

1. Introduction

- 1.1. This document outlines general and specific health, safety and environmental contractual requirements for work on BNBuilders (BNB) projects. Subcontractors are responsible for ensuring their employees are properly trained to carry out the rules and procedures required by this document. Subcontractors and their tiers are required to take action to eliminate unsafe acts of workers and unsafe/unhealthy working conditions.
- 1.2. Where “Subcontractor” is indicated throughout the Attachment G and the complete Freedom From Danger, the intent is to include Service Contractors as well.
- 1.3. Compliance with the following is a contractual obligation of the Subcontractors and their lower tiers working on each project:
 - Federal, State, Local Laws and Regulations
 - BNBuilders’ Health, Safety, and Environmental Manual “Freedom from Danger” (HS&E). The complete manual is available on our website at www.bnbuilders.com.
 - Manufacturer’s Recommendations

Conflicts between these requirements shall be resolved by adhering to the most stringent requirement. Failure to comply with contractual obligations may be grounds for termination.

2. Execution

- 2.1. For subcontractors with an EMR over 1.0, additional requirements may be added to their contract.
- 2.2. When a Subcontractor is notified by the BNB Staff of any noncompliance with the provisions of the Contract, the Subcontractor shall IMMEDIATELY correct the unsafe act or condition. If the BNB Staff becomes aware of any condition that poses a serious or imminent danger to the health or safety of the public, owners and their representatives, or the Subcontractor's personnel, the Subcontractor will be notified verbally followed with written confirmation and shall require immediate implementation of corrective action(s). Should the Subcontractor fail to comply promptly, the BNB Staff may stop all or any part of the work being performed. When, in the opinion of the BNB Staff, satisfactory corrective action has been taken to correct the unsafe act or condition, work may resume.
- 2.3. At no time shall the Subcontractor and their sub-tiers be relieved of the responsibility to be aware of and correct any unsafe actions and/or unsafe conditions. If the Subcontractor fails to take corrective action, the BNB Staff may direct the corrective action to be performed by a third party.

3. Related Documents

- 3.1. The Subcontractor is responsible for knowing and abiding by the appropriate sections of these and any other applicable regulations and/or specifications:
 - 3.1.1. OSHA General Industry Safety and Health Standards (29CFR1910)
 - 3.1.2. OSHA Construction Industry Standards (29CFR1926)
 - 3.1.3. National Emission Standards for Hazardous Air Pollutants (40CFR61)
 - 3.1.4. Environmental Protection Agency Final Rule (40CFR761)
 - 3.1.5. State Water Resources Control Board (SWRCB) Order No. 2009-0009-DWQ for the General Construction Permit

- 3.1.6. Federal Standard 313A - Safety Data Sheets, Preparation and Submission
- 3.1.7. Record Keeping Guidelines for Occupational Injuries and Illnesses
- 3.1.8. American National Standards Institute (ANSI) A10.33 "Safety and Health Requirements for Multi-Employer Projects"
- 3.1.9. Manual on Uniform Traffic Control Devices (MUTCD), U.S. Department of Transportation, Federal Highway Administration
- 3.1.10. Procedure for conducting Pre-phase Planning, Job/Activity Hazard Analysis (JHA/AHA) and Pre-Task Plan (PTP)
- 3.1.11. (ANSI)/Scaffold Shoring & Forming Institute SC 100-5/2005
- 3.1.12. ASME B30.26-2004
- 3.1.13. ASME standards that are applicable to the equipment or operations.
- 3.1.14. ANSI standards that are applicable to the equipment or operations.
- 3.1.15. ASTM standards that are applicable to the equipment, operations or testing criteria.

