



KLG INDUSTRIES, LLC

JOBSITE SAFETY GUIDELINES

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Job Number: _____ Start

Date: _____

**In case of an Emergency, please contact the Project Manager only after dialing 9-1-1. *Emergency contact numbers are located in each job trailer/ folder and are updated as needed.*

JOBSITE SAFETY GUIDELINES 1

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EMERGENCY PROCEDURES

In case of an emergency on site the following procedures should be instituted at each site:

1. In case of Emergency Immediately call **9-1-1**
2. Method of communication should be determined at each site, telephone, radio, etc.
3. Emergency telephone numbers should be posted:
 1. Police
 2. Fire
 3. Medical Response Team
4. Post near communication station the address of your site.
5. Post names of first aid responders on site.
6. Designate person to direct emergency crew(s) to site of emergency.
7. Instruction to each employee if known harmful plants, reptiles, animals, or insects, are present regarding all of the following:
 1. The potential hazards.
 2. How to avoid injury.
 3. Applicable first aid procedures to be used in the event of injury.



Safety Permits and Certifications

To be in accordance with OSHA Standards, KLG Industries LLC will require that a few documents and certifications be sent to the on-site project manager. Information will be sent for the duration of the job. Please send the following: Certifications must be sent for **all** applicable employees on the project.

These documents will please list the employees that will be present on the job site. Contractors are responsible for updated material when any subcontractors are associated with the job. Updated only be accepted **electronically and must be current.**

Below the certification

Powered Industrial Truck License

Comtrain Certification

Crane Operators License

First Aid, CPR Training

OSHA 10 Hour Construction Certifications

KLG Industries, LLC may request additional safety policies and any additional relevant information at any time. All guidelines are subject to change.



Please list any other certifications



General Safety Requirements

KLG Industries LLC Safety Rules and Protective Equipment

(Must be read by all individuals on the job site, provide KLG Industries LLC Project Manager a copy of all signatures)

ALL OF OUR SAFETY RULES MUST BE OBEYED. FAILURE TO DO SO WILL RESULT IN STRICT DISCIPLINARY ACTION BEING TAKEN.

1. Head protection will be worn on job sites at all times by all trades.
2. Eye protection will be worn when there are potentials of hazards from flying objects or particles, chemicals, arcing, glare, or dust.
3. Protective footwear shall be worn to protect from falling objects, chemicals, or stepping on sharp objects. Athletic or canvas-type shoes shall not be worn.
4. Protective gloves or clothing shall be worn when required to protect against a hazard.
5. Harnesses and lanyards shall be utilized for fall protection as required in OSHA Construction Safety Standards.
6. Keep your mind on your work at all times. No horseplay on the job. Injury or removal from the job site or both can be the result.
7. Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
8. If any part of your body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately.
9. The use of illegal drugs or alcohol or being under the influence of the same on the project shall be cause for termination. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery.
10. Do not distract the attention of fellow workers. Do not engage in any act that would endanger another employee.
11. Sanitation facilities have been or will be provided for your use. Defacing or damaging these facilities is forbidden.
12. A good job is a clean job, and a clean job is the start of a safe job. So keep your working area free from rubbish and debris.
14. Never work aloft if you are afraid to do so, if you are subject to dizzy spells, or if you are apt to be nervous or sick.
15. Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job site first-aid equipment until an ambulance arrives.
18. Know where firefighting equipment is located and be trained on how to use it.



19. Lift correctly - with legs, not the back. If the load is too heavy GET HELP. Stay fit. Control your weight. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.
 20. Nobody but the operator shall be allowed to ride on equipment unless proper seating is provided.
 21. Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them.
 22. Be sure that all guards are in place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
 23. Do not enter an area that has been barricaded.
 24. If you must work around power shovels, trucks, and dozers, make sure operators can always see you. Barricades are required for cranes.
 25. Never oil, lubricate, or fuel equipment while it is running or in motion.
 26. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, lock out the source of power, and tag it out.
 28. Trenches over five feet deep must be shored or sloped as required. Keep out of trenches or cuts that have not been properly shored or sloped. Excavated or other material shall not be stored nearer than two feet from the edge of the excavation. Excavations less than 5 ft may also require cave in protection in some instances.
 29. Use the "four and one" rule when using a ladder. One foot of base for every four feet of height.
 30. Portable ladders in use shall be equipped with safety feet unless ladder is tied, blocked or otherwise secured. Stepladders shall not be used as a straight ladder.

