Code of
Safe Practices
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GENERAL

1. Otto Construction is extremely interested in our safety and welfare and expects your cooperation to assure a safe and healthful place to work and expects all persons shall follow these safe practice rules, render every possible assistance to safe operations, and report all unsafe conditions or practices to Otto onsite management.

2. All employees shall follow these “safe practice rules” and assist in maintaining a safe jobsite. The Code of Safe Practices shall be posted near “Right to Know” board at each jobsite.

3. Otto onsite management shall insist that all employees observe and obey every rule, regulation, and order to ensure a safe working environment, and to take any necessary action to achieve compliance, including utilization of the company’s discipline program if necessary.

4. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.

5. All employees shall have a thorough understanding of their specific job and be sure they are trained for it. If they believe they may not be qualified for whatever reason, they should notify their supervisor immediately. No one shall knowingly be permitted or required to work while his/her abilities unnecessarily expose him/her or others to injury.

6. If you discover a practice or condition that is not safe, DO NOT IGNORE IT. Report it to your foreman or superintendent immediately. All unsafe conditions and/or practices shall be discontinued immediately. Every employee has the obligation to shut down unsafe activities.

7. All work-incurred injuries or illnesses, regardless of how minor, shall be reported to the foreman or superintendent so that first aid or appropriate medical treatment can be provided or arranged.

8. No one shall knowingly be permitted or required to work when their ability or alertness is so impaired by illness, fatigue, heat/cold related illness or any other causes that might expose themselves or others to injury.

9. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman or supervisor.
10. Anyone known to be under the influence of alcohol or drugs or other intoxicating substances shall not be allowed on the jobsite while in that condition and may be subject to the discipline program.

11. Horseplay, scuffling, and other acts which intend to have an adverse influence on the well-being of the employees shall be prohibited. Any form of practical jokes and or destruction of property are strictly prohibited.

12. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined by a competent person, that it is safe to enter.

13. Employees are to ensure that all guards and other protective devices are in proper place and adjusted and shall report deficiencies promptly to the foremen or superintendent.

14. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

15. Inappropriate footwear with thin or badly worn soles shall not be worn. Sturdy work boots are the only acceptable footwear on Otto Construction projects.

16. Materials, tools or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

17. Concrete dust creating operations shall utilize wet methods or a Hepa vacuum system.

18. All employees shall report to work well rested, both physically and mentally, and ready to perform their daily duties and tasks.

19. The standards for workplace conduct are respect and professionalism. Any form of discrimination or harassment will not be tolerated period. Report any form of discrimination or harassment immediately to your supervisor.

**TOOLS**

1. Safety devices shall not be disabled on saws. Intentionally disabling circular saw guards may result in immediate termination.

2. When using portable electric or air-operated tools, appropriate guards shall be in place and adjusted. Employees noting deficiencies shall immediately notify the foreman or superintendent.

3. All tools and equipment shall be maintained in good condition. Damaged tools or equipment shall be removed from service and tagged for repair.
4. Lockout/Tagout procedures will be used as a means of positive control to prevent the accidental starting or activating of machinery or systems while they are being repaired, cleaned and/or serviced.

5. Use the right tool for the right job. Screwdrivers won’t be used in place of chisels; files shall be equipped with handles and not used to punch or pry. Tools with mushroom heads, split or defective handles shall not be used. Pipe or Stillson wrenches won’t be used as a substitute for other wrenches. Wrenches shall not be altered by the addition of handle extensions or “cheaters.”

6. Employees shall not lift or lower electric or air tools by means of the cord or airline. Ropes shall be used instead. Lashings shall be used at connections between the airline and the tool. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

7. When not in use, pneumatically driven tools shall be disconnected from the air supply at the tool.

8. Electric cords shall not be exposed to damage from vehicles and equipment driving over them.

9. Radial arm and table saws must have anti-kickback devices installed during ripping procedures.

10. Radial arm saws must not be able to pass the front working edge and must return to the table back when released.

11. Only qualified persons who carry a valid operator’s card shall operate powder-actuated tools.

12. Wheelbarrows shall not be pushed with handles in an upright position.

13. **Nail Gun Safety** All pneumatically driven nailers and staplers are to be operated and maintained according to manufacturers’ instructions.

