|  |
| --- |
|  |
| Site Specific Safety Plan |
| Belgrade Water & Sewer District New Construction |
| Belgrade, Montana |
| **10/15/2020** |

1. The project generally consists of, but is not necessarily limited to, the following major
2. items:
3.  Site work including sanitary sewer and water main extensions with services to the
4. WRF, access improvements, storm water and site grading, fencing and gates, and
5. utilities connection coordination.
6.  Influent Pump Station including pumping systems to the existing Elk Grove WWTP
7. and the new WRF.
8.  Treatment Building including headworks, flow splitting structures, sequencing
9. batch reactors (SBRs), ultraviolet disinfection, non-potable water system, sludge
10. solids handling, and administration area.
11.  Aerobic sludge digesters
12.  HVAC, odor control, plumbing, electrical, and controls improvements

# PROJECT DETAILS

The Work generally consists of furnishing all labor, skill, equipment, and construction materials to complete the Belgrade Water Reclamation Facility Improvements in accordance with the plans and specifications. The Project includes new construction of the following facilities common to the treatment of municipal wastewater flows: an administration and controls Building – including garage and shop space, a laboratory, operator and administrative office space, and servers for a new supervisory control and data acquisition (SCADA) system; a pretreatment headworks facility with two 5 MGD, 6 mm fine continuous belt screens and mechanically induced vortex grit separator; secondary treatment with two 1.66 million-gallon oxidation ditch process basins and installation of both pre-procured treatment equipment and Contractor supplied equipment; secondary clarification will include two new 70 ft diameter clarifier basins with a pump station to include major process pump systems (15 hp RAS Pumps; 7.5 hp WAS & Scum Pumps; 25 hp Influent Pumps; and 40 hp vertical turbine reclaimed water effluent pumps) with electrical motor control centers and variable frequency drives (VFD), along with miscellaneous instrumentation and controls. The improvements also include the following upgrades to existing facilities: replacement of existing disposal pumps with three 50 hp pumps and two 150 hp irrigation pumps (including process piping modifications); replacement of standard centrifugal blowers with 75 hp high efficiency, integrally geared centrifugal blowers for aeration supply to the repurposed aerated sludge holding lagoon. Site work includes approx. 3,000 feet of new sanitary sewer trunk main, 5,400 feet of potable water distribution main, process site piping installation and modification, improvements to existing infiltration/percolation beds, and modification of existing lagoons to repurpose as aerated sludge holding lagoon, emergency retention basin, and irrigation/effluent equalization pond.

1. on:
2.
3. 1. Conversion from anhydrous ammonia to liquid ammonia sulfate (LAS)
4. At the City of Midland’s Water Purification Plant (WPP).
5.
6. a. Demolition:
7.
8. I. Anhydrous ammonia storage area.
9. ii. Ammoniators and appurtenances.
10. iii. Scrubber.
11.
12. b. Rehabilitation of secondary containment area including
13. Chemical resistant lining.
14.
15. c. Installation of two (2) FRP bulk storage tanks for LAS.
16.
17. d. Installation of LAS chemical feed systems.
18.
19. e. Replacement of ammonia piping to feed application points.
20.
21. f. Installation of two (2) wafer-style static mixers for rapid
22. mixing of chlorine and ammonia prior to the two parallel
23. Pretreatment trains.
24.
25. g. Installation of two (2) full insertion magnetic meters.
26.
27. h. Initial supply of LAS for the WPP.
28.
29. 2. Minor improvements at the WPP.
30.
31. a. Removal and replacement of concrete stairs accessing the
32. Administration Building.
33.
34. b. Structural repair of filter basin concrete.
35.
36. c. Installation of two (2) raw water sample pumps and piping.
37.
38. d. Connection of raw water sample lines (two) and finished
39. water sample line (one) to Owner-provided on-line TOC
40. Analyzer.
41.
42. e. New chlorine solution piping and injection point for the Paul
43. Davis groundwater supply.

