



SAFETY MANUAL

— BUILT ON SAFETY. DRIVEN BY CARE. —

SAFETY

—
INTEGRITY

—
ACCOUNTABILITY

—
TEAMWORK

—
EXCELLENCE



THINK SAFE



WORK TOGETHER



ACT RESPONSIBLY



CARE FOR EACH OTHER



GO HOME SAFE

— SAFE TODAY. STRONG TOMORROW. —

GENERAL POLICY STATEMENT

It is the policy of Pheifer Brothers Construction Co., Inc. to provide a safe and healthy workplace for all employees and to comply with all applicable safety and health requirements.

- i. This Safety Plan may not address every hazard or situation that may arise. Employees must remain alert, use good judgment and follow applicable regulations, project requirements and manufacturer instructions. When an unforeseen or unaddressed hazard is identified, stop work, notify the foreman and establish appropriate controls before work resumes.
- ii. Please visit <https://pheifer.com/safety> for full program policies for applicable topics.



SCAN FOR FULL PROGRAM POLICIES

Responsibilities:

Management will:

1. Provide the resources and support necessary to implement this Safety Plan.
2. Enforce safety requirements consistently and address violations appropriately.
3. Ensure required inspections, records and reports are completed.
4. Review incidents and ensure corrective actions are implemented.
5. Provide required safety training.

Company Safety Coordinator will:

1. Administer and maintain the company's Safety Plan.
2. Help ensure required PPE, first-aid supplies and safety materials are available.
3. Support supervisors in maintaining safe work practices and conditions.
4. Communicate applicable safety requirements and regulatory updates.
5. Provide supervisors with appropriate safety training and guidance.
6. Review incidents, maintain required reports and track corrective actions.
7. Maintain access to applicable federal, state and project safety requirements.
8. Report significant safety concerns to management.

Job Foremen will:

1. Implement the Safety Plan at the jobsite.
2. Plan work safely and correct unsafe acts or conditions promptly.
3. Ensure required PPE, tools and protective systems are available and properly used.
4. Provide job-specific instructions and verify employee understanding.
5. Conduct required toolbox talks and additional briefings when conditions change.
6. Encourage employees to report hazards, concerns and near misses.
7. Ensure injuries and incidents receive prompt care and are reported immediately.
8. Participate in incident investigations and implement corrective actions.

Employees will:

1. Follow company policies, training and safe-work procedures.
2. Use required PPE, tools and protective systems properly.
3. Avoid actions that could endanger themselves, coworkers or the public.
4. Report hazards, incidents, injuries and near misses immediately.
5. Stop work and notify the foreman when conditions are unsafe or unclear.
6. Participate in training, toolbox talks and safety discussions.

GENERAL SAFETY RULES FOR CRAFTWORKERS

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1. Abrasive Blasting and Hexavalent Chromium

- i. Coatings and blasting materials must be evaluated before blasting begins.
- ii. Blasting must use approved containment, ventilation, dust collection and access controls.
- iii. Employees must wear the respiratory, hearing, eye, face and protective clothing required by the exposure assessment.
- iv. Blasting equipment, hoses, couplings and dead-man controls must be inspected before use.
- v. Contaminated clothing and abrasive must be handled to prevent employee and environmental exposure.
- vi. Hygiene and decontamination facilities must be provided when required.
- vii. Employees exposed to hexavalent chromium must receive required monitoring, training and medical surveillance.

Reference: 29 CFR 1926.57 and 29 CFR 1926.1126

2. Aerial Work Platforms—Boom and Scissor Lifts

- i. Only trained and authorized employees may operate boom lifts or scissor lifts.
- ii. Inspect the lift and work area before each shift. Test operating and emergency controls before use.
- iii. Set up on firm, level ground and maintain required clearance from holes, drop-offs, slopes, traffic and overhead hazards.
- iv. Follow the manufacturer's load, slope, wind and operating limits.
- v. Keep platform gates closed and remain inside the guardrail system. Do not climb, sit or stand on guardrails or use ladders from the platform.
- vi. Employees in boom lifts must use the required harness and lanyard attached to the manufacturer-approved anchor point.
- vii. Scissor-lift guardrails must remain installed and properly maintained. Additional fall protection must be used when required by the manufacturer or site-specific conditions.
- viii. Do not tie off to nearby structures or use the lift as a crane unless specifically approved by the manufacturer.
- ix. Maintain required clearance from energized power lines and treat all lines as energized unless confirmed otherwise.
- x. Do not move an elevated lift unless permitted by the manufacturer and the travel path is clear.

