

Hometown Builders of Greater Lansing LLC.

# Workplace Safety Manual

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Building better for the next generation.

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## Introduction

A core value of Hometown Builders of Greater Lansing LLC. to provide a safe workplace for all of our employees. Each employee is the backbone of this company, and we recognize each employee's contribution to our company as a vital component to our growth. To that end, our company wide value is: **Collaborative Safety**.

Collaborative Safety is defined as the responsibility for all parties to create and maintain a safe workplace by collaborating with team members to reach the ultimate goal of everyone's safety. Safety is everyone's responsibility, and we hold each other accountable by working collaboratively to create and maintain an environment that ensures *everyone goes home safely, every time*. Hometown Builders of Greater Lansing LLC. sees safety as the number one priority to any jobsite, and we will hold a zero tolerance policy to anyone not participating in our safety program.

This manual provides a formal basis of how we will collaborate to address issues of workplaces safety and enhance responsibility and accountability companywide. We recognize that managing safety as a team results in higher-quality output for our clients, and ultimately results in a **stronger**, more **trustworthy** team. Together, we can prevent and minimize workplace accidents and injuries.

## Statement of Workplace Conduct

Hometown Builders of Greater Lansing LLC. sees safety as the responsibility of the whole, which begins with the accountability and trustworthiness of the individual. Collaborative safety requires the ethic of reciprocity, which means we assume that all people will aim to treat each other as they would like to be treated. We will accept nothing less than respect, consideration and compassion. This means all personnel representing Hometown Builders of Greater Lansing, LLC. are expected to be treated professionally through actions and language with dignity and respect at all times.

Threatening, intimidating, coercive, retaliatory or any other type of disruptive behavior ***will not be tolerated*** and will result in disciplinary action.

## **Emergency Procedures**

**Management:** Hometown Builders of Greater Lansing, LLC. Management has overall responsibility for the safety of company employees, facilities and operations in the event of an emergency. Management is responsible for ensuring that the instructions in this plan are implemented in a timely manner once the emergency situation becomes apparent and for handling communications to emergency response agencies and the press.

**Employees:** Employees of Hometown Builders of Greater Lansing, LLC. are responsible for becoming familiar with this procedure and the evacuation routes posted in each facility. Employees are also responsible for following the instructions of their foreman or supervisor or management during the actual emergency.

**Management and Employees:** The primary objective during any emergency is the preservation of life. In the event of any emergency, the first priority is to safely evacuate or protect the lives of all persons affected. No employee or member of management shall put their health or safety at risk by taking any action to protect or secure the facility during the emergency.

## **Evacuation Routes**

If it becomes necessary to safely evacuate a facility because of an emergency, evacuation routes need to be located. All employees shall become familiar with the emergency exits and evacuation routes within the facility as it may become necessary to use alternate means of exit during an emergency.

### **Emergency Exits**

Emergency exits must be kept accessible at all times. Aisles and paths to emergency exits must be kept open and free of debris and materials which might impede or trip persons attempting to exit. Emergency exits must NEVER be locked through the use of chains or hasps which prevent them from opening from the inside. Blocking or intentionally locking emergency exits and paths to emergency exits is a serious safety violation and subject to disciplinary action.

### **Emergency Action Plan**

The foreman and/or supervisor should coordinate with the client to procure or formulate a plan in case of an emergency. This includes inclement weather, man-made disasters, fire, etc. This plan must include emergency contact information, including the nearest hospital.

### **First Aid Supplies**

First Aid Supplies/Kits shall be provided on all Hometown job-sites. First aid kits shall be evaluated on a per job basis, only kits appropriate/specific to the jobsite environment shall be used. First aid kits are to be inspected on a regular basis to assure they are adequately stocked with supplies.