14. Operating controls are not to be removed, tampered with, altered or otherwise disabled.

15. Nail guns and staplers are to be disconnected from the air supply when performing maintenance or clearing a jam.

16. Safety training to be provided for employees prior to initial assignment to operate tools, or refreshers if unsafe behavior is detected or an operator is involved in an incident.
MACHINERY AND EQUIPMENT

1. Qualified and authorized employees shall operate all machinery and equipment.

2. Employees should not operate any machinery, vehicles or electrical equipment without first completing a thorough inspection (DVCR) to insure no one will be endangered or injured by using the equipment.

3. Machinery shall not be serviced, repaired or adjusted while in operation nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

4. When transferring fuel or refueling equipment, **STOP ENGINES; DO NOT SMOKE OR ALLOW OPEN FLAME OR ANY SOURCE OF IGNITION WITHIN 25 FEET OF OPERATION.** Keep containers closed when not in use. Gasoline shall not be used for cleaning purposes. Keep fuel-operated equipment clean and store fuel in properly designated areas.

5. Tractors, bulldozers, scrapers and carryall shall not be operated where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks and steep slopes.

6. Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists shall fail.

7. All equipment operators shall check the safe operating conditions and complete a DVCR before starting the workday. Cranes shall not be left unattended with the load suspended. Only qualified persons shall give signals to the crane operator unless a potentially hazardous situation involving the crane operation is observed, a stop signal is appropriate to be given by any person. No loads shall be swung over workers and no person shall work beneath a suspended load unless the load is blocked or otherwise supported from below. Crane operators must be certified by a Cal-OSHA approved Certification Instructor Organization.

8. A Spotter and/or flagging must be used if a crane, forklift, or any other machinery is within 20’ of high voltage lines.

9. **IT IS UNLAWFUL TO OPERATE CRANES, FORKLIFTS, OR OTHER MACHINERY WITHIN TEN FEET (10’) OF HIGH VOLTAGE LINES.**

10. Parking brakes must be set when leaving equipment.

11. Materials shall be stacked neatly and piled so as to prevent toppling, sliding or rolling.
12. Slings and chains used for lifting materials must have legible capacity tags and shall be inspected prior to each use and cannot be used if they are damaged or defective.

13. Slings and chains shall not be loaded in excess of their rated capacities.

14. Extreme caution should be used when operating power trowels. Operators should watch for hidden objects protruding through concrete slabs.

**LADDERS AND SCAFFOLDING**

1. Work platforms, scaffolds, walkways and ladders shall be properly maintained and used only in the work for which they are designated.

2. Any damage to ladders, scaffolds, falsework or other supporting structures shall be immediately reported to the foreman and repaired before any further use.

3. Before using scaffolds or platforms, be sure they are secured with proper planking and handrails installed.

4. Employees shall be trained on proper ladder use for the job they are doing. Employees should face ladders when going up or down, use both hands and keep them free of tools or materials.

5. Defective/damaged ladders shall be taken out of use immediately and repaired or destroyed.

6. Ladders shall not be placed on boxes or other unstable materials to gain height.

7. Ladders shall not be placed in front of doors unless the door is guarded, locked or blocked open.

8. Ladders shall not be placed against windows.

9. Ladders shall extend three feet above the landing being reached or must have secure guardrails installed.

10. Planks shall not be used on the top of stepladders.

11. No one shall be permitted to stand and work on the top three rungs or cleats of an extension ladder or the top two steps of a step ladder.

12. Extension Ladders in use shall be tied off.
13. **METAL LADDERS SHALL NOT BE USED FOR ELECTRICAL WORK OR WHERE THEY COULD CONTACT ELECTRICAL CONDUCTORS.**

14. Employees are prohibited from sitting, standing or climbing on guardrails or baskets, or using planks, ladders or other devices to gain elevation.

15. Surfing rolling scaffolding is permitted if training is current and certified in accordance with Title 8 Section -1646 dated 7/31/09.

