

**Compliance with Project Procedures**

Petra believes that sites under our control must be as safe as we can make them – not only for our employees, but for all subcontractors, vendors and visitors, whether during work hours or after we've left for the day. We comply with OSHA regulations, and have some requirements beyond OSHA's, as do some of the owners for whom we work.

Many of our clients/owners have their own rules, which we enforce on their behalf. Some prohibit electrically conductive tools (including tape measures) in certain areas, some prohibit cell phones and radios, some have dress codes, and so forth.

Compliance with all of the requirements described herein is a condition of all subcontracts. Failure of subcontractors or their employees (including principals and corporate officers), second-tier subcontractors or vendors to comply with our requirements will result in written warnings being issued to the appropriate individuals (with copies to the subcontractor's management) and a fine (per Appendix A – Table of Fines) being backcharged against the subcontractor's contract. If Petra is forced to correct violations, we will backcharge the offending subcontractor our cost plus a 25% penalty. Repeated or egregious violations of our policies or governmental regulations may be construed by Petra as breach of contract and result in termination of the subcontract and backcharge of the cost of mitigation plus 25%, and other consequences, as defined in the subcontract agreement.

**All Emergencies: Call 911**

First Aid supplies are available at the job site, but should also be provided by each subcontractor, sufficient for their scope of work and size of crew. Contact your supervisor or a Petra superintendent or foreman ("Petra Supervisor") for assistance. Any accident, no matter how small or seemingly insignificant, must be reported to a Petra Supervisor or Project Manager.

Subcontractors are expected to provide their own fire extinguishers, particularly when they do hot work. In occupied buildings, the owner's fire fighting equipment should be used only as a last resort.

**Planning:**

All trade foremen must meet with the Petra Supervisor early each day to discuss the nature of the work they will be doing that day, what areas of the building they will be working in, and any other trades or people that could be affected by the work. Weekly and monthly planning "look-aheads" are required on larger projects.

**Telephone:**

Personal phone calls may not be made on Petra field office phones, Petra cell phones and especially not on client/owners' phones, except in case of emergency. Petra Construction Corp. reserves the right to prohibit cell phone use on site by any person for any reason.

**Site Visitors:**

ALL site visitors, including insurance company and union representatives, MUST have permission from the Petra Supervisor before entering the work area, and must be escorted at all times by the Petra Supervisor or designee. All visitors must wear appropriate safety equipment.

**Dress, Behavior, Work & Breaks:**

- Proper attire is required for everyone: specifically, long trousers (no shorts), work shoes (no soft footwear) and T-shirts (as a minimum). Tank tops are prohibited. Clothing may not have designs or wording which might offend a client, visitor or the public.

- Eating, drinking and smoking are allowed only in places designated by the Petra Supervisor, and only at times designated by the Petra Supervisor. Eating or drinking is not allowed in finished areas. Smoking is not allowed in work areas.
- Loud or offensive language, sexual harassment, and fighting will not be tolerated.
- Cigarette butts must be disposed of in proper receptacles, as must lunch wrappers, drinking cups and other trash.
- Workers may not enter areas which are not part of their contract.
- Parking, if allowed on the job site, will be limited as to the area and quantity as designated by the Petra Supervisor. Vehicles not parked appropriately may be ticketed and/or removed from the site.
- The use of radios, tape players, CD players, iPods, MP3 players, etc., is prohibited.
- Cell phones, two-way pagers, and laser or powder-actuated equipment may not be allowed on certain job sites. Check with the Petra Supervisor prior to use.
- Normal working hours are 7:00 a.m. to 3:30 p.m., Monday through Friday. Different hours and weekend and holiday work are permitted by arrangement with Petra Construction Corp. management or supervision.

### **Cleanup:**

- Everyone is required to clean up after themselves. All areas must be left "broom clean," or in a condition satisfactory to the Petra Supervisor, at the end of each day. If Petra must clean up after a subcontractor at the end of the day, the subcontractor will be backcharged at Petra's cost, including any incurred overtime, plus a 25% penalty.
- Specific dust control procedures may be necessary on some projects.

