

**Conquest Contracting**  
**Site-Specific Safety Plan:**  
**Ghirardelli Chocolate Soda Shop**  
**in Downtown Disney**  
**1710 E Buena Vista Drive**  
**Lake Buena Vista, FL 32230**

# **Safety: It's the right thing to do.**

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# Preface

THIS SITE-SPECIFIC SAFETY PLAN IS AN INTEGRAL PART OF CONQUEST CONTRACTING'S SAFETY PROGRAM. IT IS AN IMPORTANT BUILDING BLOCK TO MAINTAINING OUR COMPANY'S SAFETY CULTURE. THE PLAN CALLS FOR A COLLECTIVE AND CONCERTED EFFORT FROM OUR TEAM MEMBERS TO BE FULLY ON-BOARD WITH OUR COMPANY'S SAFETY RULES. OUR TEAM COMPRISES CONQUEST CONTRACTING MANAGEMENT AND FIELD CREW, SUB-CONTRACTORS AND SUPPLIERS, AND TEMPORARY MANPOWER – ALL THOSE WHO PROVIDE PRODUCTS AND SERVICES ON OUR JOB-SITE.

CONQUEST CONTRACTING'S CORPORATE PHILOSOPHY IS THAT SAFETY IS THE RIGHT THING TO DO. TRANSLATED TO A STRATEGY THAT EXTENDS BEYOND THE CONFERENCE ROOM AND OFFICE ENVIRONS, THIS MEANS THAT SAFETY MUST BE A TOP PRIORITY FOR EVERYONE WHO HAS A PRESENCE ON ANY CONQUEST CONTRACTING JOB-SITE.

MAKING SAFETY A PRIORITY THAT IS IMPLEMENTED THROUGH A COLLABORATIVE WORKFORCE EFFORT ENSURES A HEALTHFUL AND SAFE WORKING ENVIRONMENT FOR ALL TEAM MEMBERS. MAKING SAFETY A GOAL THAT WILL NOT BE COMPROMISED DIMINISHES THE RISK FACTOR FOR OUR CLIENTS AND VISITORS WHO COME IN CONTACT WITH OUR JOB-SITE WHILE IT INCREASES THEIR RESPECT FOR OUR PROFESSIONALISM. MAKING SAFETY A MATTER THAT IS DISCUSSED AND PERFECTED DAILY ON OUR JOB-SITE ENABLES CONQUEST CONTRACTING TO SAFEGUARD ITS ENDEAVORS AT MAINTAINING AN UNIMPEACHABLE LEVEL OF CORPORATE COMPLIANCE WITH OSHA.

I THANK EVERY ONE OF YOU IN ADVANCE FOR YOUR FULL COOPERATION IN THIS ESPECIALLY IMPORTANT UNDERTAKING.



