The following project work rules apply to all Haskell Company personnel, all contract partners (subcontractors/vendors), and visitors entering the site. Each requirement shall be considered mandatory for the project, and may only be modified with the approval of the Haskell Director of Safety.

The intent of the Code of Safe Practices (COSP) is to promote safety awareness on the project site. This document is provided for informational purposes only, and is not intended to encompass all potential safety concerns inherent in the prosecution of the work. The requirements of this document shall be considered the minimum utilized by Haskell employees, contract partners, sub-subcontractors, vendors or visitors.

**CONTRACTOR SAFETY RESPONSIBILITIES AND OBLIGATIONS**

Prior to mobilization, each employee must complete a safety orientation. The orientation includes two parts, review of Haskell’s Code of Safe Practices and a project specific orientation. The Code of Safe Practices orientation must be completed through Haskell’s ClickSafety web portal. The project specific orientation will be conducted at the project site. Both safety orientations must be completed and acknowledged prior to commencing work.

Contract partners shall ensure that their employees have been trained in hazard recognition and mitigation per OSHA training requirements. All required training shall be current within three years. Documentation of this training shall be provided to the Haskell project superintendent.

It is the responsibility of each contract partner to identify all potential hazards associated with their work. This shall include at a minimum:

- Personal Protective Equipment (PPE)
- Fall Protection
- Ladders, Scaffolds and Elevating Platforms
- Excavation and Trenching
- Electrical Safety
- Lock-out Tag-Out (LOTO)/Energy Isolation
- Fire Protection/Prevention
- Hand and Power Tools
- Welding/Cutting
- Cranes, Rigging, and Hoisting
- Mobile Equipment
- Confined Space

1. **HOUSEKEEPING, SANITATION AND GENERAL WORK RULES**

   A. Prior to commencing any daily production activities a thorough inspection of the work area is to be performed. All work area hazards must be eliminated prior to proceeding with production activities. This includes inspection of all tools/equipment, maintenance of all barriers/warning lines, adequate fire protection available, the area is free of debris / impalement hazards and similar.

   B. Violation of any COSP or site rule/regulation will be cause for disciplinary action up to and including permanent removal from the project.

   C. Documented pre-task planning is required for all work tasks. This planning shall take place prior to the start of work. The task supervisor and crew must be involved in the development of the pre-task plan and acknowledge their understanding of the work hazards. The pre-task planning document must be readily available in the work area for review.

   D. If you have any questions about the safety aspects of your job or your responsibilities, contact your supervisor. Only perform tasks in which you have been trained and authorized.

   E. Daily housekeeping is the responsibility of each employee on site. Work areas are to be kept clean and organized. Stored materials and equipment should be such to avoid restricting travel ways and work areas. Protruding nails are to be pulled immediately.

   F. Drugs and alcohol are prohibited on the project as per Haskell’s Drug free Workplace Policy. Weapons and contraband
are prohibited on the jobsite and all project parking areas unless otherwise authorized by state laws or regulations.

G. Report all unsafe acts and conditions to your supervisor immediately. Horseplay, fighting, or similar is prohibited while on the project site. All parties involved in such activities will be subject to disciplinary action up to and including permanent removal from project.

H. Blocking, blinding and locking out of equipment and process type lines shall be supervised and performed in accordance with Haskell, client/owners or approved written procedures. The Haskell project superintendent shall be consulted before any such activities.

I. The Haskell project superintendent shall be consulted before entry into confined spaces or potential confined spaces. Contract partners shall provide a confined space entry program to Haskell for review prior to commencing any confined space activities.

J. Manual Lifting: Observe a 50-lb. weight limit. If the object to be lifted weighs more than 50 lbs. or you do not feel that you are physically capable, get help or a piece of lifting equipment to move the object. Special lifting precautions should be taken when lifting odd shaped or awkward materials or equipment.

K. Adequate access to potable drinking water must be provided to all personnel. Single-use cups must be provided and maintained in sanitary condition prior to use. A trash receptacle for cups shall be provided at all water locations. Use of common drinking cups is prohibited.

