



GOLDEN SANDS
GENERAL CONTRACTORS

SAFETY MANUAL

SAFETY SCHEDULES

- Once a month Golden Sands conducts a mandatory attendance Safety Meeting.
 - At this meeting all rules are reviewed with certain main points emphasized.
 - All comments and questions are encouraged to maintain the best possible safety organization.
- Once a week a toolbox meeting is provided.
- Any employee promoted to the level of Supervisor is instructed by the Safety Officer on their new responsibilities for safety in the work place. Only after a firm understanding of all the rules and procedures of a Supervisor is an employee allowed to assume the supervisory position.
- Any employee of subcontractor who does not follow all the rules and regulations listed in the Golden Sands Safety Policy is subject to disciplinary action including loss of employment and/or working relationship with the Company.

PROCEDURES

- Hard hats are worn on the job when working under any objects which may be dropped or fall accidentally.
- Hard-toed shoes are worn when working on jobs where any objects may fall.
- First aid kits are provided on each job. It is the responsibility of the safety officer to see that the kits are on available on the job and remain well stocked.
- All gasoline is stored in approved safety cans.
- Gasoline is never used for cleaning.
- Fire extinguishers are easily located and key personnel are trained on proper usage.
- Extension cords used with portable electric tools and appliances are the three-wire type. Defective cords are replaced immediately as they become defective.
- All ditches 5' deep are shored or slanted to the angle of repose. Dirt and materials must be at least 3' back from the ditch.
- Defective materials or tools are turned in to the supervisor and do not remain on the job.

- Material Safety Data sheets are supplied with hazardous materials and all personnel abide by the instructions. Questions are directed to the project supervisor.
- Employees always check with the supervisor regarding any potentially hazardous material.
- Oxygen and gas cylinders are kept in an upright position and secured. Caps are kept on tanks not in use and tanks are kept free from oil and grease.
- Safety goggles or glasses and hearing protection are provided by the company when necessary. These protective devices are used when breaking out concrete or asphalt, grinding, using a cutting torch, welding, sanding, using chisels, chipping slag, breaking rock, handling hazardous materials and operating loud power tools and machinery.
- Clothes suited for the job are always worn including. hard-soled work shoes, shirts and long pants. No jewelry is worn on the job.
- All work areas are properly maintained and kept neat, clean and free from stumbling hazards, grease, etc.
- Personnel are taught the correct way to lift, by bending knees, keeping back erect, and getting help for heavy loads.
- There is no horseplay on the job.
- There is no running on the job. Firm footing and proper balance are stressed.
- Materials are kept out of walkways and all protruding nails are removed.
- Nothing is thrown from a height before checking to ensure that no one is below.
- Guards and protective devices are kept in place at all times. When guards are removed for repairs, they are replaced in proper order before starting up.
- Tools are used for their intended purposes only and no broken or dangerously dull tools are allowed.
- No one operates special machinery or equipment without permission and instructions.
- There are no repairs or adjustments to machinery while it is in operation. Moving parts are never oiled except on equipment fitted with safeguards for this purpose.
- No one ever works under vehicles that are supported by jacks or chain hoists without protective blocking in case of hoist or jack failures.
- Air hoses and compressors are never disconnected until hose line has been bled.
- Field personnel are required to attend all scheduled toolbox meetings and employees must sign in, acknowledging participation at the meeting.
- Special customer requirements for safety, including the government's, may apply to projects on which the company is working. Employees will be advised of these situations and follow these policies and procedures.
- All tools are properly maintained for complete safe usage.
- Tools are never used if not properly maintained.

TOOLBOX MEETINGS

- The company foreman conducts weekly toolbox safety meetings, supervised by the Safety Officer.
- Questions are encouraged at all meetings.
- A firm understanding of all tools leads to a safer construction environment.

JOB ENVIROMENT

- All staff understands the unique aspects of a job's surroundings at all times.
- Any questions or concerns about job site conditions are immediately reported to a Supervisor.
- On all jobs, accessibility to a fire extinguisher is noted and/or provided.

FIRST AID KITS

- On all job sites a First Aid Kit is located in plain sight.
- Before any job is started, the Safety Officer conducts a review on First Aid Procedures.

EMERGENCY CONTACTS

- All local emergency contacts numbers are posted at job site.
- Directions to local hospitals are provided to all employees and subcontractors.

REPORTING INJURIES AND ACCIDENTS

- When any accident, injury, or illness occurs while an employee is at work, it must be reported to a supervisor as soon as possible regardless of the nature or severity.
- The company will provide the proper forms for reporting job-related accidents, injuries and illnesses. Any employee failing to report such occurrences will be subject to disciplinary action.
- In the event of a vehicular accident involving a company-owned/leased vehicle or while on company business, the employee must report all information immediately to the safety officer and/or the Office. In no instance should responsibility for an accident be expressed to anyone until the proper person in the company has been notified and permission has been obtained to make statements.

NEW EMPLOYEE ORIENTATION

- All new employees are instructed by the Safety Officer on the rules and regulations of Golden Sands Safety Program.
- The employees do not perform any work until the Safety Officers believes that they have a firm understanding of all the rules.
- A company foreman provides new employees toolbox instructions.
- New employees are given a Company Handbook, including the complete Golden Sands Safety Program, which must be signed and maintained for future reference.