

RA-LIN and Associates, Inc.



**Subcontractor
Safety Orientation
Package**

Schedule “G” of Subcontract Agreement

Version: December 2012

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

INTRODUCTION

The purpose of the Safety Orientation Package is to provide awareness to all employees regarding safety policies and procedures of RA-LIN and Associates, Inc.

This package includes an overview of RA-LIN and Associates, Inc. Safety Policies, which are included in the RA-LIN and Associates, Inc. Safety Manual.

Any questions regarding safety should be directed to the Jobsite Superintendent.

RA-LIN and Associates, Inc. values the safety and health of all employees, and continually promotes training and awareness. We encourage continued feedback to improve our orientation and training programs.

At least one supervisory person onsite, from EACH subcontractor shall attend / review the RA-LIN and Associates, Inc. Safety Orientation Package PRIOR to start of work on the jobsite.

The subcontractor is responsible for ensuring ALL employees are aware of all Safety, regulatory agencies' and RA-LIN and Associates, Inc. safety rules and regulations, in addition to training the employee on the subcontractor's safety rules and regulations.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

SAFETY PROGRAM ACKNOWLEDGEMENT

My signature below certifies that I have reviewed the RA-LIN and Associates, Inc. Safety Program and Jobsite Safety Rules as outlined in the next section. The Safety Program and Jobsite Safety Rules were either read by me, or read to me by an employee of the company. I agree to be guided by the safety instructions issued by my supervisors and will report all unsafe conditions or practices observed on the work site.

I understand that any violation of the safety rules or refusal to comply with the OSHA "Safety and Health Regulations" is grounds for dismissal.

I will report all injuries or incidents to my foreman or supervisor immediately.

In the event that I have a personal injury, I may receive first aid treatment at the jobsite or be sent to a medical facility listed on the Panel of Physicians posted at the jobsite.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

JOBSITE SAFETY RULES

1. Access to this site is restricted to employees and those authorized by RA-LIN and Associates, Inc.
2. Use and/or possession of intoxicants, alcohol, or drugs are strictly prohibited.
3. Hard hats and high visibility vests or shirts (outermost clothing) shall be worn by all employees and visitors at all times until the issue of the certificate of occupancy.
4. Hard soled shoes are required. No tennis shoes.
5. Long pants and shirts with 4" minimum sleeves are required at all times.
6. Eye protection, ear protection, and respiratory protection devices will be worn when required.
7. Full body harness, shock-absorbing lanyards, or other fall protection measures will be utilized when working at unprotected heights (6' and above).
8. No glass containers allowed onsite.
9. No digital music devices (iPod, Zune, etc.), CD players, radios, tape decks, or earphones allowed onsite.
10. Only authorized personnel are permitted to operate equipment and/or vehicles.
11. All machinery must have operable backup alarms at all times.
12. No riders on machinery or equipment. Seat belt use is required at all times. No riding in back of pickup bed.
13. No one shall enter a trench or excavation unless it is properly sloped, shielded or shored.
14. Only trained, qualified operators will use power-actuated tools.
15. All ladders will be secured, top and bottom. Always face ladders when going up or down.
16. Safety rails should be maintained at all times in all openings, stairways, and at the building perimeter.
17. Flammable liquids must be kept in approved containers.
18. Be alert for chemical safety hazards on the jobsite.
19. A complete first aid kit is available in the field office.
20. Report all accidents, unsafe conditions and/or practices to your supervisor or RA-LIN and Associates, Inc. immediately.
21. The use of cell phones is not permitted on site for non-supervisory workers during working hours. Supervisors are permitted to utilize cell phones for work related issues only. No one is permitted to use cell phones while physically performing work or operating equipment on site. Cell phones may be used in the event of an onsite emergency.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

FALL PROTECTION PROGRAM

PURPOSE:

This program is designed to provide guidance for all RA-LIN and Associates, Inc. jobsites for establishing procedures to identify, evaluate, and control falls from elevations at all times. This program focuses on orientation, training, and enforcement to ensure fall protection guidelines are implemented and adhered to by all employees.

The management of RA-LIN and Associates, Inc. has adopted a Fall Protection Program to eliminate fall accidents. All levels of management and supervision will be responsible and accountable for ensuring the success of the program by integrating this program into the way of doing business at RA-LIN and Associates, Inc.

GOAL:

The goal of this program is to eliminate all falls from elevations by identifying and managing all existing and potential fall exposures.

