

## Project Specific Orientation

### **The Site Safety Requirements are as Follows:**

1. Everyone is responsible for safety on this site.
2. Workers and their employers will be held accountable for thoughtless and/or deliberate acts that cause injury to themselves, fellow worker's or the materials and equipment of others.
3. Horse Play, fighting, gambling, or other disruptive activities on this jobsite.
4. **Hard hats, Safety glasses and sturdy work boots are required at all times on the site.**
5. Safety goggles and/or face shields are required as per OSHA when cutting, grinding, hammering, welding, etc.
6. Clothing with inappropriate language, sleeveless shirts or shorts are not allowed on this site
7. To work safely you **MUST** practice good housekeeping. **Housekeeping must be preformed daily.** Keep your area free of debris and trash and free from tripping hazards. Be sure that rolling stock is secured to prevent movement.
8. Remove protruding nails from lumber or bend them over.
9. Cleanup spills immediately and properly dispose of oily, flammable or combustible waste/rags into a steel container with lid.
10. Keep cords out of walk paths to prevent tripping.
11. Ground Fault Circuit Interrupters (GFCI) is required on all electrical outlets and generators. They are to be installed at point of origin and checked weekly.
12. Worn or frayed electric cords or cables shall not be used.
13. A site-specific copy of your company's HAZCOM (Hazardous Materials) Program containing each MSDS (Material Safety Data Sheets) and a copy of your company's safety manual must be available for review in the Adena Corporation Field Office Trailer. Should you have questions concerning the hazards associated with your areas, contact your supervisor.
14. Immediately report ALL accidents, injuries, and near misses to your supervisor. Copies of all accident reports must be turned into the Adena Corporation Office Trailer within 24 hours of incident.
15. Any hole larger than 2" in diameter must be covered and mechanically fastened. Cover must be marked "Hole". Cover must support 2 times the intended load.
16. **Radios, boom boxes and headphones will not be allowed on this project.**
17. Drug and Alcohol use and/or possession on the project are forbidden and will result in immediate removal from the project. All site employees are subject to Substance Abuse Testing for probable cause and post accident/incident testing. Testing can be in the form of Breathalyzer, Urine and/or Blood Collection. Cost of testing will be the responsibility of the employing contractor.
18. Hearing protection shall be worn on all high noise areas or while performing high noise operations.
19. Do not climb on or work from any handrail, mid-rail or brace. Use a ladder to get on and off of any scaffolds. Scaffolds must have the appropriate guardrail protective system in place.

20. Scaffolding must be built in compliance with OSHA standards. A designated trained “Competent Person” shall be required for erecting and dismantling of scaffolding. Proof of this training must be provided to Adena Corporation and maintained on file in the field office throughout the duration of this project.
21. Scaffold Usage Certification Training is an OSHA requirement for anyone using scaffolding. All personnel using scaffolding are to have this training prior to being allowed on any scaffolds.
22. **Do not work from the guardrails of a scissor lift. Also, when the working platform is extended out beyond the wheel base of the lift, personal fall arrest systems are required. Certain jobsites may require the use of personal fall arrest systems anytime you are working from a scissor lift.**
23. **When working from articulating booms, you must wear a body harness with lanyard and use the anchor point provided on the lift.**
24. Inspect all ladders for damage or defects before use. Do not use a damaged or broken ladder. Never straddle the top of a stepladder or stand on the top step.
25. Maintain clear access to safety equipment and fire extinguishers.
26. Fire extinguishers are required whenever HOT work (cutting, grinding, welding, etc.) is being done. Fire extinguishers are to be furnished by the contractor performing the HOT work!
27. Do not re-fuel any gasoline powered equipment while it is running. Give it ample time to cool down first.
28. Securely restrain all compressed gas cylinders in the upright position with caps in place when not in use. Oxygen is not to be stored within 20 feet of any flammable. Gas cylinders and/or LPG cylinders are NOT to be stored inside of any building.
29. Do not store more than 25 gallons of flammable liquids in one area unless it is inside of an approved flammable liquids storage room or cabinet.
30. Approved safety cans are required for all flammable liquids. **No plastic gas cans are permitted on the job site.**
31. Never enter any confined space and/or excavation until it has been inspected by a “Competent Person” and the appropriate protective system and “Confined Space Permit” has been provided.
32. NO one is to work under ANY suspended load for any reason.
33. Egress ladders are to be provided for excavations of 4’ deep or more and placed so that no worker shall travel more than 25’ to exit the excavation.
34. Equipment is to be inspected prior to use. All defective equipment (including Scaffolds) and tools must be tagged “DO NOT USE” and/or “REMOVED FROM SERVICE”
35. Each contractor MUST provide First Aid Kit(s) for their employees. The contractor must communicate to their employees where the First Aid Kit(s) are located for immediate use.
36. All forklift operators must provide proof of Certifications meeting OSHA regulations.
37. Contractors will provide secondary containment for the control of any accidental fuel leaks.
38. All contractors are to conduct weekly “Toolbox Talks” (safety meetings) and provide Adena’s onsite staff with copies to be maintained in the field office for inspection by OSHA if necessary.
39. Subcontractors involved in structural steel erection must follow all guidelines set forth in 29 CFR 1926.750 – 1926.761.
40. Visitors to the site are REQUIRED to report to the Adena Corporation’s onsite office trailer first and are to comply with ALL safety rules as well.
41. Everyone is to ensure all delivery drivers and their subcontractors and suppliers comply with jobsite safety rules.

- 42. Adena Corporation will consider any recommendations concerning safety from any employee and any company.
- 43. **A Progressive Discipline Plan will be followed on this project. The progress will go from a verbal warning to a written warning to removal from the site. Adena Corporation reserves the right to immediately terminate or remove any individual for willful disregard or refusal to follow safety rule. If the infraction is considered to be of imminent danger to life or limb, the employee may be removed from the site without prior warnings. Companies consistently failing to control and manage their employees will face cancellation of their contract.**

This list is a set of basic guidelines; it is not intended to cover all safety requirements. Workers must follow all local, state and federal safety regulations and will be held accountable for failing to do so.

**I hereby acknowledge that I have read and understand the preceding site-specific “Project Safety Specifications” for the \_\_\_\_\_ project. I do hereby agree to abide by these Safety Procedures, all State and Federal Regulations and will do my part in keeping a safe and healthy jobsite.**

Employee Signature	Employee Name (printed)
(Date)	Company/Contractor