Ion:

1. Conversion from anhydrous ammonia to liquid ammonia sulfate (LAS)

At the City of Midland’s Water Purification Plant (WPP).

a. Demolition:

I. Anhydrous ammonia storage area.

ii. Ammoniators and appurtenances.

iii. Scrubber.

b. Rehabilitation of secondary containment area including

Chemical resistant lining.

c. Installation of two (2) FRP bulk storage tanks for LAS.

d. Installation of LAS chemical feed systems.

e. Replacement of ammonia piping to feed application points.

f. Installation of two (2) wafer-style static mixers for rapid

mixing of chlorine and ammonia prior to the two parallel

Pretreatment trains.

g. Installation of two (2) full insertion magnetic meters.

h. Initial supply of LAS for the WPP.

2. Minor improvements at the WPP.

a. Removal and replacement of concrete stairs accessing the

Administration Building.

b. Structural repair of filter basin concrete.

c. Installation of two (2) raw water sample pumps and piping.

d. Connection of raw water sample lines (two) and finished

Water sample line (one) to Owner-provided on-line TOC

Analyzer.

e. New chlorine solution piping and injection point for the Paul

Davis groundwater supply.

Ion:

1. Conversion from anhydrous ammonia to liquid ammonia sulfate (LAS)

At the City of Midland’s Water Purification Plant (WPP).

a. Demolition:

I. Anhydrous ammonia storage area.

ii. Ammoniators and appurtenances.

iii. Scrubber.

b. Rehabilitation of secondary containment area including

Chemical resistant lining.

c. Installation of two (2) FRP bulk storage tanks for LAS.

d. Installation of LAS chemical feed systems.

e. Replacement of ammonia piping to feed application points.

f. Installation of two (2) wafer-style static mixers for rapid

mixing of chlorine and ammonia prior to the two parallel

pretreatment trains.

g. Installation of two (2) full insertion magnetic meters.

h. Initial supply of LAS for the WPP.

2. Minor improvements at the WPP.

a. Removal and replacement of concrete stairs accessing the

Administration Building.

b. Structural repair of filter basin concrete.

c. Installation of two (2) raw water sample pumps and piping.

d. Connection of raw water sample lines (two) and finished

Water sample line (one) to Owner-provided on-line TOC

Analyzer.

e. New chlorine solution piping and injection point for the Paul

Davis groundwater supply.

# SAFETY COMMITMENT

The Safety Policy of Strategic Construction Solutions is designed to comply with the Standards of the Occupational Safety and Health Administration (OSHA), and to ensure and maintain a safe and injury/illness free workplace. A copy of the Strategic Construction Solutions Health and Safety Policy is available for all employees’ use and reference. These policies shall be available at all times in the home office and in addition they will be in the field office.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the company. The authorization and responsibility for enforcement has been given primarily to the Director of Safety. The onsite Construction management and supervisors share in this responsibility as well.

Strategic Construction Solutions is fully committed to performing all aspects of construction and management of this project in the safest manner possible. It is company policy that accident prevention be a prime concern of all employees. This includes the safety and well-being of our employees, subcontractors, and clients. This also includes the prevention of wasteful, inefficient operations, and damage to property and equipment.

Strategic Construction Solutions and its subcontractors, will review and adhere to this safety plan, and will work with Belgrade Water and Sewer District to complete this project in a professional and safe manner. Strategic Construction Solutions management will take an active role in promoting and enforcing safe work practices throughout the duration of this project.

# APPLICABILITY

This Safety Work Plan applies to all employees of Strategic Construction Solutions *and* Contractors, regardless of position within the company. The safety rules contained herein apply to all subcontractors and anyone who is on a company project site. This Safe Work Plan is designed to provide basic information and more details can be found in corresponding specific policies. Every employee is expected to comply with the Safe Work Plan, as well as OSHA Health and Safety Standards.

# PROJECT SAFETY

Strategic Construction Solutions and its subcontractors will perform this project with personnel qualified for the tasks to be completed. Compliance with all applicable federal, state, and county safe work standards will be followed per contract documents.

This Safe Work Plan fulfills the requirements Belgrade Water and Sewer District and SCS Subcontractor Agreement.