4. HS&E Submittal Requirements

- 4.1. Ten (10) working days prior to the start of onsite activities, the Subcontractor shall submit the required HS&E submittals to the BNB Staff. The submittals may be in either hard copy or digital format. As a reference, please see the submittal description outlined below. If the Subcontractor fails to submit the required HS&E submittals or any other required reports within the time specified within these documents. For reviewing purposes, the submittals shall be provided to BNB in the following format/file structure:
- 4.2. **Accident Prevention Program (APP) or Injury and Illness Prevention Program (IIPP)**
 - 4.2.1. The Subcontractor's written Accident Prevention Program or Injury and Illness Prevention Program shall meet the requirements by federal OSHA guidelines.
- 4.3. **Site-Specific Health and Safety Program**
 - 4.3.1. Each Subcontractor shall prepare and submit a Site-Specific Health and Safety Program applicable to the project. The cost for preparing and conforming to the site-specific program is included in the subcontractor's price of the work.
- 4.4. **The Site-Specific Health and Safety Program shall include at a minimum:**
 - 4.4.1. Company Health and Safety Policy Statements which include Principal's Signature(s)
 - 4.4.2. Drug / Alcohol Free Workplace
 - 4.4.3. Injury / Illness/ Near Miss Incident / Utility Strike Reporting Procedures
 - 4.4.4. Emergency Procedures, Rescue, Evacuation, Injury Treatment Procedure, Medical Facilities name, location, and phone number(s)
 - 4.4.5. Code of Safe Work Practices (Subcontractors shall also comply with BNB's Code of Safe Work Practices)
 - 4.4.6. Fire Prevention
 - 4.4.7. Hazard Communication Program in accordance with the Globally Harmonized System requirements
 - 4.4.8. Hazard Recognition
 - 4.4.9. Fall Protection /Prevention Plan and Requirements

- 4.4.10. Housekeeping / Orderliness
- 4.4.11. Electrical Safety
- 4.4.12. Lock-Out / Tag-Out (LOTO) Procedure
- 4.4.13. Ladder / Scaffold Safety
- 4.4.14. Hot Work Procedure
- 4.4.15. Material Handling (Hoisting – Signaling, Rigging--Manual Personnel Lifting - Forklift)
- 4.4.16. Personal Protective Equipment Requirements (PPE)
- 4.4.17. Competent Person and/or Qualified Person Designation Acknowledgement Form
- 4.4.18. Outdoor Heat Exposure Plan must be in compliance with the Federal OSHA guidelines outlined in the Heat Illness Prevention Program.

4.5. When applicable, the Site-Specific Health and Safety Program shall also include:

- 4.5.1. Confined Space Procedures
- 4.5.2. Perimeter Guarding / Floor, Wall, and Roof Openings
- 4.5.3. Mobile Equipment Safety
- 4.5.4. Signs, Barricades, Flagging
- 4.5.5. Rigging /Signaling/ Crane Safety
- 4.5.6. Trenching and Excavation Procedures
- 4.5.7. Hazardous Material Handling
- 4.5.8. Asbestos, Lead, Mold, etc. Abatement Issues
- 4.5.9. Written Respiratory Protection Program
- 4.5.10. Concrete pumping and placement safety procedures
- 4.5.11. Tele-handler safety (forklift, aerial lifts, etc.)
- 4.5.12. Any other procedures specifically applicable to this project
- 4.5.13. Storm Water Pollution Plan Program

4.6. Safety Data Sheets

- 4.6.1. The Subcontractor shall submit a current Safety Data Sheet (SDS) for any product that may contain harmful or hazardous materials or chemicals. The SDS shall be legible, not more than three (3) years old, or be accompanied by a letter from the manufacturer stating that the process and content have not changed. SDS's shall be made available to all employers on multi-employer work sites. SDS shall accompany Subcontractor's JHA/AHA where chemicals or hazardous substances may be used.

4.7. Job/Activity Hazard Analysis

- 4.7.1. The Subcontractor shall submit a Job/Activity Hazard Analysis (J/AHA) which covers all major work activities to be conducted by the Subcontractor on the project. The J/AHA shall be updated, amended, and re-submitted as necessary to be always current throughout the project. Subcontractors may use their own Job/Activity Hazard Analysis Form if they meet or exceed BNB's J/AHA form (**see attachment**).
- 4.7.2. As applicable, subcontractors must ensure that the following work activities are included on their J/AHA:
 - 4.7.2.1. Confined space work

- 4.7.2.2. Work in excavations or trenches
- 4.7.2.3. Work involving hazardous materials or chemicals
- 4.7.2.4. Work on or near exposed, energized systems (ex. electrical, fluid, air)
- 4.7.2.5. Lock Out Tag Out
- 4.7.2.6. Working in an environment where employees will be exposed to silica dust of 25 µg/m³ or higher
- 4.7.2.7. Work at elevated positions with potential fall hazards
- 4.7.2.8. Scaffolding
- 4.7.2.9. All work performed in areas accessible by or potentially affecting the general public
- 4.7.2.10. Work requiring the use of respiratory protection
- 4.7.2.11. Electrical – low and high voltage
- 4.7.2.12. Crane work, including rigging and signaling
- 4.7.2.13. Working around moving equipment/machinery

4.8. Traffic Control Plan

- 4.8.1. The Subcontractor shall submit traffic revision plans for all road, right of way, lane and pedestrian walkway closures, detours or deviations from existing roads, lanes and pedestrian walkways. Traffic control plans shall be submitted in a timely manner and in accordance with the local authority having jurisdiction reviewing timelines where required.

