

JOB SITE RULES AND REGULATIONS

- Until further notice, **face coverings must be worn as required** per CDC guidelines, government mandates and/or ordinances, and **Gardner Builders' Pandemic Response Plan**.
- **Hard hats & safety glasses** are required to be worn **at all times** during construction until the project is 100% complete and turned over for occupancy. Prescription eyeglass wearers must have Z87-rated glasses with side shields or wear approved over-the-glasses safety glasses.
- **High visibility clothing, Class 2 or greater**, is required when working in **proximity to motor vehicles &/or earth-moving equipment**, including, but not limited to, excavators, skid-steer loaders, end dumps, etc. **Superintendents may require the use of hi-vis clothing above and beyond** these regulations, as necessary, per site assessment.
- **Proper clothing is required on site**. Shirts with company names and logos are preferred. Shorts, sleeveless shirts, &/or potentially offensive printing on clothing is not permitted on site.
- **Gardner Builders will provide dump carts on the project site during construction**. If there is a dumpster on site, all Trade Partners are responsible for daily removal of their own debris. If there is not a dumpster on site, it is the Trade Partners' responsibility to place the debris in the dump carts provided and supply at least one (1) person to help in trash haul outs. The project site should be broom cleaned **daily** in the area of your work.
- **Keep common areas** of the building, i.e. restrooms, corridors, loading dock, etc., **clean and free from footprints &/or tracks**. There is a **vacuum on site for all to use**. We are **guests inside the building** and can be asked to leave at any time.
- All **incidents, injuries, &/or unsafe conditions must be reported** to the Gardner Builders Site Supervisor **immediately!**
- An incident report must be **submitted to Gardner Builders the same day**.
- **Report all unsafe conditions or acts** to Gardner Builders **immediately**.
- **All Employees are responsible for immediately reporting all emergencies**. In general, emergencies should be reported internally to the Site Supervisor or Project Manager by phone or in person before external notification is made, except in cases where the emergency warrants immediate external notification, in which case all Employees are authorized to do so.
- **Bluetooth, headphones, and radios** are **not** permitted on any project site. This is a Gardner Builders policy and non-negotiable.
- **All ladders must be used per manufacturer specifications. Do not use the top step or cap as a step**. If necessary, use a taller ladder. This is non-negotiable.
- **Safety data sheets (SDS)** for all chemicals/products used on site must be readily available to all workers on site. If a new chemical/product is introduced to the project site, the Site Supervisor must be notified.
- **Slips, trips, & falls are a leading cause of injuries on project sites**. All floor hole **openings 2" or greater are to be properly covered and marked**. Properly dispose of your waste materials. Put tools and equipment away when not in use.
- **Alcohol and drug use, fighting, &/or horseplay will result in immediate removal from the project site**.
- **Offensive and harassing behaviors are prohibited and will not be tolerated**. Should there arise any instance of unacceptable conduct, Gardner Builders will call for the immediate removal of any offender(s) from the project site.
- All food and drink containers must be disposed of properly. **Do not place such containers on finished surfaces, windowsills, etc.**
- **All hammer drilling, shooting, etc. must be completed before normal business hours**. Verify with Gardner Builders the exact times.
- **Failure to comply with either OSHA or Gardner Builders rules and regulations** pertaining to the project **may result in disciplinary action &/or removal** from the project site.
- **Always conduct your work in a business-like manner**. We are all professionals and are expected to act as such.