

## B. BIRMINGHAM INC.

### Code of Safe Practices

Since it's not possible to cover every situation that may be encountered in the work environment, let the following rules and procedures serve as guidelines to safety and recognize that it always is our intent to take every precaution to work safely. Where unusual circumstances are encountered contact the office 415-731-4542 for help and guidance. Do not take unnecessary risks to get the job done.

1. All employees shall follow these safe practices, as well as all the rules and regulations of the appropriate CAL/OSHA standards. Failure to comply will result in disciplinary action. **Serious violations may result in immediate termination.**
2. No employee shall be allowed to work on any jobsite until they have received an appropriate *New Employee Orientation*. This orientation is at the back of this packet.
3. Report all accidents and injuries, no matter how small, to your supervisor. First aid kits are maintained on all job sites. If you need to go to the doctor, your supervisor will tell you where to go. Let your supervisor know if any first aid kit has run out of any item
4. Employees shall refrain from moving seriously injured persons. Call 911 and obey instructions from medical personnel. When calling 911, ensure that someone is at the jobsite entrance to direct emergency personnel. In the case of emergency personnel being called you must know the jobsite address, it is located on the CAL/OSHA signage in the job site office.
5. Employees must immediately report all unsafe acts or conditions to their supervisor.
6. **Safety meetings are mandatory for all employees.** You must attend.
7. Jobsite housekeeping is every employee's responsibility. Here are some examples of your responsibilities: Nails in scrap lumber must be bent down or removed. Stairs need to be kept clear of hoses, cords and other things. Other hazards such as debris in walkways shall be corrected immediately, so you don't hurt yourself or others.
8. No person, employee or otherwise, shall be allowed on a jobsite when impaired due to medication, fatigue, illness, alcohol, over-the-counter medication, illegal drugs, or any other substances or conditions that might affect their alertness.
9. Safety glasses must be worn when there is a danger of something flying into your eye; for example, when using a nail gun. You must also wear your safety glasses in all areas your supervisor determines are necessary.
10. Hard hats must be worn when employees are working above you or when there is a possibility of things falling on you. You may not alter your hard hat; for example, by wearing it backwards or drilling holes in it. You must also wear your hard hat in all areas your supervisor determines are necessary.
11. All necessary Personal Protective Equipment (PPE) shall be provided as needed by employer, but employees who want to use their own PPE may do so, at the discretion of management, if it meets ANSI or NIOSH standards, etc.

12. All employees shall wear clothing and footwear appropriate to the work.
13. Horseplay, fooling around, and other acts that tend to have an adverse influence on the safety and well being of employees or others is prohibited. No fighting.
14. No dogs or other pets are permitted on job sites.
15. Loud radios, boom boxes, and other audible distractions that interfere with safety and other communications are not allowed on job sites.
16. Jobsite fall protection assessments shall be made by personnel who are Competent Persons trained in fall protection, and they shall oversee all fall protection equipment, maintenance, usage and training. The site supervisor and/or company owner is the Competent Person.
17. All hand and power tools shall be maintained in good condition. Any tool not in appropriate condition shall be removed from the jobsite. No tool may be altered or modified by removing, tying or blocking a guard. **PINNING OF SAW GUARDS PROHIBITED.** Also, all saw blades must come to a complete stop before removing the blade from the cut. When you set the saw down, point the blade away from yourself.
18. Unplug your saw before changing the blade.
19. Do not use the cut-off saw without being properly trained by the supervisor or his designated person.
20. Use the right tool for the job.
21. Lift properly. Try to lift with your legs instead of bending your back. Ask for help with heavy loads. Use as many people as needed when lifting a wall. When ask for help by a coworker, give him that help.
22. Check your ladder before you use it. Ladders with bent, missing or damaged parts are not allowed on the jobsite. Make sure the ground that you place your ladder on is level and stable. Building up ground surface with blocking to level the surface is not permitted. Dig the ground surface where possible or use ladder levelers where possible. Always face the ladder when working on or using it. You cannot carry material when climbing ladders, you need to be able to maintain a three point connection to the ladder at all times. A three point connection is any combination of both feet and both hands where three are on the ladder at all times.
23. Use a ladder that is tall enough for the job. On an extension ladder, you may not use the top 3 steps. On an interior stepladder, you may not use the top or the next to the top step. If you are using the ladder to climb to the roof or another level, the ladder must extend a minimum of 3' above the roofline.
24. You may not use the ladder to push or pull materials into working space.
25. You must read and obey all labels on ladders. Each ladder may be different and as such each manufacturers warning must be read and followed.
24. No employee will operate any forklifts, powder-actuated tools, or any other tool or equipment requiring an operator certification, without having that certification with them at the time.

26. Operators of powder-actuated tools are responsible for displaying the warning signs within 50' of its use. Eye protection is required for the operator and the helper.
27. Operators of powder actuated tools are responsible to store the tool safely at the end of the day. This includes separating the live shots from being accidentally activated.
  
26. All compressors, tanks and other pneumatic equipment, air hoses, and lines shall be properly maintained. **Pulleys and moving belts must be guarded (covered).**
27. The spring must always be in the nail gun. **Removal of nail gun springs is prohibited.** The spring is located at the top of the gun.
28. All electrical equipment must be in good condition. Any defective equipment or damaged cords shall be removed from the jobsite. Cords cannot be repaired by covering the damage with tape. The proper use of heat-shrink tubing is the only approved method of repair.
29. Only industrial grade, 3 wire extension cords with ground poles intact are permitted on job sites.
30. All GFCI equipment will be tested at the start of each workday. Push the test (red) button at each pole to make sure the GFCI is working. If the breaker doesn't trip, notify the supervisor immediately and do not use it until it is corrected.
31. Avoid touching chemicals (for example, caulking, subfloor glue and pressure- treated wood). If contact is unavoidable, use gloves. Wash after contact. The supervisor can give you more information from the Material Data Safety Sheets (SDS).
32. Scaffolding will be installed by a qualified subcontractor. Scaffolding shall be maintained, and inspected daily by persons designated as qualified or competent in scaffolding. Defective scaffolding shall be corrected by qualified personnel prior to usage by employees. See diagram at the back of this packet for the safe construction of a wooden scaffold. No wooden scaffold may be erected or used that does not meet the diagrams minimum construction standards.
33. Install railings at roofs and open stairways that meet the following standards. Top rail to be 42"-45" above the floor or working surface. A secondary rail is to be installed between it and the floor surface. Posts are not to be more than 8' apart and the railing should be able to with stand 200 lbs of lateral force. Railings are to be install at window opening that meet the above criteria. For the purpose of safety railing all decks are to be treated as roof edges.
34. When working near or in a stair opening and you need access to this opening, one side of the stair railing may be constructed in such a manner as be movable.
35. Don't jump over open trenches. Always go around. Where feasible build a bridge or walkway over the trench.
36. No person shall enter a confined space such as a closed crawl space etc alone. These areas may contain undetectable gases or other hazards.
37. When working in confined spaces the first task is to set up fresh air circulation. The next task is to set up adequate lighting.
38. No work shall be permitted on job sites when temperature is above 85' F.

Please remember that these practices are for your protection. You may think that taking safety shortcuts saves you time and makes you money. How much money can you earn if you are injured, disabled or in the worse case scenario, dead? We are committed to protecting the health of our employees. Please do your part.

**Use common sense and be alert.**

