



Building L.I.F.E.

Living Injury Free Everyday

EMPLOYEE SAFETY & HEALTH HANDBOOK

“Safely Building the Future”

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Nielsen Construction Group, DBA Nielsen Environmental

Since 1995

Nielsen Environmental is known throughout the construction industry for its Quality Assurance and Quality Control. We extend those ideals to Safety Awareness and Accident/Incident Prevention.

We welcome you to Nielsen Environmental and wish your relationship to be long, prosperous and safe.

As an employer or subcontractor, you are required to observe all rules and regulations set forth by Nielsen Environmental, in particular the Rules and Regulations pertaining to Safety and Health.

In addition, all employees and subcontractors will comply with Federal OSHA regulations and in several areas exceed regulations. Each business unit is to meet or exceed this policy but make any necessary adjustments due to local or state regulations and/or collective bargaining agreements.

Due to the number of regulatory agencies and breadth of scope of regulations the construction industry is subject to, it must be recognized that Company policy does not attempt to identify or elaborate on all regulations.

By your example and leadership, others see that safety is not just something for the moment but the entire day, everywhere, everyday.

For your protection and that of your fellow workers, we request that you THINK, TALK, and SAFELY in the performance of every task you perform.

CORPORATE SAFETY, HEALTH & ENVIRONMENTAL POLICY

Nielsen's Safety culture embraces the principles of Building L.I.F.E. (Living Injury Free Everyday) with an expectation that all Projects provide the safest workplace possible for our employees, contractors, clients and the communities in which we work everywhere, everyday.

We expect our contractors not only to meet their contractual obligations of performing safe work, but also to endorse a culture within their own organization that aligns with the Nielsen ideal-executing work safely at every project everywhere, everyday.

Our history has demonstrated that more aligned our business partners are with our safety ideal of loss avoidance rather than regulatory compliance, with safer and more successful the Project outcome.

- The guiding principles of Building L.I.F.E. (Living Injury Free Everyday) are:
- Injuries are Preventable
- Perform a Job Only if it is Safe
- Working Safely is a Condition of Employment
- Practice and Expect Safe Behavior Everywhere, Everyday

Its Nielsen's expectation that the Business Unit Management is responsible and accountable for the safe performance of work done under its jurisdiction. Senior Company Management fully endorses Building L.I.F.E. (Living Injury Free Everyday) and expects the Business units to continue their efforts through partnerships with our subcontractors and communities to improve standards for the benefit of all



Kevin Nielsen
President and Chief Executive Officer
Nielsen Construction Group, Inc.
DBA Nielsen Environmental

GENERAL INFORMATION

INJURIES

Report every occupational injury or illness to your supervisor immediately so that proper medical treatment can be obtained.

SAFETY/ORIENTATION TRAINING MEETINGS

You are required to attend a safety orientation conducted by Nielsen prior to beginning work on this project. You are also required to attend specific safety training and other safety meetings at your worksite. Your supervisor or other designee will conduct some of the meetings.

DAILY SAFETY INSPECTIONS

Every time you do a job, it will be different than the last time you did it. You will be doing some jobs for the first time. Your supervisor will inform you what needs to be done, how it should be done and what safety precautions need to be taken. You are to review those precautions and procedures. If you feel uncomfortable about the precautions, inform your supervisor immediately to discuss alternatives.

HARD HATS

Hard hats are a condition of employment with Nielsen Construction Group. You must wear your hard hat at all times while on the project.

SAFETY GLASSES

Safety glasses with attached side shields are a condition of employment with Nielsen Construction Group. You must wear your safety glasses at all times while on the project.

CLOTHING

Minimum requirements on Nielsen Construction Group Companies site are long pants, a solid shirt with a minimum 3' sleeve, and hard soled boots; *no sneakers, tennis, or casual-type footwear.*

EMERGENCY EXITS

Know the established emergency procedures for the project, and where the exits are and how to get to them. Don't block or lock exits.

MENTAL DISTRACTIONS

You cannot do a good job and prevent incidents unless you are alert and keep your mind on what you are doing at the time you are doing it. If you are taking medication that causes drowsiness, or if you have personal problems that may interfere with your ability to do safe work, talk it over with your supervisor.

JEWELRY

Rings, bracelets, neck chains, ect. Shall not be worn as they can catch in machinery and cause serious injury.

DRUG TESTING

All subcontractors will follow Nielsen's Drug Testing policies.

FALL PROTECTION

Nielsen Construction has a 100% six foot fall protection policy in effect for all phases of work including but not limited to steel erection, leading edge activities, overhand bricklaying, roofing, and erection and dismantling of scaffolds. Zero-tolerance for fall hazard violation is enacted and violators will be removed from the project.

SAFE PRACTICE RULES

1.0 INTRODUCTION

The Safe Practice Rules included here have been established as the Minimum rules applicable to the work. Project requirements may exceed those found in the document. All individuals must reference the project site-specific safety program.