2. SAFETY MEETINGS, TRAINING AND DOCUMENTATION

A. A current copy of the site specific/corporate safety plan will be maintained on site for each trade. This document shall be submitted to the Haskell project superintendent prior to the start of work and maintained on site. The contract partner’s designated safety representative must perform monthly safety audits of their work and submit for review documentation of those audits to Haskell.

B. Each trade shall ensure their project supervision is knowledgeable and competent in all safety aspects of their work. This competent person is to be on site at all times while their work is in progress. Identification and qualifications of competent persons shall be forwarded to the Haskell field office prior to commencing work.

C. Site-specific Hazcom manuals will be maintained in the Haskell field office. Each trade shall provide and be responsible for maintaining their own manuals in the Haskell field office. These Hazcom manuals will be available to all site employees for review. All chemical containers shall be labeled to identify contents in accordance with all OSHA requirements.

D. Each contract partner will conduct mandatory weekly toolbox safety meetings. Copies of these meetings and attendance sheets will be forwarded to Haskell’s field office within twenty-four hours of the meeting date. Training shall be bilingual when required.

E. Each trade and their respective employees must participate in weekly project-wide safety meetings. This meeting will be conducted to inform site personnel of upcoming work, safety/project communications and recognition.

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

A. It is the responsibility of each contract partner to identify the required PPE for their daily work activities. All PPE shall be inspected prior to each use and periodically during the shift. PPE exhibiting damage, excessive wear or with visible defects shall be replaced immediately.

B. Eye Protection: Approved Z.87 safety glasses and/or prescription safety glasses with rigid side shields will be worn at all times. This includes the point at which you enter the site. Face shields are to be worn in addition to safety glasses when grinding, chipping, or similar activities as outlined in OSHA 1926.102. Tinted (sunglasses) lenses are not permitted inside dark or enclosed buildings. All personnel wearing standard prescription glasses must utilize rigid side shields or "over-the-glass" type eye protection.

C. Hard Hats: Hardhats meeting the requirements of OSHA 1926.100 shall be utilized and unaltered. Hardhats are required for all site personnel and must be worn at all times. Hardhats will be worn correctly with webbing and bills facing forward. See exceptions for those operations that require welding hoods. Hardhats shall be inspected daily and replaced when defects are apparent.
D. **Proper Clothing**: Each employee must arrive at the project site ready to work and clothed appropriately. High-visibility outerwear (vest or shirts) meeting the requirements of the project and/or jurisdiction are to be worn at all times. Tank tops, sleeveless shirts, shorts, and extremely baggy clothing are prohibited. Those wearing such clothing will be removed from site. Shirts must have a minimum of a 4” sleeve.

E. **Footwear**: Construction-duty work boots that provide ankle support and puncture protection are required for all employees per project requirements. Athletic/non-safety type shoes are prohibited and those employees wearing such will be removed from site.

F. **Work Gloves**: Gloves are required at all times when manually handling materials or equipment. For proper glove selection, review the appropriate MSDS/SDS or contact your supervisor. Leather work gloves are recommended while performing rebar-related tasks; cut resistant gloves when handling metals or sharp materials.

G. **Respiratory Protection**: When cutting or grinding cementitious materials or cleaning in enclosed environments, masks equal to NIOSH N-95 should be worn for protection. All other areas or operations must be evaluated by project supervision prior to commencing work. If respirators are utilized to perform assigned work (required or voluntary), additional training is required. Contract partners will be responsible for their own employees and shall provide Haskell with their program elements and identification of competent persons. Where conditions warrant, periodic air sampling may be required to ensure the correct selection of respiratory protection.

H. **Hearing Protection**: Use hearing protection in high-noise areas, and at times when use of elevated voice is required. Hearing protection is required when operating grinders, air tools, jackhammers, hammer drills, powder-actuated tools, cut-off saws, and similar tools. Contract partners are responsible for their own employees and shall provide Haskell with their program elements and identification of competent persons. Where conditions warrant, periodic noise sampling may be required to ensure the correct use and selection of hearing protection.

4. **FALL PROTECTION**

A. Prior to starting work, each contract partner involved in elevated work must provide a written safety plan that includes a project/task-specific fall protection plan. This plan shall contain provisions for rescue. This document shall be submitted to the Haskell project superintendent for review. A Fall Rescue Plan needs to be developed and submitted for review.

B. All fall protection/prevention equipment shall be inspected prior to each use and periodically during the shift. Fall protection equipment shall be protected from damage. Equipment exhibiting damage, excessive wear or with visible defects shall be tagged and immediately removed from service. All involved in elevated work and use of fall protection equipment must be trained in the proper use and inspection of the equipment utilized.

C. 100-percent fall protection (double lanyards or single lanyard with double legs) is required for all work six (6) feet or greater in height where guardrail protection is not in place (see Scaffold, Ladder, and Stairway provisions). All PFAS connectors, including carabiners/snap hooks, shall meet ANSI Z 359.1-2007 standards. Elevated work less than 18-feet above grade, or lower level, must utilize self-retracting lanyards.

D. A safe means of access shall be maintained to elevated activities. The use of aerial lifts as the sole means of access is prohibited.

E. A guardrail system consisting of a top rail (39” – 45”) and midrail will be constructed at all unprotected sides, edges, and floor openings where a recognized fall hazard to a lower level exists. The guardrail system will be capable of supporting 200 lbs. The guardrail system will have a toe board installed for the protection of those below when the system is greater than six (6) feet above a lower level.

F. Wire rope guardrail and perimeter slab edge systems will consist of a top rail (39” – 45”), midrail and be flagged at not more than 6-foot intervals with high-visibility material. A minimum of three (3) U-bolt wire rope clips will be used and installed such that the “U” section is in contact with the dead end of the rope. Wire rope guardrail systems will be regularly maintained to ensure compliance.

G. Leading edge work related to roofing operations will utilize and maintain warning lines around all open sides not less than six (6) feet from the edge. All other work performed on roofs will require warning lines not less than fifteen (15) feet from the edge. No worker will be allowed in the area between the edge and the warning lines without a secured personal fall arrest system (PFAS). Roof monitoring programs will be prohibited unless approved by Haskell Director of Safety.
5. SCAFFOLDS AND ELEVATED PLATFORMS

A. All scaffolding shall be inspected, constructed, dismantled, and altered by a designated competent person recognized by Haskell. This inspection shall be performed and documented daily and prior to the shift. All scaffold systems will be tagged for employee awareness. When the scaffold system is used by multiple trades, a chain of custody / responsibility program must be utilized to ensure compliance. Separate scaffold inspection tags for each trade are required. Performing work from a scaffold not having current inspection by a competent person is prohibited.

B. All scaffolds will be fully planked, braced, and guardrail systems installed (six-feet and above). Employees shall maintain 100% fall protection when guardrails cannot be installed at heights of six feet or greater. Ladder access will be provided for each scaffold.

C. Scaffolding is to be supported on a firm subgrade and sound mudsill material. Base plates are required for all fixed scaffolds.

D. Provide toe-boards, screen systems, or similar to protect those working below elevated decks, structures and leading edges six feet or greater above a lower level.

E. Mobile scaffolds will be utilized with locked wheels only. Moving the scaffold from elevated positions is prohibited. Follow manufacturer recommendations when using Perry or Baker type scaffold systems.

F. Scaffold system components, construction and use must be in accordance with manufacturer's requirements. Scaffold loading must not exceed manufacturer's capacity requirements.

G. 100-percent fall protection is required when working from scaffolds placed near roof or slab edges and the worker's waist is above the top-rail. At all times, scaffolds near leading edges shall be secured to prevent displacement.

H. All occupants in elevated lifts (Scissor lifts and aerial lifts) must maintain 100-percent fall protection utilizing a personal fall arrest system (PFAS) connected to the manufacturer's anchorage point. Fall protection/prevention components should be appropriate to the working height of the lift. Elevated work less than 18-feet above grade, or lower level, must utilize self-retracting lanyards.

