superintendent/Project Manager Safety Audits.
- 2.1.1.6. Provide for accident investigations and reporting, as required by RCS and the Owner.
- 2.1.1.7. Conduct STEP process for behavioral based safety assessments and hazard identification and control (If applicable at jobsite).

2.2. Responsibility

2.2.1. Project Safety Team

	Name:	Phone Number:
Safety Representative		
Superintendent		
Project Manager		
QA/QC		
Sub-Contractor Safety Representative		

- 2.2.1.1. The General Superintendent, Safety Director, and Division Manager may also get involved as needed in the planning and implementation of safety on the jobsite.
- 2.2.1.2. The main responsibility of the Project Safety Team is to implement the Site Safety Management Plan on the _____ Site. They will work as a team to monitor and enforce all OSHA, RCS and the Owner's requirements without compromise. They will also review each subcontractors program to ensure compliance.
- 2.2.1.3. Any person on site may stop an operation that poses imminent danger or is immediately dangerous to life or health. When such precautions must be taken, the Project Manager and Project Superintendent shall be immediately notified and actions to remedy the situation shall be implemented. Workers have the authority and are required to stop work if they are unsure of how to properly complete task.
- 2.2.1.4. In addition, all job supervisors are responsible for the immediate work environment, as well as the actions of all employees who report to or are assigned to them. As such, they must communicate and enforce all safety policies and procedures within their operations.

2.2.2. **Superintendent**

- 2.2.2.1. Superintendents shall supervise, implement, monitor and enforce all RCS, safety policies and procedures at their jobsite. In addition, the Superintendent will provide the direction, commitment, motivation, and accountability for the safety and health process for their workers and subcontractors.

2.2.2.2. **Hazard Identification, Elimination and Control**

- 2.2.2.3.3. Direct each Foreman with the responsibility and authority to provide the required safety equipment and safe work methods and conditions in their specific work areas.
- 2.2.2.4.4. Instill safety in each employee through example, personal contacts and group safety meetings.
- 2.2.2.5.5. Ensure that all safety rules and policies are enforced and practiced on the job site. Positive reinforcement is the preferred method; however, the RCS Safety Disciplinary policy must be used as necessary to maintain a high level of safety on the job.
- 2.2.2.6.6. Work with the Safety Team to develop a Site Specific Safety Plan for the job site. The Plan must be reviewed at least quarterly and revised as necessary as new hazards are identified or the scope of work changes. The Superintendent must make sure that the site specific safety procedures are implemented and enforced.
- 2.2.2.7.7. Ensure that the Foreman completes the Job Safety Analysis (JSA) for all tasks completed on the job site. Ensure that JSA's are modified as needed when conditions change. The Superintendent must review and evaluate the Foreman's JSA's to monitor the quality at least weekly. The JSA also must be reviewed after any job related injury. If it is determined that a Foreman's JSA's need improvement it is the responsibility of the Superintendent to see that the Foreman is coached until their JSA's reach an acceptable level.
- 2.2.2.8.8. Conduct biweekly PM-Superintendent safety walks of the job site.

2.2.2.9. **Training and Education**

- 2.2.2.10.10. Ensure that all new hires complete the New Hire Orientation SH&EMS as outlined in the RCS safety policies/procedures. All employees arriving on site will attend a site specific safety orientation as directed.
- 2.2.2.11.11. Ensure that the Foreman uses the completed JSA to give pre-task safety instructions to their workers before starting the task.

2.2.2.12.12. Conduct daily safety meetings to review site/task specific safe work practices and conditions.

2.2.2.13.13. Conduct weekly Foremen Safety Meetings

2.2.2.14.14. Work with the Safety Department to establish a training plan for the job site which includes the OSHA 10 hour SH&EMS for all field employees, first aid/CPR, claims management, competent person requirements, fork lift, respiratory protection, silica, etc. See Safety Training Matrix.

2.2.2.15.15. Complete all mandatory training as required by the Safety Training Matrix as outlined in the RCS safety policies and procedures.

2.2.2.16. **Subcontractor Management**

2.2.2.17.17. Ensure that subcontractor's safety documents, including insurance certificates, are approved and available on-site before the sub starts work.

2.2.2.18.18. Take a lead role in pre-mobilization subcontractor safety meetings. Ensure all subcontractors understand and comply with site specific policies and procedures.

