



Employee Name: \_\_\_\_\_  
Date: \_\_\_\_\_

# TAW Employee Safety Orientation

\*\*\*Please initial each safety area to indicate your understanding\*\*\*

## General:

- Follow safety standards associated with OSHA, Army Corps of Engineers EM-385, and company policy
- Attend TAW Site Safety Training & Daily 5X3 Huddles
- Report immediately to your supervisor unsafe or unsanitary conditions
- Report immediately to your supervisor accidents including near misses, injuries, and property damage. Under no circumstances leave the work area prior to reporting and completing a TAW accident report
- Report immediately to your supervisor property theft
- Report immediately to your supervisor any emergency
- No radios or headphones permitted while working
- Personal cell phones not used in work areas; cell phones for project use only
- Park only in designated areas
- Maintain sanitary conditions in toilet areas and washing stations; no improper use; no graffiti
- Follow tobacco use rules of TAW, site and/or facility
- Report immediately to your supervisor any form of harassment, follow procedures in Ee Handbook

## Medical Care:

- Project first aid kits/stations, complete band aid log
- Follow proper universal precautions
- Medical care at direction of company

## Prohibited:

- Prohibited from possessing and/or working under influence of alcohol/drugs
- Prescription drugs that affect behaviors, notify your supervisor
- Prohibited from bringing weapons or explosives onto company property or jobsites
- Not permitted to work if you are ill or fatigued
- Unruly behavior including profanity is prohibited; harassing or discriminatory behavior is prohibited

## Attendance:

- Expected to work assigned work hours
- Expected to report to assigned location and report directly to supervisor
- Must follow notification procedures listed in Ee Handbook

## Personal Protective Equipment

- 100% Hardhats, non-conductive, must be worn, bill facing forward, no accessories unless approved by manufacturer
- 100% Safety glasses/goggles; prescription lenses-ANSI and side shields
- 100% Hand protection/Gloves
- Face shields when grinding, powder-actuated, compressed air, flame, or other debris producing tasks
- Hearing protection
- 100% Foot protection with protective toe (steel) and treaded sole
- Class II vests or high visibility as approved by site supervisor
- Appropriate clothing; no loss/frayed clothing, no sweat pants, no shorts. Shirts must have minimum of 4 inch sleeves
- Fall protection at 6' construction; general industry 4'
- Respiratory protection, respirators, testing, training
- Task-specific PPE determined by hazard analysis
- Good hygiene and universal precautions

## Tools & Equipment:

- Tools, equipment and extension cords inspected DAILY prior to start
- Safe and in working order; Red Tag defective tools
- No altering of tools or guards
- Use tools for appropriate purpose
- Do not use power tools unless trained/ skilled/certified
- No contact with moving parts
- De-Energize tool/equipment prior to inspection/adjustment
- Identify personal tools, protect from loss
- Cords must be grounded (pin), tools and cords appropriate for environment

## Ladders:

- Inspect before use, complete checklist document; Red tag defective
- Used only for climbing
- Utilize necessary barricades
- 3-point contact ALWAYS-use hand line or tool belt
- Reaching, but no leaning, belt stays within the frame
- Face ladder when working from it
- One person at a time
- Fall protection at 6' or lower if prevalent hazards – guardrails, personal fall protection, barricades
- Straight/Extension Ladder - 1:4 (one-fourth distance)
- Top of ladder extends 36" above elevated surface & secure
- Stepladders- open, set level, on all fours, lock spreaders
- Do not use stepladder like a straight ladder
- Never stand on top platform or next rung; Never stand above warning line
- Do not place tools or materials on steps or platform

## Scaffolds:

- Never climb or work on without supervisor's approval
- Prior to daily work, Competent Person inspects and tags
- Handrails, mid-rails, toe-boards, and decking
- Locking pins in place at each joint
- Enter/exit using ladder-no climbing of cross bracing
- Baker wheels locked, cross bracing in place, access
- Fall protection

## Fork Lifts & Aerial Lifts:

- Daily inspect lift and complete checklist document
- Inspect work area for deviations in surface and obstacles; barricades
- Competent Person certification mandated
- Spotters
- Follow manufacturers standards for use
- Fall Protection – aerial must wear harness and appropriate lanyard; fork must wear seatbelt
- No climbing/working on rails
- Must have working alarm system