I. Manufacturer's operation and safety manuals must be present and/or immediately available on all elevated lifts for use by the authorized and trained operator. Lifts of all types will be used in accordance with manufacturer's instructions and limitations. All elevated lifts shall be inspected prior to each use. A documented inspection is required prior to each shift.

6. LADDERS AND STAIRWAYS

A. No work requiring lifting of heavy materials or substantial exertion shall be done from ladders. Ladders shall not be loaded beyond rated capacity. Ladders must be inspected for defects prior to each use and periodically during the shift. Ladders with broken/damaged components or missing/illegible manufacturer’s instructional labels must be removed from service immediately. Metal ladders are prohibited.

B. Work will be performed while facing the ladder. Three-point contact must be maintained while ascending and descending ladders. Never carry tools or materials in your hand, use a rope and/or approved container to raise tools and materials.

C. Work from the top two steps of stepladders is prohibited. Stepladders are designed to be worked from, and not to gain access to elevated work areas. When using stepladders, ladders must be fully opened with the spreader bar in a locked position.

D. 100-percent fall protection is required when working from ladders placed near perimeters, roof or slab edges when your waist is above the top-rail. At all times, ladders near leading edges shall be secured to prevent displacement.

E. Extension ladders must extend three-feet above the supporting object when accessing elevated work areas and be secured to prevent displacement. When extension ladders cannot be tied-off, another employee will be required to hold
the base of the ladder to prevent displacement. Extension ladders will be used at a 4 to 1 angle/75-degrees (horizontal distance from support to the foot of the ladder, 1/4 the working length of the ladder). Extension ladders shall not be used as two separate ladders.

F. Job made ladders will be constructed with stress-grade lumber. Cleats and blocking (filler blocks) will consist of 2x4 materials. Cleats will be uniformly spaced and parallel throughout the working height. Job made ladders will be used at a 4 to 1 angle/75-degrees (horizontal distance from support to the foot of the ladder, 1/4 the working length of the ladder). Job made ladders with spliced side rails shall be used at 8 to 1 angle (horizontal distance from support to the foot of the ladder, 1/8 the working length of the ladder). Ladders must be inspected for defects prior to each use and periodically during the shift.

G. Prior to using stairways all tread pans must be filled, landings complete, and handrails in place. In the absence of these requirements, stairways are to be barricaded to prevent use.

H. A change of elevation greater than 19 inches used as a means of access or egress requires use of stair, ramp or ladder. Stairs with four (4) risers or more and/or rising 30 inches or more require use of a handrail system capable of withstanding a force of 200 pounds. Handrail systems must be installed on each unprotected side or edge.

7. TRENCHING AND EXCAVATING

A. Prior to performing any trenching or excavation activities, a thorough coordination and investigation should be conducted to identify buried utilities/energy sources. The use of utility providers and locate agencies must take place before performing work. An excavation permit program is required for all excavations 18-inches or greater in depth.

B. All excavations and trenches must be inspected by a designated competent person. This documented inspection will be performed daily prior to the shift and following major weather events. Excavations and trenches four (4) feet or greater in depth shall be evaluated for atmospheric conditions and confined space entry requirements. The creating-owner of the excavation shall maintain documentation indicating such inspections for review by Haskell. Each contractor whose employees must enter excavations shall supply a competent person on site at all times.

C. All soils shall be considered class “C” unless otherwise designated by a geotechnical engineer recognized by Haskell.

D. Shoring and sloping methods must be employed for all excavations of 4-feet of depth or greater and be in accordance with all manufacturer or regulatory requirements. Trench boxes and similar shoring methods shall be used per the manufacturer’s tabulated data or professional engineer’s directions. Employees shall not leave the protection of the shoring system.

E. Provide ramp, stair, or ladder systems to allow safe egress from all trench excavations 4-feet or greater in depth. Locate egress systems such that the travel distance from any point in the excavation is no greater than 25-feet.