RESPONSIBILITY:

All levels of management and supervision are responsible for supporting and enforcing this program to ensure 100% compliance by all personnel. Management, estimating, scheduling, and project management personnel are responsible for pre-planning safety into the job by identifying and predicting potential fall exposures both during the preconstruction phase and during construction. Each discipline shall plan safety into the job with priorities placed on engineering solutions to the hazards. Each discipline is responsible for working with architects, consultants, and company safety professionals to design a safe work place for all employees.

Personal fall protection systems shall only be used as a backup method to primary fall protection systems, such as guardrails, or when there is no other feasible or practical means for safely accomplishing the work.

ACCOUNTABILITY

All levels of management and supervision shall be accountable for the safety of jobsite personnel. Jobsite supervision is directly responsible for using the Fall Protection Program as a means to control falls from elevations. Management teams shall have the goal of zero fall-related accidents for each jobsite. Measurement of performance will take into account actual results related to this goal. The direct costs of any accident will be charged to the cost of the jobsite involved. Management, estimating, and scheduling personnel shall be accountable for pre-planning, designing, budgeting, and scheduling fall protection into each jobsite.

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EMPLOYEE TRAINING

Pre-task safety instruction must be given to each person assigned to work in elevated areas prior to commencing work activities. New hire safety orientation training must be conducted for all new hires immediately upon the beginning of employment. The orientation shall include the company's Fall Protection Program policy, procedures, and work rules. Fall Protection must be included in these meetings on a regular basis or when an upcoming work assignment may involve unusual or non-routine fall exposures. Written documentation of all employees training shall be kept on file.

PROCEDURES

All employees with potential fall exposures per OSHA standards will be required to have **fall protection in place and in use**.

Fall protection systems shall include, but are not limited to the following areas:

- Guardrail Systems
- Building construction activities
- Formwork
- Reinforcing steel deliveries, rigging, erection
- Concrete placement
- Structural / miscellaneous steel erection
- Precast concrete erection
- Scaffolding / Hoisting activities
- Scaffolds, aerial lifts and ladders
- Crane erection / dismantling
- Hoisting areas including platforms, docks, chutes
- Floor / Wall penetrations and exposures
- Elevator shafts
- Stairways
- MEP shafts
- Perimeter edges

All exterior skin installation including, but not limited to, roofing, stone, masonry, waterproofing, and glazing

All excavation and stonework

Fall protection options shall include, but are not limited to, the following:

- Guardrail Systems
- Safety nets
- Full body harnesses
- Monitoring systems
- Retractable life lines and lanyards
- Vertical and horizontal life lines
- Built-in hook points
- Written plans for fall protection

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Personnel working on traveling powered work platforms or personnel lifting / hoisting devices shall also properly secure their safety lanyards.

Fall protection devices such as lifelines, safety harnesses/lanyards, etc., shall be inspected as required by the manufacturer's safety procedures for damage or deterioration. Defective equipment shall be removed from service and repaired or destroyed. Fall protection devices subjected to shock loading imposed during fall arrest shall be removed from service.

All personal fall protection equipment must meet minimum requirements of OSHA revision to Subpart "M", which is effective as of February 6, 1995.

All contractors and subcontractors shall be responsible for supplying their own fall protection systems and/or equipment.

A site-specific rescue plan must be developed and included as part of the overall Fall Protection Program.

SUBCONTRACTOR FALL PROTECTION PROGRAMS AND TRAINING

Prior to a subcontractor mobilizing on a jobsite, each subcontractor shall submit a jobsite specific Fall Protection Program which addresses identifying, evaluating, and protecting employees from elevated falls per OSHA standards.

Subcontractor shall demonstrate in writing that all of subcontractor's employees have been adequately trained in fall protection.

If subcontractor does not provide an adequate fall protection plan prior to mobilization, subcontractor must comply with the RA-LIN and Associates, Inc. Fall Protection Program at subcontractor's own expense.

Subcontractor's compliance with RA-LIN and Associates, Inc. Fall Protection Program must include provisions for enforcement in each subcontractor's subcontract agreement.

Signature

Date

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FIRE EXTINGUISHER TRAINING

Four things that must be present to maintain a fire:

- Fuel
- Heat
- Oxygen
- Chain reaction... take away **any one** of the first three and the fire will be out.

When using a fire extinguisher, one should be upwind from the fire during extinguishing.

Stay back 8' to 10' from a grease fire because the force of the pressure / powder from the fire extinguisher may cause the grease to splatter.