4.9. OSHA 30 Training Certificate

- 4.9.1. The Subcontractor's Superintendent/Foreman/Leadsperson assigned to the project shall have successfully completed one of the following and shall submit documentation thereof:
 - 4.9.1.1. U.S. Department of Labor sanctioned OSHA 30-Hour Construction Health & Safety Course
 - 4.9.1.2. EM385-1-1 40 Hour course (As applicable)
 - 4.9.1.3. Safety Trained Supervisor Construction (STSC) certification through www.BCSP.org

4.10. Competent & Qualified Personnel Documentation

- 4.10.1. The Subcontractor shall submit a Competent and/or Qualified Person Acknowledgement Form for their "Competent Person" and/or "Qualified Person" for, but not limited to, the following activity categories:
 - 4.10.1.1. Asbestos
 - 4.10.1.2. Cadmium
 - 4.10.1.3. Lead
 - 4.10.1.4. Mold
 - 4.10.1.5. Welding and Cutting
 - 4.10.1.6. Ionizing Radiation
 - 4.10.1.7. Scaffolding / Platforms
 - 4.10.1.8. Excavations and Trenching
 - 4.10.1.9. Fall Protection / Prevention
 - 4.10.1.10. Respiratory Protection
 - 4.10.1.11. Concrete, Concrete Forms and Shoring, Precast Concrete and Tilt-Up
 - 4.10.1.12. Steel Erection

- 4.10.1.13. Silica Exposure of 25 µg/m³ or higher
- 4.10.1.14. Rigging
- 4.10.1.15. Cranes and Derricks
- 4.10.1.16. Lock Out / Tag Out (LOTO)
- 4.10.1.17. Confined Space(s)
- 4.10.1.18. Material / Personnel Hoists and Elevators
- 4.10.1.19. Tunnels and Shafts, Caissons, Cofferdams and Compressed Air
- 4.10.1.20. Blasting
- 4.10.1.21. Hazardous Waste Operations and Emergency Response (HAZWOPER)
- 4.10.1.22. Underground Construction
- 4.10.1.23. Demolition
- 4.10.1.24. Traffic Control

4.11. After the start of onsite activities, the Subcontractor shall submit the following daily:

4.11.1. Pre-Task Plan (PTP) (see attachment)

A PTP is required to be completed at least once a day prior to starting any work activity. It shall be completed by the Supervisor/Foreman/Leadsman. PTPs must be completed by subcontractors, their sub-tiers at every level, select material delivery involving a labor component such as material movement, select vendor activities and inspection services. Upon completion of the PTP, it MUST be signed by all parties in attendance, posted in or adjacent to the work area and made readily available for the crew and/or BNB staff. Failure to complete an adequately detailed PTP **WILL** result in a stoppage of work. A copy of the PTP MUST be forwarded to the BNB Staff at the conclusion of the workday/shift.

5. Site HS&E Training & Meetings

5.1. Pre-Construction HS&E Meeting

- 5.1.1. The BNB Staff may conduct a Pre-Construction HS&E Meeting to cover site-specific and general requirements as well as any items identified on the Project's Preconstruction Risk Assessment. The BNB Staff will coordinate the Pre-Construction HS&E Meeting with the Subcontractors, Supplier and Vendors. This is a management level meeting, and the Subcontractor is required to attend the meeting. No work, other than mobilization, may occur prior to the completion of the Pre-Construction HS&E Meeting.

5.2. Project Orientation

- 5.2.1. Prior to entering any work area on the project, all Subcontractor Employees shall receive a Project Orientation. The orientation may take up to 60 minutes. Subcontractors must coordinate the on-site arrival of their personnel with the BNB Staff to ensure personnel receive the orientation prior to working on site.

5.3. Weekly All-Hands HS&E Meetings

- 5.3.1. All Subcontractors and their tiers must attend BNB's Weekly All-Hands HS&E Meeting.

5.4. Weekly Tool-Box Health & Safety Meetings

- 5.4.1. The Subcontractor shall conduct its own Weekly Tool-Box Health & Safety Meetings. The Subcontractor shall retain on site and submit meeting minutes and attendance sign-in sheets to the BNB Staff on the date of the meeting.

5.5. Other Health & Safety Meetings

5.5.1. BNB Staff may require Subcontractors to attend or have additional health and safety meetings. Additional meetings may be required as a result of special or changed conditions or to address health and safety audits/inspections and notices. Stand-down meetings fall under this category of "other" health & safety meetings.

5.6. Committee Meeting

5.6.1. Once per week, based on the size and/or complexity of the project, the site may have a Freedom from Danger Committee Meeting which consists of a job walk and discussion. Each Subcontractor on site is required to have a representative from their company at the meeting.

6. Incident Reporting Requirements

- 6.1. An incident is defined as any work-related injury and/or illness and may also include but not limited to:
- 6.1.1. Utility strike
 - 6.1.2. First aid
 - 6.1.3. Property damage
 - 6.1.4. Near miss
 - 6.1.5. Etc.
- 6.2. The Subcontractor shall follow all Incident Reporting Procedures.
- 6.3. The Subcontractor shall IMMEDIATELY notify the BNB Staff of any incident.
- 6.4. The BNB Staff shall be notified IMMEDIATELY if a Subcontractor employee is:
- 6.4.1. Hospitalized for a work-related injury or illness.
 - 6.4.2. Involved in an occupational injury/illness resulting in days away from work, restricted duty or transfer, or an injury/illness that is OSHA Recordable.
 - 6.4.3. Involved in a work-related fatality.
- 6.5. Within eight (8) hours of any injury / illness or near miss, utility strike, or any harm caused to the Public, the Subcontractor shall provide assistance to the BNB Staff for completing the BNB Incident Report Form (see attachment).
- 6.6. The Subcontractor shall notify the appropriate OSHA organization within 8 hours of a fatal injury or when one or more employees are hospitalized overnight as a result of one incident requiring its employee(s) to be hospitalized for more than 24 hours. Documentation of whom the Subcontractor contacted and what was discussed shall be provided to the BNB Staff.

7. Post Injury-Illness Requirements

- 7.1. On-Site Health and Safety is the preferred vendor for non-emergency medical treatment on BNB projects.
- 7.2. If injured/ill worker(s) is/are sent off site for treatment, they must be accompanied by their supervisor or a designee.
- 7.3. Attempts must be made to avoid prescription medications and being placed off of work.
- 7.4. A Work Status Release/Report must be acquired from the treatment provider and a copy given to the BNB Staff within 24 hours.

- 7.5. Injured/ill persons are required to return to work when placed on restricted duty.
- 7.6. After any incident, involved party(ies) will be required to undergo drug and/or alcohol screening and provide results to the BNB Staff.

8. Inspection Requirements

- 8.1. The subcontractor is required to inspect their work areas and activities daily. Hazards identified must be corrected immediately and reported to BNB Staff as applicable. Inspections are to be documented and available upon request for review by BNB Staff. Subcontractors are responsible for taking prompt action to correct any HS&E hazards that they have created or exposed their personnel to.
- 8.2. If a subcontractor fails to correct known hazards, the disciplinary compliance and requirements will be implemented. Work which is not in compliance with applicable HS&E standards may be stopped until corrective action is implemented. Any HS&E issues that cannot be promptly corrected by the subcontractor shall be IMMEDIATELY brought to the attention of BNB Staff. Subcontractors shall be responsible to reimburse BNB for any fines, management time and attorneys' fees for violations caused by the performance of the Subcontractors work.
- 8.3. Any health or safety issues that cannot be promptly corrected by the Subcontractors shall be IMMEDIATELY brought to the attention of the BNB Staff.