SANDRA WARMOTH  
SOLE MANAGING MEMBER  
TEAM LEADER

**A deliberate force in a stormy industry:**



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**Safety:  
It's the law.**

# General Job-Site Safety Directives for All Team Members

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## **Requirements:**

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- TEAM MEMBERS MUST FOLLOW THE SITE SAFETY PLAN AND PROCEDURES ESTABLISHED BY CONQUEST CONTRACTING, AS WELL AS ALL OTHER INDUSTRY RECOGNIZED SAFE WORK PRACTICES.
- IF YOU ARE UNSURE OF WHAT THE CORRECT/SAFE WAY IS TO PERFORM A TASK OR A JOB, YOU ARE TO ASK THE GENERAL CONTRACTOR. ALSO, WHEN IN DOUBT ABOUT THE SAFETY OF A SITUATION THAT IS OUT OF THE NORM, CONTACT THE GENERAL CONTRACTOR TO LEARN THE PROPER PROCEDURE.
- TEAM MEMBERS MUST IMMEDIATELY REPORT ALL UNSAFE EQUIPMENT, TOOLS, CONDITIONS OR WORK PRACTICES TO THE GENERAL CONTRACTOR FOR INSPECTION AND CORRECTION.
- TEAM MEMBERS USING CHEMICALS IN THE PERFORMANCE OF THEIR WORK DUTIES MUST TURN IN THEIR RESPECTIVE MATERIAL SAFETY DATA SHEETS (MSDS) TO THE GENERAL CONTRACTOR. COMPLIANCE WITH THE INSTRUCTIONS ON THE LABEL AND WITH ANY CORRESPONDING MSDS FOR EVERY SOLUTION OR SOLVENT PRODUCT USED AT THIS JOB-SITE IS MANDATORY. TEAM MEMBERS UTILIZING SPARK-INDUCING TOOLS OR EQUIPMENT MUST REMAIN A SAFE DISTANCE AWAY FROM FLAMMABLE CHEMICALS WHILE PERFORMING THEIR TASKS. IF YOU ARE UNSURE ABOUT ANYTHING CONCERNING LABELS OR MSDS, CONTACT THE GENERAL CONTRACTOR.
- TEAM MEMBERS WHO ARE INVOLVED IN OR WITNESS A JOB-SITE INJURY OR ILLNESS ARE REQUIRED TO INFORM THE GENERAL CONTRACTOR OF THE SITUATION. THIS SHOULD BE DONE AS SOON AS IS REASONABLY PRACTICAL AFTER THE URGENCY OF THE INJURY OR ILLNESS HAS BEEN INITIALLY DEALT WITH.
- ANY SAFETY VIOLATION WILL RESULT IN A VERBAL WARNING AND, IF NECESSARY, THE ISSUANCE OF A SAFETY VIOLATION WARNING NOTICE. CONTINUAL DISREGARD FOR THE SAFETY RULES WILL RESULT IN THE VIOLATOR'S REMOVAL FROM THE JOB-SITE.
- POSSESSION OR CONSUMPTION OF ALCOHOL, DRUGS OR ANY CONTROLLED SUBSTANCE ON THIS JOB-SITE IS AGAINST CONQUEST CONTRACTING'S DRUG-FREE WORKFORCE POLICY AND VIOLATORS ARE SUBJECT TO DISMISSAL FROM DUTY. ILLEGAL ACTIVITIES WILL BE REPORTED TO THE APPROPRIATE LAW ENFORCEMENT AGENCY AND OTHER APPLICABLE AUTHORITIES.
- SMOKING IS NOT PERMITTED AT ANY TIME INSIDE THIS STRUCTURE. SMOKING IS NOT PERMITTED ANYWHERE IN CLOSE PROXIMITY TO CHEMICALS THAT ARE BEING USED FOR THIS JOB-SITE.
- TEAM MEMBERS WITH CURRENT FLORIDA CONCEALED WEAPONS OR FIREARMS LICENSES MUST KEEP THEIR WEAPONS LOCKED UP **AT ALL TIMES** AND INSIDE THEIR VEHICLES. ALL UNAUTHORIZED WEAPONS WILL BE IN VIOLATION OF THIS SAFETY POLICY AND THE VIOLATORS SUBJECT TO REMOVAL FROM THE JOB-SITE.

## **Good Safety Practices:**

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THESE JOB-SITE SAFETY RULES MUST BE ADHERED TO BY ALL TEAM MEMBERS AT ALL TIMES. COMMON SENSE DICTATES,

## ELEVATED WORK SPACES –

DO NOT THROW OBJECTS OFF OF ROOFS OR ELEVATED PLATFORMS: EITHER HOIST THE OBJECTS FROM THE WORK AREA USING A HAND LINE, OR SECURE A CONTAINER WITHIN A PROPERLY BARRICADED AREA BELOW. ALWAYS WARN OTHER TEAM MEMBERS WHO ARE IN CLOSE PROXIMITY TO THE AFFECTED WORK SPACE PRIOR TO LOWERING OR RELEASING THE OBJECTS. STAND CLEAR OF FLOOR/DECK OPENINGS IF GUARDRAILS OR COVERS ARE REMOVED OR DISPLACED. DO NOT BLOCK THE WALKING SURFACES OF ELEVATED WORKING PLATFORMS WITH TOOLS OR MATERIALS THAT ARE NOT BEING USED. USE TIED-OFF CONTAINERS TO KEEP TOOLS FROM FALLING OFF OF THESE WORK SPACES. DO NOT MOVE A MOBILE ELEVATED PLATFORM THAT A TEAM MEMBER IS WORKING FROM. ALWAYS LOCK THE WHEELS WHILE PERFORMING DUTIES ON A MOBILE ELEVATED PLATFORM.

## FOCUS –

TEAM MEMBERS SHOULD MAKE EVERY EFFORT TO AVOID DISTRACTING OTHERS, AS DISTRACTIONS MAY CAUSE OR CONTRIBUTE TO ACCIDENTS. DO NOT SHOW OFF OR ENGAGE IN HORSEPLAY ON THIS JOB-SITE.

## GENERAL SURROUNDINGS –

DO NOT WALK UNDER PARTIALLY DEMOLISHED WALLS OR FLOORS, OR ELEVATED PLATFORMS. BE AWARE OF AND RESPECT THE WORK THAT OTHER TEAM MEMBERS FROM OTHER TRADES ARE ENGAGED IN AND COORDINATE YOUR ACTIVITIES ACCORDINGLY TO MINIMIZE MISHAPS AND DISCORD.