Four classes of fire extinguisher ratings:

- Wood, paper, plastic
- Flammable liquids
- Electrical
- Chemical

PASS is the word used to train people properly to use a fire extinguisher:

- **P**ull the pin.
- **A**im extinguisher at base of fire.
- **S**queeze handle.
- **S**weep extinguisher from side to side.

Mount fire extinguisher:

- Minimum of 48" off the floor
- No more than 60" off floor
- 40 lb. extinguisher 3'-6' from floor

Everyone should check the fire extinguisher in work area daily to make sure it has adequate pressure and that the pin is still in the proper place.

A fire extinguisher should be "serviced" once a year.

At each testing, a maintenance tag is placed on the extinguisher to show inspection date.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

HAZARD COMMUNICATION CERTIFICATE

My signature below certifies that I have read and understand this certificate. I know that this jobsite has an active Hazard Communication Program. I understand that my responsibility is to observe and follow safe work guidelines when working with hazardous products. I further understand the following:

Most hazardous chemicals will fall into five broad categories:

- Flammables and combustibles
- Compressed gases
- Systemic poisons
- Corrosives
- Irritants

A hazardous substance can endanger your well being in four ways:

- Inhaled
- Ingested
- Absorption (skin and eyes)
- Injection

Safety data sheets (SDS) contain the following information:

- How to properly handle and store
- Outline spill clean-up and procedures
- The medical and first aid procedures in case of overexposure

I know where the SDS, emergency supplies, and emergency phone numbers are located on the jobsite. I understand how to interpret and use the SDS.

I will, when working with hazardous products in containers, follow the guidelines outlined on labels, which explain the dangers of the product and the proper way to use the product.

I also understand that the hazardous chemical list, RA-LIN and Associates, Inc. Hazard Communication Program, and the SDS sheets are available for my review upon request.

I agree to observe and follow all safe work rules and practices while employed by RA-LIN and Associates, Inc.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

EMERGENCY PLAN

An emergency plan is a set of rules or procedures to be followed by all personnel in the event of a jobsite emergency.

The emergency plan is maintained in the field office and is under the direction of the jobsite superintendent. The emergency plan determines the proper access/egress of emergency equipment and/or personnel into or out of the jobsite in case of emergency.

Supervisors will be directed to key locations on the site to assist in an emergency situation.

Each employee is expected to follow direction of supervisors and cooperate in any emergency action effort.

Personnel should evacuate the site in an orderly fashion if instructed to do so by supervisors.

If you become aware of an emergency situation or an injury, notify a supervisor immediately.

Notify supervisor of the location of emergency so that 911 can be called.

All personnel shall evacuate the area in an orderly manner and reassemble in the designated location.

All supervisors are responsible for knowing the location and number of employees at all times.

All personnel will be accounted for to ensure that everyone has evacuated the area.

Personnel are strictly forbidden to discuss jobsite conditions, incidents or emergencies with the media, press or any person not associated with the emergency.

Signature

Date

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SUBCONTRACTOR SAFETY CITATION

Subcontractors are required to establish and maintain their own safety and health programs and to comply with RA-LIN and Associates, Inc. requirements.

When it is necessary to warn a subcontractor of an infraction of safety rules, a warning must be issued by the project superintendent using the RA-LIN and Associates, Inc. Safety Citation. A copy of the warning notice must be given to the subcontractor's supervisors, a copy sent to the subcontractor's office, and a copy maintained at the jobsite.

EXAMPLE



SAFETY CITATION

On this date _____ and time _____
at this location _____
Employee: _____
working for _____
failed to comply with the following safety rules and / or policies:

- 1st offense - written warning
- 2nd offense - written warning; day off without pay
- 3rd offense - deduction of subcontract value. _____
- 4th offense - **TERMINATION FROM JOB SITE**

Safety Director

Subcontractor Acknowledgment

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

SCAFFOLD TRAINING

ALL SCAFFOLDS WILL BE TAGGED within a visible line of sight of all scaffold access ways

Color Coding for Scaffolding:

- Red = Danger – Do Not Use
- Yellow = Caution – Restricted Use
- Green = Go – Ready to Use

Rolling Tower Scaffold:

The rolling tower can be no greater than 4 times the minimum base in height. For example: A 5'-0" width scaffold x 4 = 20'-0" height. All rolling towers must be the following.

- Must follow the manufacturer's recommendations at a minimum.
- Must be the proper height.
- Scaffold sections and casters must be locked/pinned in place.
- The access ladder must be secured to the scaffold and extend at least 36" above the landing.
- No riders on rolling scaffolds are authorized unless the riders feet are below 5', outriggers are installed on both sides and wheels are locked before and immediately after the move.