2.2.2.19.19. Incorporate as needed Subcontractor's Site Specific Safety Plans into the RCS Site Specific Safety Plan.

2.2.2.20.20. Ensure that subcontractor safety issues identified during daily observations, biweekly Superintendent/PM safety walks, Environmental Health and Safety Manager's safety surveys and Insurance Carrier surveys are communicated to the subcontractor's foreman/management and followed up on until completion.

2.2.2.21. **Injury Management**

2.2.2.22.22. Ensure that RCS policies and procedures with regards to incident reporting and claims management are adhered to. All incidents will be reported immediately to RCS management as directed in our pre-construction conference.

2.2.2.23. **OSHA Compliance**

2.2.2.24.24. To be knowledgeable of and comply with OSHA regulations.

2.2.3. **Project Manager and Assistant Project Manager**

Project Managers and Assistant Project Managers shall coordinate with the Superintendent, client, and subcontractors to ensure that all safety requirements for their project(s) are developed, documented, communicated, implemented, monitored, enforced and audited.

2.2.3.1. **Hazard Identification, Elimination and Control**

2.2.3.2. Ensure that all safety rules and policies are enforced and practiced on the job site. Positive reinforcement is the preferred method; however, the RCS Safety Disciplinary policy must be used as necessary to maintain a high level of safety on the job.

2.2.3.3. Work with the Safety Team to develop a Site Specific Safety Plan for the job site. The Plan must be reviewed at least quarterly and revised as necessary as new hazards are identified or the scope of work changes.

2.2.3.4. Work with the Superintendent to ensure that the Foreman completes the Job Safety Analysis (JSA) for all tasks completed on the job site. Work with the Superintendent to ensure that JSA's are modified as needed when conditions change.

2.2.3.5. Conduct biweekly PM-Superintendent safety walks of the job site.

2.2.3.6. **Training and Education**

- 2.2.3.7.7. Work with the Superintendent to ensure that all new hires complete the New Hire Orientation SH&EMS as outlined in the RCS safety policies/procedures.
- 2.2.3.8.8. Work with the Superintendent to ensure that the Foreman uses the completed JSA to give pre-task safety instructions to their workers before starting the task.
- 2.2.3.9.9. Work with the Superintendent and Safety Department to establish a training plan for the job site which includes the OSHA 10 hour SH&EMS for all field employees, first aid/CPR, claims management, competent person requirements, fork lift, respiratory protection, silica, etc. See Safety Training Matrix.
- 2.2.3.10.10. Complete all mandatory training as required by the Safety Training Matrix as outlined in the RCS safety policies and procedures.

2.2.3.11. **Subcontractor Management**

- 2.2.3.12.12. Ensure that all subcontractor safety documents, including insurance certificates, are submitted and approved before the sub starts work.
- 2.2.3.13.13. Take a lead role in pre-mobilization subcontractor safety meetings. Minutes of each meeting are to be kept and copies maintained on the job site.
- 2.2.3.14.14. Incorporate as needed Subcontractor's Site Specific Safety Plans into the RCS Site Specific Safety Plan.
- 2.2.3.15.15. Ensure that subcontractor safety issues identified during daily observations, biweekly Superintendent/PM safety walks, Environmental Health and Safety Manager's safety surveys and Insurance Carrier surveys are adequately communicated to the subcontractor's foreman/management and followed up on until completion.

2.2.3.16. **Injury Management**

- 2.2.3.17.17. Ensure that RCS policies and procedures with regards to incident reporting and claims management are adhered to.

2.2.3.18. **OSHA Compliance**

- 2.2.3.19.19. To be knowledgeable of and comply with OSHA regulations.

2.2.4. **Site Safety Manager**

The Site Safety Manager is responsible for coordinating and monitoring the Site Safety Management Plan. The Site Safety Manager shall have the authority to issue "STOP WORK" orders until satisfactory corrective actions to the observed safety violations or safety deficiencies have been taken. Any STOP WORK order will be immediately communicated to the Superintendent and Project Manager to help facilitate immediate corrective action and possible disciplinary action.