Meeting Agenda:

* COVID-19 Health Assessment form and temperature checks
* 5-10 minute safety message and Jobsite Hazard Analysis (ALL HANDS WEEKLY)
* Daily activity’s

Each day of construction will begin with a daily Job Hazard Analysis JHA. All personnel on-site will be required to attend. Areas of construction activities and that day’s tasks will be discussed, safety hazards will be identified. Appropriate steps to eliminate or reduce risks or hazards will be discussed and implemented.

 Strategic Construction Solutions on-site management staff will also take this time to:

* Review appropriate Personal Protective Equipment (PPE) required for these tasks and ensure that adequate PPE is available and utilized properly.
* Conduct a weekly all hands site safety meeting that includes all employees of each contractor for the entire site.
* Daily documented Site HSE inspections with listed remedial actions.
* Proactive audit program with at least monthly documented system audits.
* Inspection program that includes review and monitoring of JHAs.

All SCS Safety information can be found on the SCS Safe App (Google Play or Apple Store) or at www.scssafe.com to include:

* Jobsite Hazard Analysis
* Covid 19 Health Assessment Forms
* Equipment / Vehicle Inspections
* Injury/Incident Reporting
* Good Catch Form

# PROJECT EMERGENCY INFORMATION

* 1. The following Emergency/Project Contact Information Sheet with a map will be posted onsite for supervisors and employees’ reference.

|  |
| --- |
| **Project Contact Information** |
| **Title** | **Name** | **Phone Office** | **Cell** | **Email** |
| **STRATEGIC CONSTRUCTION SOLUTIONS** |  |  |
| Safety Manager | Dustin Smith | 480.586.2157 | 480.352.0300 | Djsmith@scsbuild.com |
| Site Safety Manager | Andrew Ferrell |  | 928.890.7867 | aferrell@scsbuild.com |
| Construction Manger | Terry Sutherland |  | 480-223-7093 | tsutherland@scsbuild.com |
| Sr Project Manager | Steve Welling | 480.586.2157 | 406.579.0611 | Swelling@scsbuild.com |
| Belgrade Water and Sewer District |  |  |  |  |
| Client Rep | Tom Eastwood |  | 406.595.2606 | Teastwood@cityofbelgrade.net |
| Project Engineer | Mike Kirkpatrick | 406.586.0277 | 406.899.4387 | mike.kirkpatrick@tdengineering.com |
|  |  |  |  |  |
| Emergency Services | EMS | 911 | 911 | Belgrade, MT |
|  |  |  |  |  |
| Ambulance | Bozeman Health Deaconess Hospital E.R. | 406-585-1000 | 911 | Bozeman, MT |
| Fire Department | Central Valley Fire District  | 406-388.4480 | 911 | Belgrade, MT |
| Police | Belgrade City Police | 406-388-4262 | 911 | Belgrade, MT |
| Local Occupational Clinic | Montana Occupational Health | 406-556-1900 |  | 2075 Charlotte St.Bozeman, MT 59718 |
| Bozeman Health Deaconess Hospital | 406-414-5000General info | 406-585-1000ER | 915 Highland Blvd. Bozeman, MT 59715 |
|  |  |  |  |  |
| Project Address: |  |  | 1600 Lagoon RdBelgrade, MT 59714 |

