

DELCO GENERAL SITE-SPECIFIC SAFETY PLAN (SSSP)

Project Name:

Project Address:

INTRODUCTION:

David E. Looper & Company, Inc. (DELCO) is committed to the health and safety of our employees.

DELCO has a Safety and Health manual. Every Superintendent has a copy or has access to one at any time.

The health and safety of our employees, our subcontractors, vendors, and the general public is the first consideration in the operation of our business and this project.

It is our goal to establish and maintain safety policies and practices which are in full compliance with all applicable federal, state and local laws, and regulations and guidance, especially those issued by Federal OSHA.

WORKPLACE SAFETY AND HEALTH POLICY:

DELCO presents this policy in order to provide a safe and healthy place for every person on the jobsite, to abide by accident prevention regulations set forth by the federal, state, and local governments, to provide rules and regulations for the safety of personnel, and to warn them in certain conditions of the hazards of their position or employment. This includes supervision to furnish reasonably safe machinery or instruments, including the duty to inspect and repair, and to exercise ordinary care to select careful and competent fellow workers. We are sincerely interested in the safety and welfare of our employees and subcontractor personnel. Accident prevention is essential in maintaining an efficient operation. It is our policy that the rules listed on the following pages should be strictly observed at all times. All personnel (DELCO and subcontractors) will be briefed on safety procedures.

Before any work begins on this project:

- Read over the DELCO General Site-Specific Safety Plan.
- Fill out the included SSSP or attach your own SSSP.
- Complete or include a Job Hazard Analysis (JHA) for any work that is High Hazard/Non-Routine/Modified Work Practice.
- View Safety and Health Presentation at www.delcompany.com under Resources for Subcontractors.

GENERAL RULES OF THE PROJECT SITE:

Personal Protective Equipment (PPE):

Hard hats must be worn AT ALL TIMES (unless Safety approves otherwise). Approved hard hats shall be worn properly with the bill facing forward unless wearing eye protection prevents this as in the case of welders. Aluminum hard hats or bump caps are not permitted.

High visibility clothing, gear or shirts are required.

ANSI Z87.1 approved eye protection is required while performing certain tasks as set forth in 29 CFR 1926.102.

Hearing protection shall be worn when required. Permissible noise exposures are set forth in 29 CFR 1926.52 Table D-2.

Subcontractors are responsible for providing and requiring the use of necessary PPE for their employees and for the appropriate training in the proper use of PPE.

Minimum dress requirements include:

Full length shirt with minimum of 4" sleeves.

Full length pants reaching from waistline to below ankle and properly worn without excessive length to prevent hazards such as tripping or risk of being caught in machinery or equipment.

Serviceable pair of properly fitting work boots (leather, over the ankle). Boots having laces will have said laces secured to prevent possibility of tripping hazard while walking. **Tennis shoes are not allowed.**

Safety toe caps or safety boots are required for personnel operating equipment such as jumping jacks or other equipment that has a high risk for causing toe/foot injuries.

Fall protection:

Required at height over 6 feet.

Fall protection guard railing with top rail at 42" (+/-) 3" with mid-rails and toe boards. If railing or protections are taken down, IT MUST BE REPLACED BY THE PARTY THAT REMOVED IT.

Baker scaffold railing in place (unless not feasible, i.e., will make area unworkable).

Personal Fall Arrest System when employees must work near unprotected edges, open doorways/window openings or any other potential to fall 6+ feet.

Ladders are to be in acceptable condition with proper labels and used appropriately as intended. Standing on either the top portion or top 2 rungs IS NOT ALLOWED. 'A' frame ladders are NOT to be used folded and leaned. Access/Egress ladders are to be adequately tied off to prevent displacement.

Music/distracting devices:

No radios, cassette players, I-pods, earbuds, etc. are allowed on the jobsite.

Cellphones for supervisory personnel only:

All other personnel must keep their phones in their vehicles during working hours.

Electrical:

Drop cord inspections are required. Check for exposed wires via loose plug or cuts in the sheathing. If the cord is damaged, it must be repaired by a qualified person or removed from the jobsite. (Taping cuts in sheathing or gaps in sheathing and plug IS NOT a repair.)

Electrically powered equipment must be plugged into a Ground-Fault Circuit Interrupter (GFCI) through outlet or whip.

Other:

Subcontractors are responsible for daily cleanup; work areas are to be kept clean. All trash and debris shall be stored in appropriate containers or piled in appropriate areas for daily disposal. If this is not completed to the satisfaction of DELCO, we reserve the right to hire extra labor to clean the jobsite and **back charge the appropriate subcontractor.**

No alcohol or drugs shall be brought onto this jobsite nor shall any worker report to work under the influence of these substances. If there is suspicion of drugs or alcohol, DELCO Safety will administer an alcohol meter or drug test to the employee. If either test is negative, DELCO will absorb the cost. If positive, the subcontractor will be back charged for the expense of the test.