**FLOOR, ROOF AND WALL OPENINGS**

1. A standard railing and toe boards or cover shall guard floor and roof openings. All floor openings and holes are to be properly covered, secured and labeled. (Floor holes less than 12” do not need labeled). Covers for floor openings shall be secured to prevent accidental removal and shall be permanently marked “Opening” or “Hole” – “Do Not Remove.”

2. A standard rail shall secure wall openings. If necessary, an intermediate rail shall also be used.

3. At no time is an employee allowed beyond the safety railing unless 100% fall protection is provided.

4. Elevator shaft/pit shall have toe boards and handrails installed. The top level of an elevator shaft/pit must be covered.

**CONFINED SPACES**

1. Before entering confined spaces such as manholes, underground vaults, tanks, pipes, tunnels or other similar places, it shall be determined by approved testing methods that the air is breathable and is free of flammable or toxic gases or vapors. Contact the superintendent to assess prior to entry.

2. No person shall be allowed to enter or work in a tunnel or confined space that has been declared unsafe, unless for the purpose of making it safe and then only after proper precautions have been taken to protect the person.

**PERSONAL PROTECTION EQUIPMENT, ATTIRE AND LIFTING**

1. All employees are required to use the personal protective equipment and devices that have been provided for their protection.
2. Employee owned equipment must be approved and meet appropriate standards prior to being used.

3. **HARD HATS AND SAFETY GLASSES SHALL BE WORN ON ALL CONSTRUCTION PROJECTS FROM START TO FINISH.**

4. All employees are required to wear proper personal clothing for the work to be performed. Tennis shoes or shoes with thin or badly worn soles will not be worn.

5. Loose or frayed clothing, long hair, ties, etc., shall not be worn around moving machinery or other sources of entanglement.

6. When lifting objects, employees shall obtain good footing, bend the knees and keep the back straight and lift upward by straightening the legs without arching the back.

**CHEMICAL PROTECTION**

1. If an employee is allergic to cement or is susceptible to lime burns or skin disorders, he or she should notify his or her immediate supervisor in order to avoid having to work with these materials.

2. Employees shall become familiar with the company’s Hazard Communication Program. MSDS sheets shall be reviewed and proper precautions shall be taken prior to using the particular chemical.

3. Solvents are intended for specific uses. Make sure that the solvent is used appropriately and that sufficient ventilation exists. Employees shall cleanse thoroughly after handling hazardous chemicals, and follow instructions as outlined in the Hazard Communication Guide.

**HOUSEKEEPING**

1. All employees should observe good housekeeping by keeping their work area clear of debris, trash and unused materials. Combustible materials shall be picked up and disposed of on a daily basis.

2. Nails shall be removed immediately from boards and other materials used as temporary braces, supports, or covers.

3. Materials, tools, or objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
4. Materials, tools and objects shall not be placed on scaffolding, joists, headers or other areas where they can fall and strike someone working below.

5. Extreme caution shall be used around trash chutes. Clogged chutes shall not be cleared by hand. Employees shall take necessary precautions to avoid being struck by debris that has been freed from a clogged chute or from debris that has been deposited at a station higher than their level.

FIRE PROTECTION

1. All flammable liquids and combustible material must be stored away from any open flame, spark, or heat source in an appropriate container when applicable.

2. Fire extinguishers, exits, hydrants, or other fire-fighting equipment should not be blocked.

3. Fire extinguishers (rated not less than 10B) should be placed every 3,000 square feet of construction area, at access/egress locations, near gasoline operated equipment, and where welding, cutting or burning will take place. Inspected monthly by a competent person.

4. Oily rags, boxes, paper and other Class A combustibles should be removed from the Project Site each day.

5. Employees shall know the location of all fire extinguishers on the job site, only properly trained and designated employees may use fire extinguishers.

6. No burning, welding or other source if ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.

7. Compressed gas cylinders shall be protected from excessive heat. Cylinders in service shall be securely held in an upright position. Oxygen cylinders shall never be stored near highly combustible materials. OIL OR GREASE SHALL NEVER BE PERMITTED TO COME IN CONTACT WITH OXYGEN CYLINDER VALVES, REGULATORS OR OTHER FITTINGS AND SHALL NOT BE HANDLED WITH OILY HANDS, GLOVES, OR GREASY MATERIALS.
TRENCHING AND EXCAVATING

1. An excavation permit shall be obtained from Cal-OSHA where necessary and a copy shall be kept on the jobsite.

2. The local District Office of Cal-OSHA shall be notified prior to beginning excavations covered by a permit.

3. Underground Services Alert shall be contacted and all utilities located prior to excavating. 1-800-227-2600.

4. All excavations fewer than five feet in depth shall be shored or sloped according to State of California, Cal-OSHA requirements.