9. Mandatory Compliance and Disciplinary Requirements

- 9.1. All personnel are required to work safely as a condition of employment, which includes strict compliance with:
 - 9.1.1. Requirements contained within this document.
 - 9.1.2. Requirements issued verbally.
 - 9.1.3. Health, safety and environmental regulations.
 - 9.1.4. Manufacturer requirements.
 - 9.1.5. Safe work practices.
 - 9.1.6. The avoidance of "horseplay".
- 9.2. Exercising reasonable judgment in the safe performance of work duties.
 - 9.2.1. BNB reserves the right to suspend or remove any employee of any Subcontractor or their tier-subcontractors from this project for failure to comply with health, safety and environmental requirements.
 - 9.2.2. Personnel responsible for enforcing the above provisions include the Subcontractor's Supervisor and BNB Staff.
 - 9.2.3. Disciplinary actions may include the following and may be documented on the attached [Notice of Safety Violation Form](#):
 - 9.2.3.1. Verbal warnings
 - 9.2.3.2. Written warnings
 - 9.2.3.3. Removal from the Project
 - 9.2.4. Harassment and/or acts of discrimination are prohibited on this jobsite. Inappropriate gestures will not be tolerated and will result in the immediate and permanent removal of the offending individual from the project site.
 - 9.2.5. Any of the aforementioned disciplinary actions may be enforced at any time based upon the seriousness and circumstances of the safety rule violation. Following the issuance of

disciplinary action, the Supervisor of the employee shall meet with the employee to discuss the infraction and inform the individual of the rule or procedure that was violated and the corrective action to be taken.

10. Site Health and Safety Representative

- 10.1. A full-time Health and Safety Representative MUST be assigned to the project for every 25 workers on site. However, based on the complexity of the scope of work and/or the Subcontractor's EMR history, a full-time Health and Safety Representative may be required for less than 25 workers. When applicable, the Subcontractor Site Health and Safety Representative shall be onsite during all scheduled work hours.
- 10.2. The Subcontractor shall submit the name(s), qualifications and resume of the Subcontractor's proposed Site Health and Safety Representative to the BNB Staff for approval ten (10) working days prior to the start of onsite activities. The documentation shall include, but not be limited to specific health and safety classes and courses the proposed Site Health and Safety Representative has completed. It is the Subcontractor's sole responsibility to determine the Health and Safety training has been provided by industry recognized and qualified instructors.
- 10.3. The Site Health and Safety Representative shall have a minimum of five years of experience in construction, possess appropriate skills and experiences related to construction occupational Health and Safety and have the authority to take prompt corrective measures to correct at risk worker behaviors and/or unsafe working conditions, and also specific knowledge and expertise in how to prevent their recurrence.
- 10.4. At the discretion of the BNB Staff, the Subcontractor Site Health and Safety Representative duties may be shared with other duties. However, Health and Safety responsibilities shall take precedence over any other assigned duties. The Site Health and Safety Representative shall be responsible for, but not limited to:
 - 10.4.1. The Health and Safety of the personnel of the Subcontractor and their tiers, suppliers, and vendors.
 - 10.4.2. Implementing the Subcontractor's Site-Specific Health and Safety Program and Injury, Illness & Prevention Program.
 - 10.4.3. Delivering Project Orientation to personnel on the project under the Subcontractor's contract.
 - 10.4.4. Ensuring employee compliance with all project requirements.
 - 10.4.5. Completing and documenting HS&E inspections of the Subcontractor's work area.
 - 10.4.6. Conducting the Subcontractors' weekly tool box safety meetings.
 - 10.4.7. Submitting reports and documentation.
 - 10.4.8. Implementing and overseeing provisions for protection of the public.

11. Substance Abuse Requirements

- 11.1. The Owner, BNB and their representatives have a vital interest in maintaining safe, healthful and efficient working conditions for all Subcontractors', tiered subcontractors, suppliers' and vendors' employees.
- 11.2. Possession or use of illegally obtained and/or illegal drugs or a third person's prescription medication and the possession of alcohol are prohibited on the jobsite. All Subcontractors must have a drug policy that is substantially similar to that of BNB's. BNB Drug and Alcohol program is available upon request from the BNB Staff. Alcohol, illegal drugs or substance abuse poses a serious threat to workplace Health and Safety.

- 11.3. Employees who abuse alcohol and/or drugs are a danger to themselves, co-workers, other Subcontractors and the public.
- 11.4. Subcontractors shall maintain an Alcohol and Drug Free Workplace. This will include requiring **ALL EMPLOYEES IMMEDIATELY** before they are assigned to this project be drug free. Alcohol and substance abuse testing is required for employees assigned to this project prior to the start of work and IMMEDIATELY following all injury/illness incidents including near hits or misses, and fitness for duty exams for employees returning to work from a non-work related injury/illness. All employees with positive test results will be barred from working at this project.