 31. Ladders must extend three feet above landing on roof for proper use.
 32. Defective ladders must be properly tagged and removed from service.
 33. Keep ladder bases free of debris, hoses, wires, materials, etc.
 34. Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere (e.g. outdoors) or with any temporary power supply. Check the electrical grounding system daily.
 35. The use of harnesses with safety lines when working from unprotected high places is mandatory. Always keep your line as tight as possible.
 36. Never throw anything "overboard." Someone passing below may be seriously injured.
 40. Know what emergency procedures have been established for your job site. (Location of emergency phone, first aid kit, fire extinguisher locations, evacuation plan, etc.)
 41. Never enter a manhole, well, shaft, tunnel or other confined space which could possibly have a nonrespirable atmosphere because of lack of oxygen, or presence of toxic or flammable gas, or has a possibility of engulfment by solids or liquids. Make certain a qualified person tests the confined area with an appropriate
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detector before entry, that the necessary safety equipment is worn. Standby person may be required to be stationed at the entrance.



KLG INDUSTRIES LLC SAFETY PROGRAM AND PROCEDURES

Safety Procedures

KLG Industries LLC plans to achieve worker safety and health by through adhering to the following set forth procedures:

1. Using a qualified safety person.
2. Assign a Competent Person (Competent Person Verification form located on Page 34. The designated competent person is to be on site during all work performed by
3. Making regular job site safety inspections.
4. Enforcing the use of safety equipment.
5. Following safety procedures and rules.
6. Providing on-going safety training.
7. Enforcing safety rules and using appropriate discipline.
8. Conducting and submitting a weekly site inspection report (inspection report provided on Page 35). Weekly site inspection report is to be completed by designated competent person.
9. Conducting a KLG Safety Check weekly on Page 38. Weekly site inspection report is to be completed by designated competent person and submitted on a weekly basis.

Job Safety Discussion Topics

A. After inspecting a job site, the safety person or other designated person will identify and evaluate all potential hazards for:

1. Injury Severity potential.
2. Probability of an accident.

This person will also appraise the skill and knowledge level of exposed workers.

Appropriate Training will be given.

1. Hazards will be pointed out.
2. Necessary precautions will be explained.
3. The higher the hazard the more detailed will be the training.

Records may be maintained for all training sessions with descriptions of topics covered (toolbox talks) and names of workers trained. These records will be turned in weekly to the respective Project Manager associated with KLG Industries LLC.

Please see the respective Project Manager for the training form.

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Dwayne Thomas will be the designated person(s) to be responsible for the safety and health for the above organization. The named person will be assuring compliance with OSHA construction safety and health requirements and assign the job site competent person.



JOB SITE INSPECTIONS

The competent person or other designated person will tour each job site daily and observe potential safety/health hazards, including the potential hazards of confined spaces and develop a plan for safeguarding this company's workers which may include, but not limited to, the following:

- Conducting a daily review of this companies area of work to observe any present or future safety hazards. Any safety hazard, or potential hazard, will be recorded and corrected by the competent person. Once the hazard has been corrected the competent person is to notify the KLG Industries LLC Project Manager immediately.
- Guarding against the hazard as set forth by the KLG Industries LLC Safety Manual and OSHA regulations.
- Providing personal protective equipment and enforcing its use according to the KLG Industries LLC Fall Protection Policy and OSHA Regulations.
- Training workers in safe work practices. This can be achieved through weekly toolbox talks, but not limited, conducted by the competent person. The toolbox talks are to be turned into the KLG Industries LLC Project Manager on a weekly basis and will be kept on file at the KLG Industries LLC job site office.
- Coordinating protection of workers through other contractors.
- Assigning a competent person to train and inspect hazards visually on the job site.
- Conduct weekly site inspection reports. These reports are to be turned into the KLG Industries LLC Project Manager and will be kept on file at the KLG Industries LLC job site office.

A record of all safety inspections and correctional steps listed above are mandatory and are to be turned into the KLG Industries LLC Project Manager.



