

MMM MASONRY, INC.

Employee Safety Guidelines

This manual represents common hazards associated with masonry construction and is no way intended to replace the OSHA 29CFR 1926 Safety Standards. It is the responsibility of all employees to know and implement OSHA Safety Standards.

SAFETY STARTS WITH YOU! BE PROACTIVE!!

- **INSPECT FOR SAFETY**
- **IDENTIFY HAZARDS AND HAZARDOUS SITUATIONS**
- **REPORT HAZARDS TO YOUR SUPERVISOR**
- **PRE-PLAN FOR SAFETY**
- **ATTEND SAFETY MEETINGS**
- **WATCH YOUR WORK AREA / BE AWARE OF OTHERS AND YOUR SURROUNDINGS**
- **STRIVE FOR *ZERO* ACCIDENTS & INJURIES**

PROHIBITED ITEMS:

1. ABSOLUTELY NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS ARE ALLOWED ON THE JOBSITE IN YOUR POSSESSION OR IN YOUR VEHICLE AT ANY TIME. No employee shall be under the influence of alcohol or illegal drugs while on site. Use or possession of alcohol or illegal drugs will result in immediate termination of employment.
2. No firearms or weapons are allowed on the jobsite or in your vehicle.
3. No children or pets are allowed on the jobsite.
4. Gambling is strictly prohibited on the jobsite.
5. Fighting onsite is strictly prohibited.

WHILE ON SITE:

1. No employee is allowed to remove any tools or equipment from the site unless given prior approval from the supervisor.
2. No employee is allowed to remove any safety signs, barricades or other device unless specifically instructed to do so. If this is required to perform a work function, please notify

your supervisor. Once the work is completed replacement of the sign or barricade must be performed immediately following completion of your work.

3. Always watch for others working nearby. BE AWARE OF YOUR WORKING AREA.
4. Any hazardous working conditions must be immediately reported to your supervisor.
5. Park your vehicle in designated parking areas only.
6. ALWAYS WEAR YOUR HARDHAT.

Clothing

1. All employees are required to wear appropriate clothing including shirts, and long pants. No shorts, cut off shorts, or sleeveless shirts are allowed.
2. Steel toed work boots are to be worn at all times. NO sandals or tennis shoes, no damaged or worn out boots.
3. Hard hats are required to be worn on every jobsite at all times.
4. Gloves should be worn if needed.
5. OSHA approved safety glasses to be worn when using a masonry saw.
6. Face mask to be worn when in an unventilated area, when using hazardous chemicals when fumes are present, or in areas with excessive dust.

SCAFFOLDING

All scaffold and scaffold components must be in good condition and comply with the following minimum standards.

1. When working on scaffolding it is your responsibility to be aware of your surroundings.
2. Guardrails and toe boards shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor; or 4 feet to 10 feet in height, having a minimum horizontal dimension in either direction of less than 45 inches.
3. Access to scaffolding shall be through the use of a ladder erected or installed according to OSHA guidelines.
4. No jumping on or off or hanging from scaffolding.
5. No dropping or throwing of items from scaffolding.
6. Do not allow tools, materials or debris to accumulate on scaffolding or obstruct walkways.
7. All scaffold must be tied to building as required by 29 CFR 1926, Subpart L and be pinned together as needed.
8. Slippery conditions must be eliminated as soon as they occur.
9. All scaffolds and their components shall be capable of supporting without failure up to at least 4 times the maximum intended load.
10. Scaffold planks shall extend over their end supports not less than 6 inches or more than 12 inches or secured from movement.

11. Any materials being hoisted onto a scaffold shall have a tag line.
12. All planking shall be of scaffold grade.
13. The footing or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement.
14. IF BUILDING SCAFFOLDING ON UNEVEN GROUND, USE SCREW JACKS AND BASE PLATES AND SILLS, IF REQUIRED BY GROUND CONDITIONS. DO NOT USE BLOCKS, LOOSE BRICKS OR ANY OTHER MATERIALS TO COMPENSATE FOR GROUND CONDITIONS!!!!!!!!!!!!!!
15. ALWAYS BE AWARE OF INDIVIDUALS PASSING UNDERNEATH THE SCAFFOLDING!!!
16. Never lean out over the guardrail to extend your work; stand only in the platform area.
17. NEVER ERECT SCAFFOLDING ON WAGONS, TRUCKS OR ANY OTHER TYPE OF WHEELED VEHICLE.
18. DO NOT STAND ON GUARDRAILS, BOXES, LADDERS OR ANY OTHER DEVICES; DO NOT USE DEVICES ON THE PLATFORM TO EXTEND YOUR REACH. STAND DIRECTLY ON THE SCAFFOLD PLANK ONLY.
19. CLIMB THE LADDER SAFELY, FACE TOWARDS THE RUNGS AS YOU CLIMB THE LADDER, USE BOTH YOUR HANDS.
20. DO NOT ATTEMPT TO CARRY MATERIALS WITH YOU WHILE GOING UP OR DOWN THE LADDER.