5. All excavations to which the permit applies shall be under supervision by a designated "competent person."

6. The designated "competent person" and the proper protection system utilized shall classify soil type.

7. The competent person shall inspect the excavation daily before each shift and as necessary throughout the day.

8. A ladder or other means of egress shall be located no more than 25 feet from all employees in the excavation and must be in good working condition.

9. All alternate shoring or sloping plans not covered by specific regulations or any shoring or sloping plan for an excavation deeper than 20 feet shall be designed and approved by a California Registered Engineer.

10. If work involves a live sewer line or manhole or any other source of flammable or toxic gases or any possibility of oxygen deficiency, tests shall be made and recorded for these hazards before entering the excavation. If a hazard is discovered, suitable means shall be used to mitigate the hazards as required by the California Safety Orders.

11. Spoil shall be removed at least two feet from the edge of the excavation.

12. Employees shall not enter or work in any unshored trench or excavation where protection from moving ground is required.

13. Employees shall stay within the shoring and keep alert for changing ground conditions.
14. Excavating equipment shall not be operated near the tops of cuts, banks, and cliffs if employees are working below.

15. Flagging shall be erected around excavations as necessary to ensure safety.

16. All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.

17. An approved site-specific safety plan is required for all excavations over 5'-0" in depth.

**HEAT ILLNESS**

1. All employees will be trained in *Heat Illness* Recognition. (Tab XI in IIPP) to include the following:

   - Provision of Water
   - Access to Shade
   - Monitoring the Weather
   - Handling a Heat Wave
   - High Heat Procedures
   - Procedures for Acclimatization
   - Procedures for Emergency Response
   - Handling a Sick Employee
   - Procedures for Employee and Supervisory Training
EMPLOYEE REPORTING FORM

Otto Construction Employees are encouraged to report harassment and hazardous conditions; reporting is a very important component of a successful safety and health program. If you wish to be anonymous, this form can be mailed to the address below; otherwise, please give it to your supervisor or HR Administrator. Otto Construction will investigate any report or question as required by the Injury Illness Prevention Program Standards and/or company policy, and advise the employee who provided the information, or the workers in the area, of Otto Construction’s response insofar as appropriate confidentiality practice will allow.

Use the back of the form if additional space is needed. The use of this form, or reports of harassment, safety conditions or practices, is protected by law. It is illegal to retaliate against an employee for exercising their rights to participate in communication involving harassment or unsafe acts.

**Safety:** When an unsafe act, situation, condition or circumstance is identified, the Employee must report it immediately to his or her supervisor. If you and your supervisor are unable to resolve matters, bring the problem to the attention of your supervisor's manager. If the correction is minor in nature the employee must act without question to correct the exposure.

**Harassment:** Otto Construction does not tolerate harassment of our job applicants, contractors, employees by another employee, supervisor, vendor, customer or any third party, of any form. If you believe someone has violated this policy, you should promptly bring the matter to the immediate attention of your supervisor or the HR Administrator. If you make a complaint under this policy and have not received a satisfactory response within five (5) business days, you should contact the President immediately.

Description of Harassment, Unsafe Condition or Practice:

____________________________________________________________________________________________

__________________________________________________________________________________________

Causes or Other Contributing Factors:

__________________________________________________________________________________________

__________________________________________________________________________________________

Suggestions for correction of situation:

__________________________________________________________________________________________

__________________________________________________________________________________________

☐ Reported to Otto management:

Name_________________________________________ Date_________________________

Signature______________________________________ Title_________________________

☐ Did NOT report to Otto management

Employee Name (Optional) ___________________________ Date ______________________

Signature: ___________________________________________ Project: ____________________

OTTO CONSTRUCTION
Attention: Human Resources