12. General Site Requirements

The following site requirements shall be addressed on all BNB projects;

- 12.1. The Subcontractor shall take all precautions necessary to prevent injury/illness to the public, or damage to property of others. For the purposes of this document, the public shall include all persons not employed by the Subcontractor. When the construction area is adjacent to public occupied areas, the Subcontractor shall be responsible for conducting air monitoring, inside the public occupied areas, for airborne contaminants (chemicals, asbestos, welding fumes, lead dust/fumes, mold spores, nuisance dusts, etc.), vibrations generated by their construction activity. The Subcontractor shall provide a qualified, independent testing consultant to conduct such air monitoring. The Subcontractor must utilize devices such as signage, visqueen, flagging, barricades, K-rails, traffic plates, covered walkways, arc flash screens, etc. to effectively separate non-construction personnel from construction activities.
- 12.2. Stilts are not permitted on all BNB projects.
- 12.3. The Subcontractor shall ensure that monitored levels of chemicals and/or dusts or other contaminants are below established Permissible Exposure Limits as set forth in 29 CFR 1926, Subpart D. The Subcontractor shall submit air monitoring test results to the BNB Staff within seventy-two (72) hours after testing.
- 12.4. The use of equipment that generates harmful fumes is prohibited inside buildings after close-in, unless scrubbers and/or ducted ventilation are used.
- 12.5. Adequate ventilation and monitors are required when using propane/gas-fired devices indoors or in confined spaces.
- 12.6. The Subcontractor shall prevent building materials, debris, excavated and / or backfill material, etc. from migrating into or onto public or private areas.
- 12.7. The Subcontractor shall provide temporary lighting where required to maintain illumination levels in work areas, storage areas and walkways as set forth in 29 CFR 1926.56 subpart D. Subcontractors shall be required to provide task specific lighting for areas not meeting the above site requirements.
- 12.8. Specifically prohibited from being brought onto this project are the following: pet animals of any kind, radios, including head set radios, Tape/CD/DVD/Electronic Chip players, iPods, MP3 players, televisions, or microwave ovens.
 - 12.8.1. **Exception:** TV's and microwave ovens will be in a controlled environment such as a jobsite trailer.
 - 12.8.2. Any variance from this must have the written approval of the BNB Staff.
- 12.9. All impalement hazards must be guarded against any object of sufficient shape and dimensions where if a worker falls onto or strikes against it could result in that object being driven or forced vertically or horizontally into the employee's body. A partial listing of common impalement hazards that must be guarded against are: reinforcing steel, steel stakes or rods, anchor-bolts, wooden survey stakes, small diameter pipe (less than 4 1/2 inches) and electrical conduits. Simply stated,

when an object has the potential of impaling workers, that object must be properly guarded. For example, rebar caps, stake caps, wooden blocks, etc. Rebar caps must fit correctly without being forced into place. Damaged caps are not permitted.

- 12.10. Falling materials pose a significant hazard to all individuals on this site. Access to areas barricaded by chains, warning signs, and red or yellow tape will not be allowed without permission from the BNB Staff. Subcontractor shall be fully responsible to erect the most robust system of exclusion as necessary to prevent workers from entering this exclusion zone. Yellow or red barricade tape is not permissible for exclusion zones.
- 12.11. Worker visibility is important in all construction areas. Fluorescent clothing, vests, flags, cones or barricades must be used at this site to establish a visible safe work zone. Workers must be assigned to direct traffic as needed.
- 12.12. Subcontractor shall not remove any safety barriers unless approved by BNB Superintendent. If approval is given, Subcontractor is responsible to re-install the safety barriers after specific task have been complete.
- 12.13. Subcontractors shall execute BNBuilders equipment liability waiver and obtain approval from BNB Staff prior to use. Subcontractors employees must provide the proper equipment user certification prior to use.
- 12.14. Subcontractor shall comply with BNBuilders Personal Protective Equipment Policies contained within this document assure proper use and serviceability of all items in use. Also ensure logs and inspection are conducted as required.

Job Hazard Analysis



ACTIVITY:		DATE:
DESCRIPTION OF WORK:		PROJECT:
		SITE SUPERVISOR:
		REVIEWED BY:
		REVIEW FOR LATEST USE:

WORK ACTIVITY SEQUENCE	POTENTIAL HEALTH & SAFETY HAZARDS	HAZARD CONTROLS
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	* * * *	* * * *
	* * * *	* * * *
	* * *	* * *
	* * *	* * *

WORK ACTIVITY SEQUENCE	POTENTIAL HEALTH & SAFETY HAZARDS	HAZARD CONTROLS
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	* * * *	* * * *
	* * * *	* * * *
	* * * *	* * * *
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EMPLOYEE PRINTED NAME

Lined area for employee printed name

EMPLOYEE SIGNATURE



Lined area for employee signature

DATE/TIME

Lined area for date and time

SUPERVISOR'S PRINTED NAME

Lined area for supervisor's printed name

SAFETY OFFICER'S PRINTED NAME

Lined area for supervisor's signature

SUPERVISOR'S SIGNATURE



SAFETY OFFICER'S SIGNATURE

DATE/TIME

Lined area for date and time

DATE/TIME

Company	Project / Job	Date	Rev. 0 Jul-16
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Hazards	Exist?		Hazards	Exist?	
	Yes	No		Yes	No
Falls			Noise		
From Height			Vibration		
On to hazard			Fire		
Of objects			Flammables / Combustibles		
(Other)			Ignition Sources		
Electric Shock			(Other)		
Overhead, Buried, Hidden Lines			Chemicals		
Cords / Leads			Dust		
Power Sources			Fumes / Gases / Vapors		
(Other)			Toxic / Allergenic		
Caught Between			Acid / Caustic		
Swinging / Rotating Equipment			Explosive / Reactive		
Pinch Points			(Other)		
Materials			Buildings / Systems		
Cave in			Charged systems		
(Other)			Hazardous Energy		
Struck by			Stored Energy		
Dropped Objects / Loads			Hazardous Materials / Chemicals		
Flying Material / Debris			Confined Spaces		
Equipment / Traffic			Structural		
Unstable Materials			(Other)		
(Other)			Location		
Walking / Working Surfaces			Occupied Space		
Slips / Trips			Public at Risk		
Holes / Uneven Surfaces			Asbestos / Lead		
Access / Egress			Mold		
(Other)			Hazardous Waste		
Material Handling			Medical Waste		
Overexertion / Strains			(Other)		
Cuts / Punctures			Weather / Environment		
Storage / Stacking			Heat / Cold		
Mechanical Equipment			Lightning		
Hoisting			Wind		
Hauling / Road Transport			Visibility		
Floor Loading			(Other)		
(Other)					
PPE	Basic Required	Additional (Circle)			
Head	Hard Hat (Type I, G)	Type II Hat (side impact) / Class E (electrical)			
Eyes	Glasses (ANSI Z87)	Chemical Goggles / Foam lined (dust) / Welding / Laser			
Body / Arms	Shirt w/ 4" sleeve	Fall Harness / High Viz / Fire / Chemical / Arc Flash / Cut resistant			
Knees / Legs	Long Pants	Knee Pads / Chaps / chemicals			
Hands	Light Duty Gloves	Heavy Duty Gloves / Cut Resistant / Chemical / Welding / Thermal			
Feet	Sturdy Work Boots	Rubber Boot / Steel Toe / Metatarsal / Electrical / Booties			
Face		Plastic Face Shield / Mesh Face Shield / Welding Mask			
Ear		Plugs / Muffs / Double			
Breathing		Dust Mask / Filtering Respirator / Supplied Air			
Other					

Job / Task Description	
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Basic Job Steps	Hazards	Controls / Work Practices
Describe major tasks in order. What will you be doing? What equipment and tools are needed?	Identify the hazards of each step. What could go wrong? What could cause an accident?	Decide what controls are needed. What safe work practices must be used for each hazard? What training is required?
Prepared by:		Date / Time:
Crew Member Signatures		



INCIDENT REPORT

Cod: INC-01B

Rev. 1

Sep-19

INCIDENT INFORMATION

DATE	6/16/2020	TIME		AM	PM	What was the employee doing just prior to the incident?	
PROJECT		SUPERINTENDENT					
INCIDENT TYPE	Non-Recordable	Near Miss	Property Damage	Onsite First aid	Worker's comp		
Submit PTP and photos	OSHA Recordable	Medical Treatment	Modified Work	Lost time	# Days:		
Any Emergency Services called? If yes, who (EMS, Police, etc.)?			Was a post incident drug & alcohol test performed?				