General Scaffold:

- Base plates and a minimum 2" x 10" mudsill plate.
- Soil must be compacted.
- Base plates must be nailed to sill plate with a minimum of two nails.
- Never use bricks, blocks, rocks, etc. as support.
- All legs must have equal bearing.

Scaffold Decking / Boards:

- All scaffold boards must have a minimum 12" overlap, nailed together.
- All scaffold boards must be cleated if the lap is less than 12".
- All personnel platforms must have a minimum 3 1/2" toe board.
- All material platforms should never be used as a personnel platform.

Guardrails / Toe Boards:

- All handrails must be 42" and 21".
- All toe boards must be a minimum of 3 1/2".
- X-braces are not adequate as a complete guardrails systems.
- All guardrails must withstand 200 lbs. of force with no more than a 3" deflection.

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X-Braces:

- Never to be used as a complete guardrail system.
- Can be used as apart of a guardrail system, in some cases.
- Never to be used as a ladder or any other means of access.
- If the X-brace must be removed to work, then metal tubing with clamps must take its place.

General Conditions:

- A competent person must supervise the building / erection of the scaffolding.
- Scaffolding erected outside the building / structure must be secured to the structure at least every: 20'-0" / 26'-0" Vertically AND 30'-0" Horizontally AND at each end of the scaffold.
- Scaffolding must never be lifted other than vertically.
- Boom and scissor lifts require that the person be tied off 100%.
- Fall Protection must be provided at and above 6'-0" on all scaffolds.
- "Baker" or "Perry" type scaffold shall be used per the manufacturer's written recommendations.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

LADDER SAFETY

- General requirements - the use of ladders with broken or missing rungs, broken or split-side rails, or other faulty or defective construction is prohibited.
- Portable ladder feet shall be placed on a substantial base, and the area around the top and bottom of the ladder shall be kept clear of obstructions, trash, materials, etc.
- Ladders shall not be used in a horizontal position as platform, runways, or scaffolds.
- Ladders shall not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.
- All ladders shall extend at least 36 inches above the landing. When this is not practical, grab rails, which provide a secure grip for an employee moving to or from the point of access, shall be installed.
- Portable ladders shall be tied, blocked, or otherwise secured to prevent movement.
- Portable metal ladders shall not be used for electrical work and/or electricity.
- A double cleated ladder shall not exceed 24 feet in length.
- A single cleated ladder shall not exceed 30 feet in length
- Inspect ladders daily, before use and at frequent regular intervals; if any ladder is found defective, red tag it until it is repaired or discarded. NEVER use a defective ladder.
- Use clear shellac, clear varnish, or oil as a preservative; paint is prohibited because it conceals defects.
- Clean mud or greasy substance from your shoes before climbing up ladder.
- All ladders should be secured top and bottom and placed on a 4 to 1 ratio or at about 75 degrees.
- Always face the ladder and hold on with both hands, whether climbing up or down.
- Carry tools in suitable pockets, or have tools and other objects hoisted with a rope and bucket.
- Work facing the ladder and hold on with at least one hand.
- Use a safety harness if the type of work requires it.
- It is dangerous to reach out too far from a ladder in any direction; move the ladder as the work requires.
- Three-point safety system: When climbing or descending a ladder, you must always have three points of contact (i.e. only one foot or hand may be off the ladder any time).
- Six-foot rule for ladders near perimeter: When using ladders within six feet of a slab edge, large interior slab opening or perimeter fall hazard, you must provide fall protection (i.e. - tie-off).

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

EYE PROTECTION

Depending on your job, you may need goggles, an eye shield, a facemask or safety glasses. It is important to select the appropriate type and to wear and use it properly.

There are four types of particles that cause eye injuries on the job.

- **Unidentified Flying Object:** These microscopic objects consist of dust and particles floating around in the air, generated by wind, equipment, or cleaning operations. When working in dusty conditions, wear eye protection.
- **Particles Resulting From Chipping, Grinding, Sawing, Hammering or Using Power Tools:** These particles move at a high speed and strike with the force of a bullet. Wear eye protection any time overhead operations are performed. It may be advisable on some jobs applications to wear safety glasses under a full-face shield.
- **Invisible Hazards:** You can't see the injurious light rays generated by welding operations or laser beams. And their effects often are not felt until hours later. Wear the eye protection required when using such equipment. NEVER look in the direction of welding arcs or where a laser beam is being used.
- **Liquids:** Hot liquids, such as tar or asphalt, solvents, paint, and solutions for cleaning masonry or metal, can cause serious eye injury if splashed in your eyes. The use of proper eye protection, and a full-face shield is essential when transferring liquids between containers and when using caustic or acid cleaners.