2. Aerial Work Platforms—Boom and Scissor Lifts (continued)

- xi. Establish an exclusion zone when workers or traffic could be exposed below the platform.
- xii. Lower the platform and remove the lift from service if controls, alarms, guardrails, stability or other safety features are defective.
- xiii. Ensure ground personnel know how to use emergency-lowering controls and establish a rescue plan before elevated work begins.

References: OSHA 29 CFR 1926.453, OSHA Scissor-Lift Safety

3. Asbestos and Hazardous-Material Assessment

- i. Existing bridges, utilities and structures must be evaluated for asbestos and other hazardous materials before disturbance.
- ii. Employees may not disturb suspect material until it has been properly identified.
- iii. Identified hazards must be communicated to employees, subcontractors and the controlling contractor.
- iv. Only properly trained and authorized personnel may perform regulated asbestos work.
- v. Required regulated areas, containment, respiratory protection and disposal procedures must be followed.
- vi. Stop work if unknown insulation, coatings, pipe wrap, gaskets or other suspect material is discovered.
- vii. Reference: 29 CFR 1926.1101

4. Backing, Spotters and Internal Traffic Control

- i. Projects must plan vehicle and equipment routes to separate workers on foot from moving equipment.
- ii. Backing must be minimized whenever practical.
- iii. Operators must inspect the travel path and use a designated spotter when required.
- iv. Operators and spotters must agree on signals before movement begins.
- v. Equipment must stop immediately if the operator loses sight of the spotter.
- vi. Employees must remain outside blind spots and establish eye contact before approaching equipment.
- vii. High-visibility apparel must be worn around mobile equipment.

4. Backing, Spotters and Internal Traffic Control (continued)

- viii. Delivery drivers must receive site-route and unloading instructions.

5. Bloodborne Pathogens for Designated First-Aid Responders

- i. Designated responders must follow the company's bloodborne-pathogens exposure-control plan.
- ii. Treat all blood and potentially infectious material as infectious.
- iii. Wear required gloves, eye protection and other barriers when providing care.
- iv. Use approved cleanup materials and dispose of contaminated items properly.
- v. Wash exposed skin immediately and report every exposure.
- vi. Required hepatitis B vaccination must be offered to covered employees.
- vii. Post-exposure medical evaluation and follow-up must be provided promptly and confidentially.
- viii. Untrained employees should call for help and avoid direct contact with blood.
- ix. Reference: 29 CFR 1910.1030

6. Cofferdams and Temporary Works

- i. Cofferdams, falsework, shoring, bracing and temporary structures must follow approved designs.
- ii. Required engineering documents must remain available at the project.
- iii. A competent person must inspect temporary works before use and after loading, weather, impact or movement.
- iv. Access, egress, lighting, ventilation, water control and emergency evacuation must be maintained.
- v. Pumps, alarms and backup systems must be tested as required.
- vi. Loads may not exceed the design capacity.
- vii. Field changes require approval from the person responsible for the design.
- viii. Stop work for flooding, settlement, movement, damaged bracing or loss of access.
- ix. Reference: 29 CFR 1926.802

7. Competent-Person and Qualified-Person Responsibilities

- i. The company will designate competent and qualified persons based on training, knowledge and assigned authority.
- ii. A competent person must be able to identify hazards and take prompt corrective action.
- iii. A qualified person must have the required education, certification, experience or demonstrated ability for the assigned technical work.
- iv. Required designations must be documented and communicated to affected employees.
- v. Employees must follow directions issued by the designated person.
- vi. Work must stop when a required competent or qualified person is unavailable.
- vii. Designated persons must remain within the limits of their training and authority.

8. Compressed-Gas Cylinders

- i. Use only properly identified cylinders.
- ii. Secure cylinders upright with an approved chain or other suitable device.
- iii. Close valves and install valve-protection caps when cylinders are not in use or connected.
- iv. Inspect cylinders, regulators, hoses and torches before use. Remove damaged or leaking equipment from service and notify the foreman.
- v. Store oxygen cylinders at least 20 feet from fuel-gas cylinders and combustible materials, or separate them with an approved noncombustible barrier.
- vi. Keep cylinders away from heat, sparks, traffic, electrical circuits and confined spaces.
- vii. Transport and handle cylinders using approved equipment and procedures.
 - i. [29 CFR 1926.350](#)

9. Concrete, Formwork and Reinforcing Steel

- i. Formwork and falsework must be erected, supported and removed according to approved plans.
- ii. Protruding reinforcing steel must be guarded against impalement.
- iii. Vertical reinforcing steel must be supported to prevent collapse.
- iv. Employees must remain clear of suspended concrete buckets and pressurized hoses.
- v. Formwork may be removed only when the concrete has sufficient strength and removal is authorized.