PERSON INJURED OR INVOLVED IN INCIDENT

Name		Employer		Supervisor Name	
Title		Time working on project		Years of experience	
Damaged property (If applicable)			Approx. cost of damages		

INCIDENT DESCRIPTION *Describe what happened, step by step. Be specific and detailed.*

SPECIFIC PART(S) OF BODY INJURED (include location- right, upper, etc.)

N/A

TYPE OF INJURY

Laceration		Fracture		Contusion		Amputation	
Eye injury		Strain		Burns		Other	

IMMEDIATE CAUSES *Check all that apply*

Unsafe Acts	Check	Unsafe conditions	Check	Related to Supervision / Organization	Yes/No
By-passing safety devices		Congested work area		Was the Employee performing an scheduled task?	
Drug or alcohol use		Defective tools/equipment		Was a PTP completed for this task?	
Excess equipment speed		Excessive noise		If PTP completed, did it accurately account for, and plan mitigation for, the hazards associated with the task?	
Failure to warn or secure		Fire/explosion hazard			
Fatigue		Hazardous substances		Was appropriate training provided to accomplish this task?	
Lack of focus		Improper storage			
Guards not used		Improper tool/equipment		Was there adequate staffing to perform the required task(s) or operation?	
Improper lifting / loading		Inadequate fall protection			
Improper loading		Inadequate guarding		Were there adequate policies, or other written instructions for the required task(s) or operation?	
Improper PPE or PPE not used		Inadequate ventilation			
Improper work technique		Insufficient lighting		Has there been a Safety Audit of this work area within the past week?	
Operating without authorization		Poor housekeeping/layout			
Safety rule violation		Slippery conditions			
Unnecessary haste		Weather conditions			

Other:

TYPE OF INCIDENT Describe details																																								
Struck or Injured by		Striking Against or Stepping On		Cut, Puncture, Scrape Injury By																																				
Strain or Injury By		Caught In or Between		Foreign body in eye																																				
Fall or Slip Injury		Burn or Exposure to Heat/Cold		Other: Vehicle incident																																				
POTENTIAL OUTCOME																																								
SEVERITY <i>How bad could the accident have been?</i>	Choose between 1-5 1	PROBABILITY <i>What is the chance of the accident happening again?</i>	Choose between 1-5 4	Calculate Potential Outcome Severity * Probability MEDIUM																																				
1. Noticeable: Minor first aid. Property loss <\$5K		1. Practically impossible		BNB SAFETY AND HEALTH RISK MATRIX SEVERITY <table border="1"> <thead> <tr> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th>5</th> <td>MEDIUM</td> <td colspan="2">HIGH</td> <td colspan="2">CRITICAL</td> </tr> <tr> <th>4</th> <td>LOW</td> <td>MEDIUM</td> <td>HIGH</td> <td colspan="2">HIGH</td> </tr> <tr> <th>3</th> <td>VERY LOW</td> <td>LOW</td> <td>MEDIUM</td> <td colspan="2">HIGH</td> </tr> <tr> <th>2</th> <td>VERY LOW</td> <td>VERY LOW</td> <td>LOW</td> <td colspan="2">MEDIUM</td> </tr> <tr> <th>1</th> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> </tbody> </table>		1	2	3	4	5	5	MEDIUM	HIGH		CRITICAL		4	LOW	MEDIUM	HIGH	HIGH		3	VERY LOW	LOW	MEDIUM	HIGH		2	VERY LOW	VERY LOW	LOW	MEDIUM		1					
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1																																								
2. Serious: Medical treatment. Property loss \$5K-\$50K		2. Very unlikely																																						
3. Very serious: Work restrictions ≤6 weeks. Property Loss \$50K-\$100K		3. Unusual but possible																																						
4. Critical: Partial disability. Lost time >6 weeks. Property loss \$100K-\$1MM		4. Quite possible																																						
5. Catastrophic: Total permanent disability. Death. Property loss >\$1MM		5. Almost certain																																						
PREVENTIVE ACTIONS to prevent the incident from occurring again																																								
<i>Details</i>	<i>Deadline</i>	<i>Responsible</i>	<i>Complete</i>																																					
Prepared by																																								



NOTICE OF SAFETY VIOLATION

GENERAL INFORMATION

	BNB employee	Name	
	Subcontractor employee	Employer	
Date		Written Warning	
Project		Removal from site	Days #
Employee signature			Permanent
Foreman signature		Termination	(Only BNB employees)
Description			
Additional actions			

Distribution of signed copies:

Subcontractor: CC to PM for subcontractor

BNB: CC to HR