## HEAT/SUN EXPOSURE –

TAKE PREVENTATIVE MEASURES AGAINST HEAT EXHAUSTION AND SUN EXPOSURE BY KEEPING YOUR SHIRT ON TO AVOID DEHYDRATION AND SUNBURN, DRINKING PLENTY OF CLEAR LIQUIDS, AND TAKING BREAKS IN SHADED, WELL-VENTILATED AREAS.

## HOUSEKEEPING: –

PRACTICE GOOD JOB-SITE HOUSEKEEPING. WHEN YOU CREATE CLUTTER, CLEAN IT UP RIGHT AWAY. WHEN CLUTTER IS LEFT IN YOUR WORK AREA BY SOMEONE ELSE, CLEAN IT UP AND REPORT THIS TO THE GENERAL CONTRACTOR.

## LADDERS –

DO NOT USE A METAL LADDER WITHIN 50 FEET OF ELECTRICAL POWER LINES. DO NOT USE ANY LADDER IN A PASSAGEWAY OR DOORWAY WITHOUT POSTING A WARNING SIGN AND ESTABLISHING AN APPROPRIATE DETOUR. DO NOT STAND ON SINKS, TOILETS OR CABINETS: USE A STEP LADDER INSTEAD. MAKE SURE THE LADDER IS IN GOOD CONDITION, THAT IT HAS RUBBER PADS, AND IS FREE OF DEBRIS BUILD-UP. WHEN PERFORMING WORK FROM A LADDER, FACE THE LADDER AND DO NOT LEAN BACKWARD OR SIDEWAYS FROM THE LADDER. DO NOT STAND ON THE TOP TWO RUNGS OF THE LADDER.



## LIFTING PROCEDURES –

PLAN THE MOVE BEFORE LIFTING; REMOVE OBSTRUCTIONS FROM YOUR CHOSEN PATHWAY. TEST THE WEIGHT OF THE LOAD BEFORE LIFTING BY PUSHING THE LOAD ALONG ITS RESTING SURFACE. IF THE LOAD IS TOO HEAVY OR BULKY, USE LIFTING AND CARRYING AIDS SUCH AS HAND TRUCKS, DOLLIES, PALLET JACKS AND CARTS, OR GET ASSISTANCE FROM A CO-WORKER. IF ASSISTANCE IS REQUIRED TO PERFORM A LIFT, COORDINATE AND COMMUNICATE YOUR MOVEMENTS WITH THOSE OF YOUR CO-WORKER. SLIDE MATERIALS TO THE END OF THE TAILGATE BEFORE ATTEMPTING TO LIFT THEM OFF A PICK-UP TRUCK. DO NOT LIFT OVER THE WALLS OR TAILGATE OF THE TRUCK BED. DO NOT LIFT AN OBJECT FROM THE FLOOR TO A LEVEL ABOVE YOUR WAIST IN ONE MOTION. SET THE LOAD DOWN ON A TABLE OR BENCH AND THEN ADJUST YOUR GRIP BEFORE LIFTING IT HIGHER. WHEN LIFTING A LOAD, POSITION YOUR FEET 6 TO 12 INCHES APART WITH ONE FOOT SLIGHTLY IN FRONT OF THE OTHER. FACE THE LOAD. BEND AT THE KNEES, NOT AT THE BACK. KEEP YOUR BACK STRAIGHT. GET A FIRM GRIP ON THE OBJECT WITH YOUR HANDS AND FINGERS. USE HANDLES WHEN PRESENT. WEAR PROTECTIVE GLOVES WHEN LIFTING OBJECTS WITH SHARP CORNERS OR JAGGED EDGES. PERFORM LIFTING MOVEMENTS SMOOTHLY AND GRADUALLY; DO NOT JERK THE LOAD. IF YOU MUST CHANGE DIRECTION WHILE LIFTING OR CARRYING THE LOAD, PIVOT YOUR FEET AND TURN YOUR ENTIRE BODY. DO NOT TWIST AT THE WAIST. SET DOWN OBJECTS IN THE SAME MANNER AS YOU PICKED THEM UP, EXCEPT IN REVERSE. DO NOT TRY TO CATCH THE LOAD IF IT IS FALLING OR SLIPPING – GET OUT OF THE WAY.

## PERSONAL ATTIRE –

DO NOT WEAR JEWELRY OR COATS WITH METAL ZIPPERS TO WORK.