9. Concrete, Formwork and Reinforcing Steel (continued)

- vi. Waterproof gloves, boots and eye protection must be used when handling wet concrete.
- vii. Post-tensioning areas must be controlled during stressing operations.
Reference: [29 CFR 1926.700–706](#)

10. Confined Spaces

- i. A competent person must identify and evaluate confined spaces before work begins.
- ii. Do not enter a permit-required confined space without an approved permit and entry procedure.
- iii. Test the atmosphere for oxygen, flammable gases and toxic contaminants before and during entry as required.
- iv. Use required ventilation, communication, PPE and retrieval equipment.
- v. An attendant must remain outside the space, and an approved rescue service must be available.
- vi. Stop work and exit immediately if conditions change or an alarm activates.

11. Cranes and Hoisting Operations

- i. Only qualified operators, riggers and signal persons may perform assigned crane duties.
- ii. Cranes must be inspected, properly set up and operated within manufacturer load limits.
- iii. Ground conditions, outriggers, mats, overhead power lines and swing-radius hazards must be evaluated before operation.
- iv. Employees must remain outside suspended-load, fall and crush zones.
- v. Standard signals or approved radio communication must be established before lifting.
- vi. Critical or unusual lifts require a written lift plan when designated by the company or project.
- vii. Stop lifting if communication, visibility, stability or load control is lost.
Reference: [29 CFR 1926 Subpart CC](#)

12. Daily Pre-Task Planning and JHAs

- i. The foreman and crew must review the planned work before exposure begins.
- ii. Work must be divided into steps, and hazards must be identified for each step.
- iii. Required controls, PPE, equipment, access and emergency actions must be assigned.
- iv. Employees must participate, ask questions and identify additional concerns.
- v. The plan must consider traffic, equipment, lifting, falls, utilities, weather and simultaneous operations.
- vi. The crew must be rebriefed when tasks, conditions, personnel or equipment change.
- vii. Work may begin only after required controls are in place.

13. Demolition and Structural Removal

- i. A competent person must complete an engineering survey before demolition begins.
- ii. A written demolition sequence must address structural stability, utilities, hazardous materials and temporary support.
- iii. Required bracing and support must be installed before structural members are cut or removed.
- iv. Exclusion zones must protect employees and the public from falling material and equipment movement.
- v. Equipment must not exceed the allowable load on a bridge deck, floor or temporary structure.
- vi. Demolition must proceed in the approved sequence.
- vii. Stop work if unexpected movement, cracking, settlement or structural instability occurs.

Reference: [29 CFR 1926.850–860](#)

14. Drugs, Alcohol and Medication

- i. Employees may not work while impaired by alcohol, illegal drugs, cannabis or misused medication.
- ii. Alcohol and illegal drugs may not be possessed, used or distributed on company property or jobsites.
- iii. Employees must use medications as directed and notify the appropriate company representative if a medication or medical restriction could affect their ability to work safely.
- iv. Violations will be addressed under the company's Drug and Alcohol Policy.

15. Electrical Safety and Temporary Power

- i. Electrical equipment, cords, generators and temporary wiring must be inspected before use.
- ii. GFCI protection or the company's approved assured-equipment-grounding program must be used as required.
- iii. Damaged cords, plugs, tools and panels must be removed from service.
- iv. Electrical panels and disconnects must remain labeled, accessible and protected.
- v. Employees must maintain required clearance from energized lines and equipment.
- vi. Only qualified employees may perform electrical work.
- vii. After electrical contact, do not approach equipment until the power source is confirmed de-energized.

Reference: 29 CFR 1926.400–449

16. Emergency Response

- i. Do not move an injured person unless they are in immediate danger or you are trained to do so.
- ii. Know the site emergency plan, remain calm and follow instructions until emergency responders arrive.

17. Emergency Response and First Aid

- i. Each project must maintain a site-specific emergency plan.
- ii. The plan must identify the jobsite address, GPS location, access point, assembly area and emergency contacts.
- iii. Employees must know who will call 911, meet responders and account for the crew.
- iv. First-aid kits must be accessible, weatherproof, properly stocked and checked regularly.
- v. Trained first-aid/CPR personnel and required rescue equipment must be available.
- vi. Emergency procedures must address fires, falls, water rescue, utility contact, equipment incidents, collapse and severe weather.
- vii. Employees may perform rescue only within their training and assigned responsibilities.

