



Safety Orientation Package

Prepared by: Peter Shackford
Hettrick, Cyr & Associates

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1. Introduction to Safety Orientation Package (SOP)

The purpose of SOP is to inform subcontractors of Viking Construction Inc. (VCI) Safety Program and its requirements. VCI has implemented policies and procedures that will help develop an awareness of safe working practices for subcontractor's onsite, and to aid us in our goal of 'Zero Injuries and Accidents'. Each subcontractor must be familiar with the policies and procedures included in this package. Any questions regarding safety should be directed to the jobsite superintendent.

2. Safety Program Goals

The following are the goals of VCI Safety Program in order to achieve our policy of safety excellence.

1. Provide all employees with the training and education necessary to achieve excellent safety performance.
2. Zero lost time accidents.
3. Zero O.S.H.A. or other regulatory deficiencies / violations.

3. Subcontractor Requirements

The following are requirements of VCI for all subcontractors.

All work performed is to follow OSHA construction industry regulations as outlined in 29 CFR Part 1926, OSHA Standards for the Construction Industry. Where VCI, Subcontractor, or state/local requirements are more stringent, those requirements shall apply.

1. Each subcontractor must submit for approval a site specific safety plan for operations they are to perform. This shall include the tasks, associated hazards, and controls for those hazards.
2. Subcontractors are required to attend weekly safety meetings. Subcontractor must either conduct their own safety meeting or attend the VCI Weekly Safety Training/Tool Box meeting. If they conduct their own meeting then meeting minutes with sign-in sheets must be submitted to jobsite superintendent weekly.
3. Subcontractors are required to have a "competent person" that has the "knowledge and authority" to coordinate their activities, has completed OSHA 10 hour training and is the contact person on-site for the project.
4. Each subcontractor is to have their competent person review and understand information contained in the SOP then sign the *SOP Acknowledgement Form* as a statement of understanding VCI's Safety Program prior to the start of work.

5. Subcontractors are required to perform safety inspections of their work locations on a regular basis. VCI will also perform routine inspections and document findings. Corrective actions are expected to take place immediately for cited violations.

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6. 4. General Interpretations (OSHA Standards 1926 Subpart B)

a. Jobsite Safety Rules

1. All employees, subcontractors, vendors and visitors must report to the construction office before entering jobsite.
2. Use and/or possession of intoxicants, alcohol, or drugs are strictly prohibited.
3. Hard hats shall be worn by all employees and visitors at all times except in areas which VCI authorizes work to proceed without.
4. Eye & face protection shall be worn whenever a potential hazard to the eyes or face exist.
5. Hard soled shoes are required. No tennis shoes.
6. Long pants and shirts with 4" minimum sleeves are required at all times.
7. PPE including face protection, hand protection, ear protection, and respiratory protection devices will be worn when required.
8. Full body harness, shock-absorbing lanyards, or other fall protection measures will be utilized when working at unprotected heights.
9. No glass containers allowed onsite.
10. Do not remove, displace, damage, or destroy or carry off any safeguard, notice, or warning provided to make the workplace safe.
11. Only authorized personnel are permitted to operate equipment and/or vehicles.
12. All machinery must have operable backup alarms at all times.
13. No riders on machinery or equipment. Seat belt use is required at all times. No riding in back of pickup trucks.
14. No one shall enter a trench or excavation unless it is properly sloped, shielded or shored.
15. Only trained, qualified operators will use power-actuated tools.
16. All ladders used to access an upper level will extend 3' above the landing and be secured from movement. Always face ladders when going up or down.
17. Safety rails will be maintained at all times in all openings, stairways, and at the building perimeter.
18. Flammable liquids must be kept in approved containers.
19. MSDS sheets for any products to be used in the execution of work must be on site.
20. All subcontractors should have a FA kit suitable for the amount of employees they have onsite.
21. Report all accidents, unsafe conditions and/or practices to your supervisor. These must be reported to the VCI superintendent immediately.

b. Protection of the Public

All personnel are charged with aiding in the protection of the public including, as your job description dictates, installation and maintenance of signs, signals, lights, fences, guardrails, ramps, temporary sidewalks, barricades, overhead protection, etc. as may be necessary.

Always give the public the "right of way".