All employees of RA-LIN and Associates, Inc. are required to wear eye protection, when required, while on the jobsite.

Clear safety glasses may be issued to each jobsite employee. RA-LIN and Associates, Inc. will be responsible for replacing safety glasses that are damaged or worn out, provided the damaged pair is returned. The employee is responsible for replacing safety glasses that are lost or stolen. Employees wearing non-safety rated prescription lenses acknowledge that their glasses only offer them minimal protection. When using tools or performing other operations requiring safety glasses, the use of prescription glasses only is not acceptable. Additional eye protection, such as face shields or goggles, may be required when using certain tools.

All employees of all subcontractors and vendors shall be required to wear eye protection when required, provided by the subcontractor.

All safety glasses used on RA-LIN and Associates, Inc. jobsites shall bear the "Z87" emblem or stamp on the safety glasses.

Signature

Date

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SUBSTANCE ABUSE AND DRUG/ALCOHOL TESTING POLICY ACKNOWLEDGEMENT

I, _____
PRINT NAME HERE

acknowledge that I have reviewed Schedule "F" of the subcontract agreement issued to me by RA-LIN and Associates, Inc., which details the company's substance abuse policy.

I further acknowledge that I have reviewed each item thoroughly, and that I will abide by every aspect of them including, but not limited to, testing and reporting requirements. I also acknowledge that this policy does not change my status as an employee-at-will, whom the employer may terminate with or without cause at any time, and that my signature on this acknowledgement is required as a condition of my continued employment.

I fully understand that the failure to comply with all of the RA-LIN and Associates, Inc. Substance Abuse Policy may result in termination of my employment.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

ACCIDENT REPORTING

All accidents, regardless of severity, should be reported immediately to a supervisor. If you are injured or you are aware of another employee's injury, you must report this to your supervisor **immediately**.

If the accident and/or incident involves any of the following areas of a person's body, they are required to be taken for **IMMEDIATE** medical examination. **NO EXCEPTIONS!**

- Head
- Eye
- Neck
- Back
- Knees
- Lacerations requiring stitches

All accidents must be reported to the superintendent **immediately** and to the main office **within one (1) hour** of the accident.

Accident reports and information are due within twenty-four (24) hours after the accident to the office of RA-LIN and Associates, Inc.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

MULTIPLE INJURY POLICY

The goal of the RA-LIN and Associates, Inc. Safety Program is to eliminate injury, illness, or loss of life resulting from jobsite accidents by developing an awareness of safe working practices in all employees. It is the policy of RA-LIN and Associates, Inc. to maintain a safe working environment for its employees at all times.

If an employee is injured in a situation due to their own action, or causes an injury of another employee more than three times in any twelve month period, the employee will be subject to termination of employment.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

HOUSEKEEPING / CLEANUP

Housekeeping **must** to be a part of your daily routine.

Follow these steps to help keep your work area clean:

- Clean up all areas everyday, including but not limited to, jobsite, vehicles, shop, office, equipment, and tools.
- Inspect your workplace daily for debris. Dispose of wastepaper, empty cartons, garbage and scrap material.
- Clean up anything that is spilled on the floor as soon as possible.
- Keep aisles and walkways clear of all obstructions.
- Store materials neatly and keep them away from traffic areas.
- At the end of each phase of work, return all tools and excess material to proper storage. Clean up all debris before moving on to the next phase. Each employee is responsible for keeping work areas clean.
- Use nonflammable containers for disposing of scrap and waste substances. The containers should be located at convenient places.
- Know the locations of first aid and firefighting equipment. Keep the route of access to this equipment free of debris.
- Plastic bottles, scraps, paper cups, and similar rubbish shall be placed by subcontractors' employees in trash containers for that purpose. No glass containers onsite.
- Rubbish, debris and waste materials shall be removed from the work area daily by subcontractor's employees. Form and scrap lumber with protruding nails shall be kept clear from all work areas.

Each jobsite has specific recycling containers onsite. Be sure you are disposing of debris in the proper receptacles at all times.

Housekeeping is an important part of daily work. The jobsite must be kept clean and neat, and free from tripping hazards. Fire hazards will also be reduced.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

OXYGEN AND ACETYLENE CUTTING TORCH SAFETY

Each manufacturer suggests different gauge pressure settings according to the different types of tips and gases used.