KLG Industries LLC Fall Protection Policy

KLG Industries LLC's Fall Protection Policy is to supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on the jobsite and will adhere to KLG Industries LLC Fall Protection Policy as well as OSHA Fall Protection regulations. It is required to provide documentation to ensure that each employee is trained and made aware of the safety provisions that are to be implemented by this plan, and in accordance with OSHA fall protection regulations, prior to the start of any work. This fall protection plan addresses the use of fall protection at a number of areas on the Job site.

These activities include:

- Excavations
- .Erection, Leading Edge Work or Unprotected Sides
- .Unprotected Openings

This plan is designed to enable employers and employees to recognize the fall hazards on the job and to establish the polices and procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces. Each employee shall have authority and responsibility to stop work when, in their opinion, they witness unsafe work or working conditions. The employee shall stop work immediately and notify their foreman or superintendent.

The group shall meet to come up with a plan of action to correct the unsafe work condition and implement the plan prior to commencing with the work. Safety polices and procedures on any project cannot be administered, implemented, monitored or enforced by any one individual. Everyone on the project is empowered and accountable for Safety. A safe, accident free work environment can only be accomplished with rigorous effort of every individual involved with the project from the management down to the laborer. Employees must understand their role and value to the success of the project. Each employee must take safety personally and understand how they can administer and monitor the compliance of the safety policy and procedure.

Required Fall Protection Situations

I. Excavations

- Excavations greater than 6 feet deep shall be protected from falling using one of the following methods: guardrail systems, fences, or barricades.
- Where walkways are provided across excavation deeper than 6 feet guardrails will be provided on the walkway.

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II. Erection, Leading Edge Work or Unprotected Sides

All employees working on a leading edge work (Precast Concrete Erection, Roofing, Steel Erection, etc.) 6 feet or greater above lower levels shall be protected by one of the following: guardrail system, safety net system, or personal fall arrest system. If these systems create a greater risk of harm to employees then the group must meet collectively and come up with a fall protection plan that is feasible. This fall protection plan must be implemented prior to commencement of work.

III. Unprotected Openings

1. Holes are considered a gap or void two inches or more in the least dimension in a floor, roof or walking/working surface.
2. Holes that have a falling distance of less than 6 feet must be covered or clearly marked out with caution tape or a guardrail system to identify the potential fall hazard.
3. Holes that have a falling distance greater than 6 feet above lower levels must be clearly labeled “Hole” or “Cover” and covered with a secured cover rated to withstand without failure at least twice the maximum load of the largest piece of equipment, employee’s, or materials that may be imposed on that cover at one time.
4. Wall openings such as windows, doors, elevator shafts, stairs, ladders access, material receiving areas and trash chutes with a distance greater than 6 feet above lower levels and the bottom edge of the wall opening is less than 39 inches above the walking or working surface must be protected from falling by the use of a guardrail system, safety net system or personal fall arrest systems.
5. Ramps, runways and other walkways shall be protected with a guardrail system when the walking surface is greater than 6 feet above the lower level.

IV. Personal Fall Arrest Systems (PFAS)

1. PFAS consist of anchorage, connectors, deceleration device, lifeline and a body harness.
 2. PFAS must be rigged so that an employee can neither fall more than 6 feet or make contact with any lower level. Bring an employee to a complete stop and limit maximum deceleration distance and employee travels to 3.5 feet.
 3. PFAS must be inspected prior to each use for wear damage, and other deterioration. Defective components must be removed from service. D-rings must be made of drop forged, pressed or formed steel, or made of equivalent material with a minimal tensile strength of 5,000 pounds. D-rings and snap hooks shall be proof-tested by the manufacturer to a minimum tensile load of 3,600 pounds without cracking, breaking, or suffering permanent deformation.
 4. Snap hooks shall be a locking type only snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook keeper by the
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- connected member. Effective January 1, 1998 only locking type snap hooks shall be used.
5. On suspended scaffolds or similar work platforms with horizontal lifelines, which may become vertical lifelines, the device used to connect to a horizontal lifeline shall be capable of locking in both directions.
 6. Horizontal lifelines shall be designed, installed and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
 7. Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.
 8. Each employee shall be attached to a separate lifeline. Lifelines shall be protected against being cut or braided.
 9. Self-retracting lifelines and lanyards which automatically limit free fall distance of 2 feet or less shall be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
 10. Self-retracting lifelines and lanyards which do not limit free fall distances to 2 feet or less rip stitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
 11. Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body harnesses shall be made from synthetic fibers.
 12. Anchorage used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached, or shall be designed, installed and used. Anchorage shall be designed, installed and used under supervision of a qualified person, as part of a complete fall arrest system that maintains a safety factor of at least two, i.e., capable of supporting at least twice the weight expected to be imposed upon it.
 13. The attachment point of the body harness shall be located in the center of the wearers back at shoulder level or above the wearers' head.
 14. PFAS and components subject to impact loading shall immediately be removed from service and not used again until equipment manufacturer to has performed proper inspection of equipment be undamaged and suitable for reuse.
 15. PFAS shall not be attached to guardrail systems.
 16. PFAS used in the material hoisting areas shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.
 17. The employer shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.