# **Leadership and Safety Responsibilities**

## **Program Goals and Communication**

Our goals at Hometown Builders of Greater Lansing LLC. is to grow in a way that can shape and reshape the diverse market of building innovation by beginning with a strong company culture that promotes safety and growing leadership. It is our belief that when we show accountability from leadership down to our newest employees, that we will build a company that benefits the commercial sector, enhances our community, and provides a safe and healthful workplace for our employees.

Management will communicate this policy on a continual basis to our employees and clients. Management will ensure that this policy is posted prominently in our workplaces, on our website and in our company newsletter. It is the intent of Hometown Builders of Lansing, LLC. to comply with all federal, state, and local safety standards, codes, and regulations.

## **Responsibilities for Safety**

### **Management and Safety Representative Responsibilities**

- Maintain safety program development and implementation, complying with governmental safety standards.
- Ensure requirements are met for ongoing safety training for employees and management.
- Designate the foreman at each location as responsible (with worker participation) for ensuring regular workplace inspections, incident investigations, and followup on corrective actions.
- Lead formal worker discussions about safety and health and our program.
- Communicate our policy to clients and vendors.

- Investigate and document all incidents and “close calls/near misses.”
- Encourage workers to report safety and health concerns through an “open-door” policy.
- Provide Site Specific Safety Plans at each new jobsite.
- Determine whether program goals are being met.
- Lead review of the program to see where it needs improvement.

### **Foreman Responsibilities**

- Set a good example by always following safe work practices.
- Ensure that equipment and work areas under their direction are safe, well-kept, and in compliance with applicable regulations.
- Understand and implement Site-Specific Safety Plans, and distribute them to all workers at each worksite.
- Ensure that procedures are being followed for safe use of hazardous substances.
- Ensure that workers are adequately trained in safe work procedures and all other aspects of the program.
- Participate with the owner in regular safety and health inspections and incident investigations at their job site.
- Verify that corrective actions are being implemented following incidents and identification of hazards.
- Creating an environment with reporting safety and health concerns is welcomed.
- Respond within 24 hours to reports of safety and health concerns.

### **Employee Responsibilities**

- Read and sign each Site-Specific Safety Plan before working on a new location.
- Follow the Site-Specific Safety Plans, as well as company safety procedures and policies.
- Only perform jobs that they have been trained and permitted to do.
- Use required personal protective equipment.

- Report all unsafe work conditions and/or practices.
- Report all injuries to on-site supervisor.
- Participate in incident investigations when necessary.

## **General Safety Rules**

- All employees must understand their work assignment and the associated hazards before starting a job. Any questions concerning the job or safety hazards must be directed to a foreman or superintendent.
- Employees must report all accidents and injuries, no matter how minor, immediately to their foreman or supervisor, who must then report the injury to the office.
- All unsafe conditions and equipment and unsafe acts must be reported immediately to a foreman or supervisor and must be documented.
- Employees must attend scheduled safety training sessions and safety meetings. It is the intent of management to distribute Tool Box Talks and/or similar safety information to employees as deemed necessary.
- Horseplay or fighting on the job will not be tolerated at any time.
- Possession of or working under the influence of alcohol or illegally obtained controlled substances during work will not be tolerated and will result in disciplinary action.
- Possession of firearms on the job is not allowed and may result in immediate termination.
- Employees must observe and comply with all caution and danger signs, barricades and safety tags at the jobsite.
- Employees shall practice good housekeeping practices in their work area by properly and routinely disposing of scrap materials and waste to prevent an unsafe accumulation of trash at the jobsite. As a general rule all work is to be cleaned on a daily basis.