### **Security:**

- Security must be maintained at all times. Some sites may require that construction personnel be assigned a contractor's badge with a designated ID number to be worn in a visible location at all times.
- Construction personnel must enter and exit building through a designated entrance/exit as designated by the Petra Supervisory Person. Security doors and fire doors are not to be wedged open, and normally open fire doors may not be blocked open.
- Each subcontractor is responsible for the security of his or her own tools, materials, etc.

### **Deliveries and MSDS:**

- All deliveries should be scheduled with the Petra Supervisor, who will designate the area for off-loading and storage of material. Delivery personnel must comply with all of the requirements herein, including the requirement for hard hats.
- Copies of Materials Safety Data Sheets on all hazardous materials which would be brought on site must be delivered to the Petra Supervisor at least 48 hours before the materials are brought on site. Some of Petra's owner/clients require that no hazardous materials be brought on site without their approval. If this occurs, a substitute material must be found. The subcontractor must also maintain his or her own copy of each MSDS on site while work is underway.

### **Work Permits and Licensed/Certified Activities**

- A **crane pick permit** must be filled out before any pick is performed. Connecticut General Statutes require that operators of cranes of greater than 10,000 lb. capacity, including boom trucks, but not including knuckle-boom forks, must be licensed by the Dept. of Public Safety. Petra will not allow unlicensed crane operators to operate on our sites. OSHA requires, as do we, that crane signal persons' training documentation be available on site.

- **Hot Work Permits** are required for all work which produces heat or sparks – especially welding, cutting, grinding or soldering. Where the client/owner utilizes a permit system, the Petra Construction Corp. Hot Work Permit must be used as well. The subcontractor must provide his own 20-lb. fire extinguisher, and may not use the client/owner's or Petra's. The permit in some cases will require one or more fire watchers, who, in some cases, may do nothing else. The duration of the watch may vary according to the permit. Where welding is done, ventilation may be required. The subcontractor doing the hot work must provide own ventilation or "smoke-eater" equipment.
- **Confined Space Entry Permits** must be issued by both Petra Construction Corp. and the client/owner before any employee puts any part of his or her body into any space labeled "Permit-Required Confined Space."
- A Petra Construction Corp. **Energized Electrical Work Permit** must be filled out before any work that might expose someone to conductors carrying more than 50 volts.
- OSHA requires that operators of powered industrial trucks, including rough-terrain fork lifts (Lulls), be certified as having been trained and evaluated within the past three years. Petra will not allow uncertified fork lift operators to operate on our sites, and may require photocopies of certification documentation. The operator must inspect the lift at the start of each shift, using our checklist.
- Powder-actuated tools may be prohibited from some job sites. Check with the Petra Supervisor prior to using such equipment. Powder-actuated tools may only be used by those who have been trained to do so.

## **Safety: Everyone is Responsible**

If you note any unsafe conditions, bring them to the attention of the Petra Supervisor.

You must assume that all building materials being demolished or installed contain asbestos, lead, mercury, polychlorinated biphenyls and other hazardous materials, and consult your supervisor about appropriate training and exposure controls, including work practices and personal protective equipment. Ask the Petra Construction Corp. supervisor about any hazardous materials inspections or surveys that may have been done. Typical hazardous building materials are:

- Vermiculite insulation, which likely contains asbestos
- Insulation on pipes and heating and cooling equipment, which may contain asbestos
- Sheetrock and taping compound, which may contain asbestos and be coated with lead-based paint or lined with lead sheet
- Unfamiliar or unusual building panels and pipes (like Transite) which may contain asbestos
- Floor tiles and mastic which may contain asbestos
- Plaster which may contain asbestos or allergens, and may be coated with lead-based paint
- Thermostats which may contain mercury
- Window glazing which may contain polychlorinated biphenyls