MSDS Sheets

1. Material Safety Data Sheets are provided on each job site for applicable materials in use on the jobsite.
2. Be aware of what hazardous materials are being used by you and your fellow employees on each job site.

FORKLIFT

1. Only employees who have been trained in forklift operation and safety may operate/drive the forklifts.
2. No standing or sitting on forklift forks.
3. NEVER use the forks to lift an individual.
4. Do not allow passengers to ride while the forklift is in motion.
5. Always turn around to see who or what is behind you or beside you before moving the forklift.
6. Do not stack materials in an unsafe manner.
7. Be aware of who or what is on the scaffolding before transferring materials to the scaffolding. Make sure there is ample space to unload the material.
8. Operate the forklift only on level surfaces.
9. Watch for overhead power lines, poles or an other obstruction which could be in the way once the forks are airborne.
10. Be courteous to other contractors or individuals operating machinery close to the forklift.

11. When driving the lift the forks are to be always lowered; forks are to be raised only when the lift has come to a complete stop and the load is ready to be transferred.

STORAGE AND USE OF CHEMICALS

1. All chemicals must be stored in OSHA approved storage containers with appropriate labels and hazardous notification.
2. When handling hazardous chemicals wear protective eye wear and gloves when necessary.
3. Report any spills of hazardous chemicals to your supervisor.
4. All chemicals are to be stored and handled according to the MSDS sheets and manufacturers suggestions.

IN CASE OF AN EMERGENCY OR JOBSITE INJURY

1. Call 911.
2. All emergencies must be immediately reported to your supervisor.
3. Any accidents that are severe in nature requires all employees to stop working until it is determined safe to return to work.

Housekeeping

1. A clean worksite must be maintained on a daily basis. A clean worksite is a safe worksite.
2. Remove debris as instructed to an onsite dumpster.
3. No trash will be tolerated on any jobsite.
4. Each employee is responsible for removing trash created as you are working.
5. Make sure not to leave any protruding items such as rebar or steel strapping laying around. Scrap metal can be dangerous to employees as well as to equipment.
6. Do not drop debris or trash from scaffolding.

CONTROLLED ACCESS ZONE

1. A LIMITED ACCESS ZONE IS TO BE ESTABLISHED PRIOR TO THE CONSTRUCTION OF A MASONRY WALL.
2. LIMITED ACCESS ZONE SHALL BE EQUAL TO THE HEIGHT OF THE WALL TO BE CONSTRUCTED PLUS FOUR FEET, AND SHALL RUN THE ENTIRE LENGTH OF THE WALL.
3. THE LIMITED ACCESS ZONE SHALL REMAIN IN PLACE UNTIL THE WALL IS ADEQUATELY SUPPORTED TO PREVENT OVERTURNING AND TO PREVENT COLLAPSE.

BRACING

1. ALL MASONRY WALLS OVER EIGHT FEET IN HEIGHT SHALL BE ADEQUATELY BRACED TO PREVENT OVERTURNING AND/OR COLLAPSE AS DESCRIBED IN OSHA GUIDELINES.
2. THE WALL BRACING SHALL REMAIN IN PLACE UNTIL PERMANENT SUPPORT STRUCTURAL ELEMENTS ARE IN PLACE.

REBAR

1. PROTRUDING REBAR FROM FOOTINGS OR WALL CONSTRUCTION SHALL HAVE REBAR CAPS TO AVOID IMPALEMENT.
2. SCRAP REBAR TO BE REMOVED IMMEDIATELY TO DUMPSTER.
3. WHEN BENDING OR CUTTING REBAR WEAR APPROPRIATE EYE PROTECTION.

