 <b>SAFETY &amp; HEALTH MANUAL</b>	<b>2. Responsibilities of Employees</b>	<b>Page 1</b>
	<b>Revision Date: 5/1/18</b>	<b>Updated:</b>

## Responsibilities of Oliver Construction Co. Employees

### **Purpose**

Oliver Construction Co. is committed to the elimination of worker injury throughout our company's operations. This company commitment to the Incident Free Program is the only logical and humane approach to a safe workplace.

We are no longer willing to tolerate **any** injury to our own workers, or to the worker of any subcontractor while engaged on our projects. Any lesser commitment conveys the erroneous message that incidents are inevitable and that some level of injuries is acceptable. Meeting this challenge will take time, hard work, and will require a commitment to safety from all team members.

The health and safety of team members, subcontractors, and the general public is the most important part of any work we do. Oliver Construction Co. is committed to safely constructing a quality facility on time and within budget.

### **Scope**

Vendors, and others who may be associated with Oliver Construction Co. projects.

### **Policies**

The three basic rules of the Oliver Construction Co. Safety Program are that all employees **are obligated to:**

- conduct work in a safe manner
- stop work immediately to correct any unsafe work condition encountered
- take corrective action so that work may proceed in a safe manner

### **Responsibilities**

All project personnel and Oliver Construction Co. team members are required to abide by the three basic rules of the Safety Program and to make safety and quality production their number one priority.

The following responsibilities are categorized by position title. Any team member with "assistant" in the team member's title must adhere to the requirements of the listed title in the team member's specific title.

### **Craft Worker**

Each craft worker must accept responsibility for their own safety and for the safety of others around them by working safely and insisting that their coworkers do the same:


- Arrive at work alert and ready to focus on safely performing your job. Remember that your safety and the safety of everyone around you require your full attention.
- Follow safety instructions.
- Be on guard for unsafe conditions or activities and take action to correct them. If the problem cannot be fixed, report it to your supervisor.
- Immediately report injuries to your supervisor.
- Use good judgment to provide for personal safety and for safety of coworkers.
- Read, understand, and sign the Oliver Construction Co. Safety rules and instructions.
- Use the required safety equipment.
- Comply with Oliver Construction Co. policies, state and federal OSHA regulations, and good safety practices.
- Elect an employee representative to perform weekly safety walk-around inspections
- Wear the proper clothing and required personal protective equipment for the job.

### **Foreman**

Foremen have direct control of their crews. This means that they also have the most direct control of the safety program in the field.

Foreman shall:

- Set an example for the crew by planning and conducting work in a safe manner.
- Conduct weekly safety meetings to identify and address safety problems with the crews.
- Review safety department site safety reports with your crew.
- Maintain safe work areas that meet or exceed company and OSHA standards.
- Repair and report any unsafe conditions.
- Perform a daily safety audit and document on Oliver Construction Co. daily reports.
- Assist the incident investigation team in conducting Incident, injury, and near-miss investigations and submitting reports.
- Assist in transporting injured crew members to the clinic.
- Wear the proper clothing and required personal protective equipment for the job.
- Immediately report injuries to the project manager or superintendent.
- Use good judgment to provide for personal safety.
- Use the required safety equipment.
- Read, understand, and sign the Oliver Construction Co. Safety rules and instructions.
- Comply with Oliver Construction Co. policies, state and federal OSHA regulations, and good safety practices.
- Wear the proper clothing and required personal protective equipment for the job.

 <b>SAFETY &amp; HEALTH MANUAL</b>	<b>2. Responsibilities of Employees</b>	<b>Page 3</b>
	<b>Revision Date: 5/1/18</b>	<b>Updated:</b>

## Superintendent

Oliver Construction Co. safety begins with the superintendent. The culture that the superintendent brings to the job sets the baseline for the entire project. The superintendent has the authority and responsibility to run a safe project. The safety duties of the superintendent are detailed below:

- Attend the safety analysis meeting.
- Identify any special hazards in advance by reviewing plans, specifications, and construction methods with technical assistance from the Safety Department.
- Attend and assist safety meetings.
- Verify that Oliver Construction Co. field crews obtain first aid training.
- Enforce Oliver Construction Co. employee and subcontractor safety compliance.
- Hold/attend weekly toolbox safety meetings for Oliver Construction Co. staff.
- Conduct or attend project-wide safety meetings.
- Ensure that subcontractors hold the required meetings and training.
- Ensure subcontractor are compliance with Oliver Construction Co. Safety rules and instructions.
- Make sure processes are in place to ensure that safety equipment is provided and used correctly.
- Immediately report incidents to Oliver Construction Co. management and to the Safety Department
- Assist in investigating incidents.
- Investigate and correct unsafe conditions.
- Evaluate foreman safety performance.
- Wear the proper clothing and required personal protective equipment for the job.

## Project Manager Responsibilities

The project manager has overall responsibility for the safety of the entire project. Safety duties of the project manager are outlined below:

- Ensure that subcontractor insurance meets the requirements as detailed in the subcontract including the additional insured requirements.
- Obtain the subcontractor worker injury safety statistics in bids or proposal, or visit the OSHA website for inspection and citation history.
- Arrange and conduct a pre-construction subcontractor safety meeting. Require that subcontractor safety standards meet Oliver Construction Co. and OSHA standards.
- Request subcontractors' safety submittals.
- Provide necessary safety equipment needed to complete the project.
- Ensure that safety is the first topic discussed at meetings, when appropriate.



## **SAFETY & HEALTH MANUAL**

### **2. Responsibilities of Employees**

**Page  
4**

**Revision Date: 5/1/18**

**Updated:**

- Verify that insurance and subcontract requirements are met before subcontractors begin work.
- Implement a safety meeting with Oliver Construction Co. supervisors.
- When visiting a Oliver Construction Co. project, conduct a safety audit and determine whether the safety of the project could be improved.
- Participate in company-required safety training
- Wear the proper clothing and required personal protective equipment for the job.

### **Training Requirements**

#### **Craft Worker**

- Constantly strive to improve safety education.
- Complete all training requirements
- Attend safety training as required by Oliver Construction Co.

#### **Foreman**

- Assist with new employee orientations.
- Constantly strive to improve your crew's and your own safety education by attending seminars and workshops.
- Train employees to work effectively by working safely.
- Complete all training requirements
- Attend safety training as required by Oliver Construction Co.

#### **Project Manager**

- Attend safety training as required by Oliver Construction Co.