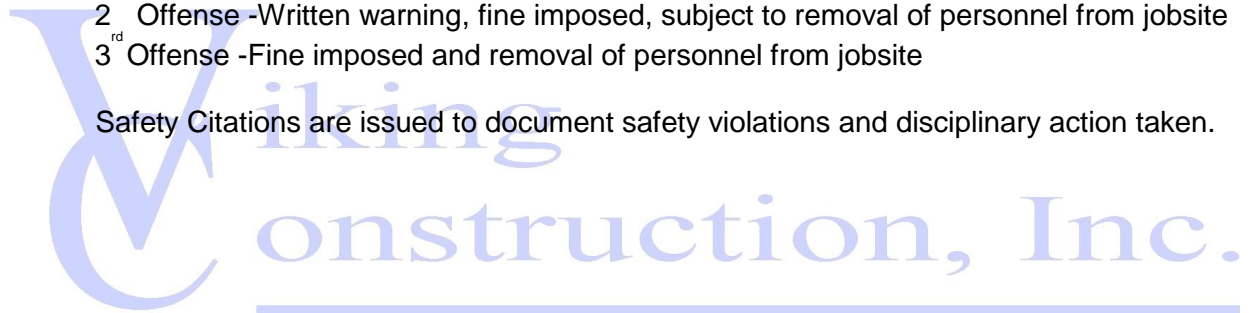
c. Enforcement / Discipline Policy

The following procedures will be utilized in dealing with any subcontractor in violation of established safety policies and procedures:

Subcontractor Vendor

- 1st Offense -Written warning, subject to removal of personnel from jobsite
- 2nd Offense -Written warning, fine imposed, subject to removal of personnel from jobsite
- 3rd Offense -Fine imposed and removal of personnel from jobsite

Safety Citations are issued to document safety violations and disciplinary action taken.



Subcontractor Safety Violation Fining Schedule

All Subcontractors performing work on behalf of Viking Construction Inc. shall be expected to act in a professional manner, fully adhere with all OSHA and Site Specific Safety Policies, and protect all workers, patrons, pedestrians, building occupants, and property from incident to the best of their ability.

Subcontractors found in violation of said requirements shall be notified in writing upon the first occurrence. Future occurrences of the same violation shall result in a fine per the schedule detailed below. Fines are based on per person exposures, thus multiple exposures to a particular hazard will result in the fine being multiplied equivalently.

VCI reserves the right to excuse any employee, without warning, from the jobsite permanently for egregious violations or insubordination of the project Safety Program.

Violation	Penalty for Second Occurrence	Penalty for Additional Occurrences
Hard Hat or Safety Glasses not worn when required	\$100.00	\$200.00
Damaged electrical cord in use	\$100.00	\$200.00
No GFCI protection	\$100.00	\$200.00
Unapproved Gas Can	\$100.00	\$200.00
Damaged tools in use	\$100.00	\$200.00
Unapproved riding in the back of pickup or other equipment	\$100.00	\$200.00
Violation of jobsite safety rule not listed on this document	\$100.00	\$200.00
Lack of a fire extinguisher	\$200.00	\$400.00
Poor Housekeeping	\$200.00	\$400.00
Improperly constructed scaffold	\$200.00	\$400.00
Failure to barricade swing radius	\$200.00	\$400.00
Damaged rigging in use	\$200.00	\$400.00
Swinging loads over other workers	\$250.00	\$500.00
Improper Ladder Set-Up	\$250.00	\$500.00
Working in an unprotected trench	\$250.00	\$500.00
Ladders, crane, rigging equipment set up in close proximity to live electric lines	\$250.00	\$500.00
Failure to use LO/TO and working around live electrical components without proper precautions	\$250.00	\$500.00
Smoking near flammables	\$250.00	\$500.00
Failure to protect property or public from reasonably expected damage	\$250.00	\$500.00
Failure to remove ladder prior to leaving jobsite	\$250.00	\$500.00
Improper use of or damaged fall protection equipment in use	\$250.00	\$500.00
Lack of fall protection	\$500.00	\$1000.00

d. Hazard Communication Policy

In order to protect employees from potential hazards associated with hazardous or toxic chemicals in the work place, the Federal Government and the various state governments have developed and enforced a “Hazard Communication” or “Right to Know” law.