## Fall Protection:

- Maintain guardrails, safety barricades, and Danger or Caution Tape
- Cover and Barricade holes, openings, ditches to prevent falling in, through, off
- Leading edge-6 feet back from excavations, holes, platforms, and roofs with drop at 6' or prevalent hazard
- Holes/openings-install, secure, label, maintain covers, barricades, warnings



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# TAW Employee Safety Orientation

### Weld/Burn/Flame Work:

- Mandatory eye/face protection when using a flame
- Shield, barricade, warning signage
- **Inspect prior to use-** leads, grounds, clamps, welding machines, hoses, gauges, torches, cylinders; all in safe working order
- Fittings, couplings, and connections are tight
- Avoid exposure to fumes; work area tested; ventilated; PPE as needed
- Responsible for containing sparks and slag and removing combustibles to prevent fire
- Fire Watch – 30 minutes after flame work of any kind
- Fire extinguisher within 10 feet of welding, burning, open flame work
- Follow appropriate procedures concerning cylinders (propane, acetylene, natural gas) storage and use
- Hot Work Permit approved and posted

### Compressed Air:

- Check hoses and couplings daily prior to start of work
- Never crimp, couple, or uncouple pressurized hose.
- Keep hoses off ground when they interfere with walkways
- Do not use compressed air to clean

### Emergency Planning:

- Keep combustibles/flammables from ignition sources
- Maintain fuels in appropriate storage canisters/cabinet
- Notify supervisor immediately if fire/smoke
- Know the emergency warning system and rally point
- Know emergency plan and exit route for project
- Know the location of the project fire extinguishers

### Hazard Communications:

- Read label prior to working with chemical
- Safety Data Sheet- read/understand hazards
- Know location of SDS
- Understand responsibility of working with and around substances
- Inhalation/Ingestion/Absorption hazards
- No dry cutting of cement, silica containing products
- Asbestos, Silica, Lead – See attached NCDOL document
- If encounter non-identified potential hazard, **STOP WORK. DO NOT PROCEED. Notify Supervisor**
- Clean up spills immediately; dispose appropriately

### Confined Space:

- Confined space will be identified, tested, and employee training conducted
- Buddy system/radio contact

### Housekeeping:

- Task-based housekeeping will be practiced; work areas will be clean
- Store materials in orderly manner
- Aisles and passageways will have clear access
- Walking and work areas will be clear of debris and trip hazards

### Electrical:

- Cords and plugs **inspected DAILY** at start of work shift/remove damaged
- De-energize tools, equipment prior to repair, maintenance
- Electrical cords can't pose a trip hazard

- All-weather cords and plugs, grounding pin in place
- Lock-out/Tag-out procedures/control of hazardous energy mandated
- Zero energy state, no hot work policy
- Maintain GFCI/assured grounding program

### Excavation:

- Competent Person supervises at 5' or unstable soil
- Equipment inspected before use, complete checklist/tag
- Equipment operator trained, certified
- Spoil pile should not be jumped or straddled
- Trenches of 4' or more, use ladders to enter/exit
- No work under raised loads
- Trenches are to be inspected prior to entry/ no entry without approval

### Ergonomics & Safe Lifting:

- Practice safe lifting/work techniques
- Mechanical instead of manual
- Get help when lifting as needed – over 30lbs, oversized, or other
- Protect pivot points: wrists/shoulders/neck/back/knees
- Repetitive movement injuries, tools

### Client Property:

- Attend all safety orientations, trainings, meetings, huddles
- Project sites obey all safety rules of company, site, host
- **Observe/inspect** all work areas prior to proceeding- check with supervisor before proceeding
- Abide by posted non-access areas/zones
- Refrain from interfering/communicating with building occupants
- Follow site speed limit
- Report all incidents to appropriate personnel
- Understand you represent TAW at all times

I understand that I am responsible for complying with all federal, state, local, company, and site-specific safety rules and regulations.

In addition to the above, I have been given a copy of this document, TAW Employee Safety Orientation, and informed of the availability of T.A. Woods Company's Safety and Health Policy manual should I wish to view it.

As a condition of employment, I accept responsibility for working safely. I accept responsibility for reporting unsafe conditions, near misses, and accidents. I understand that I must refuse to perform work tasks in an unsafe manner.

I understand that T.A. Woods Company as represented by designated personnel has the authority to enforce safety policies and procedures and take corrective and disciplinary action in order to maintain a safe work environment for all.

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_