## POWER CORDS –

USE A POWER CORD COVER, OR TAPE THE CORD DOWN WHEN RUNNING ELECTRICAL OR OTHER CORDS ACROSS AISLES, ENTRANCES OR EXITS. KEEP POWER CORDS AWAY FROM PATH OF DRILLS AND WIRE SOLDERING AND CUTTING EQUIPMENT. DO NOT USE CORDS THAT HAVE SPLICES, EXPOSED WIRES OR CRACKED OR FRAYED ENDS. DO NOT REMOVE THE GROUND PRONG FROM ELECTRICAL CORDS. DO NOT USE AN ADAPTER SUCH AS A CHEATER PLUG THAT ELIMINATES THE GROUND. DO NOT PLUG MULTIPLE ELECTRICAL CORDS INTO A SINGLE OUTLET.

## SIGNAGE REGULATIONS –

OBEY ALL POSTED SAFETY AND DANGER SIGNS AND INSIST THAT OTHERS DO THE SAME.

## STORMS –

CEASE WORKING OUTDOORS WHEN A LIGHTNING STORM THREATENS.

## TOOLS –

DO NOT CARRY TOOLS IN YOUR HAND WHEN YOU ARE CLIMBING. CARRY TOOLS IN TOOL BELTS OR HOIST THE TOOLS TO THE WORK AREA USING A HAND LINE. CARRY ALL SHARP OR POINTED TOOLS IN A SHEATH OR HOLSTER. DO NOT CARRY TOOLS IN YOUR WORK CLOTHING. DO NOT THROW TOOLS FROM ONE LOCATION TO ANOTHER OR FROM ONE TEAM MEMBER TO ANOTHER.

## WORK ZONES –

PRIOR TO BEGINNING WORK, MAKE SURE THAT THE PROPER BARRICADES, WARNING SIGNS AND OTHER PROTECTIVE DEVICES HAVE BEEN INSTALLED TO ISOLATE THE WORK AREA AND APPROPRIATE WORK SPACES FROM LOCAL FOOT OR VEHICULAR TRAFFIC. RESPECT EXISTING WORK ZONES THAT HAVE BEEN ESTABLISHED BY OTHER TEAM MEMBERS.

## Personal Protective Equipment:

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PERSONAL PROTECTIVE EQUIPMENT (PPE) ASSISTS IN ACHIEVING JOB-SITE SAFETY, THEREBY PREVENTING WORKPLACE ACCIDENTS. TEAM MEMBERS MUST WEAR BASIC PPE, AS DESCRIBED IN THIS SECTION. FURTHERMORE, TEAM MEMBERS ARE EXPECTED TO WEAR ANY TRADE-SPECIFIC PPE AS REQUIRED FOR THEIR PARTICULAR TRADES.

## FOOT PROTECTION –

TEAM MEMBERS INVOLVED IN DEMOLITION OPERATIONS OR IN OPERATIONS WHERE USE OF JACK-HAMMERS, CHOP SAWS AND OTHER SUCH HEAVY-DUTY TOOLS ARE USED ARE REQUIRED TO WEAR SAFETY BOOTS IN GOOD CONDITION. TEAM MEMBERS INVOLVED IN OPERATIONS EXPOSING THE FEET/LEGS TO SUCH HAZARDS AS CONCRETE BURNS DURING THE PLACING OF UNCURED CONCRETE ARE REQUIRED TO WEAR RUBBER BOOTS IN GOOD CONDITION. TEAM MEMBERS OPERATING ELECTRICAL EQUIPMENT ARE REQUIRED TO WEAR RUBBER-SOLED OR INSULATED WORK BOOTS IN GOOD CONDITION.

## EYE PROTECTION –

TEAM MEMBERS INVOLVED IN CUTTING, CHIPPING AND WELDING OPERATIONS ARE REQUIRED TO WEAR SAFETY GLASSES. ANY TEAM MEMBER WHO OBSERVES SUCH ACTIVITIES MUST ALSO WEAR THE APPROPRIATE EYE PROTECTION. DO NOT CONTINUE TO WORK IF YOUR SAFETY GLASSES BECOME FOGGED OR DIRTY. CLEAN THE GLASSES UNTIL THE LENSES ARE CLEAR AND DEFOGGED AND THEN RESUME WORK.

## FALL PROTECTION –

ALL TEAM MEMBERS EXPOSED TO FALLS OF MORE THAN 6FT ARE REQUIRED TO PROTECT THEMSELVES WITH ADEQUATE GUARDRAIL SYSTEMS AND/OR THE USE OF APPROPRIATE FALL PROTECTION EQUIPMENT.