#

**Bozeman Health Deaconess Hospital**

# Main HIGH-RISK activities

* + 1. Preparation and installation of various types of piping and concrete throughout the sites requiring excavations and hydro jetting for installation. Additional transportation of pipe sections to job location.
			- Trenching and excavating to control follow outlined safety procedures in the Trenching, Shoring and Excavation-HSC020
			- Low lying power lines could be a factor at the entrance of the jobsite must maintain the proper distances -HSC004
			- Mechanical lifting of materials and machinery will require adhering to the following policies
				1. Rigging and Material Handling-HSC022
				2. Forklift & Industrial Trucks-HSC004
			- Additional Hazards will be identified whit daily JSA use following Risk Assessment policy-HSB018
			- PPE requirements will be followed in accordance with identified Hazards following Personal Protective Equipment/Assessment (PPE)-HSC010
		2. Deep excavations throughout the site for the footings for the concrete, the over excavation for trenches for any piping or electrical.
			- Mechanical lifting of materials and machinery will require adhering to the following policies
				1. Rigging and Material Handling-HSC022
				2. Forklift & Industrial trucks-HSC004
			- Trenching and excavating to control follow outlined safety procedures in the Trenching, Shoring and Excavation-HSC020
			- PPE requirements will be followed in accordance with identified Hazards following Personal Protective Equipment/Assessment (PPE)-HSC010
			- Additional Hazards will be identified whit daily JSA use following Risk Assessment policy-HSB018
		3. Vertical Erection of all buildings and facilities per IFC plans. A variety of activities will require the use of the following safety policies.
			- Trenching and excavating to control follow outlined safety procedures in the Trenching, Shoring and Excavation-HSC020
			- Working with chemicals require adhering to the Hazard Communication Standard-HSA003
			- Hot work - all hot work will have a fire watch and be performed in a safe nonflammable area in accordance with Hot Work Permitting –HSC025
			- Electrical work on pumps and instrumentation will to follow the following safety policies:
				1. Electrical Safety Awearness-HSB007
				2. LOTOTO Lockout/Tagout HSB016
			- Mechanical lifting of materials and machinery will require adhering to the following policies
				1. Crane Safe Operations HSC23
				2. Crane Signal Person-HSC024
				3. Rigging and Material Handling-HSC022
				4. Forklift & Industrial trucks-HSC004
			- Working from elevated areas using aerial man lifts or following policy
				1. Aerial Man Lift-HSC021
				2. Fall Protection –HSB008
				3. Ladder Safety – HSB013
			- Additional Hazards will be identified whit daily JSA use following Risk Assessment policy-HSB018
			- PPE requirements will be followed in accordance with identified Hazards following Personal Protective Equipment/Assessment (PPE)-HSC010

# BASIC SAFETY RULES

* 1. Compliance with applicable federal, state, county, city, client, and company safety rules and regulations are a condition of employment.
	2. All injuries, regardless of how minor, must be reported to your supervisor and the Safety Department immediately. In the event of an accident involving personal injury or damage to property, all persons involved in any way will be required to submit to drug testing. Do not attempt to perform medical assistance to injured personnel unless you are trained and qualified to do so.
	3. Firearms, ammunition, alcoholic beverages or illegal drugs are not allowed on company property or in company vehicles at any time. When drugs are prescribed by a physician, the onsite supervisor and or safety personnel must be informed. The use or possession of illegal drugs or alcoholic beverages on the jobsite will result in immediate termination.
	4. Hard hats will be worn by all employees on the project site at all times. The bill of the hard hat will be worn in front at all times. Alterations or modifications of the hat or liner are prohibited. Crane operators, when in an enclosed cab, have the option of not wearing a hard hat due to the possible obstruction of view.
	5. Safety glasses will be worn as the minimum required eye protection at all times. Only approved safety glasses will be worn with the ANSI Z-87 designation.
	6. Clothing must provide adequate protection to the body. Shirts must have at least a tee/cap sleeve. Shirts with sleeves and long pants will be worn at all times. No shorts are to be worn on projects. Special clothing maybe required when working in very hot, very cold or wet areas.
	7. Hearing protection will be provided when sound levels exceed 85 dB in a given area.
	8. Sturdy safety toed work boots with rigid, slip resistant soles are required. No clogs, tennis shoes or loafers are permitted.
	9. All personnel will be required to attend safety meetings as stipulated by project requirements in order to meet OSHA Safety Standards.
	10. Employees will be required to complete a Job Hazard Analysis JHA or JSA each shift worked, and for that day’s tasks. JHA will be turned in to supervisions at the end of the shift.
	11. Housekeeping shall be an integral part of every job. Supervisors/foremen/lead men and employees are responsible for keeping their work areas clean and hazard-free. Clean-up is required when a job is finished at the end of the day.
	12. Potable drinking water containers are to be used for drinking water and ice only. Tampering with or placing items such as soda cans and/or bottles in the water cooler will result in immediate termination. The common drinking cup is not allowed. Only disposable cups will be used.
	13. All tools whether company or personal, must be in good working condition and inspected before use. All tools shall be used only for their intended purpose. The wooden handles of tools must be kept free of splinters or cracks and should not be loose. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc. Electronic equipment will be inspected prior to use. Charge all batteries with the appropriate charger. Make sure the battery is properly connected to the equipment prior to use. Do not use damaged cables. If equipment becomes wet, dry equipment thoroughly with a cloth and leave cases open to air dry