VI. Safety Net Systems

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1. Safety nets shall be installed as close as practical under the walking/working surface on which employees are working but in no case more than 30 feet below such level.
2. Safety nets shall extend outward from the outermost projection of the work as follows. 5 feet vertical distance from working level to horizontal plane minimal required horizontal of outer edge of net from edge of working surface 8 feet. 5 feet to 10 feet vertical distance from working level to horizontal plane minimal required horizontal of outer edge of net from edge of working surface 10 feet. More than 10 feet vertical distance from working level to horizontal plane minimal required horizontal of outer edge of net from edge of working surface 13 feet.
3. Safety nets shall be installed with sufficient clearance under them to prevent contact with the surface or structure below when subjected to an impact force equal to the drop test specified.
4. Safety nets and their installations shall be capable of absorbing an impact force equal to that produced by the drop test. Installations shall be drop tested at the jobsite after installation and before being used as a fall protection system, whenever relocated, after major repair and at 6-month intervals if left in one place. The drop test shall consist of a 400-pound bag of sand 30 plus or minus inches in diameter dropped into the net from the highest walking/working surface at which employees are exposed to fall hazards, but not less than 42 inches above that level.
5. Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear damage and other deterioration. Defective components shall be removed from service. Safety nets shall also be inspected after every occurrence that could affect the integrity of the safety net system.
6. Materials, scrap pieces, equipment and tools which have fallen into the safety net shall be removed as soon as possible from the net and at least before the next work shift.
7. The maximize size of each safety net mesh opening shall not exceed 36 square inches nor be longer than 6 inches on any side and the opening measured center to center of mesh rope for webbing, shall not be longer than 6 inches. All mesh crossings shall be secured to prevent enlargement of the mesh opening.
8. Each safety net shall have a border rope for webbing with a minimum breaking strength of 5,000 pounds.
9. Connections between safety net panels shall be as strong as integral net components and shall be spaced not more than 6 inches apart.

VI. Protection from Falling Objects

1. When guardrail systems are used to prevent materials from falling from one level to another, any opening must be small enough to prevent passage of potential falling objects. No materials or equipment except masonry and mortar shall be
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- stored within 4 feet of working edges. Excess mortar, broken or scattered masonry units and all other materials and debris shall be kept clear of the working area by removal at regular intervals.
2. When toe boards are used with the guardrail system as protection from falling objects, they must be erected along the edges of the overhead walking/working surface for a distance sufficient to protect persons walking below. Toe boards shall be at least 3.5 inches in height and withstand 50 pounds of force in a downward and outward direction. Where tools, equipment or materials are piled higher than the top edge of a toe board paneling or screening must be erected sufficient to protect employees below.
 3. When roofing materials and equipment shall not be stored within 6 feet of a roof edge unless guardrails are erected at the edge and materials piled, grouped or stacked near a roof edge must be stable and self-supporting.
- D. When using canopies as protection from falling objects canopies must be strong enough to prevent collapse and to prevent penetrations by any objects that may fall onto them.

KLG Industries LLC requires documentation of employee training, site-specific safety provisions, and a site specific fall protection plan to be submitted to the KLG Industries LLC Project Manager prior to any and all work. A record of employee training, site specific safety provisions, and a site specific fall protection plan will be maintained at the KLG Industries LLC job site office.