## HAND PROTECTION –

ALL TEAM MEMBERS INVOLVED IN OPERATIONS EXPOSING HANDS TO CUTS, CHEMICALS, BURNS, ETC. ARE REQUIRED TO WEAR GLOVES THAT ARE APPROPRIATE TO THE TYPE OF EXPOSURE. THE MATERIAL SAFETY DATA SHEET (MSDS) SHOULD BE USED IF IN DOUBT ABOUT WHAT TYPE OF GLOVE TO USE.

## HARD HATS –

ALL TEAM MEMBERS ARE REQUIRED TO WEAR HARD HATS ON THIS JOB-SITE.

## HEARING PROTECTION –

ALL WORK AREAS WHERE PROLONGED HIGH NOISE LEVELS ARE ANTICIPATED MUST DISPLAY “HEARING PROTECTION REQUIRED” SIGNAGE. ANY TEAM MEMBER IN CLOSE PROXIMITY TO SUCH A HIGH NOISE AREA MUST WEAR EARPLUGS OR EARMUFFS.

## SPECIALIZED PERSONAL PROTECTIVE EQUIPMENT –

SPECIFIC JOBS MAY CAUSE THE NEED FOR SPECIALIZED PPE. WHENEVER THIS IS THE CASE, TEAM MEMBERS ARE EXPECTED TO UTILIZE THE APPROPRIATE INDUSTRY RECOGNIZED EQUIPMENT FOR THEIR TASKS. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO ENSURE THAT THE EQUIPMENT THAT IS IN USE IS APPROPRIATE FOR THE JOB BEING PERFORMED AND THAT THE EQUIPMENT IS IN GOOD CONDITION.

### **First Aid:**

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THERE WILL BE AN ADEQUATE FIRST AID KIT AVAILABLE AT THIS JOB-SITE. WORKERS WHO RECEIVE JOB-SITE RELATED INJURIES OR ILLNESSES WILL BE GIVEN IMMEDIATE ATTENTION IN REGARD TO THE NATURE OF THEIR INJURY OR ILLNESS.

## **Fundamental Requirements for Sub-Contractors/Suppliers**

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### **Core Responsibilities Concerning Employees and Manpower:**

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EACH SUB-CONTRACTOR/SUPPLIER THAT HAS A PRESENCE ON THIS JOB-SITE BEARS THE FUNDAMENTAL RESPONSIBILITY TO ENSURE THAT ITS EMPLOYEES AND SUPPLEMENTAL MANPOWER WORKING AT THE SITE ARE PROPERLY INSURED, PROTECTED AND TRAINED FOR THE TASKS FOR WHICH THEY ARE ASSIGNED, AS PER 1910.12, STATE MANDATES, AND THE INDUSTRY'S BEST PRACTICES, AND AS COMMON SENSE DICTATES. THE SUB-CONTRACTOR/SUPPLIER MUST, AT THE VERY LEAST, ENSURE THAT ITS EMPLOYEES AND SUPPLEMENTAL MANPOWER:

- ARE COVERED WITH ADEQUATE AND UP-TO-DATE WORKERS' COMPENSATION AND GENERAL LIABILITY INSURANCES, AND ALL CERTIFICATES OF INSURANCE AND UPDATED PAYROLL JOURNALS HAVE BEEN SUBMITTED TO CONQUEST CONTRACTING BOTH PRIOR TO ESTABLISHING A PRESENCE ON THIS JOB-SITE AND DURING THE ENTIRE COURSE OF THE SUB-CONTRACTOR'S/SUPPLIER'S OPERATIONS
- ARE PROPERLY OUTFITTED WITH BASIC PERSONAL PROTECTIVE EQUIPMENT IN GOOD CONDITION, TO INCLUDE FOOT PROTECTION, EYE PROTECTION, FALL PROTECTION, HAND PROTECTION, HARD HATS, HEARING PROTECTION AND ANY SPECIALIZED PERSONAL PROTECTIVE EQUIPMENT THAT IS NECESSARY TO SAFELY CARRY OUT THEIR DAY-TO-DAY DUTIES
- HAVE BEEN TRAINED IN THE PROPER AND SAFE USE OF PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THEIR TASKS
- ARE PROPERLY OUTFITTED WITH RESPIRATORY PROTECTION IN GOOD REPAIR REQUIRED FOR THEIR TASKS
- HAVE BEEN TRAINED IN THE PROPER AND SAFE USE OF RESPIRATORY PROTECTION REQUIRED FOR THEIR TASKS

