

Project Safety Management Duties and Responsibilities	S.O.P. 2A		Page 1 of 5
	08/01	Rev. 1	
	Review Date: 08/01		
	Approved by:		
STANDARD OPERATING PROCEDURE			

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I. SCOPE AND PURPOSE

- A. The responsibility for safety flows from ownership to every level of the organization. You are accountable to your manager, they are accountable to theirs and so on.
- B. Every level of supervision and management in this organization is responsible for controlling losses due to accidents in their area.
- C. OSHA clearly delineates employer and employee responsibilities.
 - 1. Each employer covered by the OSH Act has a general duty to furnish each employee with employment and places of employment free from recognized hazards likely to cause death or serious physical harm and the specific duty of complying with safety and health standards.
 - 2. Each employee has the duty to comply with all safety and health standards and with the Standard Operating Procedures and Policy Statements contained in this manual.
- D. This procedure defines general safety responsibilities and duties of personnel to aid in providing a safe and healthy place of employment.

II. RELATED PROCEDURES AND RESOURCES

- A. Health, Safety and Regulatory Compliance Policy Statement
- B. Environmental Policy Statement
- C. Equal Employment Opportunity Policy Statement
- D. Sexual Harassment Policy Statement
- E. Workplace Violence Policy Statement
- F. Drug, Alcohol and Contraband Policy Statement
- G. Appendix Attachment Form 1A.1b, Supervisor Incident Report and Investigation
- H. Appendix Attachment Form 2A.1a, Jobsite Safety Audit
- I. Appendix Attachment Form 2A.1b, Project Manpower Assessment
- J. Appendix Attachment Form 2A.1c, Jobsite Hazard Analysis

III. PERSONNEL RESPONSIBILITY

A. Ownership

1. It will be the responsibility of the following positions to give a total commitment to the safety program
2. To assure that all phases of the program are being carried out and that all supervisors actively participate as outlined in the program.
3. Be available to the Safety Director for discussion on problems pertinent to the safety program.
4. To assist in the investigation of serious injuries.
5. It will be the responsibility of management personnel to require and verify that any subcontractors of “The Company” or its affiliates meet or exceed the safety requirements of the plant, facility, general contractor, OSHA, any other governing body, and the Standard Operating Procedures included in this safety manual.

B. Safety Director

1. Develop and issue policies and directives covering health, safety, and environmental control programs.
2. Provide professional guidance, assistance, and training to all health, safety, and environmental control personnel and staff managers as required or needed.
3. Represent the company on all matters of policy pertaining to health, safety, and environmental control before regulatory, industry, or professional groups
4. Develop and maintain records and data necessary to provide Ownership and Upper Management with program evaluation and to ensure compliance with all regulatory agency requirements.
5. Make an analysis of serious accidents and submit a report along with recommendations to management.
6. Make periodic inspections of the premises to ensure safety rules and job procedure compliance.
7. Provide management with up to date copies of federal, state and local codes and standards.
8. Investigate unusual accidents or trends.
9. Review all accident reports and assure that the necessary corrective actions have been applied without undue delay.

C. Safety Coordinator

1. Assist the safety director in research and safety programs.
2. Visit all job sites on a routine basis and conduct safety surveys on these jobs utilizing the Jobsite Safety Audit (JSA), Form, 2A.1a.
3. Attend Client safety meetings.
4. Issue recommendations to jobs.
5. Assist job superintendents in setting up files, completion of first reports of injury and OSHA record keeping programs.
6. Investigate job site accidents, injuries and near misses, utilizing the

Supervisor's Incident Report and Investigation, Form 1A.1b.

D. Field Safety Representative

1. Complete a, Jobsite Safety Audit, Form, 2A.1a, daily. Present them to the jobsite supervisor; recommend corrective action steps to the supervisor and forward copies to the Safety Department.
2. Act as consultant and advisor to job site supervisor in all safety matters.
3. Actively observe all job site areas for compliance of all OSHA, corporate and client safety rules and regulations.
4. Maintain adequate first aid supplies and care for minor first aid incidents on the job site.
5. Complete and update, as needed an OSHA 300 log for the project.

E. Project Manager

1. Ensure that a Job Hazard Analysis (JHA), Form 2A.1c, has been completed prior to the start of any new project.
2. Complete a Project Manpower Assessment, Form 2A.1b prior to the start of any new project.
3. Develop and apply safety standards and procedures applicable to the hazards far enough in advance to ensure that all equipment will be available at the project site prior to actual need.
4. Establish manpower needs utilizing the Project Manpower Assessment, Form 2A.1b and schedule Field Safety Representation with the Safety Director as follows:
 - a. One (1) fulltime Field Safety Representative (FSR) when site manpower reaches twenty (20).
 - b. Additional fulltime Field Safety Representatives will be assigned at a ratio of one (1) FSR per twenty-five (25) employees on site.
 - c. A fulltime Field Safety Representative may be assigned to a jobsite with less than twenty (20) employees as follows:
 - i. Jobsite scope or conditions where Ownership, Project Management and Safety believe extreme hazards exist.
 - ii. At the request of the customer.
5. Establish liaison and coordinate construction activities with customer and/or contractors for whose activities he maybe even remotely responsible with regard to hazardous operations.
6. Ascertain that corporate and job safety policy is observed throughout the job and take prompt actions to correct unsafe conditions.
7. Arrange fire protection.
8. Make provisions for the care of the injured.
9. Take prompt action to correct unsatisfactory conditions brought to his attention.
10. Ascertain that all federal, state, client and company bulletins are posted or are available as per section IV of this company policy.
11. Ensure that all accidents and near misses are investigated and that the necessary corrective actions have been applied without undue delay.

12. Work closely with the safety director, safety coordinators, and field site safety representatives in eliminating unsafe practices and participate in safety activities as requested.
- F. Job Supervisor/Foreman

NOTE: As a line manager of the employee your position has the most responsibility for the Safety & Health of our personnel.

1. Complete and review the JHA, Form 2A.1c with the crew prior to the start of a project, update both JHA and crew as needed, and have crew members sign Form 2A.1c.1, JHA Employee Acknowledgement.
2. Conduct and document weekly safety training with crew.
3. Conduct and document daily “Tool Box Talk’s” with crew.
4. Conduct two (2) Jobsite Safety Audits, Form 2A.1a, per week and related craft safety inspections periodically but no less than biweekly.
5. Assure that all new employees have been instructed as to job hazard controls prior to job assignment.
6. Make certain that corporate and job safety policies are observed throughout the job and take prompt action to correct unsafe conditions.
7. Provide employee protective clothing, equipment and make certain it is properly used and maintained.
8. Ensure that all injuries are promptly recorded and treated.
9. Check the job frequently to determine if there are new loss possibilities or if improvement can be made.
10. Investigate all accidents and near misses promptly and take corrective actions without delay.
11. Comply with and enforce the Policies and Procedures of the company.

IV. JOBSITE POSTING REQUIREMENTS

- A. Regulatory Postings: The following posters shall be prominently displayed in areas frequented by all employees within the facility as required by regulatory agencies. Other signs may be required by other federal, state or local agencies and shall also be posted.
1. OSHA Job Safety and Health
 2. American’s with Disabilities Act
 3. Equal Employment Opportunity
 4. Minimum Wage
 5. Workers’ Compensation Employee Notification
 6. Family and Medical Leave
 7. 29 CFR 1910.95 — Occupational Noise Exposure
 8. Texas Payday Law
 9. OSHA 300 Summary Log (February-April)
 10. Polygraph Protection Act

- B. Company Postings
 - 1. Company Policy Statements
 - 2. Color Code System for Verification of Inspections
- C. Informational Signs: The following signs are required where applicable. These signs should be visible from a distance of 15 feet
 - 1. Entrance signs to exclusion zones, process buildings or other active areas shall describe the minimum requirements for entry (e.g., PPE, respirator protection, etc).
 - 2. Specific warning signs shall be posted to warn personnel of potential hazards in their work areas such as high noise levels, carcinogen exposure, moving vehicles, etc
 - 3. Traffic control signs are used to control or direct vehicles or personnel, for example, “Speed Limit”, “Do Not Enter”, etc
 - 4. The following signs/postings shall be prominently displayed in areas frequented by employees within the facility or project site:
 - a. Emergency Phone Number Bulletin
 - b. MSDS Location Bulletin

V. SAFETY MEETINGS AND DAILY ATTENDANCE LOGS

- A. The Site Supervisor or Site Safety Representative shall abide by the following when giving Safety Meetings or “Toolbox Talks”:
 - 1. Utilize the assigned Safety Training topic for each weekly safety meeting.
 - 2. Use recognized unsafe observations from JSA Observations as topics.
 - 3. Lead the weekly safety meeting or in some cases assign an employee the duty of presenting the chosen topic for the meeting.
 - 4. Maintain the Safety Meeting and Attendance Report (Sign-In), form 2B.1a, for each meeting (weekly and daily “Toolbox Talk”), for the duration of the project.
 - 5. Provide ample question and answer time to allow employees to clarify items pertaining to safety.
 - 6. “Toolbox Talks” can be held for individual crews prior to start of work each day. The topics should include the days work assignment and any special safety concerns of the assignment.
- B. Forms 2B.1a, Safety Meeting and Attendance Report (Sign-In) and 2B.1b, Daily Attendance Sign-Out Sheet shall be maintained for both shifts.