Employer’s Responsibilities:

This Hazardous Communication program outlines the methods in which VCI is protecting all employees and complying with the “Right to Know” law. The following are four parts of this program:



ALL CONTRACTORS ON VCI JOBSITES MUST:

1. Inventory all hazardous chemicals on the project and compiling a Chemical Information List which contains the Common Name (product name) and the Chemical Name of all hazardous chemicals on the project.
2. Obtain and keep on file a Material Safety Data Sheet (MSDS) on every hazardous chemical containing produce used on the project. Product’s name, contents, health and physical hazards, safe handling precautions and the manufacturers’ name and address. **ALL MSDS MUST BE PROVIDED TO VCI AS PART OF SUBMISSION PACKAGE PRIOR TO WORKING ON VCI JOBSITE.**
3. Ensure that all containers are properly labeled. Product labels provide information as to the manufacturer’s name and address, the product identity and contents, and hazard warnings and personal protective equipment required.
4. Provide employee training in the proper handling, use, disposal, and personal protective equipment to wear when using hazardous chemicals.

5. General Safety and Health Provisions (OSHA Standards 1926 Subpart C)

a. First Aid

Subcontractor must provide First Aid kits.

b. Housekeeping / Clean-up

Clean up all areas each work day, including but not limited to, jobsite, vehicles, shop, office, equipment, tools, etc. Each subcontractor is responsible for keeping their work areas clean.

All vehicles and/or equipment must be free of loose debris, dirt, mud, etc., before operation on public roads.

Follow these steps to keep your work area clean and organized:

- Inspect your workplace daily for debris. Dispose of wastepaper, empty cartons, garbage, and scrap material.
- Clean-up anything that is spilled on the floor as soon as possible.
- Keep aisles and walkways clear of all obstructions. Stairways shall ALWAYS be kept clear and clean.
- Store materials neatly and keep them away from traffic areas and fire hazards.
- Put tools back in their proper places.
- Use nonflammable containers for disposing of scrap and waste substances. The containers should be located at convenient places.
- Know the locations of first aid and firefighting equipment. Keep the route of access to this equipment free of debris.

c. Safety Training Policy for Competent Persons

EACH subcontractor should provide for and require that each supervisor and/or safety person attend the following training classes at a minimum:

- OSHA 10-hr Construction Safety Class
- Competent Person training related to their trade
 - All equipment requires training PRIOR to operation.
 - Proof of such training, shall be available at the jobsite, at all times.

6. Personal Protective and Life Saving Equipment (OSHA Standards 1926 Subpart E)

a. Foot Protection

Suitable shoes or boots that give ankle support and have a hard sole will be worn 100% of the time on the jobsite. No sneakers, tennis shoes or open toed shoes are permitted.

b. Head Protection

Hard hats will be worn 100% of the time on the jobsite. Hard hats shall be kept in good condition and shall not be altered, modified or defaced in any manner. Hard hats shall be worn correctly.

c. Ear Protection

Adequate ear protective equipment such as ear plugs or ear muffs shall be worn when working in designated areas or at any time when exposed to excessive noise levels.

d. Eye Protection Policy

Safety Glasses, or suitable eye protection will be worn whenever an eye hazard exists. Depending on your work task, you may need goggles or a face shield. It is important to select the appropriate type and to wear and use it properly. Generally, there are four types of particles that cause eye injuries on the job.

1. *Unidentified Flying Object*: These microscopic objects consist of dust and particles floating around in the air, generated by wind, equipment, or cleaning operations. When working in dusty conditions, wear appropriate eye protection.
2. *Particles Resulting From Chipping, Grinding, Sawing, Brushing, Hammering or Using Power Tools*: These particles move at a high speed and strike with force. Wear appropriate eye protection any time these operations are performed. A face shield and safety glasses are required when using abrasive wheel tools.
3. *Invisible Hazards*: You can't see the injurious light rays generated by welding operations or laser beams. Their effects often 'are not felt until hours later. Wear the eye protection required when using such equipment. NEVER look in the direction of welding arcs or where a laser beam is being used.
4. *Liquids*: Hot liquids, such as tar or asphalt, solvents, paint, and solutions for cleaning masonry or metal, can cause serious eye injury if splashed in your eyes. The use of proper eye protection, and a full-face shield is essential when transferring liquids between containers and when using caustic or acid cleaners.

All personnel must wear eye protection, when required, provided by their employer.