- HAVE RECEIVED THE REQUIRED MEDICAL EVALUATIONS AS PER 1910.134 (E) TO ENSURE THAT THEY ARE ABLE TO UTILIZE RESPIRATORY PROTECTION
- ARE PROPERLY OUTFITTED WITH EQUIPMENT, MACHINERY AND TOOLS – INCLUDING RENTALS – IN GOOD REPAIR AND SAFE OPERATING CONDITION
- HAVE BEEN TRAINED IN THE PROPER AND SAFE SET-UP, BREAKDOWN AND USE OF ALL EQUIPMENT, MACHINERY AND TOOLS – INCLUDING RENTALS – THAT ARE UTILIZED IN THE COURSE OF THEIR DAY-TO-DAY OPERATIONS AT THIS JOB-SITE
- ARE ISSUED THE APPROPRIATE BARRIERS, DETOURS AND SIGNAGE TO PROPERLY ISOLATE THEIR WORK AREAS AS NECESSARY
- HAVE BEEN PROPERLY TRAINED AND CERTIFIED FOR THEIR ASSIGNED DUTIES ACCORDING TO ALL APPLICABLE OSHA STANDARDS, STATE MANDATES, AND INDUSTRY REQUIREMENTS
- ARE PROPERLY BRIEFED AS TO THE SAFEST PLAN OF ACTION FOR WHICH TO UNDERTAKE THEIR PARTICULAR ASSIGNMENTS AT THIS JOB-SITE SO THAT THEIR WORK AREAS ARE SAFE FOR BOTH THEMSELVES AND ALL OTHERS WITH AN ON-SITE PRESENCE
- ARE INSTRUCTED TO MAINTAIN GOOD ON-SITE HOUSEKEEPING BOTH DURING AND AFTER DAILY TASKS, WHICH CONTRIBUTES TO OVERALL JOB-SITE SAFETY AND PREVENTS SUB-CONTRACTOR/SUPPLIER BACK-CHARGES
- ARE PROPERLY TRAINED IN THE SAFE USE OF ANY HAZARDOUS CHEMICALS THAT THEY MUST USE IN THE COURSE OF DAY-TO-DAY OPERATIONS

### **Other Core Responsibilities:**

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EACH SUB-CONTRACTOR/SUPPLIER THAT HAS A PRESENCE ON THIS JOB-SITE SHALL ALSO BE RESPONSIBLE FOR ENSURING:

- THAT ITS EMPLOYEES, MANAGEMENT PERSONNEL, AND SUPPLEMENTAL MANPOWER ARE FULLY ON-BOARD WITH THIS SAFETY PLAN
- THAT ITS EMPLOYEES AND MANAGEMENT PERSONNEL ASSIGNED TO THIS PROJECT ARE THOROUGHLY FAMILIAR WITH THE BLUEPRINTS, AND ASSOCIATED DOCUMENTS AND ADDENDUMS THAT PERTAIN TO ITS CONTRACTED WORK FOR THIS PROJECT
- THAT ITS EMPLOYEES AND MANAGEMENT PERSONNEL ASSIGNED TO THIS PROJECT POSSESS AN ADEQUATE UNDERSTANDING OF THE SCOPE AND NATURE OF THE OVERALL PROJECT, ITS SCHEDULING REQUIREMENTS AND ANY OTHER MATTERS PERTAINING TO WORKING/COORDINATING WITH THE GENERAL CONTRACTOR, INSPECTORS, AND THE OTHER TRADES PRESENT AT THIS JOB-SITE
- THE SECURING OF ALL REQUIRED PERMITS AND CERTIFICATIONS FOR ITS COMPANY AND ITS ON-SITE WORKFORCE, AS SUCH DOCUMENTS PERTAIN TO THE CONTRACTED WORK FOR THIS PROJECT
- THE SECURING OF A COMPETENT PERSON OR PERSONS AS APPLICABLE TO CERTAIN TASKS THAT DEMAND

SUCH ON-SITE PRESENCE

- THE PROPER AND TIMELY ON-SITE SECURING OF ANY MATERIALS AND BUNDLES THAT ARE TO BE UTILIZED FOR THE CONTRACTED WORK
- THAT NO HAZARDOUS MATERIALS ARE INTRODUCED ON THIS JOB-SITE UNTIL THE APPROPRIATE MATERIAL SAFETY DATA SHEETS HAVE BEEN SUBMITTED TO THE GENERAL CONTRACTOR
- MEETING ALL OTHER APPLICABLE REQUIREMENTS, AS LISTED WITHIN THIS JOB-SITE SAFETY PLAN

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## **Responsibilities for Construction Management**

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### **Core Responsibilities:**

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THE GENERAL CONTRACTOR WILL CARRY OUT THE FOLLOWING CORE RESPONSIBILITIES:

- OVERSEEING THE OVERALL SAFE OPERATIONS AND ACTIVITIES PERTAINING TO THIS JOB-SITE
- ENFORCING COMPLIANCE WITH APPLICABLE OSHA STANDARDS
- ENFORCING COMPLIANCE WITH THE CONTENTS OF THIS SAFETY PLAN
- ENFORCING CONQUEST CONTRACTING'S DRUG-FREE WORKFORCE POLICY
- MAINTAINING AN ON-SITE FIRST-AID KIT AND KEEPING FIRE EXTINGUISHER(S) CLOSE AT HAND
- CONDUCTING SAFETY INSPECTIONS, AS NECESSARY
- CONDUCTING INCIDENT INVESTIGATIONS, AS NECESSARY
- ESTABLISHING AND MAINTAINING SCHEDULING CONTROL
- CONDUCTING SAFETY MEETINGS WITH SUB-CONTRACTORS, SUPPLIERS AND TEAM MEMBERS, AS NECESSARY
- IMPLEMENTING THE JOB-SITE HAZARD COMMUNICATION PROGRAM
- OVERSEEING THE IMPLEMENTATION OF THE ON-SITE LOCKOUT/TAGOUT SAFETY PLAN FOR CONTROL OF HAZARDOUS ENERGY
- SETTING UP THE EMERGENCY ACTION PLAN, AS PER THIS SAFETY PLAN, AND ACTIVATING IT ACCORDINGLY SHOULD THE OCCASION PRESENT ITSELF
- ENSURING THE TIMELY ARRIVAL OF MATERIALS AND THEIR SAFE STORAGE
- REQUIRING THE PROPER CONDUCT OF ALL SUB-CONTRACTORS, SUPPLIERS, TEAM MEMBERS AND VISITORS IN AND AROUND THIS JOB-SITE
- ENSURING THAT THERE ARE NO UNNECESSARY VISITORS PRESENT AT THE JOB-SITE
- ENSURING THAT PROPER TRAFFIC CONTROL, SIGNAGE, AND INTERIOR AND EXTERIOR BARRIERS ARE IN PLACE, AS IS NECESSARY THROUGHOUT THE DURATION OF THE PROJECT

- COMPLYING WITH INSPECTION REQUIREMENTS IN A TIMELY MANNER
- KEEPING THIS JOB-SITE CLUTTER-FREE BOTH IN THE STRUCTURE'S INTERIOR AND AROUND ITS EXTERIOR
- MEETING ALL OTHER APPLICABLE REQUIREMENTS, AS LISTED WITHIN THIS JOB-SITE SAFETY PLAN

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## **Construction Management Guidelines:**

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### **Safety Inspections:**

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THE GENERAL CONTRACTOR WILL COMPLETE A SAFETY INSPECTION AS NEEDED THROUGHOUT THE DURATION OF THE JOB USING THE FOLLOWING PROCEDURES:

- INSPECT ALL WORK AREAS TO ENSURE SAFE WORK PRACTICES AND SAFE AND HEALTHY CONDITIONS. INSPECTIONS MAY BE CONDUCTED IN AN INFORMAL MANNER DUE TO THE FAST-TRACK REQUIREMENTS OF THIS JOB, .
- AREAS THAT SHOULD BE CHECKED INCLUDE, BUT ARE NOT LIMITED TO: PROPER TOOLS AND EQUIPMENT IN GOOD REPAIR AND UTILIZED PROPERLY FOR THEIR APPROPRIATE TASKS, ADEQUATE AND APPROPRIATE USE OF PERSONAL PROTECTIVE EQUIPMENT, UNUSUAL HAZARDS SUCH AS TRIPPING HAZARDS OR FALL EXPOSURE, UNSECURED OR IMPROPERLY SECURED OVERHEAD OBJECTS THAT COULD FALL ON PERSONS BELOW, SPECIAL PROCEDURES DUE TO JOB LOCATION AND CONDITIONS, AND OTHER ITEMS THAT MAY BE PECULIAR TO THE JOB-SITE.

WHENEVER APPROACHED BY WORKERS WHO DEMONSTRATE CONCERNS REGARDING GENUINE SAFETY OR HEALTH ISSUES, GIVE PROPER ATTENTION TO THE MATTERS AT HAND.

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### **Incident Investigations:**

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THE GENERAL CONTRACTOR WILL PERFORM AN INCIDENT INVESTIGATION WHENEVER AN ON-SITE INCIDENT OCCURS, SUCH AS A JOB-SITE INJURIE OR ILLNESS. THESE INVESTIGATIONS ARE TO ASSESS THE NATURE AND THE CAUSE OF THE INCIDENT.

