

2023 SAFETY ORIENTATION

TABLE OF CONTENTS



1. Gardner Builders' Commitment to Health & Safety + Wellbeing
2. Gardner Builders' Health & Safety + Wellbeing Program
3. Competent Person - Duty to Have/ Responsibility
4. Hazard Identification
5. Emergency Response
6. Project-specific Considerations/ Logistics | Introduction
7. Drug & Alcohol Policy (Rules & Regs)
8. Workplace Violence Policy (Rules & Regs)
9. Reporting & Investigation (Rules & Regs)
10. Employee Participation
11. Job Site Rules & Regulations
12. Project-specific Considerations/ Logistics | Content Provided

GARDNER BUILDERS' COMMITMENT TO HEALTH & SAFETY + WELLBEING



COMMITMENT TO HEALTH & SAFETY + WELLBEING



Gardner Builders takes seriously the responsibility of providing a safe and healthy workplace per OSHA regulation, as well as state and local laws, ordinances, and codes, demonstrated via clear communication and the assurance of a safe space where employees are free from retaliation, discrimination, and harassment.

GARDNER BUILDERS' HEALTH & SAFETY + WELLBEING PROGRAM



HEALTH & SAFETY + WELLBEING PROGRAM



Gardner Builders is committed to workers' health and wellbeing, inclusive of safety, and the tools required to ensure the communication of critical information. Gardner Builders' job board is designed for this very purpose - a focus on site-specific details, cultural emphasis, and a specially designed QR code including but not limited to the following:

- **Job Site Rules & Regulations • OSHA Labor Law Poster(s)**
- **Safety Data Sheet (SDS) • Mental Health Resources, etc.**

HEALTH & SAFETY + WELLBEING... (CONTINUED)



WE VALUE YOUR HEALTH + WELLBEING

Hard hats are required to be worn at all times | Safety glasses are required at all times | Proper footwear + clothing are required at all times | Earbuds & radios are not permitted

BUILDING + CONTACT INFORMATION

MASTER SCHEDULE

JOBSITE RULES

Our top priority is getting you home safely at the end of the day.

- BE AWARE** - Be alert and aware of the conditions of your surroundings and alert to caution when necessary.
- BE PREPARED** - Be prepared to respond to emergencies, proper training and equipment provided, as applicable.
- COMMUNICATE** - Listen to safety instructions and warnings. Communicate clearly and effectively. Use proper hand signals, eye contact, and clear voice commands.
- STAY SAFE AT HEIGHTS** - Use fall protection at all times. Do not work at heights unless you are properly trained and equipped. Use proper fall protection techniques.
- YOU SEE IT, YOU OWN IT** - Report any safety hazards or unsafe conditions immediately. Do not work until the hazard is corrected or the area is safe.
- RESPECT HAZARDOUS ENERGY** - Identify all potential hazardous energy sources. Lockout/tagout (LOTO) procedures must be followed.
- TEAMWORK** - Work as a team. Communicate and coordinate with your colleagues. Do not work alone in hazardous areas.
- REPORT** - Report any safety incidents, near misses, or unsafe conditions immediately. Do not cover up or ignore safety issues.

BUILDING PERMIT

EGRESS ROUTE

3 WEEK ROLLING SCHEDULE

SCAN FOR OSHA LABOR LAWS AND MORE RESOURCES

EXCELLENCE | NIMBLE | PASSION | EMPATHY | HUMILITY

GARDNER BUILDERS

Actual job board will be completed and displayed on the job site.

COMPETENT PERSON - DUTY TO HAVE/ RESPONSIBILITY



COMPETENT PERSON - DUTY/ RESPONSIBILITY



Gardner Builders expects all Trade Partners to have in place a competent person(s) specific to the scope &/or task being performed.

Competent Person; 1926.32(f) ... means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

HAZARD IDENTIFICATION




HAZARD IDENTIFICATION



Gardner Builders will attempt to identify any and all high-risk activities associated with a project.

The assessment of these hazards and the mitigation strategies deemed necessary will be communicated via a Job Hazard Analysis (JHA).