- Employees are required to report to their foreman or supervisor immediately any problem or defects present in tools and equipment that they are using or responsible for. These tools are to be subsequently tagged by the foreman, removed from the jobsite and returned to the office for repairs.
- Employees must wear hard hats AT ALL TIMES when there is an overhead hazard or potential to be struck in the head by equipment. This includes management, office staff, lift operators, and others that may be on site.
- Appropriate footwear shall be worn by all employees. Footwear shall consist of a substantial leather steel-toed shoe or boot that protects the foot from injury as a result of incidental contact with falling tools or materials as well as providing proper ankle support.
- Eye protection must be worn AT ALL TIMES when chipping, sanding, grinding, torching, or performing operations that generate dust or debris that can injure the eye. This includes the operation of any and all power tools.
- Employees must use all guards, tools, and safety devices provided to prevent injury. This includes shields, guards, interlocks, etc. on machinery and equipment such as grinders, saws, cutting equipment, etc.
- All employees have a responsibility to protect the general public and provide for their safety. The safety of the public is as equally important as the safety of our employees.

## Specific Safety Standards

### *Electric Power Tools:*

- All guards and safety features furnished with hand and power tools shall remain in place and shall not be removed when in use.
- Electric power tools shall be of a double-insulated type or provided with proper grounding. The grounding prong on plugs of power tools shall not be removed.
- Power tool electric cords and electrical extension cords shall not be used to hoist or lower tools, equipment or supplies.
- Employees shall use the appropriate PPE whenever using electric power tools.

### *Pneumatic Power Tools:*

- Tool retainers shall be used on all pneumatic equipment to prevent ejection of the tool being used in the pneumatic equipment.
- Pneumatic power tools shall be secured to the hose at all times by connecting with a wire, chain or other positive means to prevent the tool from becoming accidentally disengaged from the hose.
- Safety guards shall be used on all portable grinders. The guard shall be installed so that at least one half of the grinding wheel or abrasive disk is covered.
- The safe operating pressure for hoses and tools shall not be exceeded.
- Compressed air hoses shall not be used for hoisting tools, equipment or supplies.
- Employees shall use the appropriate PPE whenever using pneumatic power tools.

### *Hand Tools:*

- Hand tools such as hammers, sledge hammers, axes, picks, shovels, etc. shall be inspected for evidence of damage such as splintered or damaged handles, cracking/splitting/spalling of the tool head or other signs of breakage.
- All hand tools shall be maintained in a safe condition. Damaged tools shall be removed from service immediately and the foreman or superintendent shall either have the tool repaired or disposed of. Employees must NEVER use a defective hand tool.
- Employees shall use the appropriate PPE whenever using hand tools.

*Ladder Use:*

- Ladder rungs shall be kept clean and free of mud, grease or oil to prevent slips.
- Where possible, ladders shall always be secured or lashed at the top of the ladder to prevent their tipping.
- Ladders shall be erected so that the ladder side rails extend at least 36 inches above the landing or roof surface.
- Cross bracing on the rear section of stepladders shall not be used for climbing unless the ladders are provided with steps for climbing on both sections.
- Employees shall always face the ladder when climbing up or down.
- Ladders shall NEVER be placed at an angle greater than 75 degrees to the horizontal.
- The areas at the top and bottom of each ladder shall be kept clear of rubbish, debris, and equipment.
- Stepladders shall only be used on flat, level surfaces.
- All ladders shall be equipped with safety shoes, spikes, or secured in some manner to prevent them from slipping when in use.
- Wood ladders shall NEVER be painted entirely. Paint is only allowed on wooden ladders as a means of identification and marking.
- All ladders shall be inspected for defects such as broken or bent rungs, steps, rails, cross bracing, ropes, pulleys, feet, or any other structural part of the ladder.

- A ladder found to be defective shall be removed from use immediately and the foreman or superintendent shall be notified of the problem. The foreman or superintendent shall arrange to have the ladder repaired by a qualified person or shall dispose of the ladder if it cannot be properly repaired.
- Ladders shall NEVER be used as a platform, runway, or scaffold. Ladders shall also NEVER be used as a means of constructing scaffolding by placing planks in between step or extension ladders, except for their use in ladder jack scaffolding systems.
- Step ladders near guardrails shall be no closer than the ladder's height away (i.e. a 12 foot step ladder shall be 12 feet away).