2.2.4.1. In the performance of his responsibilities, the Site Safety Manager shall:

- 2.2.4.2.2. Assist RCS Project Team, as needed, in the implementation of the Site Safety Management Plan.
- 2.2.4.3.3. Conduct jobsite safety orientations and facilitate jobsite safety meetings as available.
- 2.2.4.4.4. Conduct safety reviews of the worksite utilizing checklists, pre-task planning and other resources as required by RCS and the Owner's policies.
- 2.2.4.5.5. Conduct pre-construction meeting with the supervisors of Trade Contractors mobilizing on site, explaining RCS's safety goals, contents of this manual, site safety orientation, toolbox talks, etc.

2.2.4.6.6. Attend periodic Project Meetings and lead the safety discussion during these meetings.

2.2.4.7.7. Thoroughly investigate all incidents, accidents, near misses that happen on the project and prepare a written report of findings.

2.2.5. Employees / Workers

- 2.2.5.1. Abides by the safety, health and environmental rules, regulations and policies of the project.
- 2.2.5.2. Immediately reports unsafe acts or unsafe conditions and take immediate action to remedy.
- 2.2.5.3. Reports any near-miss, workplace injury/illness to their immediate supervisor and/or the Site Safety Manager.
- 2.2.5.4. Pro-actively participates in safety activities by making safety related suggestions.
- 2.2.5.5. Does not undertake a job that is not understood.
- 2.2.5.6. Does not undertake a job that is not safe.
- 2.2.5.7. Abide by the rules and regulations established and acknowledged in the RCS Safety and Site Specific Orientations.
- 2.2.5.8. Use required personal protective equipment to be determined prior to start of task.
- 2.2.5.9. Serve on safety committee if requested.
- 2.2.5.10. Cooperate during the investigation of any accidents that occurred.
- 2.2.5.11. Take an active part and participate in safety meetings.

2.3. Competent Persons

Adalberto Rivera-Gueits and (or), is/are qualified as Competent Person(s) by education and experience for this project and for all activities requiring Competent Persons training. Competent Person is defined as one who has is capable of identifying “existing or predictable” hazards and has the authorization to correct the conditions / behavior to eliminate the hazard.

2.4. Requirements for Pre-Task Safety and Health Analysis

It is RCS policy to have a JSA (Jobsite Safety Analysis) filled out and discussed with crews and supervisors before work begins. All employees participating in said tasks sign these forms prior to the beginning of each shift and anytime the task changes during a work shift. This is also the time when the supervisors evaluate the employees’ physical and mental ability (FIT FOR DUTY) to safely carry out the tasks required of them during their shift.

If a task is not covered in the work order, the task will be stopped until it can be reviewed and added to the work order. **(See attached)**

2.5. Safety & Health Inspections

- 2.5.1. Project Managers/Superintendent will conduct documented biweekly inspections in addition to daily inspections. A representative from Corporate Safety will conduct, at a minimum, quarterly jobsite safety inspections. All documented inspections will be kept on file in the Jobsite/ Corporate Office.
- 2.5.2. Parties responsible for unsafe acts/conditions will be required to correct immediately or as soon as possible. These violations will be tracked each day on the daily reports and will be noted until the violation is corrected. If the violation has not been corrected within an acceptable time frame, appropriate actions will be taken.

2.6. Non-Compliance and Disciplinary Procedures

2.6.1. Scope and Purpose

The following policy is intended to be used at the _____ project. In most cases a progressive disciplinary policy will be used for violation of safety rules, policies and procedures. The goals of a progressive policy are to: inform the employee of non-compliance with company safety rules/policies; clarify the rule/policy that was violated; instruct the employee on what action must be taken to correct the problem; and inform the employee of what action will be taken in the future if the expectations are not met.

Depending on the seriousness of the situation one or more of the progressive steps can be by-passed. If there is a question as to the seriousness of the violation – the Environmental Health and Safety Manager with input from the Project Superintendent and/or General Superintendent will make the final decision. An example of a serious incident would be a fall protection violation after the employee was indoctrinated to our policy and received fall protection training and the necessary equipment. In this case the employee could be suspended without pay or terminated depending on the circumstances.

It is very important that this policy be enforced in a firm, fair and consistent manner for all employees.

2.6.2. Procedure

In some cases the Superintendent may want to seek advice from Human Resources when implementing the steps of this policy. PLEASE UNDERSTAND THAT _____ PERSONNEL MAY ASK FOR SOMEONE TO BE REMOVED AT ANY TIME FOR NON-COMPLIANCE TO _____ STANDARD PROCEDURES.