All safety glasses used on VCI jobsites shall bear the "Z87" emblem or stamp on them.

e. Respirators

All subcontractors and vendors required to wear respirators must be properly trained in how to correctly wear and inspect the respirator. This policy complies with OSHA regulations 1926.103 & 1910.134.

Training

Should it be required for a subcontractor or vendor to use "self-contained breathing apparatus" (SCBA), training will be required and written documentation of such training will be kept on the jobsite.

7. Fire Protection and Prevention (OSHA Standards 1926 Subpart F)

a. Fire Extinguishers

PASS is the word used to train people properly to use a fire extinguisher:








P A S S --Pull, Aim, Squeeze, and Sweep

- Pull the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.
- Aim the nozzle toward the base of the fire.
- Squeeze the handle to discharge the extinguisher while standing approximately 8 feet away from the fire. If you release the handle, the discharge will stop.
- Sweep the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite.

Four things that must be present to maintain a fire:

- Fuel
- Heat
- Oxygen
- Chain Reaction ... Take away any one of the first three and the fire will be out.

Fire Extinguisher Ratings

 <p>Ordinary Combustibles</p>	<p>Class A Extinguishers will put out fires in ordinary combustibles, such as wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.</p>	 <p>Ordinary Combustibles</p>
 <p>Flammable Liquids</p>	<p>Class B Extinguishers should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.</p>	 <p>Flammable Liquids</p>
 <p>Electrical Equipment</p>	<p>Class C Extinguishers are suitable for use on electrically energized fires. This class of fire extinguishers does not have a numerical rating. The presence of the letter "C" indicates that the extinguishing agent is non-conductive.</p>	 <p>Electrical Equipment</p>
<p>Class D Extinguishers are designed for use on flammable metals and are often specific for the type of metal in question. There is no picture designator for Class D extinguishers. These extinguishers generally have no rating nor are they given a multi-purpose rating for use on other types of fires.</p>		 <p>Combustible Metals</p>

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Multi-Class Ratings



Many extinguishers available today can be used on different types of fires and will be labeled with more than one designator, e.g. A-B, B-C, or A-B-C. Make sure that if you have a multi-purpose extinguisher it is properly labeled.

Training

All subcontractors and vendors working on the jobsite will be trained in the use of portable fire extinguishers, emergency plans and evacuations.

Requirements

- All fire extinguishers shall be labeled by the company who owns it.
- A minimum of one ABC rated fire extinguisher shall be provided by subcontractors during all hot work operations.

- A minimum of one ABC rated fire extinguisher shall be provided by subcontractors within 50' of any flammable or combustible liquid or 5lbs of flammable gas used.
- Store flammable liquids only in approved containers, and in authorized areas. Keep them away from combustible materials and open flame.
- Do not let trash accumulate.
- Only smoke in designated areas, away from flammables.
- Do not refuel hot engines until they have cooled.
- Know the location of the nearest fire extinguisher. Periodically check the gauge to ensure the fire extinguisher is correctly charged.
- MAINTAIN ACCESS TO EQUIPMENT AT ALL TIMES.



8. Electrical (OSHA Standards 1926 Subpart K)

a. General Safety Practices

- Electrical equipment, including extension cords and power tools, shall be visibly inspected prior to each day's use.
- Any damaged equipment shall be removed from service immediately. Pay close attention for exposed wires, and missing ground prongs.
- Each employee shall be instructed in the recognition and avoidance of unsafe conditions.
- Ground fault circuit interrupters (GFCIs) are required on all projects for all power tools using 110V.
- GFCIs shall be placed at the power source.
- Assume all power lines to be live, and maintain a minimum of a 10 foot clearance from all scaffolding, aerial lifts, and ladders.
- Per the new crane safety regulations, all cranes, rigging, and load must be kept a minimum of 20' from all power lines under 350kV and 50' minimum from all power lines 350kV and over. If the exact voltage is known, the distance chart provided by OSHA can be utilized.
- Temporary lighting must be elevated so that it cannot be contacted by the employees.

b. Electrically Safe Condition

- The most important principle of electrical safety is to **assume all electric circuits are energized unless each involved worker ensures they are not.** Every circuit and conductor must be tested every time work is done on them. Proper PPE must be worn until the equipment is proven to be de-energized.
- Electrical contractors shall be required to adhere with NFPA 70E requirements.

Three-Step Safety Strategy

1. TURN OFF THE POWER. Work de-energized, whenever possible. This isn't always feasible. Whenever it is not feasible NFPA 70E describes methods of turning off electrical power and verifying that it stays off while work is being performed. (Lock-out / tag out). These methods must be adhered with at all times. In addition, when working live the following is required:

2. PLAN THE WORK. Have a written plan for performing the live work safely.

3. USE PERSONAL PROTECTIVE EQUIPMENT (PPE). This includes flame-resistant (FR) clothing, insulated tools, face shields, and flash suits. To determine PPE, following the following:

Determine Shock Hazard Boundaries. There are three of these:

- Limited approach boundary
- Restricted approach boundary
- Prohibited approach boundary.

Only qualified persons can enter the restricted approach boundary. Entering the prohibited approach boundary is considered the same as touching live parts. These boundaries are for shock protection only; they determine when electrical workers must use voltage-rated (rubber) gloves and voltage-rated (fiberglass) tools.

Determine Flash Protection Boundary (FPB). The default flash protection boundary for systems operating at 600 volts is 48 inches. A qualified person who works closer than 48 inches to live parts must wear personal protective clothing (PPE) including flame-resistant (FR) clothing. This PPE is for arc-flash and arch-blast protection, not protection against electric shock.

Determine Hazard/Risk Category (HRC). NFPA 70E has several tables that help electrical workers select the correct type of PPE to wear, based upon the task they are performing live. There are five different HRCs: 0, 1, 2, 3 and 4.

Use Appropriate PPE. Workers must wear PPE specified by the tables in NFPA 70E whenever they are within the Flash Protection Boundary (48 inches for 600-volt equipment), whether or not they are actually touching the live equipment. Tasks such as voltage testing, for equipment troubleshooting or to verify whether power has been turned, off is “live work” that requires workers to wear PPE.

9. Scaffolding (OSHA Standards 1926 Subpart L)

a. Scaffold Procedures

- The competent person shall properly inspect each scaffold prior to use.
- Guard rails shall be installed on all scaffolds 10 feet and above in height from the walking / working surface.
- Personnel on a scaffold more than 10 feet above a lower level shall be protected from falling to that lower level.
- Toe boards shall be provided on all open sides and ends of railed scaffolds at locations where people are required to work or pass under the scaffold.
- Scaffolds must have a proper access ladder that extends at least 3 feet above the platform.

- If material on a railed scaffold is piled higher than the toe board, a barrier of mesh, canvas or its equivalent shall be provided between the top rail and toe board. The barrier shall be secured at both top and bottom at locations where persons are required to work or pass under scaffold.
- Mobile scaffolds shall be equipped with a positive method of locking the scaffold against movement during use. A scaffold shall be locked in position while in use.
- Rolling scaffold shall not be moved until all workers are off the scaffold. **No riders.**
- When guardrails are removed from a scaffold to facilitate material handling, employees must be tied off to a personal fall arrest system.
- All wood planks used for scaffold walk board planks shall of scaffold grade. They shall be free of defects and split ends and shall not extend more than 12" beyond the outer supports.
- All planking or platforms shall be overlapped a minimum of 12" at supports only and secured from movement.
- "Baker / Perry" type scaffolds are to be used per the manufacturers written recommendations.
- Tools, materials, and debris shall not be allowed to accumulate on scaffolding in quantities to cause a hazard.
- Scaffold shall be secured to permanent structures through use of anchor bolts or other equivalent means where applicable. All scaffolds must be secure.
- Access must be provided when the scaffold platforms are more than 2 feet above or below a point of access.
- When working from swinging scaffolds, observe the following precautions:
 - Never overload the scaffold.
 - Use only bolts and clamps, which are in good condition and properly secured.
 - Full body harness, shock absorbing lanyards, and 5,000 pound hook points secured to independent life lines shall be used.
 - Keep oil, grease, paint and solvents off the ropes.
 - Remove all loose objects from the scaffold when stopping work for the shift.
 - All outriggers shall have independent tie-back safety lines which have hook points separate from life line hook points.
- All lines, clamps, and associated equipment shall be inspected daily, by a competent person and all defects shall be corrected immediately.
- When a boatswain chair is used, it shall be properly constructed, using good ropes, tag lines, and separate life lines.

Training

Training of personnel for the use of scaffolds shall be in strict accordance with OSHA Standards, Subpart L, 1926.454.

10. Fall Protection (OSHA Standards 1926 Subpart M)

a. Fall Protection Policy

1. A fall protection plan must be provided by each contractor which will have employees exposed to fall hazards greater than 6'.
2. Subcontractors must analyze all elevated tasks prior to assigning work to determine all existing and potential fall protection needs and to ensure adequate fall protection systems

b. General Requirements

- All employees exposed to fall hazards must be trained in accordance with OSHA 1926 Subpart M.
- Personnel with potential fall exposures as required per OSHA standards are to have fall protection in place and in use.
- A compliant fall protection system must be used by those workers whose work exposes them to a falling distance greater than 6 feet.
- Conventional fall protection methods must be utilized unless OSHA provides an alternative for the type of work being performed. These conventional methods include:
 - Personal Fall Arrest System
 - Guardrail System
 - Safety Net System

c. Personal Fall Arrest System (harness / lanyard / anchorage / deceleration device)

- Must not be attached to guardrails, hoists, chute, counter weighting, or any other object that has not been designed specifically for the purpose of fall protection.
- Must be designed to prevent the employee from falling more than 6 feet.
- Anchorage used for attachment of fall arrest equipment must be capable of supporting at least 5,000 lbs. per employee using the system.
- Avoid tying lanyards or lifelines around rough or sharp edges.
- Always use self-locking snap hooks to prevent rollout.
- The lanyard should always attach to the body harness between the shoulder blades. The shock absorber end of the lanyard shall be attached to the D-ring on the harness.
- Employees who fall must be rescued promptly.
- Fall arrest equipment shall always be protected from the weather, such as rain, snow, sunlight, and extreme temperatures. The equipment should be placed in the safety box for storage.
- An inspection must be performed on all harnesses; lanyards, lifelines prior to each use.

d. Guardrail Systems

- All Guardrails must consist of a top rail, midrail, and toe board (if falling object exposure exists).
- Top rails must be 42" high (plus or minus 3")

- Top rails must support at least 200 lbs. of force.
- Midrails are located at the midpoint between top rail and walking surface.
- Toe boards must be 3.5 inches high.
- Cable railings should be flagged every 6' with highly visible material.

e. Roof and Floor Openings

- Roof and floor openings shall be covered or barricaded by guardrails. If covered, the cover must be secured in place and the marked with "HOLE" or "COVER".

f. Specialty Trades

- Those performing specialty work such as leading edge, roofing, precast concrete, steel erection, etc. must submit a fall protection plan prior to the start of work detailing the fall protection systems they intend to utilize, how they will be implemented, and employee training documentation. These plans must be in compliance with Subpart M (or subpart R for steel erection).

Training

Personnel on a walking/working surface 6 feet or more above a lower level shall be adequately trained in fall protection.

Pre-task safety instruction must be given to each person assigned to work in elevated areas greater than 6 feet prior to commencing work activities.

Weekly Safety Training / Tool Box meetings will be held with all field crews. Fall Protection will be included in these meetings when an upcoming--work assignment involves fall exposures.

Written documentation of all employees training shall be kept on file.

11. Excavation (OSHA Standards 1926 Subpart P)

a Excavation / Trenching Policy

Any opening made in the earth surface is an excavation. No personnel shall be allowed in these excavations until the following provisions have been met:

1. A person trained in excavation shall be at the job site where personnel are required to enter and work in an excavation area.
2. A person trained in excavation and experienced in the hazards associated with excavation operations, soils analysis techniques, the requirements of OSHA 1926.650, 1926.651 and 1926.652, and have authority to take appropriate actions to eliminate hazards to personnel.
3. Prior to the start of work, the person trained in excavation shall conduct and document inspections of excavations for evidence of situations that could result in a cave in or the failure of shoring equipment. Inspections shall also be conducted periodically, as work progresses, after rainstorms, or other hazard increasing occurrences, if evidence of a

potential cave in or failure of a protective system is discovered, employees shall be immediately removed from the trench until the hazard has been corrected.

