



## Employee Safety Orientation

To better insure the safety of each employee on this project there are specific safety requirements:

### **New Hire Orientation**

Each Brazos Masonry, Inc. employee shall be orientated to the hazards that he/she may be exposed. Orientation itinerary is as follows:

- ❖ Site safety rules.
- ❖ Evacuation instructions.
- ❖ Fire Extinguisher location.
- ❖ PPE requirements.
- ❖ Haz Com Program.
- ❖ MSDS location.
- ❖ Respiratory/silica Protection.
- ❖ Fall Protection Program.
- ❖ Accident Reporting.
- ❖ Laser Safety.
- ❖ Blood borne Pathogens.
- ❖ Scaffold User Safety.
- ❖ Competent Persons.
- ❖ Housekeeping.
- ❖ Heavy Equipment Safety.
- ❖ GFCI/Electrical Safety.
- ❖ Machine Guarding.
- ❖ Manual Lifting.
- ❖ Routine Inspections.
- ❖ JSA/Safety Meetings.
- ❖ Brazos Safety Incentive Program.

### **PPE Requirements**

Each employee is to wear hardhat, and leather work shoes at all times. Any task that presents additional hazards such as cutting masonry, mixing mortar, etc... addition PPE will be utilized to protect from that hazard. For additional information on this subject refer to Corporate Safety Policy section of this book.

### **Hazard Communication**

The hazards of chemicals that are used on this job site, and the information concerning their hazards must be transmitted to the employees. This transmittal of information is to be accomplished by means of container labeling and other forms of warning, material safety data sheets and employee training. Employees shall be trained as to the hazards of the chemicals they will be working with or may come in contact with. All employees shall have access to MSDS's at any time. MSDS books can be found in the Brazos trailer and the General Contractor's office. If any chemicals are brought on to the project in which a MSDS is not included in the MSDS books for the project, the MSDS will be obtained and a copy put into both the Brazos MSDS book and the MSDS book in the General Contractor's office. Some hazardous materials that you should be familiar with are: silica, mortar, concrete, mortar admix, masonry lime, masonry cleaning detergents, oil, gasoline, and diesel among others.

### **Respiratory Protection**

Engineering controls will be the first line of defense against airborne hazards. If engineering controls cannot be used then the exposed employee must wear a respirator. The employee will go through a pulmonary function test, fit test, and respirator training to ensure he is physically able and knowledgeable to wear the respirator. One of the leading airborne hazards that you could encounter on a masonry project is silica: exposure can cause silicosis, an irreversible, potentially fatal lung disease which makes this program compliance a must.



### **Fall Protection**

Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet or more above a lower level shall be protected from falling by the use of guardrail systems. If a guardrail system cannot be provided personal fall arrest systems shall be utilized. Lanyards shall be tied to structurally sound member able to withstand 5000 lbs. of downward force. For additional information on fall protection as it applies to Brazos Masonry, Inc. refer to the Corporate Safety Policy book, scaffolding section.

### **Accident/Incident Reporting**

Every accident or injury of any kind must be reported immediately regardless of how minor. Report the accident immediately to the project Superintendent. They will then immediately report the accident to Zach Everett, Brazos Safety Director. A 1<sup>st</sup> Report of Injury and Brazos Accident/Incident Report will be completed promptly. All incidents are to be reported in the same manner even if there is no medical treatment needed. These are to be reported as "Incident Only". Property damage is to be reported immediately in the same manner as an accident/incident. For additional information on this subject refer to Corporate Safety Policy book.

### **Laser Safety**

Each laser equipment operator and directly affected BMI employees must be trained in accordance with the applicable manufacturer's recommendations. The instruction process shall inform the operator of various hazards associated with the use of the equipment and the necessary or recommended control measures for the elimination of hazards to personnel, such as, but not limited to: not looking into laser due to retinal damage that could occur, and thermal damage (burns) that can come through laser exposure to skin. Read and understand thoroughly manufacturer's safety and operating instructions before using.