2.6.2.1. Verbal Warning

There will be times when a Superintendent/Foreman will need to communicate a verbal warning to one of his employees for the purposes of:

- 2.6.2.2.2. Raising the awareness of an employee to a situation which is dangerous or hazardous. For example, warning an employee not to walk underneath a suspended load. These warnings should be used as training opportunities to raise the awareness of the employee of potential hazards that exist.
- 2.6.2.3.3. When it is evident that the employee does not fully understand what is expected of them verbal coaching may be required. For example, an employee wearing safety glasses while grinding concrete thinks he is adequately protecting his eyes although he was told in his new hire orientation to wear a full face shield when grinding. This is an indication that additional training is needed.
- 2.6.2.4.4. When it's clear to the Superintendent/Foreman that the reasons for an employee's unsafe behavior is not lack of knowledge or inadequate training then the following progressive policy should be used. Depending on the seriousness of the incident one or more of the progressive steps can be by-passed.
- 2.6.2.5.5. Verbal coaching and warnings must be documented. The best place to document this is the Safety Warnings/Violations section of the Daily Log book.

2.6.2.6. Written Warning

For repeat problems requiring further action beyond a verbal warning or for more serious infractions, a formal Warning should be issued. This involves a discussion with the employee and completion of the Warning Notice. This Warning Notice should be signed by the employee indicating that they received the warning and the date received. The original of the Notice should be sent to the Environmental Health and Safety Manager, a copy given to the employee, a copy kept at the job site and a copy sent to the employee's personnel file. Corporate Safety will distribute copies to the Environmental Health and Safety Manager and

General Superintendent.

2.6.2.7. **Suspension**

If the problem continues and further action is needed, it may take the form of a disciplinary suspension without pay. A suspension may vary from one to three days depending on the circumstances. The written Warning Notice should be completed, signed and dated by the employee. The employee must be made aware of how any further violations could impact the employee's continued employment.

2.6.2.8.8. Suspension without prior disciplinary warnings may take place in the case of serious (Zero Tolerance) infractions. Examples of these Zero Tolerance infractions include:

- Failure to use fall protection
- Working in a trench or excavation four feet or deeper that does not have adequate protective systems in place, i.e., sloping, shoring, trench box, etc.
- Conducting unauthorized (no authorization by the RCS Project Safety Team) electrical hot work or conducting authorized electrical hot work without proper controls in place.
- Working too close (clearance distance determined by using the most stringent of all applicable local, state and federal requirements including OSHA) to overhead power lines.
- Failure to use the proper respiratory protection when known hazards may exist such as silica.

2.6.2.9. **Termination**

The last step of the disciplinary procedure is termination. In this case the RCS termination procedures should be followed as outlined in Section 6.B Hiring Policy & Procedures/ Termination Policy & Procedures of the Jobsite Manual.

2.6.2.10.10. Termination without prior disciplinary warnings may take place in the case of serious infractions.

2.6.2.11.11. This progressive disciplinary policy applies to all RCS employees. There are additional measures that can be taken for those in a supervisory or management level position and above. For example additional disciplinary measures may be needed for superintendents/foremen that **knowingly** allow employees or subcontractors to work in a manner that is considered a serious violation of safety rules/policies. In this case what constitutes a serious violation is decided by the Environmental Health and Safety Manager. The actions to be taken in these cases will depend on the circumstances of each case and will be mutually agreed upon by the Environmental Health and Safety Manager and General Superintendent. In some cases Human Resources will be involved.

2.6.2.12.12. Possible measures include:

- Elimination of any safety bonus earned.
- Suspension without pay.
- Reduction or elimination of any job end performance bonus.
- A reduction in the employee's annual performance evaluation and potential salary increase.
- A demotion to a non-supervisory position.
- Termination

The above examples are not all inclusive. Therefore, RCS reserves the right to determine the level of discipline on a case-by-case basis.

