

FOESTE MASONRY, INC.

EMPLOYEE SAFETY AND INFORMATIONAL PACKET

The enclosed safety and company information packet is a very vital and integral part of our entire scope of work. This packet was designed to provide each employee with a brief overview of the safety regulations that Foeste Masonry, Inc has implemented.

The information included is in part not a request but rather an important method in providing a safe working environment for all employees. The safety information included meets or exceeds the requirements established by the Department of Labor's Occupational Safety and Health Administration 29 CFR 1926 Construction Safety Standards and those established by Foeste Masonry, Inc. In addition reasonable and customary safe working practices were considered in establishing the included safety regulations and requirements.

Each employee considered as a new hire shall read and sign this packet prior to starting work on any Foeste Masonry, Inc job site. Employees that are presently employed shall read and sign this packet within 5 working days from implementation.

As with any new company policy or regulations there will be questions and concerns, if this occurs please notify your immediate supervisor who will pass those comments onto company management. A tremendous amount of work and research went into writing of this document and the new company safety manual that considered each type of work being performed. Your compliance with this program is as important as the productive work you do every day. Our goal is providing a safe work area and the only way this can be accomplished is with **your** compliance and assistance.

SAFETY PROGRAMS

- **Personal Protective Equipment (PPE)**

 - 100% Hard Hat use required**

 - Safety glasses to be used in operations where material can expose an employee to a potential eye injury.

- **Fall Protection**

 - When the scope of work requires you to work at a height of six (6) foot or greater all employees must be protected from fall by either of the following:

 - 1- Personal fall arrest device (Safety Harness) anchored correctly to an approved anchorage.

 - 2- Work within a hand rail system that meets the 200 lb psi test

- **Scaffolds**

 - A competent person shall erect, dismantle, maintain and inspect all scaffold components prior to working on any scaffold and if conditions change.

 - Scaffolds shall meet standard requirements for safe work on scaffolding.

 - Employees shall be trained prior to working on any company scaffold and documentations shall be kept on site until the completion of the scheduled work.

- **Forklifts, extended boom and regular**

 - An employee operating any type of forklift shall possess an operator's performance based license.

- **Hazcom, Employees Right to Know**

 - Chemicals used in the work place shall be labeled and stored correctly in an approved container or cabinet.

- **Proper Dress**

Long legged pants, shirts or T-shirts with sleeves and free of offensive material shall be worn at all times on company work sites. In the event of extreme weather conditions changes may be made on a job site individual basis.

- **Radio's, cell phones and boom boxes**

No radios or boom boxes shall be permitted on a Foeste Masonry job site. Use of cell phones shall be limited to prior to start of work, breaks, lunch and after work unless it is on company approved business. Please notify those that call frequently of this change.

- **Accidents**

Please report any accident or injury to your immediate supervisor no matter how small or insignificant it may seem at the time. Failure to comply may result in company disciplinary action and loss of benefits.

- **Unapproved or unexcused absent from work**

Scheduling work is very difficult and the importance of your daily attendance is a vital part of our success. Failure to comply with requirement may result in company disciplinary action.

- **Illegal drugs, alcohol**

Using illegal drugs and or alcohol on any Foeste Masonry job site could result in company disciplinary action or dismissal. If you are taking prescription medication please have the container the medicine was provided to you on site when taking medication.

- **Firearms/Weapons**

At no time shall any type of firearm or weapon be permitted on any Foeste Masonry company job site, office or company work area.

- **Horseplay**

Horseplay will not be tolerated on any Foeste Masonry job site.

- **Tools**

Company provided tools shall be used according to the recommended manufactures specifications. Misuse of company tools could result in company disciplinary action.

- **Access, egress from ladders and scaffold and other safe work areas**

Use of company provided access and egress areas is by the safest methods.

Jumping or swinging from any of these areas is prohibited.

- **General Safety/Housekeeping**

Employees are encouraged to assist company supervisors with providing a company work area that is free of known and reasonable work place hazards, this shall include the following:

- 1- Immediate work area
- 2- Access/egress areas
- 3- Mixing area, silos
- 4- Material handling areas
- 5- Areas where another contract may be working
- 6- Break areas
- 7- **Generally pick up and clean up your area**

- **Additional safety policies and regulations**

Listed above is a brief overview of the new company safety rules, additionally other rules can be found in the company safety manual located in the supervisor's truck, and at the Foeste Masonry offices.

- **Company Vehicles/Equipment**

Only company approved drivers are allowed to drive company vehicles and or operate company equipment

- **Insurance and company benefits**

For information regarding insurance and company benefits contact Foeste Masonry main office located at:

**347 County Road 649
Cape Girardeau, MO 63701
Or by calling:
573-334-0172**

I have read and understand the information included in this packet. By signing this document I will abide by all the company safety standards and company rules and regulations. Failure to comply with this document may result in disciplinary action being taken and my possible dismissal. I also understand where additional safety rules can be found and I will attend company required training classes and programs.

Name:

Date:

Foeste Masonry Representative:

Date: