



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



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



Project: \_\_\_\_\_  
Subcontractor: \_\_\_\_\_  
Employee Name: \_\_\_\_\_  
Date: \_\_\_\_\_

## Site Employee Safety Orientation

Please initial each safety areas to indicate your understanding

### General:

- Know location of the project safety bulletin board
- Follow safety standards associated with OSHA, NCOSH, Corps of Engineers EM-385-I-I as applicable
- Attend weekly TAW Site Safety Training and Daily 5X3 Safety Huddles.
- Report immediately to the site supervisor any unsafe or unsanitary conditions
- **Accidents and near misses must be reported to TAW Supervision Team immediately. Under no circumstances are you to leave the work area prior to reporting and completing an accident document for TAW.**
- Report property damage immediately to supervisor
- No radios/headphones permitted while working
- Personal cell phone not used in work areas; cell phones for project use only
- Park only in designated areas
- No work unless SSHO on site
- Maintain sanitary conditions: toilet areas/sanitary washing station; no improper use; no graffiti
- Water/cups/disposal provided by subcontractor
- Follow tobacco use rules of site/facility
- All employees maintain and abide by barricaded, danger, caution areas

### Medical Care:

- Project first aid kits/stations located in TAW trailer or subcontractor location
- **Accidents will be reported to TAW Supervision immediately. Documentation submitted within 1 hour. Substance test results submitted prior to return to project as per OSHA standards, site rules**

### Prohibited:

- Prohibited from possessing and/or working under influence of alcohol/drugs,
- 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/discriminatory behavior is prohibited

### Personal Protective Equipment:

- 100% hardhats must be worn, bill facing forward, no accessories unless approved by manufacturer, TAW safety sticker visible
- Eye protection 100%; prescription lenses must meet ANSI with side shields

### Personal Protective Equipment (continued):

- Full face shields when grinding, using powder-actuated tools, or performing tasks with debris exposure
- 100% Hand protection/gloves
- 100% Foot protection/work boots with treaded sole, protected toe
- Class II vests or high visibility clothing as approved by TAW Supervision Team
- Appropriate clothing; no loose/frayed clothing, no sweatpants, no shorts. Shirts must have minimum of 4' sleeves
- Follow the Respiratory Protection standards, 29CFR 1910.134
- Task-specific PPE as determined by hazard analysis
- Good hygiene and universal precautions must be practiced

### Tools & Equipment:

- Tools, equipment, and extension cords must be inspected daily prior to start
- Tools must be grounded (pin) and appropriate for task and environment

### Ladders:

- Only use nonconductive ladders per manufacturer instructions
- Inspect before use
- Never stand above the warning line
- Don't use step ladder like a straight ladder

### Scaffolds:

- Prior to work, Competent Person inspects and tags daily
- Controlled Access Zones will be appropriately barricaded

### Aerial Lifts & Forklifts:

- Inspect aerial lift/forklift/work area prior to use
- Qualified operator with certification
- Harness and lanyard/seatbelts worn
- Must have working alarm system

### Fall Protection:

- Maintain guardrails, safety barricades, and Danger or Caution Tape
- Fall protection at 6' or lower if prevalent hazards



Project: \_\_\_\_\_  
 Subcontractor: \_\_\_\_\_  
 Employee Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

# Site Employee Safety Orientation

## \_\_\_\_\_ Fall Protection (continued):

- Barricade holes/openings/ ditches to prevent falling in, through, or off
- Holes/openings-install, secure, label, maintain covers, barricades, warnings
- Fall protection including PFAS inspected daily

## \_\_\_\_\_ Weld/Burn:

- Mandatory eye/face protection when using a flame
- Shield, barricade, warning signage
- Responsible for containing sparks and slag and removing combustibles to prevent fire
- Fire Watch: 30 minutes after last flame of any kind
- Fire extinguisher within 10 feet of flame work
- Follow appropriate procedures concerning cylinders (propane, acetylene, natural gas) storage and use
- Hot Work Permit approved and posted

## \_\_\_\_\_ Emergency Safety:

- Know the emergency warning system and rally point
- Know location of emergency exits
- Know location of fire extinguishers

## \_\_\_\_\_ Hazard Communication:

- Know location of jobsite Safety Data Sheets
- Asbestos/lead/silica exposure; follow protective tasks strategies
- No dry cutting of cement containing products
- Clean up spills immediately
- If encounter non-identified potential hazard, STOP WORK and notify TAW Supervision Team

## \_\_\_\_\_ Confined Space:

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

## \_\_\_\_\_ Housekeeping:

- Task-based housekeeping will be practiced; work areas will be clean at all times
- Store materials in orderly manner
- Walking/Work areas: clear of debris and trip hazards

## \_\_\_\_\_ Electrical Safety:

- Electrical cords inspected daily at start of work shift/remove damaged
- Cords cannot pose a trip hazard
- Lockout/Tagout procedures/control of hazardous energy mandatory
- Zero energy state/no hot work policy without approved permit
- Maintain GFCI/assured grounding program

## \_\_\_\_\_ Excavation & Trenching:

- Competent person supervises
- Equipment operator certified
- Trenches are to be inspected prior to entry
- No entry without approval

## \_\_\_\_\_ Client Property:

- Attend all safety orientations, meeting. **Obey all safety rules of company, site, host employer**
- Observe/inspect all work areas prior to proceeding; check with supervisor before proceeding
- Abide by posted non-access areas/zones
- Report all incidents to appropriate personnel
- Refrain from interfering/communicating with build occupants
- Follow site speed limit
- Project may be occupied by owner during phases of work; water, electric, steam, etc will remain active. CAUTION used when working near; cover/protect to reduce hazards

I understand and agree to the safe work practices listed. AHAs will be completed prior to the start of work tasks. AHAs will be reviewed with employees and signed prior to the start of work tasks.

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

I understand TAW Site Supervision Team has the authority to enforce safety policies/procedures and take corrective/disciplinary action in order to maintain a safe work environment for all employees. In addition to signing this document, I have been given a copy for my records.

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

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

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