SITE-SPECIFIC SAFETY ORIENTATION

Integrated Water Services, Inc.
(the Company)

INTEGRATED WATER SERVICES

Purpose

The purpose of this site-specific safety orientation is to establish a minimum safety expectation for new and incoming employees. It is well known that the minimum expectation of management will be the maximum participation of the workforce.

Scope

This orientation must be provided to every new employee when they arrive on the job and before they start work.

When work is performed by a subcontractor on a company site, the contractor's written safety program shall take precedence for their employees. However, subcontractors may adopt this procedure for their use.

Key Responsibilities

Supervisors

- Provide the new employee with this orientation or assign your safety steward to perform the task.

Employees

- Listen to the information presented and ask questions if you don't understand something.

Procedure

Job Site Safety Orientation

Take the new employee on a walk around the jobsite and provide them with the following information as a way to help them become familiar with their new job.

Project Familiarization

Give the new employee basic information concerning the purpose and structure of the project. It should address items, such as the scope and purpose of the project; the size, composition and type of construction (e.g., poured concrete, steel frame, tilt-up, or masonry block); the duration; key project milestones and associated target completion dates; the owner and owner's representatives; are we the general contractor or are we a subcontractor; and who their boss is. This overall understanding gives the worker a sense of what is the 'bigger whole' to which they are contributing their specialized expertise.

Orientation of Workers

Each worker should complete the online safety orientation prior to beginning work, and they should reiterate the location safety support center so they can access our written safety program and procedures applicable to the project. The site-specific safety orientation should include the following:

- Safety rules – Explanation of the company and any owner/client safety responsibilities and policies.
- First-aid facilities — indicate where first aid facilities are located and how they are to be utilized.
- Accident reporting — explain the required procedures for reporting accidents and injuries.

- Toolbox meetings — state when and where they will be held, who is to attend, and that attendance is mandatory.
- Personal protective clothing and equipment — specify when such protective equipment is required for a work assignment, and when their use is mandatory.
- Reporting unsafe acts or hazardous conditions — encourage workers to report unsafe acts or hazardous conditions immediately to their supervisor so they can be corrected.
- Job Hazard Assessments — Explain how the JHA is used and when a JHA is required.
- Stop Work — It takes courage for a new employee to interrupt a job, but this orientation is the perfect opportunity to put it out there as an obligation. Explain that everybody is counting on one another to stop unsafe behaviors and/or conditions in order to go home safe every day.

Project Layout

The purpose of this element is to provide specific geographical information about the project and various aspects of the work. This allows the individual worker to understand where they are in relation to other phases of the project. Several important aspects of the site plan, as well as the project footprint, should be included in discussions. It is important to review the locations of, and safe access routes to and from, various areas throughout the project site. Key areas that need to be identified include:

Geographic Limits of the Project Site

Location of boundary lines/principle project work area.

Restricted entry areas, such as demolition zones.

Security locations or checkpoints, and storage and staging yards.

Adjacent property, structures, or other ongoing projects.

Environmental Concerns.

Hazardous elements.

Chemical spills and hazardous waste and trash disposal areas.

Location of the Right to Know center or Safety Data Sheets.

HazMat on site.

Protected areas and wildlife concerns.

Good housekeeping and material recycling practices.

Temporary Services.

Proximity to needed medical and emergency services and facilities.

Drinking water, showers, sanitation, toilets, and showers.

Electricity, gas, and telephone and cable lines.

Security, lighting, fences and gates, guards/dogs, and guard houses.

Trailer Layout.

Contractor's office and workers, suppliers, and visitors areas.

Tools, equipment, and storage areas.

Material Storage and Staging Areas.

Site warehouses, locked sheds, and outside storage areas.

Special provisions (fire protection, prevention, and environmental) for fuel service and storage.

Vehicular Traffic.

Worker arrival/departure times and parking areas, and visitor parking areas.

Material deliveries areas.

Suppliers (e.g., Postal, office supplies, lunch wagon, etc.).

Construction equipment (within the site) and emergency vehicle areas.

Internal traffic network, flow patterns, signs, signals and barricades, and temporary roads.

On-site worker transportation and equipment movement areas.

Pedestrian Traffic.

Visitors and temporary service areas.

Lunch/break areas.

Access to office/trailer facilities.

Project Nuisance Items.

Fugitive dust, fumes, and gases.

Vibration and blasting.

Storm water runoff and streams or rivers.

Traffic (local and highway) and noise.

Since some of these areas will change over the course of the project, particularly as the project moves closer to completion, it is important that the information be kept accurate and current. The planning and site layout process also facilitates the construction management process by taking the project team through the entire planning sequence in advance of the actual start of construction on the site.

Safety Responsibilities

The various safety roles of the key individuals and safety stewards within the project should be thoroughly outlined in relation to the overall safety program of the project. The specific duties of each individual worker should also be addressed.

The object of this element is to instruct the workers in the project of the safety expectations and goals, and the desired approach on how to achieve them. A worker should understand their role in the construction and safety process.

The Three Key Disciplines of Safety

At Integrated Water Services, our goal is to perform our work with no injuries. In order to reach this goal, we must do three things really well:

1. Have a good plan – Every job should have a plan that includes the right people, tools, and materials to get the job done safely and efficiently.
2. Identify and fix hazards – It's important for all of us to be aware of potential hazards that could contribute to an injury. If you spot a hazard, don't hesitate to report it or take action to fix it if you can.
3. Stop the job if something doesn't feel right – If you ever find yourself in a situation where something doesn't feel right, stop the job and talk with your co-workers.

Online Safety Orientation

Now that the new employee has been introduced to the job, they can return to the online safety orientation and get it completed before starting work.