The normal setting on a #2 tip with Victor gauges and torch set is:

- 40 PSI Oxygen
- 10 PSI Acetylene

Torch tip has (6) openings around the outer edge and (1) opening in the center. The outer edge is for preheating the metal. The center opening is for cutting the metal.

There are (4) basic gases for cutting metals:

- Acetylene
- MAPP
- HEF (High Energy Fuel)
- Natural Gas, Propane, etc.

Acetylene is the hottest gas (5600 degrees F) while Natural gas is the coldest gas (4500 degrees F)

All gauges have a red line on the acetylene gauge that should never be exceeded.

Acetylene is unstable at 15 PSIG (Pounds per square inch at the gauge).

99% of all metals being cut are 1/8" to 1-1/4" in thickness. A #1 or #2 tip should be adequate for these types of cuts.

Acetylene Use

An acetylene cylinder is actually a porous material in the tank saturated with acetylene to make acetylene a stable gas to use in cylinders, which are pressurized above 15 PSIG (generally 250 PSIG in the tank).

An acetylene cylinder cannot have more than 1/7 of its capacity consumed within a short period of time or the acetylene will begin to separate from the porous material within the tank and mix with the acetylene gas as it exits the tank.

Never lay an acetylene cylinder on its side.

If the cylinder is laid on its side, the cylinder must be placed in an upright position (vertical) for the same amount of time it was in a horizontal position.

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Oxygen Use

Oxygen is 99% pure in order to mix properly with gases when cutting.

An oxygen tank is generally filled to 2200 - 2400 PSIG.

Never blow clothing off with oxygen because oxygen will actually stick to clothing for several minutes and can be ignited very easily.

Valves / Regulators

Never oil the o-rings in the regulators.

Oxygen and oil do not mix and will cause heat of recompression and can explode.

Two sides to regulators:

- High Pressure (tank)
- Low Pressure (torch)

Lighting the Torch

Always stand with the regulator between you and valve on the tank

Always back out the adjusting screws on the regulators before opening the valves.

Always open the valve slowly at first.

Turn the oxygen tank valve approximately 4-6 turns.

Always purge the torch before lighting.

Never light the torch with a cigarette or butane lighter. There is enough gas in a butane lighter to explode and seriously injure you.

Remember when oxygen and acetylene mix, they create a temperature of approx. 5600 degrees F instantly.

Always use an appropriate striker to light a torch.

Always adjust the torch for a good neutral flame to cut material.

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Turning Off the Torch

Always turn off the fuel side first...then the oxygen side.

Three steps to turn off a torch

- Shut off tanks
- Bleed off lines, back-off adjusting screws
- Turn off torch head

If gauges do not fall to zero, then there is a leak.

General Safety Tips

Flash arresters are required by OSHA.

A "rose bud" heating tip will cause the consumption of more than 1/7 the capacity during a short period of time.

Different size tips require different amounts of PSIG - never exceed 15 PSIG.

Three items to start a fire:

- Ignition
- Fuel
- Oxygen

Never transport cylinders without safety caps in place. When changing cylinders:

- Disconnect gauges
- Assure safety caps are in place
- Untie cylinder from cart
- Remove and store empty cylinders in secured upright position
- Oxygen and fuel cylinders must be separated by 20 feet or by a 1/2 hour fire rated wall that is 5 feet high.
- Cylinders must be secured on a truck, cart, or other device while in use and must remain upright at all times.

Signature

Date

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EXCAVATION / TRENCHING SAFETY

For all excavations or trenches more than four (4) feet in depth, slope the sides of the excavation or trench, 1.5 horizontal to 1 vertical, unless a competent person classifies the soil and determines that this is not necessary. Other alternatives are to use shoring or a trench box.

Slopes for **ALL** trenches greater than twenty feet deep must be designed by a registered professional engineer.

In trenches deeper than four feet, a means of exit, such as ladders or steps, must be no more than twenty-five (25) feet of travel from any employee in the trench.

A competent person is defined as:

- One who is capable of identifying existing and predictable hazards in the surrounding, or working conditions that are unsanitary, hazardous, or dangerous to employees. One who must have training in and be knowledgeable about soils analysis, protective systems and Subpart "P".

and

- One who has the authority to take prompt corrective measures to eliminate them.

