

# Health & Safety Policy

## I. OBJECTIVE

The Safety Policy of Knaggs Developers Limited\_ is designed to comply with the Standards of the Occupational Safety and Health Act 2004, and to endeavor to maintain a safe and injury/illness free working environment. A copy of the OSHA Safety and Health Standards for Trinidad & Tobago is available for all employees use and reference. These Standards shall be available in the home office at all times a copy of this will be available at any of KDL on site project offices.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the company and any contractor's working under the guidance or direction of Knaggs Developers Limited.

The authorization and responsibility for enforcement has been given primarily to the **Responsible Person** . The **Other Responsible Person(s)** share in this responsibility as well.

## II. POLICY

*It is company policy that accident prevention be a prime concern of all employees. This includes the safety and well being of our employees, subcontractors, customers, and the general public as well. Also the prevention of wasteful, inefficient operations, near misses, damage to property and equipment.*

## III. APPLICABILITY

*This Safety Policy applies to all employees of Knaggs Developers Limited regardless of position within the company. The Safety Rules contained herein also apply to all contractors, subcontractors and anyone who is on a Knaggs Developers Limited project site.*

Every employee is expected to comply with the Health & Safety Policy, as well as OSHA Health and Safety Standards.

## IV. IMPLEMENTATION

This Health & Safety Policy supports five fundamental means of maximum employee involvement:

- A. Management's commitment to the highest level of Health & Safety.
- B. Weekly tool box talks & safety meetings at all jobsites.
- C. Effective job safety training for all Knaggs employees.
- D. Job hazard analysis provided to all employees.
- E. Audio and/or visual safety presentations given at jobsites by Responsible Person



The **Responsible Persons** will meet at least once a month to review and evaluate all areas of safety and make recommendations to the company president.

## V. ADMINISTRATION

The Health & Safety Policy will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided by **Responsible Person** as requested. Each supervisor will be responsible for meeting all of the requirements of the Health & Safety Policy, and for maintaining an effective accident prevention effort within his or her area of responsibility. Each supervisor must also ensure that all accidents are thoroughly investigated and reported to **Responsible Person(s)** within 24 hours of the occurrence.

## VI. REPORTING OF INJURIES

All employees will be held accountable for filling out a **Notice of Injury Form** immediately after an injury occurs, even if is minor and medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their supervisor/foreman/superintendent/project manager, etc. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

- A. How they think they hurt themselves.
- B. What they were doing at the time.
- C. Who they were working with at the time.
- D. When and where it happened.
- E. Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and they may result in immediate termination, in accordance with company policy.

## VII. NOTIFICATIONS

- A. In Case of Serious Injury or Death

After the injured has been taken to the hospital, the supervisor/foreman/superintendent/project manager, etc shall notify the main office and **Responsible Person(s)** as soon as possible. Statements from witnesses shall be taken. Statements are to be signed by witnesses and should include the time and date. Photographs of the area where the incident occurred and any other relevant items are to be taken. **Responsible Person's** will assist in the investigation. The completed accident report form will sent to the main office.

- B. In Case of Inspection by OSHA Inspector

The Project Manager/Site Manager/Supervisor must notify **Responsible Person(s)** that an OSHA Inspector is on the jobsite. It is the responsibility of all employees to make the inspector's visit on the jobsite as pleasant and timely as possible.

## **VIII. BASIC SAFETY RULES**

- A. Compliance with applicable state, county, city, client, and company safety rules and regulations is a condition of employment.
- B. All injuries, regardless of how minor, must be reported to your supervisor and the Safety Office immediately. An employee who fails to fill out a "Notice of Injury Form" and send it to the Safety Office can be issued a safety violation notice and may be subject to termination, in accordance with company policy. In the event of an accident involving personal injury or damage to property, all persons involved in any way will be required to submit to drug testing.
- C. Hard hats will be worn by all employees on the project site at all times. The bill of the hard hat will be worn in front at all times. Alterations or modifications of the hat or liner are prohibited. Crane operators, when in an enclosed cab, have the option of not wearing a hard hat due to the possible obstruction of view.
- D. Safety glasses will be worn as the minimum-required eye protection at all times. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acids and caustics. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc., are required.
- E. Gloves will be worn as the minimum-required hand protection at all times. Additional hand / arm protection such as elongated gloves are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acids and caustics. Burning gloves for cutting, burning or brazing and welding are required.
- F. Fall Protection Requirements
  - 1. Full body harnesses and lanyards shall be worn and secured any time there is a fall hazard of more than six (6) feet.
  - 2. Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be a minimum of 2-inch diameter wire rope. Vertical lifelines shall be 3/4 inch manila rope or equivalent and shall be used in conjunction with an approved rope grab.
  - 3. Structural steel erectors are required to "hook up" with full body harness and lanyard.
  - 4. Employees using lanyards to access the work or position themselves on a wall or column, etc., must use an additional safety lanyard for fall protection.
  - 5. Man lifts must be used properly. As soon as an employee enters an articulating boom lift and before the lift is started, the employee must put on the harness and attach the lanyard to the lift. Employees are not required to wear harnesses on scissor lifts.