2.7. Incident and Near Miss Reporting and Investigation

- 2.7.1. Every incident and near hit will be reported immediately to the RCS Project Team and documented using the RCS Incident Form. _____ will be notified as determined at pre-construction meeting. The Project Manager/Superintendent will contact their Site Safety Manager or Corporate Safety representative immediately to initiate the formal notification process before the end of the day. In addition to the internal reporting, the client will also be notified per site policy. Preventive action will be required to eliminate future occurrences.
- 2.7.2. RCS, and/or subcontractor first-line supervision will be involved in the investigation of incidents and near misses. The Incident Notification and Investigation form must be completed and submitted as soon as possible and without delay. Injured workers shall be accompanied to the medical facility by a supervisor. All incidents will follow the procedures listed in RCS EHS manual.
- 2.7.3. An incident is defined as any unplanned or undesired event that results in or has the potential to result in a work-related injury/illness, property damage, or disruption of business where the cause was from human errors of omission or commission.
- 2.7.4. A near miss is any situation that has the potential to result in a work-related injury/illness, property damage, serious environmental impact, or disruption of business under slightly different circumstances.
- 2.7.5. **Post Incident Review Meeting**
- 2.7.5.1. Upon completion of the incident investigation or observation of a major nonconformance, RCS may require a post incident review meeting. At this meeting, the RCS's project team and senior project management, supervision, and involved subcontractor(s) will discuss the nonconformance, root causes, and corrective action plans.

3. PROJECT PHASING NARRATIVE

With reference to the _____ Construction Drawings and Specifications and Initial Project Schedule we propose the following **work plan**.

Summary of Mobilization:

Methods and sequencing of excavation:

Temporary Stockpile Areas:

Offsite Disposal Areas:

Proposed Equipment:
Anticipated Difficulties and Proposed Solutions:
Anticipated Hazards and Abatement:
In and Under Piping/Electrical Conduit:
Mats:
Wall Forming:
Equipment setting:

4. TRAINING

All RCS personnel will participate in routine safety and health education and training programs. These programs are designed to provide personnel with thorough knowledge of potential safety hazards and federal OSHA regulations governing our operations. Project Managers, Superintendents, Field Engineers, and Lead Foreman are required to complete an OSHA 30 Hour Construction course and every RCS employee is required to complete an OSHA 10 Hour Construction course.

4.1. Site Safety Orientation

- 4.1.1. RCS will provide site specific safety training for field personnel by a jobsite safety orientation/ new employee safety indoctrination. RCS Safety Management will provide site specific orientation for the _____ Project. A jobsite safety sticker will be issued to confirm that the worker has completed training.
- 4.1.2. Prior to working on-site, all employees must successfully complete a site safety orientation. This orientation will indoctrinate the employees to the information contained in the Site Safety Management Plan. The orientation forms will be kept in employee files on site for review upon request.
- 4.1.3. All subcontractors prior to coming on site will be required to attend a start-up safety review meeting in addition to the site safety orientation with the Project Safety Manager and/or Superintendent. The purpose of this meeting is to review the contractors overall scope of work as well as their Jobsite Safety Plan to establish guidelines for performing their work in a safe manner.

4.2. Safety Orientation Subjects

4.2.1. The contents of the jobsite safety indoctrination will include the following:

- Review of the Site Safety Management Plan
- General Operations and Logistics
- JSA Procedures
- Jobsite Safety Rules
- Hazard Communication
- Zero Tolerance for fall protection
- Drug / Alcohol Abuse Policy
- Disciplinary Action
- Emergency Action Plan/Crisis Management
- Accident / Injury Report Procedures
- Employee Safety Responsibilities
- Permitting Procedures
- Training Requirements
- Physical Requirements and Working Conditions
- Hazard Communication / MSDS
- Housekeeping / Clean - up
- Ladder Safety
- Trenching/Excavation
- Heat Illness Prevention Program
- Fire Prevention/Protection
- Jobsite Safety Rules
- Safety Orientation Acknowledgement
- Additional site specific safety requirements

Workers who may be exposed to special hazards during field operations will receive additional training.

4.3. Mandatory Safety Meetings

- 4.3.1. In addition to safety being the first item discussed and reviewed in all RCS construction meetings, a site wide ALL HANDS safety meeting will be held by RCS Project Superintendent weekly. Every employee on the jobsite working under RCS will be required to attend and provide their signature on a sign-in sheet provided by RCS documenting attendance. **This meeting does not substitute the duty of the subcontractor to perform weekly toolbox talks as part of their contract.**
- 4.3.2. Meeting topics shall include activities taking place in the upcoming week and any and all coordination issues with work being performed by all subcontractors. If anyone working on the project in attendance has any issues that need to be resolved or comments pertaining to the job those items will also be addressed.
- 4.3.3. RCS and Subcontractors will document safety meetings by recording the date, employees in attendance, topics discussed and any follow-up measures taken. The appropriate management personnel must sign and date such documentation. These reports should be collected and retained within the location's safety files with appropriate copies to the corporate insurance department or main office for long-term record storage. Such meetings are to be recorded on the reverse side of the daily quality control report, under the section headed "safety."