Anyone using prescription medicine which can cause physical or mental impairment must notify their supervisor at the start of their shift.

No open burning is allowed.

No fighting, horseplay, or disruptive or negligent behavior will be tolerated.

Any Violation of this policy will be cause for immediate corrective action or dismissal from the jobsite.

SUNCONTRACTOR SITE-SPECIFIC SAFETY PLAN SUBMISSION REVIEW:

All subcontractors are required to submit their individual site-specific safety plan (SSSP) **before commencing work.**

The subcontractor SSSP is reviewed by the Project Manager/Superintendent/Safety to assure that it meets the requirements for jobsite safety and risk control, and requirements set forth by DELCO and applicable laws and regulations.

A sample template for the Subcontractor Site-Specific Safety Plan AND Job Hazard Analysis (JHA) form is provided by DELCO. Please utilize the template and add any information deemed necessary and important for the improvement of your safety plan.

If the subcontractor submits their own SSSP, it should address the following elements:

- Safety Policy (and table of contents)
- Personnel Responsibilities and Identification of Competent Persons
- Scope of Work Evaluation
- Risk/Exposure/Hazard Assessment
- Control Measures
- Safety Inspections/Audits (form/procedure breakdown)
- Risk Mitigation Planning
- Written Progressive Disciplinary Program
- Hazard Correction policy
- Training and Instruction Policy
- Project Site Employee Orientation Program
- Employee Communication System and Policy
- Recordkeeping Policy
- Accident/Exposure and Investigations Policy
- Site-Specific Emergency Action Plan
- Hazard Communication Program
- Specific Written Plans as Required by Regulation and applicable to this project
- Weekly Safety Meeting Plan (must include all applicable elements of the Site-Specific Safety Plan and OSHA 1926 standard)

And include the following regulatory topics (if applicable per OSHA):

- Medical Emergency/Bloodborne Pathogen/First Aid
- Emergency Action Plan
- Fire Prevention
- Personal Protective Equipment
- Confined Space Entry
- Crane/Hoisting
- Electrical Safety
- Lockout/Tagout (LOTO)
- Trenching and Excavations
- Hearing Conservation
- Hot Work
- Fall Protection
- Chemical Safety
- Machine Guarding
- Powered Industrial Truck Operator Training
- Respiratory Protection

TRAINING:

David E. Looper & Company, Inc. has a comprehensive Safety and Health training program. The presentation is available in both English and Spanish.

On DELCO's website, delcompany.com:

1. Click the Resources tab at the top of the page OR click the hamburger button icon on the right side and then click on "Resources"
2. Select Subcontractor "Safety Resources" on the top left

Instructions for submitting the documents will be on this page. The **Sign-In Sheet** and **Safety and Health Presentations** are also on the website.

All personnel shall review the DELCO safety orientation upon award of the project. Topics include but are not limited to:

- Fall protection
- Scaffold Safety
- Ladder Safety
- Hazard Communication
- House Keeping
- Lock Out/Tag Out Procedures

Training records (names of those who have reviewed the safety presentation signed by foreman) are to be submitted to DELCO Safety and maintained electronically and/or on the jobsite. Should OSHA visit our jobsite, these training records are one indication of the implementation of an active safety program.

COMPETENT PERSON SUBMISSION REVIEW:

David E. Looper & Company, Inc. and our subcontractors identify the OSHA regulated competent persons for work or tasks that require this level of expertise. The supervisor of the competent person must certify the specific competencies of the named competent person(s) in writing.

AWARENESS CAMPAIGN:

DELCO's safety awareness program includes the following elements: signs, posters, banners, weekly toolbox talks, etc. These are used to promote worker safety awareness, identify our potential jobsite exposures and implement appropriate hazard controls, thereby helping us to achieve our safety goals.

SAFETY INSPECTIONS AND MEETINGS:

It is in the mutual interests of DELCO and our subcontractor personnel to reinforce our joint commitment to completing this project as safely as possible. Report all injuries that occur on this jobsite immediately to the Superintendent. A review of all incidents, including near misses, is discussed during the weekly safety meeting. All potential unsafe conditions, relevant safety training programs, safety awareness topics, safety audit results, and/or related safety issues are also incorporated. Foremen are encouraged to relay any safety concerns and issues to DELCO personnel who have the responsibility for ensuring that an appropriate corrective action plan (CAP) is developed and implemented.

Inspections:

Construction jobsite inspections conducted by the Superintendent are designed to identify and correct unsafe acts or conditions while work is in progress. The Superintendent and DELCO Safety must conduct routine construction safety inspections. The original inspection documentation should be on file in the jobsite office. The Superintendent conducts a daily safety jobsite inspection using the daily JHA to identify problem areas. Notes of noncompliance should include findings and corrective actions on their daily construction report. DELCO Safety will also complete periodic jobsite inspections. Items identified by the Superintendent and DELCO Safety found to be out of compliance must be assigned corrective action and tracked to completion.