4. Site conditions, such as surface water drainage and vibration from blasting, traffic, or machinery, shall be considered in planning the excavation.
5. Excavations four (4') feet or more in depth shall have a ladder, ramp or stairs located so that employees do not have to travel more than twenty five (25') feet laterally for access.
6. Ladders shall extend a minimum of thirty-six (36") inches above grade, and be secured.
7. Trees, boulders or obstacles that could fall into the excavation shall be identified prior to the opening of an excavation and supported or removed while the excavation is open.
8. Prior to the opening of an excavation, the CALL BEFORE YOU DIG NUMBERS shall be notified, and asked to identify all underground utility installations in the area where the excavation operation will take place.
9. While excavations are open, underground utility installations shall be protected, supported or removed to safeguard personnel.
10. Excavations less than five (5') feet in depth may be dug with vertical sides as long as:
 - The excavation is entirely in stable rock.
 - Excavations are less than five (5') feet deep, and examination by a competent person provides no indication of a potential cave-in.
11. Excavations and trenches as described below in which personnel are exposed to danger from moving ground or cave-ins shall be guarded by proper sloping, a shoring system, or other equivalent means.
 - All Trenches 5'-0" or more in depth.
 - Excavations for building footings in unstable material in excess of 5'0" in depth.
 - Excavations for manholes, vaults, and other underground facilities in excess of 5'-0" in depth.
12. Spoil shall be stored no closer than two (2') feet from the edge of all excavations.
13. Where a hazardous atmosphere exists, or could reasonably be expected to exist or develop, the competent person shall ensure that the atmosphere in excavations four (4') or more feet in depth are tested prior to allowing employees to enter the excavation.
14. No personnel shall be allowed to enter excavations where the atmosphere contains less than 19.5 % oxygen and where there are flammable gasses present in quantities greater than 20% of the lower flammability limit for gas.
15. Where hazardous atmospheres exist or could reasonably expect to develop, emergency rescue equipment shall be available at the work site and ready for use.
16. Protective systems for excavations twenty (20') feet or greater in depth shall be designed by a Registered Professional Engineer, licensed in the state where the excavation activity will take place.
17. No personnel shall be exposed to overhead loads handled by lifting or digging equipment.

Training

All personnel who are required to work in excavations shall receive training in the hazards associated with excavation work.

12. Ladders (OSHA Standards 1926 Subpart X)

a. Ladders

1. Ladders shall be inspected before each use and maintained to provide a safe and serviceable tool.
2. Untreated wood ladders exposed to weather shall be given a suitable coat of clear varnish or lacquer that will not hide the grain in the wood or defects in the ladder. Metallic paint, stains, or paint that hides the defects in ladders shall not be used.
3. When a ladder falls or is severely struck, it shall be examined for damage.
4. All defective ladders shall be removed from service and properly repaired or replaced.
5. Metal ladders shall not be used for work on or in proximity to energized electrical circuits or during welding operations.
6. Ladders placed near doors or passageways shall be protected from being struck by doors, employees or other traffic.
7. During the use of a ladder they shall be tied, blocked, or otherwise secured to prevent movement during use.
8. Ladders should be properly stored when not in use. Excessive heat and damp areas should be avoided.
9. Rungs must be clean and free of damage.
10. Portable rung and cleat ladders shall, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder. The working length is the length between the bottom foot and the top support.
11. Ladders used to access upper floor, platforms or roof must extend 3 feet above the egress point and be secured at the top. If the ladder cannot be secured and properly extended, an egress grab bar must be provided on both sides of the ladder.
12. Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height.
13. When ascending or descending, the user should always face the ladder and maintain three-point contact at all times.
14. Workers will face the climbing surface when climbing or working and will maintain three-point contact with the ladder at all times.
15. Ladders must be erected with a 4:1 ratio. For every 4 feet of working height, the base must extend 1 foot from a perpendicular line drawing from the top resting point.

16. Materials and tools should be hoisted up or down ladders with a rope, cable or other safe hoisting methods.
17. Access and egress points to the ladder will be clear of debris and free from slippery surfaces.
18. Two or more ladders will be used for access and egress in a work area of 25 or more employees.
19. Ladders will be used for their designed use and within their design capabilities.
20. The manufacturer's guidelines for safe use of their ladder must be followed.

b. Step-Ladders

1. Step-ladders must be inspected prior to use. .
2. Step-ladders must be used in a full open position only. They may not be used as a straight ladder or when partially open.
3. The top platform and top step of a step-ladder may not be used.
4. No more than one person will be allowed to work from a step-ladder unless it is specifically designed to accommodate more than one.