4.4. Periodic Safety and Health Training

- 4.4.1. A variety of safety training shall be held during the course of any RCS project. If the RCS team determines that subcontractors have not properly trained their workers in proper safety procedures, additional training or re-training will be required.

5. EMERGENCY PREPAREDNESS PLAN

5.1. Introduction

- 5.1.1. RCS is committed to protecting the community, workers, property, and the environment in the event of an emergency on our projects. These situations will be handled through the implementation of an Emergency Preparedness Plan (EEP) in accordance to all applicable local, state, and federal emergency response laws and regulations.
- 5.1.2. This plan outlines the general procedures followed for all emergency situations and incidents that could occur as a result of project construction or operations by natural causes, equipment failure or by human error. The RCS project staff will meet with owner and subcontractor personnel on an ongoing basis to ensure that proper procedures are incorporated into this plan. Any hazardous materials that may be present during construction will be discussed and Hazard Communication Management System shall be implemented. Initial and ongoing communication during construction and operations between owner, subcontractor and RCS will help assure adequate levels of preparedness.
- 5.1.3. The intent of this plan is to supply front line supervisors as well as company leadership the information needed to attend to all matters at hand, address matters in the most expeditious matter possible and to conduct efficient and controlled operations in the event of an emergency.
- 5.1.4. Based on relevant experience and our best professional judgment, RCS believes that the following types of hazards will exist:

<ul style="list-style-type: none">• E excavation failure• Fall from height• Rigging failure• Weather related issues	<ul style="list-style-type: none">• Gas release from plant• Form or equipment failure• Significant Jobsite Incident• Site complications
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- 5.1.5. In the event of such emergencies, RCS Superintendent will be responsible for putting this Emergency Preparedness Plan into action. Additional support will be provided by the team members as outlined in this plan.
- 5.1.6. At the first sign of a potentially dangerous situation or immediately following the recognition of a situation deemed to be an emergency, the following team members are to be alerted as soon as possible in order to enact the company's notification chain:
- 5.1.7. *SUBSEQUENT NOTIFICATION CHAINS ARE OUTLINED IN THE FOLLOWING PORTIONS OF THIS PLAN.
- 5.1.8. **NO CONSTRUCTION PERSONNEL IS TO INTERACT WITH THE MEDIA.** In the event of press questions the following contact shall be notified immediately:

First Name/Last Name:	Phone #:
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5.2. Crisis Communication Plan

5.2.1. See Section 5.1 R.C. Stevens Construction Co. EHS Manual.

5.3. General Emergency Procedures

5.3.1. Purpose: to facilitate and organize employer and employee actions during workplace emergencies. This written document includes:

- Escape procedures and emergency escape route assignments;
- Procedures to account for all employees after emergency evacuation has been completed;
- Rescue and medical duties for those employees who are to perform them;
- Means of reporting fires and other emergencies;
- Names or job titles of persons who can be contacted for further information or explanation of duties under the plan.

5.3.2. Emergency Telephone Numbers

Emergency Response/Security Office:	
Rescue and medical services:	Notification for all emergencies should be made by dialing 911

5.4. Earthquake

5.4.1. In the event of an earthquake, **STAY WHERE YOU ARE**. Remain calm and do not run or panic. Most injuries occur when occupants decide to enter or exit buildings. Listen for page announcements for instructions.

5.4.2. If you are indoors, stay indoors:

- Take cover under a strong desk or table, in an interior doorway or in halls or against an inside wall.
- Stay away from glass, windows and outside doors.
- Do not use elevators.
- Do not run outdoors! You may be hit by falling debris or live electrical lines.

5.4.3. If you are outdoors, stay outdoors and get away from buildings:

- Go to clear areas and stay away from walls, street lights, utility poles, and downed wires that could cause serious injury or death.
- **DO NOT** use matches or any open flames during or after a tremor.

5.4.4. When the earthquake appears to be over:

- Be prepared for aftershocks. Again, remain where you are.
- Call and report any medical injuries by dialing 911. Stay off the telephone except to report further emergencies.
- **DO NOT** go “sightseeing” through the building. Await evacuation instructions.