Reference: 29 CFR 1926.35 and 29 CFR 1926.50

18. Ergonomics and Material Handling

- i. Maintain secure footing and good balance.
- ii. Keep loads close, avoid twisting and do not overreach.
- iii. Use a firm grip and watch for sharp edges.
- iv. Get help or use mechanical assistance for heavy or awkward loads.
- v. Stop if the load cannot be handled safely.

19. Excavation and Trenching

- i. Locate underground utilities through Diggers Hotline and other appropriate sources before excavation begins. Determine their exact location by safe means when work approaches the markings.
- ii. A competent person must inspect excavations before each shift and after rain, vibration or other conditions that could increase hazards.
- iii. Employees in excavations five feet or deeper must be protected by an approved sloping, shoring or shielding system unless the excavation is entirely in stable rock. Protection may also be required at shallower depths when a cave-in hazard exists.
- iv. Keep spoil piles, materials and equipment at least two feet from the edge or use an effective retaining system.
- v. Provide a ladder, ramp, stairway or other safe exit in trenches four feet or deeper. Employees must not travel more than 25 feet laterally to reach it.
- vi. Stop work and exit immediately if the protective system fails, ground moves, water accumulates, utilities are exposed or another hazardous condition develops.

[29 CFR 1926.651](#), [29 CFR 1926.652](#)

20. Fall Protection and Rescue

- i. Fall hazards must be identified before work begins.
 - ii. Required guardrails, covers, safety nets, restraint systems or personal fall-arrest systems must be installed before exposure.
 - iii. Employees must use approved anchorages and inspect fall-protection equipment before each use.
 - iv. Open edges, floor openings, formwork, scaffolds, aerial lifts and elevated work areas must remain protected.
 - v. A prompt rescue plan must be established whenever personal fall-arrest equipment is used.
 - vi. Stop work if fall protection is missing, damaged or cannot be used as planned.
- Reference: [29 CFR 1926.500–503](#)

21. Fire Prevention

- i. Remove or protect combustible materials before welding, cutting, heating or other work that could create a fire.
- ii. Follow hot-work permit and fire-watch requirements when applicable.
- iii. Smoke only in designated areas.
- iv. Use heaters only in approved, ventilated locations and according to the manufacturer's instructions.
- v. Keep suitable fire extinguishers accessible, inspected and ready for use.
- vi. Do not burn trash or other materials unless specifically authorized and permitted.
- vii. OSHA requires accessible, properly maintained firefighting equipment throughout construction and demolition work. [29 CFR 1926.150](#)

22. General Rules

The following information is intended as a guide and to inform employees so that safe work procedures may be followed. The accident prevention requirements, particular to each work assignment, should be thoroughly reviewed between foreman and crew prior to starting any task. All hazards or potential hazards must be recognized, and the necessary safeguards required to deal with them are put into effect.

- i. Understand the safety requirements for your assigned work. Do not perform work you believe could injure you or others.
- ii. Follow company policies, training and job-specific safety procedures.
- iii. Failure to follow safety requirements may result in disciplinary action.
- iv. Protect coworkers, the public, equipment and property from hazards created by your work.
- v. Do not remove, damage, bypass or misuse safety signs, guards, barricades or protective devices.
- vi. Report unsafe equipment, conditions and actions to your foreman immediately.
- vii. Barricade hazardous areas and post required warning signs.
- viii. Notify the appropriate company representative of any work restrictions or accommodations needed to perform your job safely.
- ix. Report all injuries and incidents to your foreman immediately, regardless of severity.

23. General Work Practices

- i. Walk—do not run—unless responding to an emergency. Stay alert to traffic, equipment and nearby workers.
- ii. Horseplay is prohibited.
- iii. Do not distract yourself or others from assigned work.
- iv. Notify your foreman if a condition may affect your ability to work safely, especially when working at heights or around equipment.
- v. Secure loose clothing, long hair and facial hair that could become caught in equipment or interfere with required PPE.
- vi. Use only the toilet facilities provided.
- vii. Obey posted traffic rules and drive at a safe speed for site conditions.