*Hazardous Chemicals:*

- All containers of hazardous chemicals must be properly labeled. The label must provide the identity, or name of the hazardous chemical, the appropriate hazard warnings, and the name and address of the chemical manufacturer. Contact the foreman or supervisor if any container of hazardous chemicals is found with no label.
- All hazardous chemicals must be furnished by the supplier with a Safety Data Sheet (SDS). SDS's contain information on the chemical make-up of materials, flammability, health risks, medical treatments, etc. SDS's for all hazardous chemicals used at Hometown jobsites are available and kept by each foreman or supervisor. Any questions concerning hazardous chemicals used by other contractors at a jobsite should be directed to your foreman or supervisor who will obtain an SDS from the other contractor(s) or general contractor responsible for the jobsite. All employees may request a copy of the SDS from their foreman or supervisor if they so desire. Any employee who purchases a chemical should check the SDS binder to see if there is an SDS on file, if not they should contact the office so one can be obtained and implemented into the jobsite files.

*Flammable Materials:*

- NEVER refuel a piece of equipment or vehicle while the engine is running. Extra caution must be exercised when refueling portable equipment with a hot manifold such as pumps, generators, saws, etc.
- Do not store flammable liquids within 10 feet of a portable generator, pump, or electrical equipment.
- Portable containers used to store gasoline or other flammable liquids must be equipped with a self-closing lid, flash screen, and labeled with the contents of the container.
- Oxygen and fuel gas cylinders must be stored in approved areas and separated by at least 20 feet or a firewall with a  $\frac{1}{2}$  hour rating.
- All compressed gas cylinders must be used, stored, and secured with rope or chains in an upright position or kept in proper welding carts.
- When not in use, all cylinders must be closed at the cylinder valve, and any gas remaining in hoses bled off through the torch valve.
- Caps must be placed on all compressed gas cylinders not in use.
- Compressed gas cylinders must NEVER be used inside confined spaces such as drums, pits, excavations, etc.

*Lifting Procedures:*

- Position your feet as close to the load or object to be lifted.
- Bend at the knees and keep your back as straight as possible.
- Get a firm grip on the load or object to be lifted.
- Hold the load or object close to your body; lift by using leg muscles.
- Lift the load or object slowly holding it as close to your body as possible.
- NEVER twist at the waist or jerk the load while carrying it. If it is necessary to turn, shuffle your feet and avoid twisting the back.
- Set the load or object down in the same manner as the lift.

- If the load or object is too heavy to lift or too bulky to carry, get help.

*Protection of Tools/Equipment:*

- All tools and equipment left at a jobsite at the conclusion of each work day shall be locked, secured, or otherwise protected from possible theft and vandalism.
- Heavy equipment and vehicles left at the jobsite shall be secured by removal of all keys, locking of fuel caps where possible, securing of steel plates, use of hidden kill switches or other anti-theft devices, and placement of equipment making it difficult to move.
- Portable tools and equipment shall be placed and locked in gang boxes at the end of each work day. Each foreman or supervisor shall be responsible for maintaining an inventory of tools and equipment at the jobsite and shall also be responsible for reporting the theft, disappearance, or damage to tools and equipment not occurring during normal work shifts.
- All employees shall also be responsible for reporting evidence of tampering or attempted theft of heavy equipment and machinery used at the jobsite.

*Driving:*

- NEVER carry passengers who are not employed by Hometown Builders of Greater Lansing, LLC. unless authorized by management.
- All drivers and authorized passengers must wear lap and shoulder belts while the vehicle is in operation.
- Drivers must obey posted speed limits at client facilities and on the road.
- Drivers must know and obey all traffic rules and regulations.
- No driver shall operate a vehicle while under the influence of alcohol or drugs.