5.5. Fire or Explosion

- To report a fire, dial 911.
- If a fire alarm or announcement is activated, employees should evacuate immediately.
- Follow orderly evacuation procedures to the Rally Point.
- If there is heavy smoke in the air, crawl to the nearest fire exit, staying close to the walls.

- Do not use precious time gathering personal belongings.
- Treat all fire alarms as the real thing.
- Never try to fight a fire that is too large or can potentially trap you

Rally Points:	
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5.6. Tornado or Severe Weather

- 5.6.1. In the event of severe weather or tornado, an emergency announcement will be issued that a tornado warning (tornadoes have been sighted in the area) is in effect.
- If possible, shut down equipment.
 - Occupants should move away from windows and doors and take shelter in interior rooms and hallways. **DO NOT USE THE STAIRWELLS AS A SHELTER!!**
 - Lay face down on the floor under desks or heavy tables and away from glass.
 - ALL occupants should remain in the building.
 - Vehicles are unsafe in tornadoes; occupants of vehicles should move to more substantial structures.
 - People trapped outside should lie face down in the nearest ditch, ravine or culvert with their hands over their head.
 - Wait for announcement that danger has passed; warnings typically last less than one hour.
 - If a tornado damages the building, occupants should be on standby for evacuation instructions.
 - Call 911 to report any medical injuries.

5.7. Evacuation Route

- 5.7.1. Follow instructions and proceed to the **jobsite trailer**.
- **In the case of a fire or bomb threat, meet at the rally point.** There, we will conduct a head count and will have additional information.
 - **In the case of a serious injury:** Secure the area and look for dangers so we suffer no further losses, contain the event, treat any injuries if trained and maintain composure to avoid panic.
 - **Inclement Weather / tornado/hurricane warning:** follow instructions as they are communicated over the radios. Otherwise, head to the rally point...

NOTE: Any variance from this due to special circumstances shall be done via cell phone and other designated forms of communication in concert with the site specific safety plan and via the authorized leadership of RCS and its subcontractor contacts. Site specific plans and rally points will be discussed with client prior to the start of work.

- 5.7.2. Medical Emergency
- 5.7.3. Treatment of injured person(s) will only be performed by trained persons. No worker is to attempt an unsanctioned rescue with the exception of a life threatening situation. Otherwise, make the affected person(s) comfortable and reassure them that help is on the way.
- 5.7.4. No one is to call 911 (except in life threatening emergencies), speak to the press or to bystanders as it may lead to panic and it will be most effective to make sure that accurate information is being released by the authorized representative(s). **The RCS Project Team** will be designated to call 911 or other designated emergency response contact(s) in the case of an event that requires emergency services.

5.7.4.1. A member of the RCS Project Safety Team will call 911 and provide:

Name	
Location	
Medical problem	

- **Appointed RCS staff will meet and guide the paramedics to the injured person.**

5.7.4.2. Remain with the injured. **Do not** attempt to move the injured person unless they are in immediate danger of further injury.

- **Keep them comfortable and warm.**
- **First Aid Kits:** are available for emergency use at the RCS project office.

5.7.5. Medical Support

5.7.5.1. **Clinic or Hospital Maps available in jobsite trailer.**

5.7.5.2. RCS and Subcontractors shall utilize any on site medical support when available

MEDICAL TREATMENT

6. R. C. STEVENS CONSTRUCTION CO. SAFETY & HEALTH MANUAL

- 6.1. Based on this projects scope of work and the information covered in previous sections of this Job Site Specific Safety Plan, the following sections of RCS's Safety Manual should be referenced by the Project Team. These sections contain pertinent policies and procedures that are key components for maintaining a safe work environment on this project. Should project conditions change during any phase of work other sections may be added to this document.

Volume 2 – Field and Implementation Guide

1. Concrete and Masonry
2. Confined Space Entry
3. Cranes and Personnel Hoists
4. Electrical
5. Excavations
6. Fall Protection
7. Fire Prevention and Protection
8. First Aid, Prevention, and Protection
9. Forklifts
10. Health
11. Housekeeping
12. Ladders
13. Lock Out, Tag Out
14. Material Handling
15. Motor Vehicles
16. Office Safety
17. Personal Protection Equipment
18. Rigging
19. Sanitation
20. Scaffolding
21. Site Clearing and Prep
22. Signs, Barricades, Caution and Warning Tape