A competent person must inspect the trench, adjacent areas, and any protective systems for possible cave-ins, failure of protective systems, hazardous conditions. Inspections must be performed daily before work begins and after every rainstorm or other hazard increasing occurrence.

A Competent Person must inspect and approve all excavations and/or trenches PRIOR to any employee entering any excavations and/or trenches.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

ELECTRICAL SAFETY

The following regulations apply to electrical installation used on the job site, both temporary and permanent:

- Extension cords used with portable electrical tools and appliance shall be of three-wire types. Grounds are never to be removed from the extension cords.
- Temporary lights shall be equipped with guards to prevent accidental breakage and/or accidental contact with the bulb.
- Temporary lights shall not be suspended by their electric cords unless cords and lights are designed for this means of suspension.
- Splices of any kind are not allowed. Electrical tape is not an equivalent replacement for the exterior sheathing.
- Electrical and extension cords or cables should not be laid on floors, in walkways, etc., unless it is impractical to do otherwise. They should be suspended or secured in such a way as not to block or hang in walkways, hallways, doorways, or work areas.
- Panel boxes shall have a cover on them at all times, except when being serviced; and when a temporary cover is in place, it should be marked ...
- **“DANGER - HIGH VOLTAGE”** to denote live current.

Follow these basic safety procedures when using electrical extension cords:

- Visually inspect the cord for damaged and exposed conductors. If the cord is in damaged condition, don't use it.
- Inspect to make sure the ground prong is in good condition and the cord provides a satisfactory ground for the electrical tools being used.
- Don't drag cords over rough surfaces and don't use them to lift or pull materials.
- Disconnect electrical cords at the receptacle.
- Don't string electrical cords through water or oil and grease. Also, don't hammer nails or staples into cords.
- When not in use, the electrical cord should be neatly rolled-up and stored.
- Only round cords that are rated for heavy duty use are allowed on the jobsite. Never use flat power cords on a jobsite.
- Always use GFCI electrical outlets and/or GFCI “pigtailes”.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

PROJECT SPECIFIC SAFETY PLAN AND MSDS SHEETS

All Subcontractors are required to provide a copy of their company's project specific safety plan, as well as Safety Data Sheets for all chemicals brought to the jobsite. These items are due within five (5) working days.

These materials are to be sent to the RA-LIN and Associates, Inc. corporate office, Attn: Jill Colwell. Be sure to reference the job number and name somewhere in your cover page.

Contact Information:

By Mail: RA-LIN and Associates, Inc.
Attn: Jill Colwell
101 Parkwood Circle
Carrollton, GA 30117

By Email jill.colwell@ra-lin.com

All questions regarding the Site Specific Safety Plan or SDS(s) should be directed to Marty Leak, Safety Director for RA-LIN and Associates, Inc. He can be reached by email at (770) 834-4884 or safety@ra-lin.com.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

SUBCONTRACTOR SAFETY TRAINING

Every subcontractor employee onsite must attend the Subcontractor Safety Orientation prior to work. The purpose of the Safety Orientation is to make all employees aware of the safety policies and procedures of RA-LIN and Associates, Inc. During the orientation, the employees will be instructed on RA-LIN's Safety Orientation Package and Complete Safety Program. They will be given a copy of the Orientation Package to sign. All employees must be familiar with the policies and procedures set forth in both the Orientation and Complete Safety Program, and all employees will be required to follow the rules set forth in both documents.

The subcontractor is responsible for ensuring ALL employees are aware of all Safety, OSHA, and RA-LIN and Associates, Inc. safety rules and regulations, in addition to training the employees on the subcontractor's safety rules and regulations.

Per the Subcontract Agreement with RA-LIN, and the Safety Orientation Package incorporated into the Subcontract by Schedule "G", any subcontractor onsite performing work is required to have the following:

- Person on-site trained in CPR and First Aid
- Competent Person Training as Related to Trade
- Person on-site with 10-Hour OSHA Card
- Safety Data Sheet (SDS) Books covering any and all chemicals brought to jobsite.
- **Site Specific** Safety Plan

Depending on the Subcontractor's scope of work, the following items may be required:

- Forklift Certification
- Boom & Scissor Lift Training Documentation
- Fall Competent Person Training Documentation
- Any subcontractor disturbing dirt on the jobsite should have an NPDES Level 1A White Card (at a minimum). Georgia Soil and Water Conservation Commission (GSWCC) will issue the certification card.
- Scaffolding Competent Person Training Documentation
- Crane Operator Certification
- Welding Certificate
- Rigging & Signaling Certification
- Any other training or certifications that apply to Subcontractor's scope of work

Each subcontractor is responsible for ensuring RA-LIN has a digital copy and a hard copy of each of the above items submitted. Submit these items to Jill Colwell (at the RA-LIN Corporate Office, 101 Parkwood Circle, Carrollton, GA 30117).