2.1 RULES OF CONDUCT

All construction personal are required to conform to all rules of conduct relating to safety while on this project and while away from the job site in performance of work duties, such as picking up materials or making deliveries.

A. Excessive loose, severely torn clothing, and ties shall not be worn by personal whose work exposes them to rotating or reciprocating equipment, such as drills, or rotary hammers, power tools, table saws, ect.

B. The possession of, under the influence of, or use of any intoxicants or illegal narcotics on the project is prohibited.

C. Indulgence in practical jokes, horseplay, scuffling, wrestling, or fighting is prohibited. Firearms are not permitted on any jobsite.

D. Destroying or tampering with safety devices, signs, and signals, or the willful and unnecessary discharging of fire extinguishers is prohibited and cause for dismissal.

E. The use of personal styled, "walk-man type" radios is prohibited.

F. Smoking is prohibited, except in designated areas.

G. Unauthorized operation of powered construction equipment or mobile vehicles is prohibited.

H. Vehicle drivers shall have a valid state vehicle operators permit. Equipment operators shall have appropriate valid permits/licenses to operate the equipment. All mobile equipment shall meet the manufacture's specifications and all applicable federal, state and local standards including the DOT standards.

I. Insubordination toward any supervisor or management personal in respect to the carrying-out of properly issued instructions or orders for safety and health purposes shall be sufficient cause for removal from the project by Nielsen Project Management.

Refusing to follow any safety rule shall be sufficient cause for removal from the project by Nielsen Project Management.

2.2 REPORTING INJURIES AND INCIDENTS

A. Each occupational injury and illness shall be reported promptly to your supervisor in order to ensure that proper and adequate first aid or medical attention is obtained.

B. Any occupational injury or illness, which become evident after the workday, shall be reported to your immediate supervisor at the start of the next regularly scheduled workday.

C. All incidents in which employees are involved and which result in injury or illness to one or more employees of another contractor, or other persons, such as private vehicle driver, passenger or pedestrian or a jobsite visitor, shall be reported promptly to your immediate supervisor.

D. All incidents in which you are involved and which result in damage to any constructed or partially constructed facility, or to construction equipment, or private property, shall be reported promptly to your immediate supervisor.

2.3 REPORTING UNSAFE ACTS OR HAZARDOUS CONDITIONS

Promptly report any unsafe acts or hazardous conditions to your foreman or superintendent, so that timely corrective action can be taken to prevent incidents.

2.4 HOUSEKEEPING

Pick up waste materials immediately; place all trash in the provided trash containers or areas designated for trash. Daily housekeeping of your work area(s) is a condition of employment.

2.5 PERSONAL PROTECTIVE DEVICES

Hard hats and safety glasses with attached side shields are required and shall be worn at all times. Other protective equipment such as goggles, face shields, respirators, gloves, toe guards, hearing protection, and body harnesses, shall be issued and used when required. If additional equipment is required, advise your supervisor or superintendent prior to beginning work.

2.6 SANITATION

Use the sanitary facilities provided. Intentional non-use and/or destroying these facilities is subject to disciplinary action.

2.7 STARTING AND OPERATING MACHINES

Individuals shall not start or operate any mechanical equipment unless qualified and authorized.

2.8 MACHINERY AND TOOL GUARDS

Machinery and tool guards are provided by the manufacturer for the prevention of incidents. These guards shall be in place before the machine or tool is used and shall not be removed or made inoperative.

2.9 SCAFFOLDS

- A.** Scaffolds shall be constructed to carry the loads imposed upon them and to provide safe work platforms. All scaffolds more than six feet high shall have standard guard rails on all exposed ends and sides. Screens with overhead protection must be provided on a scaffold if persons are required to pass under it.
- B.** Barrels, boxes and other makeshift substitutes for scaffolds shall not be used. The use of shore or lean to scaffolds is prohibited.
- C.** Scaffold planks shall be no less than 2 X 10 inches (normal) scaffold grade. Platforms shall be no less than 18" inches wide. All platform planks shall be secured to prevent displacement; if nailed, single headed nails only shall be used. Scaffold planks shall extend over their supports not less than 6 inches or more than 12 inches.
- D.** Scaffolds shall be secured according to current federal OSHA regulations.
- E.** Never climb up or down a scaffold on braces or ledgers; an access ladder or equivalent shall be provided.
- F.** Guard rails shall be 42 inches high, with a midrail. Supports shall be at intervals not to exceed eight feet. Toe boards shall be minimum of four inches in height.
- G.** No loose tools or materials shall lie on scaffold platforms; they shall be secured by wire or fiber rope or shall be placed in secured containers.