Electrical hand tools will be double insulated or grounded

Ground Fault Circuit Interrupters GFCI’s must be used at all times when operating power hand tools

Each electrical hand tool and equipment will be inspected prior to use. All defective tools will be removed from the jobsite

* 1. Horseplay on the jobsite is strictly prohibited. Running on the jobsite is allowed only in extreme emergencies.
	2. Each Strategic Construction Solutions and Subcontractors employees, regardless of position, has the authority and responsibility to shut down any unsafe operation that poses a health and safety danger called “Stop Work Authority”. This authority extends to part-time, contract, and temporary employees.
	3. Vehicle Operations:

Each vehicle will have a fire extinguisher, a first aid kit and maps with hospital locations and contact information for each hospital. (Can be found on SCS Safe app) Loose items must be secured before travel and any items extending two feet beyond the vehicle shall be marked with a red flag. All vehicles should be equipped with a spare tire. Vehicles must be in good working order and driven by an authorized licensed driver – NO EXCEPTIONS.

The driver and all passengers must wear seat belts. The driver is responsible for operating the vehicle in accordance with the law and following defensive driving practices.

Vehicles shall be parked to allow for safe exit from the vehicle and the parking location. Vehicles shall be parked where they do not present a hazard to other traffic.

No employee is permitted to ride in the bed of a truck standing up or sitting on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.

* + - 1. Report all unsafe conditions and near misses to on site safety and or supervisor so immediate corrective action can be taken.
			2. For all chemicals brought onsite for work activities will require an SDS to be on file at the worksite for that chemical. (Can be found under the “Right to Know” tab on Safety app)
			3. All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.
	1. Warning signs, barricades, and tags will be used to the fullest extent and shall be obeyed.
	2. Scaffold Tag System

Green tags are to be placed on 100 percent complete scaffolds with all braces, locks and hand rails, mid, and toe rails in place before use.

Yellow tags indicate incomplete scaffolds. If scaffold is missing a hand, mid, or toe board, it must have a yellow tag and employees on it must be tied off at all times.

Red tags indicate scaffolds that are in the process of either being erected or disassembled. These scaffolds are not to be used at any time.

Scaffold tags should be placed in a highly visible location on the scaffolds for all employees to see.

* 1. All OSHA Safety Standards concerning Lockout/Tag out of energized equipment will be followed. Strategic Construction Solutions Lockout/Tag out PolicyHS B016.
	2. All OSHA Safety Standards will be followed for job processes requiring fall protection. Employees will be required to follow the (six) 6-foot rule for construction fall protection. Summit requires a 100% tie off when exposed to tasks above 6’ in height. Fall protection will be inspected prior to use and any damaged harness or lanyard will be pulled from service. Failure to properly follow OSHA and Contractor’s fall protection requirements is a ZERO TOLERANCE violation.
	3. Compressed Gas Cylinders shall be stored in the upright position and separated by gas type. Protective cap must be installed while in storage. A physical barrier or chain will be employed to prevent the cylinders from falling. On welding units and carts flash back arrestors must be installed and functioning.
	4. Rigging Equipment will be free of defects and inspected daily. Only qualified riggers will be allowed to use rigging equipment.
	5. Cranes are to be operated by qualified and authorized operators. Only trained and certified spotters and riggers will be allowed to direct the crane activities.
	6. Cranes and other equipment will not be allowed to operate near overhead electrical lines and hazards. Always check clearances and travel path prior to setting up any equipment or cranes.
	7. All equipment must be inspected daily. The inspection records will be retained by the project supervision. Any defective equipment will be removed from site and not used.
	8. Any excavation or trench will be governed by the trenching and excavation policy and only trained and qualified individuals will be allowed to work around any excavation.
	9. Slips, trips and falls occur due to a loss of traction between the shoe and the walking surface. Below are guidelines to reduce the risk:

Good housekeeping

Reduce wet or slippery surfaces

Avoid creating obstacles

Create or maintain proper lighting

Wear proper footwear

Control individual behavior

* + - 1. Excavations for ground penetrations shall not occur a locate has been called in to the Montana 811 location services.