JOB HAZARD ANALYSIS (JHA) 

Project #/ Name/ Address* Start Date
*Per Procore Setup

Project Manager Phone No.
Superintendent Phone No.

Completed by Additional Approval(s) Needed Permit(s) Pending

Description of Work

Potential Hazards:

<input type="checkbox"/> *Asbestos	<input type="checkbox"/> *Confined Space Entry	<input type="checkbox"/> *Fire/ Explosion Potential
<input type="checkbox"/> *Lead/ Mold Exposure	<input type="checkbox"/> *High Noise Levels	<input type="checkbox"/> *Compressed Gas/ Liquid
<input type="checkbox"/> Toxic Material	<input type="checkbox"/> *Ionizing Radiation	<input type="checkbox"/> *Welding/ Burning Operations
<input type="checkbox"/> *Fall Potential	<input type="checkbox"/> *Excavation Hazard	<input type="checkbox"/> *Pinch, Crush, or Striking Hazards
<input type="checkbox"/> *Overhead Work	<input type="checkbox"/> *Elevated Load/ Work	<input type="checkbox"/> *Sharp Edges
<input type="checkbox"/> *Lifting Hazards	<input type="checkbox"/> *Inadequate Ventilation	<input type="checkbox"/> Hazardous Chemical Exposure/ SDS
<input type="checkbox"/> *Crane Operation	<input type="checkbox"/> *Water/ Flood Hazard	<input type="checkbox"/> *Electrical Shock/ Energized Equipment
<input type="checkbox"/> *Structural Concerns	<input type="checkbox"/> Environmental Extremes	<input type="checkbox"/> *Potential Release of Energy
<input type="checkbox"/> Specialized Equipment	<input type="checkbox"/> *Hot/ Cold Surfaces	<input type="checkbox"/> *Silica Exposure $\geq 25 \mu\text{g}/\text{m}^3$

Other

*Written Procedure/Permit is required for corresponding items above

Other

<input type="checkbox"/> Specialized Equipment	<input type="checkbox"/> *Hot/ Cold Surfaces	<input type="checkbox"/> *Silica Exposure $\geq 25 \mu\text{g}/\text{m}^3$
<input type="checkbox"/> *Structural Concerns	<input type="checkbox"/> Environmental Extremes	<input type="checkbox"/> *Potential Release of Energy
<input type="checkbox"/> *Crane Operation	<input type="checkbox"/> *Water/ Flood Hazard	<input type="checkbox"/> *Electrical Shock/ Energized Equipment

HAZARD IDENTIFICATION (CONTINUED)



Trade Partners will be expected to actively participate in the furtherance of this process via Method of Procedure (MOP) - i.e., lockout/tagout, pick plans, hot work permits, excavation inspections (as required), etc.

Additionally, Gardner Builders reserves the right to request Trade Partners' health & safety policies/ procedures.

EMERGENCY RESPONSE



EMERGENCY RESPONSE



Gardner Builders utilizes a mobile app to communicate necessary emergency response, per a scenario-based protocol.

In addition, the job board is formatted to clearly communicate site-specific evacuation routes, emergency contact numbers, and nearest medical provider(s).

First aid supplies and fire extinguishers will be identified on site.

PROJECT-SPECIFIC CONSIDERATIONS/ LOGISTICS

- INTRODUCTION



PROJECT-SPECIFIC CONSIDERATIONS/ LOGISTICS



Gardner Builders' Superintendent or designated personnel will communicate any logistics and/or considerations specific to the building &/or property where work is being performed.

See slide(s) following 'Employee Participation'.

DRUG & ALCOHOL POLICY



DRUG & ALCOHOL POLICY



Drug and alcohol use, including being under the influence from earlier use, is strictly prohibited on site. Offenders will be subject to corrective action, in addition to subsequent measures, as applicable, per policy.

WORKPLACE VIOLENCE POLICY



WORKPLACE VIOLENCE POLICY



Any instance of workplace violence &/or harassment is not to be tolerated & will result in the immediate removal of any offender(s) from the job site.

REPORTING & INVESTIGATION



REPORTING & INVESTIGATION



Incidents, accidents, near misses, & unsafe conditions, including emergencies, must be reported immediately to Gardner Builders.

NOTE: Near misses are just as dangerous as actual incidents. Near misses provide both Gardner Builders & Trade Partners with an opportunity to identify hazards/ weaknesses in their programs and the chance to correct them and prevent future incident.

EMPLOYEE PARTICIPATION



EMPLOYEE PARTICIPATION



Gardner Builders encourages all employees to participate in the process of health and safety. Having a firm belief in the principle of enrollment in safety before enforcement, all employees are empowered to speak up and ask for help when necessary.

Every employee has the authority to stop unsafe work.

GARDNER BUILDERS JOB SITE RULES & REGULATIONS



JOB SITE RULES/ REGULATIONS



Professionalism - All workers are required to conduct themselves in a business-like manner with courtesy & respect.

Safe Work Practices - Employees are expected to engage, ask questions, & present challenge - where appropriate. All employees have the authority to stop unsafe work.

Proper Attire - Clothing w/ company-specific branding is preferred. Shorts, sleeveless shirts, & potentially offensive print are prohibited. Construction-appropriate footwear is required.

Personal Protective Equipment (PPE) - Hard hats & safety glasses are required during construction until the project is 100% complete & turned over for occupancy. Side shields & Z87-rated lenses or over-the-glasses protection are required when prescription eyewear is worn.

High-Vis Clothing - Class 2 or greater is required when working in proximity to motor vehicles & heavy equipment, including earth moving equipment, per OSHA regulation(s). Gardner Builders may require the use of hi-vis clothing above & beyond these regulations, as applicable, per site assessment.

JOB SITE RULES/ REGULATIONS (CONTINUED)



Earbuds/Radios – Not permitted on site. This is a non-negotiable policy in alignment w/ OSHA guidance.

Ladder Safety - Do not use the top step or cap as a step. All ladders must be used per manufacturer specifications, including load capacity & positioning.

Fall Protection – Required when working at a height of six (6) feet or greater &/or in compliance w/ applicable OSHA regulation(s), as well as client-specific requirements.

Slips/ Trips/ Falls - Floor/ wall openings must be securely covered & labeled, per OSHA regulation, while changes in elevation are made safe. Site must be organized & clear of debris. Do not lean unattended materials without proper securement.

Site Clean - Gardner Builders may provide dump carts during construction. Trade Partners are responsible for daily removal of their own debris - in dumpster or dump carts & help provided for trash haul outs. Work areas must be cleaned daily.

JOB SITE RULES/ REGULATIONS (CONTINUED)



Electrical – Always use a Ground Fault Circuit Interrupter (GFCI) as required. Extension cords are to be used in accordance w/ listing, labeling, &/or certification specifications.

Abatement – If asbestos, lead, or mold is suspected, such material(s) must be properly evaluated & abated, if necessary, by a licensed abatement contractor.

Safety Data Sheet (SDS) – Information must be readily available for the chemicals/ products used on site. While resources will be provided, Trade Partners are responsible for managing their own hazard communication program.

Smoking/ Vaping - Not permitted on site. Offenders will be subject to corrective action, including the individual(s) removal from the job site, per policy.

Drug/ Alcohol/ Cannabis Use - Drug, alcohol, & cannabis use, including being under the influence from earlier use, is strictly prohibited on site. Offenders will be subject to corrective action, in addition to subsequent measures, as applicable, per policy.

JOB SITE RULES/ REGULATIONS (CONCLUDED)



Workplace Violence/ Harassment – Any such instance will not be tolerated & will result in the immediate removal of any offender(s) from the job site.

Site Security – Exercise situational awareness & take a multi-layered approach - physical & technological barriers, i.e., lighting, fencing, cameras, etc. Do not prop open doors.

Reporting – Incidents, accidents, near misses, & unsafe conditions, including emergencies, must be reported immediately to Gardner Builders.

Failure to Comply – Rules & regulations - OSHA & company specific - must be respected & followed accordingly. Failure to comply may result in disciplinary action, including removal from the job site.

Spanish-version 'Job Site Rules & Regulations' available as follows -

- Scan **QR code** on job board
- Access **GB Safety 4 All** via Google Shared Drive