F. A perimeter warning system will be used for all excavations not clearly visible, or that are located near roadways and mobile equipment travel ways. Excavations shall be protected by use of barricades, warning lines or established as controlled access zones (CAZ). Where possible backfill all excavations at the completion of each day.

G. Employees will not be permitted to work directly beneath suspended loads, within the swing radius of excavation equipment, or in close proximity to moving equipment. When required to work in close proximity, high-visibility outerwear and spotters are required.

H. All trenches and excavations twenty-feet or greater in depth shall have sloping and shoring methods designed by a registered professional engineer (PE) and be reviewed by Haskell prior to entry.

8. ELECTRICAL

A. All electrical tools and equipment shall be inspected prior to each use and periodically during the shift. Equipment shall be protected from damage. Equipment subjected to damage or with visible defects shall be immediately removed from service and tagged to prevent use.

B. Flexible cords (extension), shall be inspected daily prior to use and protected from damage. Flexible cords permitted for use must be No. 12 gauge or larger. Ensure all cords traversing areas subject to vehicular traffic and routed across travel ways are protected from damage. Cords and leads routed through doors and holes must be protected. Cords exhibiting damage, missing ground pins, broken strain relief or exposed wires are to be immediately removed from service.
C. GFCI protection shall be utilized when power is supplied from permanent building wiring. Protection shall be supplied via GFCI circuit breaker, receptacle or pigtail. Test and reset GFCI's before each use.

D. Portable/vehicle mounted generators must be equipped with ground-fault receptacles (GFCI). Those not equipped with GFCI receptacles must utilize GFCI plug assemblies (pigtails) for power supply to all tools, equipment or similar. Generators must be grounded in accordance with manufacturer’s recommendations.

E. Temporary power stations will be inspected monthly for defects and/or damage. These inspections will be documented and visible at each temporary power station. Each breaker will be labeled to identify the device/component being controlled. All receptacles/devices will be kept in good condition. All open breaker or enclosure knockout spaces must be covered with manufacturer’s blank plate. All defective components will be corrected immediately. Manufacturer-supplied means must be used to lock panels when necessary.

F. Temporary power panels less than 600v shall have a means of disconnect.

G. Only qualified/authorized electricians will be permitted to work on energized electrical panels, rooms, and devices. Work on energized equipment shall be in accordance with all NFPA 70E requirements. Prior to commencing work on energized equipment a thorough hazard review shall be conducted and provided to Haskell for authorization. All energized electrical panels will be maintained with dead front covers in place for the protection of personnel. Controlled access to electrical rooms containing energized panels will be maintained at all times.

H. Utilize Lock-out/Tag-out procedures to render equipment inoperable or circuits de-energized during the construction process. Provide tags indicating ownership of the lockout device and the equipment/circuit de-energized. All Lock-out/Tag-out activities require coordination with Haskell prior to commencing work.

I. Adequate lighting will be maintained at all times including bulb guards, lamps, wiring, suspension means, and grounding. Task lighting will be required to safely perform work in the absence of adequate temporary lighting.

9. FIRE PROTECTION

A. When cutting, burning or performing other spark producing operations, ensure an approved fire extinguisher is in close proximity (25'-75'). Know the condition of and where the nearest fire extinguisher is located. If the extinguisher is discharged, notify your supervisor for immediate replacement.

B. Gasoline and other liquid fuels must be kept in Department of Transportation (DOT) approved metal safety cans consisting of a flash arresting screen and spring closing lid/spout. Fuel cans will be stored in designated areas and labeled. Plastic fuel containers are prohibited.

C. Smoking will be permitted in designated areas only. Haskell project superintendent will regulate smoking and designated areas. When smoking, be aware of your surroundings and stay clear of combustible or flammable materials.

D. Fire watches shall be provided for all hot work from elevated areas or for work where slag or sparks may fall through floor and wall penetrations. Trained and dedicated fire watch personnel are required during hot work activities and for a minimum of thirty minutes after hot work is completed. Haskell and/or client Hot Work procedures shall be followed at all times.

E. Signage such as “Flammable Materials” and/or “No Smoking” will be provided at all storage locations of flammable and/or combustible fuels as warning to those in close proximity. This signage is required at all storage/conex locations where flammable materials or fuel powered equipment is stored.

F. Storage rooms and conex’s shall have adequate ventilation to prevent a build-up of fumes. Adequate fire suppression equipment shall be provided at each location.

10. TOOLS AND EQUIPMENT

A. All tools and equipment shall be inspected prior to each use and periodically during the shift. Equipment shall be protected from damage. Equipment subjected to damage, visible defects or missing guards/safety features shall be immediately removed from service and tagged to prevent use.

B. Employees using powder-actuated tools must have current certification indicating training completion by the manufacturer of the device and follow all requirements related to the safety of those in close proximity.
C. Air/pressure hoses, including concrete pump hoses, must be secured at all couplings by means of pin or clip to prevent whipping or pull-out. Manufacturer's safety precautions and devices must be utilized.

D. Side/angle grinders shall be used with the guards in place. All equipment/machinery equipped with machine guarding devices must utilize these guards when the equipment is in operation.

E. Only industrial capacity rated chain hoists and cable winches (come-along) are permitted. Hooks must have operable self-closing safety latches. Load chains are not acceptable rigging devices. Wood materials are not permitted for use in any hoisting/lifting operations.

11. GUARDING, BARRICADEING AND SIGNAGE

A. Use barricades to warn of holes in floor, missing handrails and other hazards created by work. Barricade tape is not a rigid barrier and fall protection is required if the fall exposure is six feet or greater. Barricades / control lines shall be a minimum of six (6) feet from the hazard it is identifying.

B. Barricades must be removed when the job is complete or the hazard no longer exists. Barricade the area of operation only. Inspect all barricades daily and repair as required. Yellow and black means “Enter with Caution.” Red and black means “Danger Do Not Enter.”

C. Utilize barricade tape and proper signage to define areas and ownership including limited access zones, overhead work zones, and similar areas maintained for authorized personnel only. Crossing into a controlled area without permission is prohibited.

D. Approved caps or covers shall be provided for all exposed vertical rebar, conduit and similar hazards. Provide protection for all horizontal rebar, conduit and similar hazards to prevent cut / abrasion type injuries.

E. Provide covers for all floor openings, gaps or voids 2-inches or larger in its least dimension (including column blockouts). Cover materials will be adequate to suit the surrounding traffic. All floor hole covers shall be labeled with high visibility paint, “Hole Cover-Do Not Remove” and “Peligro”, and secured to prevent displacement.

F. Temporary bracing of tilt-up shall be per the engineer of record and removed only with the approval of the Haskell project superintendent. Special lifting precautions should be taken when lifting or handling panel bracing. Manually lifting of bracing should be avoided.

G. Temporary bracing of freestanding masonry walls or structures shall be adequate to support the wall for all reasonably anticipated wind and live loads. Freestanding masonry walls shall have a controlled access zone (CAZ). This zone shall be the height of the wall plus four feet on the open side.

12. WELDING AND CUTTING

A. All welding and cutting equipment shall be inspected prior to each use and periodically during the shift. Equipment shall be protected from damage. Equipment subjected to damage or with visible defects shall be tagged and immediately removed from service.

B. Oxygen/fuel gas cylinders shall be transported/used/stored in approved carts only. Approved carts consist of a noncombustible barrier at least 5-feet high between oxygen/fuel gas cylinders which meet a fire-resistance rating of at least 1/2-hour. Fuel gas cylinders (oxygen/acetylene/LP gas, etc.) must be stored in their upright positions with caps in place and secured when not in use. Oxygen and fuel gas cylinders must be kept a minimum of 20-feet apart or stored in an approved cart / storage unit. Gauges shall be removed and caps in place when transported in mobile equipment.

C. Gauges, gauge covers, valves, hoses and other torch set components will be inspected prior to each use. All defective components will be corrected prior to use of the assembly. Torch components must be protected from damage and properly stored at the completion of each shift.

D. Utilize flash-screens or other noncombustible barriers to protect others from ultraviolet light and/or grinding debris.

E. Flashback arrestors will be required for all torches between torch head and hose assembly.

F. Cutting torches shall be lit with strikers, do not use a cigarette or butane lighter.
G. **Welding Hoods:** Welding hoods should be attached to the hard hat. Soft hoods are not allowed when overhead hazards exist. Welders utilizing soft hoods shall have an approved hard hat readily available for use when not actively welding. A minimum of No. 5 shade lens will be required in welding hoods and goggles while cutting or welding using oxygen/acetylene-cutting torches.

13. **CRANES, HOISTING AND LIFTING EQUIPMENT**

A. **Annual** crane certifications must be current and available on site prior to commencing work.

B. All crane operators must be Certified Crane Operators (CCO) per ANSI B 30.5 standards. Each operator must be certified in the specific size and type of crane being utilized. Acceptable certifying agencies are:
   - National Commission for the Certification of Crane Operators (NCCCO)
   - North American Crane Bureau (NACB)
   - National Center for Construction Education and Research (NCCER)

C. The operator will perform daily inspection of all cranes, rigging, and other components. These inspections will be documented and maintained for review by Haskell. Damaged equipment shall be tagged and immediately removed from service.

D. Only qualified/authorized persons will perform hoisting, rigging and signal person activities. Evidence of this training must be provided to Haskell prior to commencing work and current within three years.

E. **Outrigger Pads and Floats:** Cranes with outriggers shall ensure that all outriggers are fully deployed, in contact with sound surface and maintain crane in level position. Monolithic floats supplemental pads shall be larger than the outrigger pads, of substantial material to withstand imposed loads and will be required under each outrigger pad regardless of the type of surface being set up on.

F. Means of communication between crane operator, riggers, and all others involved in lifting operations shall be agreed upon before work commences.

G. Use of cellular phones or other devices that may distract the operator are prohibited while the crane is in operation or movement.

H. All critical lifts shall be designed by a qualified person and submitted to Haskell for review prior to commencing work. All lifts that are greater than or equal to 75% of rated capacity, lifts performed by multiple cranes and lifts taking place over occupied spaces will be considered a critical lift.

I. Roadways and travel areas will be kept free of debris and stored materials. Subgrade will be sound and acceptable for both loads and travel.

J. Only employees actively engaged in the operations involving cranes or hoisting equipment should be around this equipment or in the areas served by the equipment. All site personnel should be aware of their surroundings and avoid walking beneath overhead loads.

K. Barricading of the swing radius of all cranes and similar lifting/hoisting equipment will be provided and maintained.

L. Maintain a minimum of twenty foot (20 ft.) clearance from all overhead energized or potentially energized power lines while cranes are in operation. Insulating shields, or other means of energy control, are required for all overhead lines where cranes could potentially come within 20 feet from the lines. Coordinate installation of shields with local utility.

M. Know the weight of the load and the load center prior to hoisting. Inspect all rigging prior to each use and periodically during the shift. All rigging shall have affixed identification tags and load ratings. Wood materials are not permitted for any hoisting/lifting operations.

N. Protect rigging from damage and sharp surfaces. Loads should be raised slightly to check rigging prior to continuing hoisting/lifting.

O. Tag lines are required for control of all load movement.

14. **VEHICLES AND MOBILE EQUIPMENT**

A. **Only qualified and authorized personnel** will operate mobile equipment. All such equipment will be operated safely and
within safe speed limits. Equipment designed with seatbelts requires their use at all times.

B. Prior to commencing any mobile equipment activities Haskell must be provided with documentation of operator competency current within three (3) years specific to the equipment used. Operators involved in property damage or incident will be removed from operator duties until formal retraining completed and documented.

C. All mobile equipment shall be inspected at mobilization and prior to each use. All construction mobile equipment will be documented on the Haskell Equipment Log indicating the most recent inspection and all trained/authorized operators. Daily inspection logs shall be made available to Haskell.

D. Manufacturer’s operation and safety manuals must be present and/or immediately available on the equipment for use by the authorized and trained operator.