Please review the above listing with the Site Superintendent to verify what is and is not on record at the jobsite. Those items which have not been turned in yet need to be obtained and submitted immediately. If the subcontractor is missing any items, please contact Marty Leak to discuss scope specific variances

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

Subcontractors must ensure employees have all required training for their scope of work before beginning work on the jobsite. Proof of all required training must be submitted to RA-LIN, along with the Project Specific Safety Plan and SDS(s).

IMPORTANT NOTE

The above mentioned items are required prior to mobilization. No checks will be issued until the following items are submitted and approved.

Please reference your company's name and the jobsite name (and/or number) on all documents. Each jobsite must have its own set of documents.

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

RA-LIN AND ASSOCIATES, INC. SAFETY ORIENTATION PACKAGE

I have been visually and/or verbally oriented and/or trained on all Company and jobsite safety rules and/or policies.

These rules and policies include, but are not limited to the following:

- Safety Program Acknowledgement
- Distraction Policy
- Jobsite Safety Rules
- Fall Protection Safety
- Fire Extinguisher Training
- Hazard Communication / SDS
- Emergency Plan
- Subcontractor Safety Citation
- Scaffold Training
- Ladder Safety
- Eye Protection Policy
- Substance Abuse Policy
- Accident Reporting
- Multiple Injury Policy
- Housekeeping / Clean-up
- Oxygen and Acetylene Cutting Torch Safety
- Excavation / Trenching Safety
- Electrical Safety
- Project Specific Safety Plan and SDS(s)
- Subcontractor Safety Training

Questions / Comments:

Signature

Date

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

SAFETY PROGRAM SUBCONTRACTOR ACKNOWLEDGEMENT FORM

My signature below certifies that I understand OSHA Safety & Health Regulations and that I understand RA-LIN and Associates, Inc. has an active Safety Program and that I agree to follow these rules, regulations, and programs while on RA-LIN and Associates, Inc. work sites. I will report all unsafe conditions or practices observed on the worksite.

I understand that any violation of the RA-LIN and Associates, Inc. Safety Program or refusal to comply with the OSHA Safety & Health Regulations is grounds for removal from RA-LIN and Associates, Inc. worksite.

I understand that all Subcontractor employees, vendors, etc are required to follow OSHA Safety & Health Regulations and RA-LIN and Associates, Inc. Safety Program as a minimum, at all times on the worksite.

- Report all injuries, accidents and/or incidents to RA-LIN and Associates, Inc. immediately.
- All Subcontractor employees must wear appropriate, safe, construction clothing while on worksite. (Hard soled shoes, long pants, full shirts with a minimum 4" sleeve, etc.)
- The proper Personal Protective Equipment must be provided and used when required. Hard hats are required at all times on RA-LIN and Associates, Inc. worksites.
- The worksite, work area, storage areas, etc. will be kept clean and organized at all times. Subcontractors are responsible for continuous clean-up, daily clean-up, end of the activity clean-up, final clean-up, lunch / break area clean-up, etc.
- All tools (power and hand) and all equipment / vehicles must be in a good, clean, well maintained, safe condition to be on RA-LIN and Associates, Inc. work sites.
- All electrical cords must be maintained in a good, safe condition.
- Subcontractors must provide First Aid kits, medical services and emergency procedures for all its employees.
- Fresh, clean water and drinking cups must be provided for employees.
- All employees on RA-LIN and Associates, Inc. worksites must attend safety training at least once per week. Notes from safety training and attendance must be documented.
- Subcontractors must assure employee knowledge of the location of safety data sheets (SDS).
- Subcontractors must ensure their employees have the proper safety training required for the tasks they will be performing on the jobsite.
- Each Subcontractor must have a "Competent Person" onsite during construction activities. "Proof" of safety training and competency must be available at the worksite.

Name of Subcontractor _____
Date

Print Person's Name _____

Person's Signature _____

SUBCONTRACTOR SAFETY ORIENTATION PACKAGE

**You have finished reviewing the RA-LIN
Subcontractor Safety Orientation Package.**

**Please sign this packet and sign the bottom of
Schedule “G” in your subcontract agreement
and return both copies of the entire
agreement to RA-LIN. Thank you.**