

TRW & Associates, Inc.

SAFETY PROGRAM



“Taking on Nature One Drop At A Time”

A. PURPOSE

1. Prevention of accidents
2. To outline the duties and responsibilities of all the parties on the jobsite.
3. To emphasize pre-planning in accident prevention.
4. Establish a plan for safety education to promote management and worker identification and elimination of hazards.

B. ORGANIZATION OF SAFETY PROGRAM

1. Safety advisor
2. Jobsite safety supervisor: superintendent and foremen
3. All workmen in the company

C. RESPONSIBILITIES

1. Company Superintendent:
 - a. To enforce compliance by all parties with the principles of the Jobsite Safety Program.
 - b. Assist any subcontractors in pre-planning their operations to prevent personal injury or property damage to employees, other Contractor’s men or the public.
2. Safety Advisor:
 - a. Conduct monthly Company Safety Meetings (All superintendents and foremen are to be present)
 - b. Make weekly safety inspections of the jobs (Walk through)
 - c. Gather all information relating to accidents, remedies to potential hazards, and submit to Company Management.
 - d. Lead in the corrections of unsafe conditions and work practices.
 - e. Schedule all Company Safety Meetings, Safety Bulletins, and Accident Data.
 - f. Prepare Minutes of Company Safety Meetings.
3. Field Safety Superintendent/Foremen:
 - a. Assist the Safety Advisor in correcting hazardous conditions.
 - b. Conduct Weekly Safety Meetings (informal) with workmen on his job.
 - c. Prepare minutes of Information Safety Meetings and submit to the Safety Advisor by Friday of each week.
 - d. Pre-plan operations with safety in mind at all times, for his own work operations.
 - e. Attend Company Safety Meetings.
4. All workmen on the jobs:
 - a. Perform his work to prevent accidents to himself, fellow workers and property.
 - b. Alert supervisors to dangerous situations.
 - c. Cooperation with principles in the Company Safety Program.
 - d. Active participation in weekly Safety Meetings. (Informal)

D. BASIC PRINCIPLES FOR ANY SUBCONTRACTOR

1. Plan all work to prevent personal injury to employees and other contractor's personnel as well as damage and bodily injury to the public.
2. All subcontractors must submit their company's Safety Program to the Superintendent prior to the start of their work; this program shall list the positive steps the subcontractor intends to utilize for the prevention of accidents to their employees, other subcontractors, and the public during their operations on a job. As a minimum, the Subcontractor's Safety Program shall incorporate all Basic Principles of the Company Safety Program.
3. Provide personal protective equipment and all equipment safety devices as required by the Safety Program, Federal, State and Local Codes and Regulations to produce safe working conditions and enforce the use of this safety equipment or devices supplied.
4. Establish a scheduled inspection of tools and equipment.
5. Promote a program interest through:
 - a. Safety meetings
 - b. Appropriate safety literature handouts.
 - c. Investigation of accidents and their causes.
6. Each Superintendent or Foreman shall have a copy of the required Safety Codes on the job at all times (O.H.S.A.)
7. All personnel shall comply with all laws, ordinances, rules, and regulations relating to safety, including but not limited to, the latest Federal Safety and Health Regulations for Construction (O.H.S.A) where more stringent, local and state Safety Codes shall apply.
8. Each Superintendent and Foreman is to provide the Safety Coordinator with a written report on their weekly Safety Meetings (informal)
 - a. Name of job and date.
 - b. Name of person submitting report and company (if subcontractor).
 - c. Names of workmen in attendance.
 - d. Total number of men on his payroll for the job.
 - e. Items discussed by the Superintendent or Foremen.
 - f. Items brought up by the workmen.
9. Each crew is to have an approved First Aid Kit.
10. Each Subcontractor is to have his own Safety Program tailored to his specific trade hazards. A copy of this Program is to be submitted to the Safety Advisor prior to the start of the job.
11. All Subcontractors and their personnel must actively participate in the Safety Program.
12. Each Subcontractor shall have at least one person on his staff on the job who is qualified in First Aid and his name shall be submitted to the Safety Advisor