E. When utilizing a forklift in hoisting operations, rigging “below the forks” is prohibited unless approved by the manufacturer and an approved fork attachment is utilized.

F. All motorized equipment must have an audible backup alarm as well as a warning horn for forward movement. Equipment designed for bi-directional operation, such as a track hoe, must have an alarm that sounds when moving in either direction. Sound horns when rounding corners or entering or exiting buildings. The use of trained/authorized flagging persons or similar means must be utilized when obstructed views or heavily congested areas exist.

G. Use of cellular phones or other devices that may distract the operator are prohibited for all types of mobile construction equipment when in use.

H. Employees are prohibited from riding on the tailgates or sides of trucks or other equipment. When riding in the bed of site trucks, all loose or heavy materials, supplies and tools shall be secured. Riding on equipment without seats is prohibited.

I. All company vehicles operated on the site must be road ready with operating lights, signals, mirrors, etc. Personal vehicles will be prohibited from the construction site and parked in designated areas only.

J. Maintain a minimum of twenty (20) feet clearance from all overhead energized or potentially energized power lines while mobile equipment is in operation. Insulating shields, qualified spotters or other means control, are recommended for all overhead lines where equipment could potentially enter within 20 feet from the lines. Coordinate installation of these shields with local utility.

15. EMERGENCY RESPONSE/INCIDENT REPORTING

A. Report all injuries and incidents to your supervisor immediately. This immediate reporting allows for prompt medical treatment and a more complete investigation. Each contract partner is to immediately report all accidents or incidents to Haskell field management. Failure to immediately report incidents or injuries is grounds for disciplinary action.

B. Non-work-related injuries/illnesses should be reported to your supervisor upon reporting to work.

C. In the event of an emergency, use any available means to contact your supervisor.

D. Each contract partner with two or more employees will have a minimum of two individuals certified in CPR and First Aid on-site.

E. In the event of an emergency that requires evacuation, all personnel will proceed in an orderly fashion to a designated assembly point and remain in that area until instructed otherwise. The site emergency response/evacuation plan shall be reviewed quarterly.

F. Field management including contract partners will coordinate, develop, revise and communicate an emergency response plan for utilization in the event an emergency or accident occurs.

G. Field management and contract partners are required to maintain first aid supplies in accessible locations. First aid logs must be maintained at the supply location.
16. FINES FOR SAFETY VIOLATIONS

A. In order to ensure compliance with the Code of Safe Practices, Haskell maintains a disciplinary program that includes all working on the project. This program is established to eliminate unsafe acts, to discipline offenders, and may lead to subcontractor dismissal and/or contract termination.

B. Haskell has the sole authority to determine what type of disciplinary action is utilized, up to and including removal from the project. At Haskell’s discretion, this program may be used or superseded with a more stringent program depending on the severity of the infraction(s).

C. The following is a non-inclusive list of penalties that Haskell may implement for safety violations. Any monetary penalties will result in a deductive change order to the subcontract.

1. **Safety Notices:** Haskell has the authority to issue written safety notices. The contract partner is responsible for observing and correcting conditions and acts in a timely manner.

2. **First Offense Safety Citation and Fine:** Haskell will issue safety citations to the contract partners for non-compliant acts or conditions. At Haskell’s discretion, a fine of $1,000.00 will be deducted from the contract partner’s subcontract.

3. **Repeat Offense Safety Citation and Fine:** A further infraction of a previously cited action or condition will result in the issuance of a repeat citation and a fine of $2,500.00 deducted from the Subcontract. The contract partner’s employee(s) committing the infraction may be removed from the jobsite for the duration of the project.

4. **Removal from Project:** The removal procedure may be expanded to include the removal of the contract partner’s or sub-tier contractor’s entire workforce where the contract partner does not demonstrate a good faith effort to comply with the Code of Safe Practices and make corrections in an effective and timely manner.

*Haskell values the safety of all who enter our projects. By adhering to the Code of Safe Practices, you will assist in our continued efforts to maintain a safe and healthy work environment your coworkers and yourself.*

**Safety is a Haskell Core Value**