H. Never work from a scaffold by standing on railings or braces.

I. All workers on any suspended scaffolds or platforms shall wear a body harness with a shock-absorbing lanyard, attached to a life line. The lifeline shall be securely attached to a substantial member of the structure (not scaffold or platform) or to securely rigged lines, which can sustain a minimum of 5000lb load. Lanyards shall not exceed six feet in length.

J. Floats suspended by fiber rope and used for oxyacetylene welding or flame cutting shall be protected from accidental burns. Employees working on floats shall wear body harness with a shock absorbing lanyard attached to a life line or permanent portion of the structure by which can sustain 5000lb load.

K. All erection and dismantling of, and work on scaffolds shall be completed under the direction of a competent person. If participating in the operation, you must listen to this person's direction for the operation. At all heights of six foot or more you are required to have a positive six foot fall protection during these processes.

2.10 LADDERS

Job-made ladders shall be constructed for its intended use. Portable straight or extension ladders shall be placed at a safe angle and shall be secured to prevent displacement; the top of each ladder, giving access to a work area or platform, shall extend at least three feet above that level.

A. Metal ladders shall not be used due to conductivity and metal fatigue.

B. Workers shall have both hands free when climbing or descending a ladder. No tools, material, nor other objects shall be hand carried by workers while on the ladder.

C. When working off a ladder above six foot, and if you must lean over the ladder side rail to complete the work, fall protection is required.

D. If you notice a defective ladder in any fashion, notify your supervisor and have the ladder taken out of service until repaired.

2.11 EXCAVATIONS AND TRENCHES

When working in a trench four feet or more deep, there shall be one or more ladders placed in the trench to provide routine and emergency exit from the bottom to the top edge of the trench. Ladders shall be placed at 50-foot intervals, but in no event shall a person in the trench be more than 25 feet from a ladder.

Trench shoring, benching, or sloping is required when banks are more than four feet in height.

Persons walking or working adjacent to an excavation greater than six feet in depth must be protected from fall hazards in accordance with Nielsen's 100% Fall Protection Policy.

A person competent in trenching/excavation must be present during the trenching activity.

2.12 FLOOR OPENINGS, HOLES, AND EDGES

- A.** Floor openings and holes measuring 1 inch or more in their least dimensions shall be guarded by a cover of standard strength and construction that is secured against movement; minimum single layer ½ inch plywood anchored by standard railing and toe board on all exposed sides.
- B.** The open edges of all floors four feet or more above the next floor shall be guarded by a standard guardrail secured to prevent accidental displacement.
- C.** Removal of barricades and non-replacement is prohibited.

2.13 HAND TOOLS

- A.** Worn or broken hand tools shall be repaired or replaced. A dull or broken tool is unsafe.
- B.** Hand tools shall be used for their intended purpose only. The design capacity of hand tools shall not be exceeded by unauthorized attachments.

2.14 POWER TOOLS

- A.** The use of Ground Fault Circuit Interrupters (GFCI) is required with all power-operated tools.
- B.** Electrically powered tools and equipment shall be either double insulated type or grounded at all times.
- C.** Air-hose connections shall be secured to prevent whipping in the event of accidental separation.
- D.** Operating switches of levers requiring constant pressure for operation shall not be tampered with to make the tool operate without constant hand or finger pressure.
- E.** The maximum speed at which grinding wheels shall be used shall be equal or be less than the manufacturer's rated speed for the wheel.

2.15 POWER-ACTUATED TOOLS

- A.** Only employees authorized and properly licensed by the manufacturer's representative shall use power-actuated tools; all such tools shall use power-actuated tools; all such tools shall be used in accordance with manufacturer's instructions and applicable regulations. Certification cards issued by the manufacturer's representative shall be carried at all times by the user for the specific tool in use.
- B.** Safety goggles shall be worn by the operator and shall meet or exceed the requirement standard of the American National Standard Institute.
- C.** Only low-velocity type powder-actuated tools are to be used.
- D.** The use of high-velocity powder actuated tools is prohibited.

2.16 ELECTRICAL EXTENSION CORDS

Electrical extension cords shall be properly grounded and visually inspected before each day's use for external defects and for indication of possible internal damage. Damaged or imperative cords shall be immediately replaced.

2.17 WELDING CABLES

Substantial insulated connectors shall be used when it becomes necessary to connect or splice lengths of cable to one another. There shall be no exposed metal parts in any splice. Terminal nuts shall be protected by rubber boots.

2.18 TEMPORARY ELECTRIC POWER LIGHTING

Refer to your Company or project "Lock Out/Tag Out" Program.

- A.** All temporary power lines shall be handled as if energized.
- B.** Only authorized personnel may energize an electrical service.
- C.** All energized electrical panels shall have protective covers in place.
- D.** Electrical room doors shall be kept closed and properly secured with the proper "warning of electrical hazards" signs attached.
- E.** Temporary lighting bulbs shall be double insulated and suspended by proper attachments at the socket connector per all current NEC standards.
- F.** