

## 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.

**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.

**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.

**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 translation is available as follows:**

**QR code - job board**

**GB Safety 4 All - Google Shared Drive**