### **Blood borne Pathogens**

Blood borne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to hepatitis B virus (HBV) and human immunodeficiency virus (HIV). Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials. When there is an accident, if you are not a trained 1<sup>st</sup> Responder, do not come in contact with injured worker if there is a possibility of contacting blood or body fluids.

### **Scaffold User Safety**

Employees working on scaffolds shall be trained to identify the hazards associated: adequate footing, plumb and level, proper bracing and tying to structure, guardrails, toeboards and falling objects, proper decking, keeping decks clean, ladders, intended loads and capacity, electrical hazards including overhead powerlines, and keeping safety maintained.

### **Competent Persons**

Competent Persons have been trained and have knowledge and experience to identify existing and predictable hazards. They also have the authorization to correct or eliminate the hazards. A Competent Person shall supervise all erecting and dismantling of scaffolds. The Competent Person shall inspect scaffolding each shift before work is performed from them. For additional information on this subject refer to Corporate Safety Policy section of this book.



### **Housekeeping**

Work areas will be kept clean and sanitary. Keep tripping hazards off the ground and scaffolds. Only drink from potable water that is clearly marked. Do not use common cup and dispose of cups and other trash in container.

### **Heavy Equipment**

Be aware of all heavy equipment on the project: forklift, cranes, earth moving equipment, aerial lifts, trucks and trailers. Being struck by or crushed by these types of equipment is all too often and is unforgiving in its' damage.

### **GFCI/Electrical Safety**

The following shall be done at a minimum to insure proper grounding for personnel protection. Tool cords and extension cords shall be inspected before each use for damage, wear or loose connections. Tools and extension cords shall only be plugged into a GFCI receptacle or have a portable GFCI between the receptacle and the extension cord or tool. The GFCI shall be tested before **each** use to insure it is working properly. If GFCI is not working properly it shall not be used until repaired and retested.

### **Machine Guarding**

All machines that are manufactured with a guard must be operated with that guard in place. Mixer tub guards, mixer motor guards, saws, grinders, etc... all must be used with the guard in place. The guards are NEVER to be removed while in service.

### **Manual Lifting**

When you lift don't lift with your back-lift with your legs, hold the load close to your body, don't twist-move your feet to turn, don't lift something that is too heavy-get help, and tighten your stomach muscles. Stretch your muscles out in the morning. Ask any professional athlete if it's silly. If you're going to work your body it needs to be limbered up. The mixer man should have all his bag goods as close as possible to the mixer so he doesn't have to carry the things around and keep the level of the bags you're lifting between your shoulders and your knuckles if they are hanging at your side. When the stack gets low have the forklift driver to put the pallet on a stack of empty pallets to bring the level up.

### **Routine Inspections**

Dailey inspections shall be conducted by the Superintendent. Zach Everett, Brazos Safety Director, will attempt written inspections at approximate weekly intervals. All inspections will include scaffolds, PPE, machine guarding, Haz Com, forklift safety, fire extinguishers, fall protection, etc...

### **Weekly Job Safety Analysis & Safety Meetings**

Weekly toolbox safety meetings shall be done weekly with opportunity for employee interaction. Safety meetings shall be done as often and whenever the Superintendent or the Safety Director deems appropriate.

### **Brazos Masonry Safety Incentive Program**

An employee will lose his award if he/she is written up for a safety violation or if there is an OSHA recordable on the project they are working on. In that case the entire project will lose their award for the month. So, keep your eyes peeled for hazards, have them corrected when you see them, and be your brother's keeper. If you see a co-worker in harms way, say something! You'll be working



to keep your award and you may save his life!

Our goal on this job is to provide a safe and profitable experience for each employee. It is our commitment to make this project as safe as humanly possible. On this site there will be chemicals, heavy equipment, electric tools and lines, excavations, fall hazards, cold, heat, adverse weather conditions, slippery surfaces, and a host of other potentially dangerous situations that you will be confronted with. Yet with training, awareness and those helpful reminders from our coworkers we can return each evening to our families unharmed and healthy.

Sincerely,

Zach Everett  
Corporate Safety Director