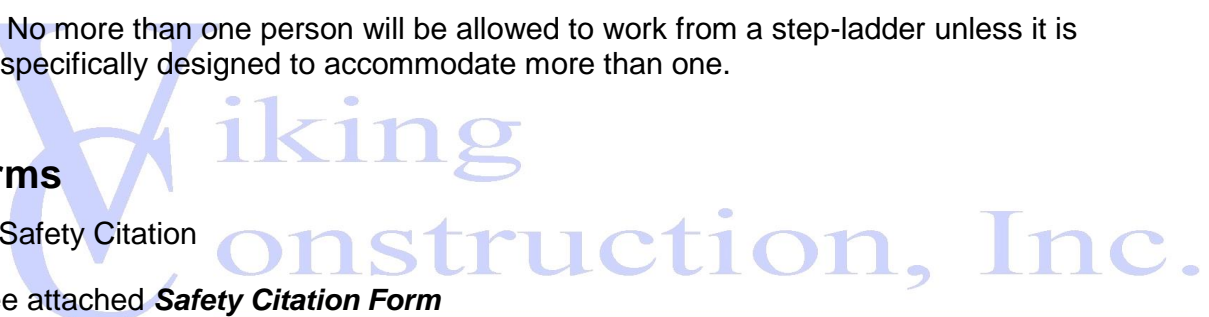
13. Forms

- a. Safety Citation

See attached ***Safety Citation Form***

- b. SOP Acknowledgement Form

See attached ***SOP Acknowledgement Form***



Viking Construction Inc.
Subcontractor Safety Disciplinary Warning

All Subcontractors performing work on behalf of Viking Construction Inc., are expected to act in a professional manner, fully adhere with all OSHA and Site Specific Safety Policies, and protect all workers, patrons, pedestrians, building occupants, and property from incident to the best of their ability. All subcontractors working for Viking Construction Inc. who fail to comply with these requirements are subject to fines per contract agreement. This Safety Disciplinary Form will serve to document a violation of Viking Construction Inc. Safety Policy.

Subcontractor Name: _____

Violation Location: _____

Date: _____

Description of Unsafe Act or Procedures Violated (use second page if necessary):

<u>Level of Discipline (check in front)</u>
_____ Written Notice of initial violation:
_____ Fine (only given after contractor has received written notice of initial violation for prior similar infraction.)

tion, Inc.

Number of persons exposed to potential injury as a result of this violation: _____

Safety Orientation Sticker Number: _____

Form completed by: _____ **Date:** _____

Signature: _____

(This section below is only required when the subcontractor has received a prior written notice for a similar violation, and are to receive a fine as a result of this occurrence)

Based upon the Violation Fining Schedule provided in the contract documentation,
_____ shall be imposed a fine of \$_____._____.

Viking Construction Inc. Executive Officer authorizing this fine:

Print Name: _____

Signature: _____ **Date:** _____

Viking
Construction, Inc.

SOP Acknowledgement Form

Project # _____

Project Name _____

Date _____

My signature below certifies that I have this day reviewed and received the Viking Construction Inc. Safety Orientation Package and either I read or it was read to me by an employee of Viking Construction Inc. I agree to be guided by the safety instruction issued by Viking Construction Inc. and will report all unsafe conditions or practice observed on the jobsite.

I understand that any violation of safety rules or refusal to comply OSHA "Safety and Health Regulations" is grounds for removal from the Viking Construction Inc. jobsite. I understand that all Subcontractor personnel are required to follow all of OSHA and all of Viking Construction Inc. safety rules and regulations at all times.

- _____ 1. Introduction to SOP
- _____ 2. Safety Program Goals
- _____ 3. Subcontractor Requirements
- _____ 4. General Requirements
 - _____ a Jobsite Safety Rules
 - _____ b Protection of the Public
 - _____ c Enforcement / Discipline Policy
 - _____ d Hazard Communication
- _____ 5. General Safety and Health Provisions
- _____ 6. Personal Protective and Life Saving Equipment
- _____ 7. Fire Protection and Prevention
- _____ 8. Electrical
- _____ 9. Scaffolds
- _____ 10. Fall Protection
- _____ 11. Excavation
- _____ 12. Ladders
- _____ 13. Hand & Power Tools'
- _____ 14. Material Handling

Print Name of Subcontractor: _____

Print Name: _____

Person's Signature: _____

Date: _____

Safety Orientation Sticker Number: _____