FIRE PROTECTION & PREVENTION

FIRE REPRESENTS A SERIOUS HAZARD TO ALL INDIVIDUALS ON A JOBSITE. TO ELIMINATE THE DANGERS OF A POTENTIAL FIRE OR BURNS PLEASE FOLLOW THE FOLLOWING GUIDELINES:

1. ALL FLAMMABLE LIQUIDS MUST BE STORED IN AN APPROVED SAFETY CONTAINER AND BE PROPERLY LABELED.
2. ANY EQUIPMENT WITH INTERNAL COMBUSTION ENGINES SHALL BE LOCATED THAT THE EXHAUST FUMES ARE AWAY FROM COMBUSTABLE MATERIALS.
3. SMOKING IS STRICTLY PROHIBITED IN THE VICINITY OF ANY OPERATIONS OR CHEMICALS THAT CONSTITUTE A FIRE HAZARD.
4. PORTABLE TANKS OF FLAMMABLE OR COMBUSTIBLE LIQUIDS SHALL NOT BE NEARER THAN 20 FEET FROM THE BUILDING AND SHALL BE PROPERLY LABELED AND STORED.
5. GASOLINE CONTAINERS SHALL BE STORED AT A DISTANCE OF 20' APART.
6. ALL IGNITION SOURCES MUST BE CONTROLLED PRIOR TO USING FLAMMABLE OR COMBUSTIBLE LIQUIDS.
7. ALL WASTE/COMBUSTIBLE MATERIALS SHALL BE REMOVED FROM THE BUILDING ON A DAILY BASIS.
8. ALL COMPRESSED GAS CYLINDERS SHALL BE STORED AND USED IN AN UPRIGHT POSITION WITH THE PROTECTIVE CAP IN PLACE AND SECURED FROM TIPPING OVER.
9. ANY DEFECTIVE GAS CYLINDERS SHOULD BE REMOVED FROM THE JOBSITE IMMEDIATELY.
10. CYLINDERS ARE NOT TO BE LIFTED OR HOISTED AT ANY TIME.
11. DO NOT HANDLE GAS CYLINDERS OR FLAMMABLE MATERIALS WITH GREASY GLOVES OR HANDS.

MASONRY SAW

1. ONLY INDIVIDUALS TRAINED IN THE USE OF A MASONRY SAW MAY UTILIZE THE SAW.
2. ALWAYS WEAR PROTECTIVE EYE WEAR AND GLOVES WHILE OPERATING THE SAW.
3. NEVER USE THE SAW FOR ANY MATERIALS OTHER THAN MATERIALS THAT IT IS INTENDED TO BE USED FOR.
4. DO NOT LEAVE SAW OR SAW BLADES LYING AROUND. ALWAYS STORE IN AN APPROPRIATE AREA WHERE SAW, SAW BLADES OR INDIVIDUALS ARE NOT IN DANGER.

FALL PROTECTION

APPROPRIATE FALL PROTECTION MUST BE PROVIDED FOR ANY INDIVIDUAL WORKING AT A LEVEL OF 6' OR HIGHER ABOVE THE NEXT LOWER LEVEL.

EXAMPLE INCLUDE BUT ARE NOT LIMITED TO:

- UNPROTECTED SIDES AND EDGES
- WALKING / WORKING SURFACES
- HOLES
- LEADING EDGES
- HOISTING AREAS
- ROOF AREAS
- WALL OPENINGS SUCH AS WINDOWS AND DOORS

TYPICAL METHODS WHICH WILL PROVIDE FALL PROTECTION ARE AS FOLLOWS, BUT NOT LIMITED TO:

- GUARDRAILS
- PERSONAL FALL ARREST SYSTEMS
- WARNING LINES SYSTEMS
- COVERS
- POSITIONING DEVICE SYSTEMS
- HARNESES

DURING THE COURSE OF YOUR WORK, IF YOU MUST REMOVE A GUARDRAIL OR SYSTEM IN PLACE TO PERFORM YOUR WORK, YOU MUST PROVIDE ALTERNATIVE METHODS OF FALL PROTECTION AND YOU MUST IMMEDIATELY REPLACE THE GUARDRAIL, ETC UPON COMPLETION OF YOUR WORK. YOU WILL BE HELD PERSONALLY RESPONSIBLE FOR ANY SAFETY EQUIPMENT WHICH YOU REMOVE AND DO NOT REPLACE.

YOUR HEALTH AND SAFETY AS WELL AS OTHER CONTRACTORS AND INDIVIDUALS ON THE JOBSITE IS OF THE MOST IMPORTANCE!

SAFETY IS REQUIRED AT ALL TIMES!!!!

EMPLOYEE SIGNATURE

DATE