CONFINED SPACE ENTRY

NO ENTRY, UNDER ANY CIRCUMSTANCE, SHALL BE GRANTED UNTIL AN AUTHORIZED PERSON EVALUATES THE AREA AND AUTHORIZES ENTRY.

- I. No employee shall enter areas defined below without authorization:
- II. A space that is NOT DESIGNED FOR CONTINUOUS employee OCCUPANCY; and
- III. Is large enough and so configured that a person can bodily enter into and perform assigned work and
- IV. Has LIMITED or RESTRICTED means for ENTRY or EXIT; and
- V. May have a POSSIBLE HAZARDOUS ATMOSPHERE that may expose employees
 - a. to the risk of death, incapacitation, impairment of ability to self rescue caused by:
 - b. Flammable gas
 - c. Airborne combustible dust
 - d. Atmospheric oxygen concentration below 19.5 or above 23.5%
 - e. A toxic atmosphere or substance
 - f. Danger of engulfment

GENERAL CONFINED SPACE ENTRY PROCEDURE

- I. There shall be no unauthorized entry into a confined space by any person.
- II. An authorized person shall examine, test and evaluate a potential entry space and determine if it is a "NON-PERMIT SPACE" and meets the following requirements:
 1. It does NOT contain any atmospheric hazards or dangers of engulfment capable of causing death or serious physical harm;
 2. The space has been PROVEN SAFE, has been VERIFIED, DOCUMENTED, and has a CERTIFIED GUARANTEE of a safe environment.
- III. If the conditions in #2 have been satisfied, the ALTERNATE ENTRY PROCEDURE may be followed.
- IV. If conditions in #2 are not met and has any of the following, the PERMIT ENTRY PROCEDURE must be followed:

THE SPACE:

1. Contains or has a potential to contain a HAZARDOUS ATMOSPHERE.

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2. Contains a material that has a potential for ENGULFING an entrant.
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging wall or by a floor which slopes downward and tapers to a smaller cross section; or
4. Contains any other recognized serious safety or health hazard.

KLG Industries LLC requires documentation of employee training, site-specific safety provisions, and a site specific confined space entry to be submitted to the KLG Industries LLC Project Manager prior to any and all work. A record of employee training, site-specific safety provisions, and a site-specific confined space entry will be maintained at the KLG Industries LLC job site office.



Violation and Safety Assessment Procedure

KLG Industries LLC utilizes Safety Assessment Notice's. KLG Industries LLC Project Managers conduct daily safety inspections. When a violation is noticed the violating company will receive a Safety Assessment Notice and is subject to KLG Industries LLC's Fine and Termination Policy. The Safety Assessment Notice is the first warning documenting and requesting abatement within 24 hours of the note of receipt.



SAFETY DISCIPLINE

Three-Step System

First violation: Verbal Warning to Project Manager

Second violation: Issuance of Safety Assessment Follow Up Form (could include one or multiple days of suspension, up to removal from the project)

Third violation: Complete removal from the project

All disciplinary action will result in a safety assessment to the contractor. This form must be completed by the assigned competent person and electronically sent to the proper KLG Industries LLC Project Manager. All guidelines that are not followed are subject to termination.

KLG Industries LLC will maintain a record of all disciplinary actions



KLG INDUSTRIES LLC SAFETY MANUAL AND HEALTH POLICY

NO JOB OR NO TASK IS MORE IMPORTANT THAN WORKER HEALTH AND SAFETY.

If a job represents a potential safety or health threat, every effort will be made to plan a safe way to do the task. Every procedure must be a safe procedure and follow all guidelines listed herein. Shortcuts in safe procedures by either foremen or workers will not be tolerated. If a worker observes any unprotected job, which may pose a potential threat to their health or safety, he or she must inform management and management must take adequate precautions.

IF A JOB CANNOT BE DONE SAFELY IT WILL NOT BE DONE.

OUR FUTURES ARE ONLY BUILT THROUGH OUR PEOPLE. WE AIM TO PROTECT THEM.

It is the policy of KLG Industries LLC to provide protection and leadership to all employees from unsafe work conditions and practices on the jobsite. Our employees are considered the most fundamental asset of our operations. Their safety must be considered first when planning any construction activity. All employees of KLG Industries LLC have the responsibility to work safely and ensure that fellow workers also work safely on the job to ensure everyone leaves the jobsite unharmed at the end of the day.