24. Hazard Communication

- i. Do not use a hazardous chemical until you have received required training.
- ii. Review the label and Safety Data Sheet (SDS) before use.
- iii. Follow required handling, storage, PPE and emergency procedures.
- iv. Keep containers labeled and report spills or exposures immediately.
- v. Current SDSs must be accessible at each jobsite.

25. Hazardous Energy Control (Lockout / Tagout)

- i. Equipment must be shut down and hazardous energy controlled before servicing, repair or clearing jams.
- ii. Electrical, hydraulic, pneumatic, mechanical, thermal and gravitational energy must be identified.
- iii. Raised equipment must be lowered or securely blocked; hydraulic pressure alone is not sufficient.
- iv. Required locks, tags, blocks and disconnects must be applied by authorized employees.
- v. Each employee must be protected before group lockout work begins.
- vi. Guards may be removed only after energy is controlled and must be replaced before operation.
- vii. Equipment must not be restarted until the area is clear and authorization is given.

26. Heat, Cold and Severe Weather

- i. Weather conditions must be monitored throughout the shift.
- ii. During hot weather, provide water, rest, shade and gradual acclimatization for new or returning employees.
- iii. Employees must use buddy monitoring and report heat symptoms immediately.
- iv. During cold weather, use layered dry clothing, warm-up breaks and protection from wind and moisture.
- v. Projects must establish triggers for lightning, tornadoes, high winds, flooding and unsafe ice conditions.
- vi. Elevated, crane and water operations must stop when weather prevents safe control.
- vii. Suspected heat stroke, hypothermia or lightning injury requires immediate emergency response.

27. Heavy Equipment and Commercial Motor Vehicles

- i. Only trained and authorized employees may operate equipment or company vehicles.
- ii. Drivers must maintain the license, endorsements and qualifications required for the vehicle being operated.
- iii. Inspect equipment before use and report defects immediately. Remove unsafe equipment from service.
- iv. Set parking brakes, lower attachments and chock wheels when required.
- v. Shut down and block or crib raised equipment before maintenance. Never rely on hydraulic pressure alone.
- vi. Set up hoisting equipment on stable ground and use required outriggers, mats and blocking.
- vii. Shut down equipment during fueling and control ignition sources and spills.
- viii. Follow manufacturer instructions, load limits, traffic rules and company vehicle policies.
- ix. OSHA requires raised equipment to be lowered or securely blocked before employees work beneath it. [29 CFR 1926.600](#)

28. Housekeeping

- i. Keep work areas, walkways, stairs and emergency access routes clear.
- ii. Remove scrap, rubbish and combustible waste regularly.
- iii. Stack and secure materials to prevent sliding, falling or collapse.
- iv. Remove or bend protruding nails when stripping forms or unpacking materials.
- v. Clean up spills, cords, hoses and other trip hazards promptly.
- vi. Everyone is responsible for maintaining an orderly work area.

29. Incident, Injury and Near-Miss Reporting

- i. All injuries, illnesses, property damage and near misses must be reported immediately.
 - ii. Emergency care and control of immediate hazards take priority.
 - iii. Serious incident scenes must be protected and evidence preserved.
 - iv. Employees must cooperate with investigations and corrective actions.
 - v. Management is responsible for OSHA recordkeeping and required notifications.
 - vi. Work-related fatalities must be reported to OSHA within eight hours. Qualifying inpatient hospitalizations, amputations and losses of an eye must be reported within 24 hours.
 - vii. Affected work may resume only after hazards are corrected and restart is authorized.
- Reference: 29 CFR 1904.39

30. Ladder Safety

- i. Inspect ladders before use and remove damaged ladders from service.
- ii. Place ladders on a stable, level surface and secure them against movement.
- iii. Extension ladders used for access must extend at least three feet above the landing.
- iv. Fully open and lock stepladders before use. Do not use them folded or leaned against a surface.
- v. Do not stand on a stepladder's top step or top cap.
- vi. Maintain three points of contact and face the ladder while climbing.
- vii. Keep metal ladders away from energized electrical hazards.

31. Lead and Bridge-Coating Hazards

- i. Painted bridge components must be evaluated for lead and other hazardous coatings before disturbance.
- ii. Torch cutting, grinding, blasting, rivet removal and demolition must follow the project lead-compliance plan.
- iii. Required exposure controls, regulated areas, protective clothing and respiratory protection must be established before work.
- iv. Eating, drinking, smoking and tobacco use are prohibited in lead-exposure areas.
- v. Employees must wash before breaks and avoid taking contaminated clothing or dust home.
- vi. Exposure monitoring, medical surveillance and biological monitoring will be provided when required.
- vii. Stop work if containment, ventilation or required hygiene controls fail.

Reference: [29 CFR 1926.62](#)

32. Night Work and Illumination

- i. Work areas, access routes, traffic-control devices and emergency equipment must be adequately illuminated.
- ii. Lighting must be positioned to limit glare for workers, operators and motorists.
- iii. Dark areas, shadows and changing traffic patterns must be inspected before work.
- iv. Employees must wear clean, visible high-visibility apparel.
- v. Backup lighting must be available for safety-critical operations.
- vi. Fatigue, shift length and employee alertness must be monitored.
- vii. Stop work when workers, traffic-control devices, signals or hazards cannot be clearly seen.

Reference: 29 CFR 1926.56

33. Noise and Hearing Conservation

- i. Noise hazards must be evaluated and controlled when feasible.
- ii. Required hearing protection must be worn in designated areas and during high-noise tasks.
- iii. Employees must receive training on proper selection, fit and use.
- iv. Hearing protection must be maintained in clean and usable condition.
- v. Employees covered by the hearing-conservation program must participate in required audiometric testing.

33. Noise and Hearing Conservation (continued)

- vi. Report damaged protection, hearing changes or excessive noise exposure.

Reference: 29 CFR 1926.52

34. Personal Protective Equipment

- i. Wear properly fitting PPE required for the task and identified hazards.
- ii. Wear approved eye and face protection when exposed to flying particles, chemicals, harmful light or similar hazards.
- iii. Wear a hard hat as required and according to the manufacturer's instructions.
 - a. Hard hats must be equipped with chin straps and chin straps must be buckled and properly adjusted at all time while the hard hat is required.
- iv. Wear sturdy, slip-resistant work boots suitable for construction. Safety-toe, puncture-resistant or other protective footwear may be required.
- v. Use hearing protection in designated areas and whenever required by the company's hearing-conservation program.
- vi. Respirators may be used only by employees who meet the company's medical evaluation, training and fit-testing requirements.
- vii. Use required fall protection when exposed to fall hazards. Inspect harnesses, connectors and lanyards before each use and never use them for material handling.
- viii. During hot weather, drink water regularly, use available rest and shade and report symptoms immediately. Do not take salt tablets unless directed by a healthcare professional.
- ix. During cold weather, wear appropriate layers, stay dry and report signs of cold stress.
- x. PPE must be selected to fit each employee properly, and fall protection is generally required at unprotected construction edges six feet or more above a lower level. [29 CFR 1926.95](#), [29 CFR 1926.501](#)

35. Pile Driving

- i. Pile-driving equipment must be inspected and stabilized before operation.
- ii. Leads, hammers, hoses, cables, guards, stop blocks and safety devices must be maintained.
- iii. Employees must remain clear while piles are being lifted, positioned or driven.
- iv. Only the designated signal person may direct the operator.
- v. Hammers must be securely blocked before employees work beneath them.
- vi. Pile-cutting work must be separated from active driving operations as required.
- vii. Hearing, fall, water and suspended-load protections must be maintained.

Reference: 29 CFR 1926.603

36. Policy Statement: To All Employees

Pheifer Brothers Construction is committed to providing a safe and healthy workplace. All employees are expected to follow this Safety Plan, applicable OSHA requirements and job-specific safety procedures. Employees must acknowledge receipt of the plan and may be subject to disciplinary action for failing to follow safety requirements.

Employees are expected to participate in safety meetings, ask questions and offer suggestions. Report unsafe conditions immediately and stop work when a hazard presents an immediate danger.

The rules and regulations as set forth are intended to fully comply with the United States Occupational Safety and Health Act (OSHA).

37. Powered Equipment

- i. Only trained and authorized employees may operate skid steers, loaders, forklifts or other powered equipment.
- ii. Complete a pre-use inspection and report defects immediately. Unsafe equipment must be removed from service.
- iii. Wear the seat belt and use all required protective systems.
- iv. Inspect the travel path and maintain clearance from workers, traffic, excavations, structures and overhead hazards.
- v. Use a spotter when visibility is restricted or workers may enter the operating area.
- vi. Never carry passengers unless the equipment provides an approved passenger seat.
- vii. Operate within the equipment's rated capacity and use only approved attachments.

37. Powered Equipment (continued)

- viii. Keep employees clear of buckets, forks, attachments, suspended loads, swing areas and pinch points.
- ix. Before leaving the operator's position, lower attachments, place controls in neutral, set the parking brake and shut down as required.
- x. Shut down, isolate hazardous energy and securely block raised components before maintenance or clearing jams.
- xi. Park equipment on stable ground and chock wheels when required.
- xii. Stop operation if visibility, ground conditions, traffic, equipment condition or communication becomes unsafe.

Reference: OSHA 29 CFR 1926.600–602

38. Respirable Crystalline Silica

- i. Concrete cutting, drilling, grinding, chipping, crushing and demolition must follow the company's written silica exposure-control plan.
- ii. OSHA Table 1 controls or an approved exposure assessment must be used for each silica-producing task.
- iii. Water delivery and dust-collection equipment must operate properly before work begins.
- iv. Required respirators must be worn by medically cleared, trained and fit-tested employees.
- v. Do not dry sweep, dry brush or use compressed air when safer cleaning methods are feasible.
- vi. Access to silica-exposure areas must be limited.
- vii. Stop work if dust controls fail or visible dust is not adequately controlled.

Reference: [29 CFR 1926.1153](#)

39. Respiratory Protection

- i. Respirators may be used only when authorized under the company's written respiratory-protection program.
- ii. Required users must complete a medical evaluation, training and fit testing before use.
- iii. Respirators and cartridges must be selected for the specific contaminant and exposure.

39. Respiratory Protection (continued)

- iv. Employees must inspect the respirator and complete a user seal check each time it is worn.
 - v. Facial hair or other conditions may not interfere with the respirator seal.
 - vi. Respirators must be cleaned, stored and replaced according to company and manufacturer requirements.
 - vii. Report breathing difficulty, damaged equipment or loss of seal immediately.
- Reference: [29 CFR 1926.103](#)

40. Rigging

- i. Never move suspended loads over people. Keep everyone outside the load and swing zones.
- ii. Only qualified signal persons may direct crane operations.
- iii. Use tag lines when needed to control loads without placing workers in danger.
- iv. Test the load just off the ground to confirm balance, rigging and stability.
- v. Never leave a suspended load unattended.
- vi. Maintain required clearance from power lines. Work may proceed closer only under an approved plan meeting OSHA requirements.

41. Scaffolds

- i. Scaffolds must be erected, inspected, used and modified under the direction of a competent person.
- ii. Use required guardrails, personal fall protection and falling-object protection.
- iii. Provide safe access; do not climb cross braces.
- iv. Secure scaffolds against tipping or displacement as required by the design and manufacturer.
- v. Do not use damaged, overloaded or incomplete scaffolds.
- vi. Do not alter or move a scaffold without authorization.

42. Steel Erection and Girder Installation

- i. Steel erection must follow the approved erection sequence and site-specific plan when required.
- ii. Girders and structural members must be stabilized before the crane releases the load.
- iii. Temporary bracing may not be removed without authorization.

42. Steel Erection and Girder Installation (continued)

- iv. Employees must stay outside hoisting and falling-object zones unless their work requires entry.
 - v. Connectors, riggers and operators must maintain clear communication.
 - vi. Required fall protection must be used during erection and connection work.
 - vii. Stop work if member stability, connections, bracing or communication is uncertain.
- Reference: 29 CFR 1926.750–761

43. Subcontractor and Multi-Employer Coordination

- i. Subcontractors must follow company, project and applicable regulatory requirements.
- ii. Employers must exchange information about hazards, schedules, permits and emergency procedures.
- iii. Overlapping work must be coordinated to prevent one crew from exposing another.
- iv. Responsibilities for creating, controlling and correcting hazards must be established.
- v. Subcontractors must provide required training, competent persons and inspection records.
- vi. Work must stop when activities conflict or responsibility for a required control is unclear.
- vii. Hazardous conditions must be communicated to every affected employer.

44. Toolbox Talks and Safety Meetings

- i. Toolbox talks will be conducted regularly and whenever new or changing hazards require additional instruction.
- ii. Topics must relate to current work, equipment, conditions or recent safety concerns.
- iii. Foremen will review the applicable hazards, required controls, PPE and emergency procedures.
- iv. Employees are expected to participate, ask questions and share safety concerns.
- v. Attendance and the topic discussed must be documented.
- vi. Toolbox talks supplement—but do not replace—required training, competent-person inspections or daily pre-task planning.
- vii. Employees who miss a required talk must receive the information before performing the affected work.
- viii. Work must stop if the discussion identifies a hazard that has not been properly controlled.