- Intentional damage, misuse, abuse, or improper handling of any vehicle driven during the conduct of company business will result in disciplinary action.
- NEVER operate or use any vehicle that has a "DO NOT OPERATE TAG" on it.
- Horseplay or the reckless operation of a motor vehicle is a serious safety violation.
- NEVER smoke while fueling vehicles or equipment and do not throw cigarette butts from a vehicle.
- Drivers must only operate a vehicle for which they have received appropriate state licensing.
- Any driver that develops serious medical symptoms which may affect their ability to safely drive must pull the vehicle safely off the road and stop. The driver should request medical assistance.
- All vehicles shall be kept clean of trash and debris. Large items, such as tool boxes, fire extinguishers, lunch boxes, thermos, etc. should be secured to prevent them from becoming missiles during an accident situation.
- Vehicles which haul equipment or material shall be carefully inspected and secured to prevent load shifting or vehicle overloading.
- Drivers must conduct pre-trip inspections of the following items: brakes, steering, head lights, brake lights, turn signals, emergency signals, fire extinguishers, tires, rear view mirrors, windshield wipers, seat belts, heater/defroster, red flags, tarpaulin, backup alarm, low air alarm, hook up, etc.

*Waste Management/ Job Cleanliness:*

- Jobsites must be cleaned up on a daily basis; this shall be the responsibility of all employees on site including subcontractor employees. Debris shall not be allowed to over accumulate; if needed, clean up shall be done periodically during the day/shift so as not to affect work procedures and safety.
- Prior to removing materials from the work area to the dumpster, the supervisor must determine the best route through the jobsite; this should involve input from the client whenever necessary. This is of particular importance when working on jobsites with ongoing operations such as retail, hospitals/health care facilities, offices, educational, etc., when public

safety is a concern. Furthermore, this route should also be reviewed for employee safety by avoiding construction and public vehicular traffic.

- Never overfill or over-stack a dumpster; the typical fill line is the top of the container sides. Never overweigh a dumpster, in particular when disposing of soils, concrete or other heavy materials.
- Never dispose of any chemicals, fuels, caustic liquids, etc., or other hazardous materials in dumpsters. These should be stored safely on site and only disposed of by a qualified hazardous waste vendor.

## **Injury and Accident Reporting**

- It is the responsibility of all employees to immediately report to their foreman or supervisor the occurrence of any work-related injury or illness, no matter how minor the injury may seem.
- The first priority is to ensure that the injured employee receives the appropriate first aid or medical treatment. The foreman or supervisor will then determine the level of medical assistance necessary. The foreman or superintendent will then determine if the employee will be transported for treatment via ambulance or company vehicle.
- The foreman or supervisor must then contact the company office as soon as possible to report the injury, no matter how minor the injury appears. The safety representative will then be expected to thoroughly investigate and report the accident to the company office.
- The office will maintain communications with the injured employee, treating physician, and insurance company to ensure that a proper course of treatment is being followed and that the employee is returned to work as quickly as possible.

## **Disciplinary Action for Safety Violations**

Management and the designated Foreman will hold each person on the jobsite accountable by providing behavior correction when necessary. Violation(s) will require disciplinary action to be taken by the Hometown representative who witnesses the violation(s). Disciplinary action must be documented in accordance with the Hometown disciplinary action procedure, and completed documentation must be submitted to administrative staff electronically, to be submitted to the appropriate local and state governments as needed.

### **Level of Disciplinary Action:**

The level of disciplinary action will be administered with the involvement of management supervision and will be determined by the severity of the infraction and the employee's disciplinary action history. All disciplinary actions remain in the employee file for the preceding 12 months.

### **Disciplinary Action options as follows:**

- Verbal Warning: Recorded as a Verbal Warning on our Disciplinary Action Sheets.
- Written warning: to go in the employee's record.
- Written warning 2: a corrective contract will be implemented with a 90 day probationary period.
- Suspension without pay: 2-5 days suspension without pay, time based on the violation.
- 12 month suspension without pay from all commercial projects
- Termination

Management/Designated Foreman will record all workplace violations (safety and otherwise) using our Disciplinary Action Write Up Form, and submitting the *employer copy* to administrative staff electronically, while maintaining a physical copy on-site; then providing the offending employee with the *employee copy* with **a note for changes needed/opportunity for growth.**

The steps in this process may be bypassed up to and including immediate removal from all commercial projects if the infraction(s) is serious as determined by Hometown management.