- G. Clothing must provide adequate protection to the body. Shirts must have at least a tee sleeve. Shirts with sleeves and long pants will be worn at all times. No shorts are to be worn on projects. All employees, except welders and burners, must tuck shirt tails inside trousers. Burners and welders will not be permitted to wear polyester or nylon clothing. Sturdy work boots with rigid, slip resistant soles are required. No clogs, tennis shoes or loafers are permitted. Steel-toed tennis shoes with the ANSI label are the only alternative to the leather work boot.
- H. All personnel will be required to attend safety meetings as stipulated by project requirements in order to meet OSHA Safety Standards.
- I. Firearms, alcoholic beverages or illegal drugs are not allowed on company property or in company vehicles at any time. When drugs are prescribed by a physician, the **Responsible Person** must be informed. The use or possession of illegal drugs or alcoholic beverages on the jobsite will result in immediate termination.
- J. Housekeeping shall be an integral part of every job. Project Managers/Site Managers/Supervisors\Foremen and Employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when a job is finished at the end of the day.
- K. Burning and cutting equipment shall be checked daily before being used. Flash back arresters shall be installed at the regulators on both oxygen and LP bottles. All gas shall be shut off and hoses disconnected from bottles and manifolds at the end of the work day. Caps shall be replaced on bottles when gauges are removed. When gauges are removed and caps replaced, the oxygen and LP bottles shall be separated into storage areas no less than 20 feet apart with a "No Fire or Smoking" sign posted and a fire extinguisher readily available. Makeshift field repairs will not be allowed.
- L. Drinking water containers are to be used for drinking water and ice only. Tampering with or placing items such as drinks in the water cooler will result immediate termination. The "common drinking cup" is not allowed. Only disposable cups will be used.
- M. All tools whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
- N. All extension cords, drop cords, and electrical tools shall be checked, properly grounded with ground fault interrupters (GFI=s), and color-coded by a designated competent person each month. This shall be part of the assured grounding program. Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.
- O. "Horseplay" on the jobsite is strictly prohibited. Running on the jobsite is allowed only in extreme emergencies.

- P. Glass containers or bottles of any kind are not permitted on jobsites or in company vehicles.
- Q. The jobsite speed limit is 10 MPH. No employee is permitted to ride in the bed of a truck standing up or sit on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
- R. Adequate precautions must be taken to protect employees and equipment from hot work such as welding or burning. Fire extinguishing equipment shall be no further than 50 feet away from all hot work. Used fire extinguishers must be returned to **Responsible person's** to be recharged immediately. Use of welding blinds is required in high traffic areas.
- S. All scaffolding and work platforms must be built and maintained in accordance with OSHA specifications. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend three (3) feet past the working surface. Metal ladders around electrical work are prohibited. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.
- T. Crowfoot connections on air hoses shall be wired to prevent accidental disconnection. Compressed air shall not be used to dust off hands, face or clothing.
- U. Report all accidents, unsafe conditions and near accidents to **Responsible Person** so corrective action can be taken.
- V. All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.
- W. Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.
- X. Scaffold Tag System
  - 1. Green tags are to be placed on 100 percent complete scaffolds with all braces, locks and hand, mid, and toe rails in place before use.
  - 2. Yellow tags indicate incomplete scaffolds. If scaffold is missing a hand, mid, or toe board, it must have a yellow tag and employees on it must be tied off at all times.
  - 3. Red tags indicate scaffolds that are in the process of either being erected or disassembled. These scaffolds are not to be used at any time.
  - 4. Scaffold tags should be placed in a highly visible location on the scaffolds for all employees to see.

- Y. All OSHA Safety Standards will be followed for job processes requiring respiratory protection. **SEE RESPIRATORY PROTECTION PROGRAM.**
- Z. All OSHA Safety Standards will be followed during excavation. **SEE EXCAVATION PROGRAM.**
- AA. All OSHA Safety Standards concerning confined space entry will be followed. **SEE CONFINED SPACE PROGRAM.**
- BB. All OSHA Safety Standards concerning lockout/tag out of energized equipment will be followed. **SEE LOCKOUT/TAGOUT PROGRAM**
- CC. All OSHA Safety Standards will be followed for job processes requiring fall protection. **SEE FALL PROTECTION PROGRAM.**

#### **IX. ENFORCEMENT OF SAFETY POLICY**

Safety violation notice(s) shall be issued to any employee, subcontractor, or anyone on the jobsite violating the safety rules or regulations by **Responsible Person** .

- A. Any violation of safety rules can result in suspension or immediate termination.
- B. Any employee receiving three (3) written general violations within a six (6) month period shall be terminated.
- C. Issuance of a safety violation notice for failure to use fall protection or for failure to report a job injury (at the time of the injury) may result in immediate termination, in accordance with company policy.

It is understood that **Knaggs Developers Limited is** not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.