Superintendents shall submit a written Weekly Safety Report to DELCO Safety. The Report shall include the weekly inspection Safety Log and any near misses and/or accidents.

Meetings:

Weekly Toolbox Talks will be conducted, and all personnel onsite are expected to attend. Attendance will be recorded with dated sign-in sheets. Each subcontractor is encouraged to hold their respective safety meetings and submit copies of their agenda and sign in sheets to the Superintendent.

The Superintendent or Safety Manager inspecting the work area and making daily observations and notes of noncompliance should include findings/corrective actions on their daily construction report.

HAZARD ANALYSIS:

David E. Looper & Company, Inc. and our subcontractors are required to conduct a Job Hazards Analyses (JHA) for all aspects of the work, when a hazard is considered an **unusual risk or a significant risk**. A JHA includes the following steps:

- Identify the task and break it down into steps.
- Identify the hazards associated with each step.
- Identify the specific hazard control measure used for each step in accordance with the Hierarchy of Controls.

THE HIERARCHY OF CONTROLS:

- Eliminate or minimize hazards. A major component of the design phase is to select appropriate safety features to eliminate a hazard.
- Substitute hazard for a less hazardous material or method. Efforts should be made to expose employees to less hazardous conditions.
- Guard the hazard by safety guards or isolation devices.
- Provide special procedures, training and warnings. Training cannot be a substitute for hazard elimination when life-threatening hazards are present.
- Provide personal protective equipment (PPE). Keep in mind that bulky, cumbersome and heavy PPE is often discarded or not used, rendering this method ineffective without proper controls.

CORRECTIVE ACTION:

The Contractor uses a formal Notice of Violation of Safety and program to ensure that violations are issued as the result of an **“immediately dangerous to life and health” (IDLH)** situation or when the **subcontractor repeatedly fails to comply with safety and health requirements.**

FIRST OFFENSE: Verbal warning and consultation.

SECOND OFFENSE: The person shall be immediately removed from jobsite for one day. Upon his/her return to work, he/she must undergo additional, formal training in the area of the violation before being permitted to work. Second offense will be documented and kept on file.

THIRD OFFENSE: The person will be immediately removed from jobsite and may not return. Third offense will be documented and kept on file.

RECORDKEEPING AND REPORTING:

David E. Looper & Company, Inc. and our subcontractors must comply with OSHA’s recordkeeping requirements:

- OSHA 300 logs, medical treatment, follow-up
- Crane maintenance and inspection
- Heavy equipment maintenance and inspection
- Operator’s training cards for all equipment
- Fall protection
- Site safety inspections and audits
- Safety training

All subcontractors must maintain their own OSHA 300 log (if required) per OSHA 1904.31(a).

All subcontractors are required to report to OSHA any:

- Fatality (within 8 hours)
- In-patient hospitalization (within 24 hours)
- Amputation (within 24 hours)
- Loss of an eye (within 24 hours)

Must supply:

- Business name
- Names of employees affected
- Location of the incident
- Contact person and phone number

Report to the local **Raleigh State Plan Office.**

111 Hillsborough Street

Raleigh, NC 27601-1092

(919) 707-7806

Toll-free: 1-800-321-6742

Online www.osha.gov

DELCO Superintendent/Safety Manager shall investigate all incidents and forward copies of the incident reports to the Project Manager within 24 hours of the incident.

An incident report must be provided for: near misses, recordable injuries, third party property damage or personal injury, and builders risk claims.

All subcontractor employees involved in or witnessing an injury or near miss must immediately report it to the responsible supervisor, who in turn immediately relays the report to the project Superintendent. No supervisor may decline to accept or relay a report of injury or significant near miss from any other team member.

The project Superintendent must ensure that all incidents are reported to the DELCO Safety Team within four hours of occurrence. The project Superintendent reviews and attaches a copy of the subcontractor's incident report to his report which demonstrates our "due diligence" in incident reporting as well as initiating and monitoring corrective action plans. Copies of all incidents reported, including near misses, must be maintained by DELCO Safety and onsite.

Place OSHA posters in a conspicuous location such as the main bulletin board located in the jobsite office. Delco shall keep the Competent Person Forms and Operator Certifications on site. All files will be kept current.

SUBCONTRACTOR PRE-WORK CHECKLIST:

- ☐ View the DELCO safety orientation video (submit list of participants signed by foreman)
- ☐ Site-Specific Safety Plan (SSSP) submit to marc@delcompany.com or ashley@delcompany.com
- ☐ Training records (submit via SSSP)
- ☐ Job Hazard Analysis (JHA) if needed and updated as necessary