If it is determined that permanent removal from Hometown projects is necessary, this must be reviewed and approved by the project manager.

## **Record Retention**

Written reprimands will remain on file for a period of 12 months from the time of the violation. Any additional reprimand written during the 12-month period will be considered a second offense, and likewise with a third offense. After 12 months, reprimands will be “removed” from file and additional reprimands will be viewed as a first offense.

## **Personal Protection Equipment Disciplinary Policy:**

All personal protection equipment (PPE) **must** be worn per OSHA standards. If this policy is disregarded, disciplinary actions will be undertaken as follows: one (1) verbal warning will be received; upon a second incident, a day-long suspension from the workplace will proceed; upon a third incident, a week-long suspension will take place. Hometown Builders of Greater Lansing, LLC. reserves the right to terminate an employee if these disciplinary actions are deemed ineffective. AW 4/20/2024.

# 10 Collaborative Safety Goals

## 1. Plan your work.

Each day workers will participate with their crew in the PreTask Safety Analysis. It is important to us that you recognize and understand the potential hazards and precautions that must be taken for the tasks you are being asked to perform. Ask good questions before starting work, ensuring you and your team understand what you are responsible to perform. Take accountability for your own safety during your time on the job. Do not perform any tasks that you feel you are not qualified and competent to perform. Make sure you fully understand the safe work plan for the day.

## 2. Use Stop Work Authority.

If plans need to change to keep your team or yourself safe, use the **stop work authority**, get with your foreman and supervisors and revise the plan. Never start work you do not feel safe to start. Remember, if you see something unsafe STOP THE WORK.

## 3. Emergency Procedures

It is the responsibility of every worker on your crew to know what to do and where to go in the event of a site emergency. Know the alarms and where gathering points are for safety. Know how to initiate an emergency call.

## 4. Personal Protective Equipment

Hometown requires a minimum level of PPE that covers most situations. Sometimes your work may require more protection. Use the best PPE for the work you are doing. Always try to eliminate the risk by engineering/design.

## 5. Stay Alert At All Times/Avoid Complacency

Avoid complacency by staying highly aware of your surroundings at all time. Walk through the jobsite at all times with your eyes on the path, and watch the changing environment of your surroundings. Safely look overhead when you see equipment operating overhead to prevent being under a load. Never cross DANGER tape unless given approval. Keep all your body parts out of the line of fire at all times to avoid being “struck or caught by” something. If you are able, correct hazards you see before they hurt you or others. If you cannot correct the hazard yourself, stop the work and report the hazard to your supervisor.

## 6. Report All Incidents Immediately

If something happens to you or a co-worker, report it ASAP so the situation can be properly managed as soon as possible. Report even near misses and minor injuries, so we can learn from each opportunity for improvement.

## 7. Tools and Equipment

Do not use tools or equipment you have not been properly trained to use. Make sure all safety devices are in place and in use during operations (e.g. handles, safety triggers, guards).

Equipment operators **must** be licensed to operate the equipment they are on, and must inspect the equipment they are using before every use.

## 8. 100% Fall Protection at 6' and Higher

Elevated work is always high risk. If lead edges cannot be properly barricaded, personal fall protection is required. All boom and scissor lift operations require 100% Fall Protection. If you are not trained and qualified for 100% fall protection, seek the training you need or leave that work for those who are trained.

### **9. Protect Your Body From Stress**

Our jobs are not without physical and mental stress. Always participate in Stretch and Flex every day. Never lift 50lbs alone. If the object is heavy/awkward, get help. Mechanical means, wheeled carts, dollies and other devices make material handling tasks much safer. Sometimes the work catches up to you, if you need to rotate jobs when possible, do it. If you need to step away for a break to save yourself from undue stress, do it. If you are feeling unusually fatigued, depressed, on edge, or are dealing with personal issues, please consider talking to someone about getting help.