Personnel involved in excavations shall know and understand markings made by buried utility location services prior to excavations.

Excavations for foundation or trenching activities shall be properly barricaded and shored.

Trench inspections by a qualified individual shall be performed on a daily basis before commencement of site work activities.

Trench inspections by a qualified individual shall be performed on a daily basis at the end of each day’s work activities prior to leaving the site to ensure that excavations are properly barricaded while unattended.

***NOTE:*** *The above safety statements are guidelines and reminders for the various safety topics. To obtain complete details refer to the appropriate Safety policies in the SCS Safety Manual which can be found in the office trailer or on the SCS Safety App or Website.*

# ENVIRONMENTAL CONCERNS AND PROCEDURES

* + 1. **Weather**
			- **Heat Stress**: Heat stress can take several forms and it results from working in a hot environment. When the body is unable to cool itself by sweating, heat induced illnesses such as heat stress, heat exhaustion, or heat stroke can occur. All employees shall have access to adequate drinking water throughout the work day. In extreme heat, it is recommended to drink electrolytes in addition to water. When beginning work in a hot environment it might be necessary to take additional breaks until the employee is acclimated to the climate.
			- **Cold Stress:** Cold-related illnesses can slowly overcome a person who has been chilled by low temperatures, brisk winds, and wet clothing. Frostbite usually affects the fingers, hands, toes, feet, ears, and nose. Employees should dress in layers and wear clothing to guard against cold, wet, and windy conditions. Take frequent short breaks to warm-up as needed.
			- **Lightning:** Avoid working during thunderstorms. Follow the 30/30 Rule – seek shelter if the “Flash-To-Bang” delay (length of time in seconds between a lightning flash and its subsequent thunder) is 30 seconds or less, and remain under cover until 30 minutes after the final clap of thunder. During a thunderstorm, seek shelter in a building with plumbing and electrical wiring or vehicle with a metal top. Vehicles with non-metal tops/enclosures such as fiberglass, cloth or plastic are not considered effective protection against lightning. Avoid open, bare areas. Do not cross water bodies.
			- **Dust Storm**: In the event a dust storm develops in the work area all employees will take shelter in buildings or vehicles and wait for the dust to subside. Do not drive in dust storms. If driving pull to side of road with running lights and headlights left in the on position to provide visibility to other motorists.
			- **Tornadoes:**  If outdoors seek shelter in a culvert, ditch or cave. Lie flat in a ditch and cover your head. In a building, the best shelter is inside the basement or interior room on the lowest floor.
			- **Ultraviolet Radiation**: When working outdoors employees are subject to ultraviolet radiation – even when the temperature is low. To prevent skin damage due to sun exposure, keep your skin covered. Wearing pants, long sleeve shirts and hats can assist in preventing skin damage. Sun screen with an SPF factor of at least 30 is recommended for areas that are not covered by clothing.
		2. **Biological Hazards and Controls**
			- **Snakes:** Snakes are typically found in underbrush and tall grassy areas. Most snake bites occur below the knee, on the hand or on the forearm. It is recommended that employees use gauntlet gloves, high-top leather boots, and extra care when walking through underbrush or tall grass. If you are bitten by a snake:

Stay calm. Notify co-workers to help you seek medical attention. Seek medical attention from the nearest medical facility.

Immobilize the affected limb, keeping the bitten part below the level of the heart. Even if the snake is not venomous, excellent wound care is required. A tetanus booster shot is needed if the employee has not had one within the last 5 years.

Do not cut the bite open and suck out the venom. Do not apply ice, cold packs, or Freon spray.

As with all puncture wounds, snakebites carry a high risk of infection, whether or not venom is injected. Clean the wound carefully with soap and water.

* + - * **Bees and Other Stinging Insects**: Bees, wasps, and other stinging insects may be encountered almost anywhere and may present a serious hazard, particularly to people who are allergic. Carry a kit if you have had allergic reaction in the past, and inform your crew leader (typically Supervisor/foreman/lead man). Watch for and avoid nests while working. If stung and the stinger is present, remove it carefully with tweezers. Wash and disinfect the wound, cover it and apply ice. Watch for an allergic reaction and seek medical attention if a reaction develops.