## **Priority Safety Requirements:**

Everyone on site must comply with Petra Construction Corp. Safety Policies, OSHA Regulations and any state, local or owner safety requirements and the Petra Construction Corp. Safety Manual, which is available from the Petra Supervisor. The following calls your attention to some of our requirements which may exceed OSHA regulations:

### **GENERAL**

- **HARD HATS, SAFETY GLASSES AND SAFETY SHOES ARE REQUIRED FOR EVERYONE ON SITE, WITHOUT EXCEPTION, AT ALL TIMES**, except in designated break areas.
- If, at anytime, there is moving equipment (i.e. dump trucks, excavators, lulls, boom lifts, etc.) being used on a project **hi-visibility vests/clothing (at minimum Class 1, preferably Class 2)** will be required.

- The use, possession, sale, concealment, transfer or presence in the body of illegal drugs (or their metabolites), controlled substances, marijuana, mood or mind altering substances, designer and synthetic drugs, alcoholic beverages or drug paraphernalia on site is strictly prohibited. Violators will be escorted off site immediately, and the appropriate law enforcement agencies will be notified.
- The use, possession, sale or concealment of firearms or facsimiles of firearms is strictly prohibited, and may be construed by Petra as threatening. Appropriate law enforcement agencies will be notified.

## ELECTRICAL

- **Ground-Fault Circuit Interrupters (GFCIs)** are required on ALL electrical equipment, at the outlet, not at the end of the extension cord, unless the circuit is on a GFCI breaker. The GFCI must be tested (by pushing the "test" button) at the start of each day. Extension cords must be rated "hard service." Damaged electrical cords must be removed from the site or immediately repaired by a competent person. Electrical tape is not an acceptable means of repairing damaged insulation.
- Electricians who would work with exposed conductors carrying 50 V or more must use the Petra Construction Corp. **Energized Electrical Work Permits** and must comply with OSHA regulations regarding work area barricades, use of PPE, etc.
- Employees must have their own locks when **Lock-out/Tag-out** regulations apply, and the lockout/tagout procedure must be approved by the Petra Construction Corp. Operations and Safety Manager.
- Construction personnel must use designated power outlets as authorized by the Petra Supervisor. Tools and equipment may not be fed from lighting circuits.

## POWERED EQUIPMENT

Employees may not be assigned to work within 6 ft. of powered equipment, especially lifts, Lulls, loaders, rollers and trucks unless their work is directly related to that piece of equipment.

## EXCAVATIONS

Subcontractors who dig trenches greater than 4 ft. deep must provide a competent person to oversee the work. The subcontractor must slope, bench, shore or box the trench in accordance with OSHA regulations. Subcontractors whose employees enter trenches greater than 4 ft. deep may, depending on their contract, be required to provide a competent person to inspect the excavation prior to entry.

## FALLS

OSHA's fall protection, scaffold and ladder regulations are strictly enforced. No one may climb scaffold cross braces or any portion of a scaffold frame not designed by the manufacturer as scaffold access. Any subcontractor erecting or using a manufactured scaffold on a Petra jobsite must inspect it at the start of each shift, using the Petra Inspection Checklist for Manufactured Scaffolds.

Defective ladders must be repaired in a manner that meets manufacturer's specifications or they must be removed from the jobsite or destroyed and discarded. No one may stand or climb on either of the top two steps of a stepladder or on structural brackets on ladders which are not steps.

## ODOR-GENERATING ACTIVITIES

The use of odor generating materials or equipment must be approved by the Petra Supervisor in advance of bringing such materials or equipment onto the jobsite.

Spray painting may not be allowed on some job sites.



## Project Safety Orientation and Procedures

### Appendix A – Table of Fines

NOTE: In addition to backcharging the fines shown below, if Petra is forced to correct violations, it will backcharge the offending subcontractor its cost plus a 25% penalty.

Violation	First Offense	Second Offense
Any violation of any regulation which causes or is likely to cause death or serious physical harm.	\$500/removal	N/A
Violation of Hot Work Permit, Energized Electrical Work Permit or Confined Space Permit	\$500/removal	N/A
Drugs/Alcohol*	\$500/removal	N/A
Firearms*	\$500/removal	N/A
Fighting*	\$500/removal	N/A
Risking service interruption of owner's equipment	\$500/removal	N/A
Excretion of bodily fluids in or near building, not in sanitation facility	\$500/removal	N/A
Excavation/Trenching Violation	\$200	\$500/removal
Any violation which has the potential to cause death, serious physical harm, or serious property damage	\$200	\$500/removal
No Fall Protection	\$200	\$500/removal
Bullying / threatening behavior	\$200	\$500/removal
Removing Fall Protection	\$200	\$500/removal
No SDS readily available	\$200	\$500/removal
Failure to Protect Public	\$200	\$500/removal
Scaffolding Violation	\$200	\$500/removal
Failure to Provide a "Competent Person" (as defined by OSHA) where required by OSHA	\$200	\$500/removal
Horseplay	\$200	\$500/removal
No GFCI	\$200	\$500
Flammables Stored Improperly	\$200	\$500
Electrical Violation	\$200	\$500
Lockout Violation	\$200	\$500
No Hard Hat, Eye Protection, Work Shoes	\$100	\$200
Hazardous Materials Used Improperly	\$100	\$200
Standing on Top of Ladder	\$100	\$200
No Crane Pick Permit	\$100	\$200
No Lull Training Certificate	\$100	\$200
Smoking Out of Designated Area	\$100	\$100/removal
Improper Clothing	\$50	\$100
Not Attending Tool Box Talk	\$50	\$100
Eating/Drinking Out of Designated Area	\$50	\$100
Littering	\$50	\$100
Parking Violation*	\$50+towing	\$100+towing

NOTES: "Removal" means removal of the offending party from the jobsite. Items marked with an asterisk (\*) may include a report to appropriate authorities.

NAME \_\_\_\_\_

PETRA PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

I, the undersigned, on behalf of the above identified Subcontractor, acknowledge receipt of Petra Construction Corporation's Project Safety and Orientation Procedures. I acknowledge that I have read and understand all the rules, regulations and procedures contained therein. I will also ensure that my Foreman or Foremen for this project have read, understand, and have signed a copy of this document prior to working on site. I will retain all copies of this acknowledgement as a company record. **It is understood that our Company has the responsibility to ensure that any and all persons performing the work of our subcontract reads, understands and complies with the information contained in the Petra Project Safety Orientation and Procedures document. It is our responsibility to ensure that this information is communicated so that it is understood, including but not limited to being translated for non-English speaking persons.**

It is understood that our Work must be immediately stopped and the Petra site Superintendent or Foreman must be immediately notified in the event any materials which shall be presumed to contain asbestos, are disturbed. These materials shall include, but not be limited to:

- Pipe insulation
- Heating/Cooling system insulation
- Sprayed or troweled-on surfacing material
- Vinyl flooring materials
- Asphalt flooring materials
- Roofing materials

It is understood that our Work must be immediately stopped and the Petra site Superintendent or Foreman must be immediately notified in the event of suspicious or other Hazardous Material is suspected or discovered. These materials shall include, but not be limited to:

- Lead paint
- Infectious materials
- Contaminated soil
- Materials containing PCBs (Poly-Chlorinated Biphenyl)(i.e. old caulking, old transformers)

It is understood that compliance with these rules, regulations and procedures is a condition of our Company's ability to work or to continue to work on all Petra Construction Corporation projects.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Duly Authorized

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

# NOTICE

OSHA Approved Hard Hats, Safety Glasses and Safety Shoes (hi-visibility vests, if required) Must be Worn by All Personnel on Petra Construction Corporation Jobsites At All Times! **If your personnel arrives at our jobsite without hard hats, safety glasses and safety shoes (hi-visibility vests, if required), they will not be allowed on site.**

Please forward this notice to the supervisor of your jobsite workforce for this project, so that he or she will be sure to bring sufficient hard hats and safety glasses (hi-visibility vests, if required), and will advise your personnel of this mandatory policy.

Thank you.