### **10. Prepare For Changing Jobsite Conditions**

Watch out for your fellow workers, especially during extreme weather. Always use the buddy system when working. If co-workers appear to be struggling, take a break and get help. Dress appropriately, take breaks when needed and drink plenty of water. Always keep a close eye on weather and possible impacts to you and your co-workers.

# Hazard Identification and Assessment

## Collect Information about workplace hazards

- The owner (with assistance from the general manager) will review relevant information about potential safety and health hazards, including:
  - Applicable OSHA standards.
  - Information about past incidents, injuries, and illnesses.
  - Safety data sheets (SDSs) for hazardous chemicals that we use.
  - Equipment safety information.
  - Close call/near miss reports.
  - Input from all workers about possible hazards.
  - Information from OSHA, National Institute for Occupational Safety and Health (NIOSH), or industry trade associations that may be relevant for our workplace.

## Inspect the Worksite

- The owner (or designated foreman) will develop, use, and regularly update a checklist of potential job hazards.
- Using the checklist, the owner (or designated foreman) will conduct inspections at both locations at least every month; whenever a worker raises a safety or health concern; or whenever we change processes, equipment, or materials.

## Identify Health Hazards

The owner (or designated foreman) will identify any sources of health hazards in our workplace such as:

- Chemical hazards – by examining SDSs and product labels to identify chemicals in use.

- Physical health hazards – by considering exposures to noise or heat.
- Biological hazards – by considering exposures to bodily fluids, molds, or animal materials.
- Ergonomic hazards – by evaluating activities involving repetitive motions, heavy lifting, work above shoulder height, or vibration.

## Conduct Incident Investigations

The owner (or designated foreman) will investigate injuries and illnesses to identify hazards and systemic failures that might have caused those injuries and illnesses. They will:

- Train the people conducting investigations (managers and workers) on incident investigation techniques, emphasizing the need to be objective and open-minded throughout the investigation process.
- Investigate facts and determine the root causes of all injuries, illnesses, and incidents.
- Initiate investigations within 24 hours of any incident being reported.
- Use OSHA Form 301 to collect information on all incidents.
- Use a corrective and preventive action process following the investigation. We will:
  - ➔ Document findings and recommended corrective actions.
  - ➔ Describe how the recommendations will be implemented.
  - ➔ Verify completion.
  - ➔ Incorporate the action into our program.
  - ➔ Communicate findings and solutions to workers.
  - ➔ Monitor the corrective and preventive action(s) to determine their effectiveness.

## Identify Hazards

The owner (with workers' input) will assess emergency scenarios and non-routine tasks our workers might encounter, such as fires, chemical spills, weather emergencies, medical emergencies, or workplace violence.

## **Hazard Prevention and Control**

### **Identify Control Options**

For hazards we identify or anticipate, the owner (with the general manager's assistance) will gather and evaluate information about appropriate controls from the following sources:

- OSHA standards and other information from the OSHA website.
- Input from workers.
- Industry best practices.
- Information from equipment and service vendors and suppliers.
- Consultation with technical experts (e.g., OSHA On-Site Consultation program at no-cost, <http://www.osha.gov/consultation>).

### **Select Controls**

The owner (with workers' input) will select controls as follows:

- If an OSHA standard specifies the control method for an identified hazard, the owner will select that control.
- The owner will select an appropriate control method by following the "hierarchy of controls" (as identified in OSHA's Recommended Practices) and by using the information obtained from the sources listed above.

- The owner will also consider cost, ease of implementation, and how quickly the controls can be installed.