INCIDENTS THAT INVOLVE INJURY AND ILLNESSES WILL BE EVALUATED IN ORDER TO REVEAL AND REMEDY DEVELOPING TRENDS, COMMON CAUSES, AND PATTERNS THAT COULD LEAD TO FURTHER PROBLEMS.

THE GENERAL CONTRACTOR WILL INVESTIGATE INCIDENTS USING THE FOLLOWING PROCEDURES:

- IMPLEMENT TEMPORARY CONTROL MEASURES TO PREVENT ANY FURTHER INJURIES TO TEAM MEMBERS OR DAMAGE TO EQUIPMENT, PROPERTY OR THE PUBLIC.
- REVIEW THE EQUIPMENT, OPERATIONS, AND PROCESSES TO GAIN AN UNDERSTANDING OF THE ACCIDENT SITUATION.

- IDENTIFY AND INTERVIEW EACH WITNESS AND ANY OTHER PERSON WHO MIGHT PROVIDE CLUES TO THE CAUSES.
- INVESTIGATE CAUSAL CONDITIONS AND UNSAFE ACTS; MAKE CONCLUSIONS BASED ON EXISTING FACTS.
- COMPLETE THE INCIDENT INVESTIGATION REPORT FORM, THE OSHA 301 INJURY AND ILLNESS INCIDENT REPORT, AND ALL ASSOCIATED PAPERWORK. THESE FORMS WILL FACILITATE THE GENERAL CONTRACTOR IN COMPLETING THE INVESTIGATION IN A TIMELY AND ACCURATE MANNER AND WILL ENABLE HIM/HER TO PROVIDE RECOMMENDATIONS FOR CORRECTIVE ACTIONS. COPIES OF THE ORIGINAL FORMS MUST BE FILED WITH CONQUEST CONTRACTING'S OFFICE AS SOON AS POSSIBLE AFTER THE INCIDENT OCCURS. THE ORIGINAL FORMS WILL REMAIN AT THE SITE UNTIL THE JOB IS COMPLETED.

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## **Job-Site Hazard Communication Program**

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IT IS THE POLICY OF CONQUEST CONTRACTING THAT THE FIRST CONSIDERATION IN THE PERFORMANCE OF WORK SHALL BE THE PROTECTION OF THE SAFETY AND HEALTH OF ALL TEAM MEMBERS. THE COMPANY HAS DEVELOPED THIS HAZARD COMMUNICATION PROGRAM TO ENSURE THAT ALL TEAM MEMBERS RECEIVE ADEQUATE INFORMATION RELEVANT TO THE POTENTIAL HAZARDS THAT MAY EXIST WITH THE VARIOUS HAZARDOUS SUBSTANCES USED IN THE DAY-TO-DAY OPERATIONS ON THIS JOB-SITE. THE FOLLOWING PROGRAM OUTLINES HOW WE WILL ACCOMPLISH THIS OBJECTIVE.

### **Scope:**

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THIS POLICY COVERS ALL POTENTIAL JOB-SITE EXPOSURES INVOLVING HAZARDOUS SUBSTANCES AS DEFINED BY FEDERAL, STATE AND LOCAL REGULATIONS.

### **Construction Management Responsibilities:**

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THE GENERAL CONTRACTOR HAS THE RESPONSIBILITY TO PERFORM THE FOLLOWING TASKS AS THEY PERTAIN TO MATERIAL SAFETY DATA SHEETS FOR THIS JOB-SITE:

- OBTAIN MATERIAL SAFETY DATA SHEETS FROM THE SUB-CONTRACTORS AND SUPPLIERS AND ENSURE THAT NO NEW MATERIALS ARE INTRODUCED ON-SITE UNTIL THE APPROPRIATE MSDSs HAVE BEEN RECEIVED.
- OBTAIN THE MSDSs FOR ALL NEW MATERIALS WHEN THEY ARE FIRST ORDERED.
- UTILIZE THE REQUEST FOR MATERIAL SAFETY DATA SHEETS FORM TO OBTAIN THE NECESSARY MSDSs.
- MAINTAIN AN ON-SITE MSDS NOTEBOOK COMPRISING THE ACQUIRED MSDSs.
- MAKE THE MSDSs AVAILABLE TO ALL TEAM MEMBERS, AT ALL TIMES, UPON THEIR REQUEST.
- REVIEW ALL INCOMING MSDSs FOR NEW AND SIGNIFICANT HEALTH AND SAFETY INFORMATION, AND COMMUNICATE SUCH INFORMATION TO THE APPLICABLE TEAM MEMBERS.