# REPORTING OF INJURIES

All employees will be held accountable for filling out a First Report of Injury Form immediately after an injury occurs, even if medical treatment is not required (Notice must be made at or near the time of the injury). Belgrade Water and Sewer District will require notification no later than 12 hours after the incident. Employees must report the injury to their supervisor/project manager. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know immediately:

* + 1. How they think they hurt themselves
		2. What they were doing at the time
		3. Who they were working with at the time
		4. When and where it happened
		5. Other pertinent information that will aid in the investigation of the incident. Failure to report an injury immediately (meaning at or near the time of the injury) is a violation of the Safety Policy, and may result in immediate termination, in accordance with company policy.
		6. Emergency Contact Information Sheet (See Above) will be posted onsite for supervisors and employees’ reference.

# NOTIFICATIONS

1. Non-Serious Injuries, Illness, and or Near Miss

After an incident where an employee is injured or involved in a Near Miss, notification of Supervisor/Project manager will happen immediately. The supervisor and employee will use the Occupational Clinic/Hospital listed on the Emergency Contact Information Sheet (See Above). Any employee who is taken to the hospital or clinic will be accompanied by a member of supervision.

* 1. Serious Injury or Death

In the event of a serious incident, immediate notification of:

1. Supervision, Safety Department and the Strategic Construction Solutions Executive Management Team after the incident is required.
2. Regulatory Agency Notification if applicable (OSHA, DOT, etc.) All communication with regulator agency will be handled by the Director of Safety or a member of the Executive Management Team.
3. Other steps to be taken are:
	1. Statements from witnesses shall be taken
	2. Statements are to be signed by witnesses and should include the time and date
	3. Photographs of the area where the incident occurred and any other relevant items are to be taken
	4. The Director of Safety will assist in the investigation
	5. Root-cause investigation meeting will be organized and held within a reasonable time after incident.
	6. Final report will be reviewed with Executive Management team prior to issuance to Clients and or regulatory agencies.

##### Responsible Contractor(s)

##### Responsible Manager

1. In Case of Inspection by OSHA Inspector

The Supervisor/foreman/lead man must notify the Manager of Safety and Strategic Construction Solutions Management that an OSHA Inspector is on the jobsite. It is the responsibility of all employees to make the inspector’s visit on the jobsite as pleasant and timely as possible.

# ENFORCEMENT OF SAFETY POLICY

Safety violation notice(s) shall be issued to any employee, subcontractor, or anyone on the jobsite violating the safety rules or regulations by on site supervision.

1) Any violation of safety rules can result in suspension or immediate termination

2) Any employee receiving three (3) written general violations within a six (6) month period shall be terminated

3) Issuance of a safety violation notice for failure to use fall protection or for failure to report a job injury (at the time of the injury) may result in immediate termination, in accordance with company policy

It is understood that Strategic Construction Solutions is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

Strategic Construction Solutions has a no tolerance for safety violation policy. Any serious safety policy violations may result in the immediate dismissal of the individual(s) involved and permanent barring from the construction site.

# SITE SANITARY FACILITIES

Strategic Construction Solutions will utilize existing site sanitary facilities throughout the project duration per contract requirements, including portable restrooms, hand wash stations and waste disposal containers at the direction of Belgrade Water and Sewer District. Good housekeeping and site cleanup practices will be maintained by both Strategic Construction Solutions and subcontractors so that the project site is clean and presentable at all times.

# ATTACHMENTS/FORMS

1. Safety Meeting Sign Up Sheet

**SAFETY MEETING REPORT**

A safety meeting report is signed to indicate attendance. The form has room for employees to sign after attending their weekly safety meeting. This form shall be filled out for each jobsite safety meeting that is held. After completion of the form, make a copy to maintain at each jobsite and return the signed original copy to the main office.

Safety Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Safety Meeting Conducted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Employee Name (printed)**  | Employee Signature  | Job Title  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Page \_\_ of \_\_