45. Tools

- i. Use the correct tool for the task and follow the manufacturer's instructions.
- ii. Only trained and authorized employees may use powder-actuated fastening tools.
- iii. Do not operate tools or equipment without required training and authorization.
- iv. Never remove or bypass guards or safety devices.
- v. Do not make unauthorized or temporary repairs. Never tape leaking hoses.
- vi. Remove damaged or defective tools from service and report them immediately.

46. Utility-Strike Prevention

- i. A valid Wisconsin Diggers Hotline ticket must be obtained before excavation.
- ii. Utility markings must be reviewed, protected and maintained.
- iii. Private utilities and utilities not covered by the locate request must also be identified.
- iv. The exact location of utilities must be determined by safe means when work approaches the marked location.
- v. Exposed utilities must be supported and protected.
- vi. Stop work if markings are unclear, an unknown utility is found or contact occurs.
- vii. Following contact, warn others, keep clear and follow the electrical, gas or utility emergency procedure.
- viii. Wisconsin generally requires at least three business days' advance notice for planned excavation. Contact: Wisconsin Diggers Hotline

47. Welding, Cutting and Hot Work

- i. Wear the required welding helmet, goggles and eye and face protection.
- ii. Protect welding equipment from weather and damage.
- iii. Route cables, leads and hoses to prevent fire and trip hazards.
- iv. Remove combustibles and keep the required fire extinguisher readily available.
- v. Follow applicable hot-work and fire-watch requirements.

48. Work-Area Protection

- i. Protect workers and the public from construction hazards using the approved traffic-control plan, barriers, signs and designated routes.
- ii. Use only approved traffic-control devices and maintain them in proper position and condition.
- iii. Follow the MUTCD, project requirements and applicable state and local traffic regulations.

48. Work-Area Protection (continued)

- iv. Stop work when traffic control is missing, damaged or no longer provides adequate protection.

49. Working In or Near Live Traffic

- i. Follow the approved traffic-control plan and directions from authorized flaggers.
- ii. Wear the required high-visibility apparel and keep it clean, closed and visible.
- iii. Stay within the protected work area and remain alert to traffic at all times.
- iv. Face approaching traffic when practical and maintain a clear escape route.
- v. Keep workers, tools and materials out of open traffic lanes.
- vi. Use designated access points and spotters when equipment enters, exits or crosses traffic.
- vii. Do not enter a live lane unless traffic has been properly controlled.
- viii. Report damaged, displaced or missing traffic-control devices immediately.
- ix. Stop work when traffic control is inadequate, visibility is poor or a vehicle enters the work area.
- x. After an intrusion or crash, move to safety, account for the crew and follow the site emergency plan.
- xi. Foremen must review traffic-control changes, escape routes and emergency procedures with the crew before work begins. Internal traffic-control plans should also separate workers on foot from construction vehicles and reduce backing wherever possible.

50. Working Over or Near Water

- i. Wear a U.S. Coast Guard-approved life jacket or buoyant work vest when exposed to a drowning hazard.
- ii. Inspect flotation devices before each use and remove defective equipment from service.
- iii. Provide accessible ring buoys with at least 90 feet of line at intervals no greater than 200 feet.
- iv. Keep at least one lifesaving skiff immediately available when employees work over or adjacent to water.
- v. Confirm rescue equipment and trained personnel are ready before work begins.

Employee Acknowledgement

I understand that it is the policy of PHEIFER BROS. to provide a healthy environment and safe place of employment for all employees and to abide by and enforce all applicable regulations as they pertain to our operation.

I understand that the rules within this manual provide general guidance but cannot address every situation. Employees must use good judgment, follow their training and report hazards to the foreman. Everyone's participation is essential to preventing injuries and maintaining a safe workplace. Your cooperation in pointing out hazards to your foreman will also help us reach our ultimate goal: AN ACCIDENT-FREE JOB.

I certify that I have received a copy of the Pheifer Brothers Construction Company, Inc. Safety Policy. I have had the opportunity to ask questions regarding the materials included, and I fully understand its contents and my responsibilities as an employee of Pheifer Bros.

I understand that the Safety Policy is not a contract or guarantee of employment; that my employment is considered at-will; that I or Pheifer Bros. may terminate my employment with or without notice or cause at any time; and that I may not reasonably rely on any other expectation or oral or written representation about my employment.

Employee Name (Print)

Employee Signature

Pheifer Bros. Representative Signature

Date