## Developing a Hazard Control Plan

To develop a hazard control plan, the owner (with workers' input) will:

- Plan to control hazards covered by OSHA standards.
- Plan to control hazards likely to cause serious injuries or illnesses.
- Plan to control all hazards that can cause injuries or illnesses, regardless of how serious.
- Prioritize hazards for control based on the seriousness of the injuries or illnesses that could result and get worker input on our reasoning.
- Update the plan as it is implemented and evaluated.

For hazards that we can't control immediately, the owner (with workers' input) will:

- Select and provide interim controls to protect workers or remove workers to prevent them from being exposed to the hazard.
- Set up a schedule, assign responsibilities and tasks, and monitor our progress in implementing permanent controls.
- Implement permanent controls, starting with controls for the highest-priority hazards.
- The owner (with the project manager's assistance) will document the control measures and hazard control plan in writing.
- The owner and managers will make the hazard control plan available to all workers and discuss it at company meetings.

Checklist to Identify Hazards					
	Location	Safe	Unsafe	Action Required	Completion Date

Hazardous Substances (Chemical and Biological).					
Are there SDSs for all the hazardous chemicals used in the workplace?					
Do all workers have access to SDSs?					
Have all workers received training on the SDSs for the hazardous chemicals used in the workplace?					
Are all chemicals properly labeled?					
Are controls in place to prevent chemical exposure?					
Are chemicals stored away from sources of ignition or reactives/incompatible substances and in tightly closed containers?					
Is any required personal protective equipment available, in good working order, and used by workers?					
Are workers adequately trained in preventing injury and illness from biological and chemical hazards?					
Machinery					
Is all equipment in good working order?					
Is a fault reporting and tagging system in place?					
Does all machinery have guarding to prevent contact with moving/hot/otherwise hazardous parts?					

Does all machinery have guarding to prevent falls?				
Is everyone who operates machinery adequately trained in using it safely?				
Heat Stress				
Is there adequate ventilation or air conditioning?				
Do workers know how to prevent heat stress (water, use of cooler rest areas?)				
Ergonomics				
Are workers able to perform tasks upright and without awkward twisting motions?				
Do workers have frequent breaks or variation from repetitive tasks?				
Is the need to lift or move heavy items minimized or eliminated (using mechanical aids, smaller loads, etc.)?				
Slips, Trips, and Falls				
Is lighting adequate and in good working order?				
Are all walking surfaces in good repair and free of slip/trip hazards?				
Are aisles and walkways clear of boxes, trash, leads, or other tripping hazards?				

Are spills/wet surfaces cordoned or marked off and/or cleaned up immediately?					
<b>Emergency Procedures</b>					
Are all workers trained in emergency response plans and procedures (such as for fire, chemical spill, robbery, natural disaster)?					
Do all workers know where each First Aid kit is located?					
Is the emergency plan and emergency phone numbers given to each employee within the employee handbook?					
Are all emergency exits clearly marked and free from obstacles?					
Are emergency exit doors unlocked on the inside so that workers can immediately exit the facility during an emergency?					
Is emergency-related equipment readily available and in working order (chemical spill kit, first aid kit, fire extinguishers)?					
<b>Vehicle Safety</b>					
Are all trucks in good repair?					
Are all drivers licensed and following driver safety?					

## Employee Acknowledgement of Safety Rules

I have read and fully understand the Safety Rules and Employee Responsibilities established by Hometown Builders of Greater Lansing, LLC. I will perform my work in accordance with the rules provided to me. I am aware that a violation of Safety Rules or Policy may result in disciplinary action, including possible termination.

I also acknowledge that I have received training in Hometown Builders of Greater Lansing, LLC.'s general safety rules and rules of conduct, personal protective equipment, and my responsibilities regarding the reporting of occupational injuries occurring on-site.

I pledge that I will obey the Safety Rules prescribed for my work and that I will actively participate in Hometown Builders of Greater Lansing, LLC.'s safety programs. I also understand that my safety and the safety of my co-workers is of primary importance and that any questions I have regarding safety should be directed to my supervisor or safety representative.

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**Employee Signature**

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**Printed Name**

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**Date**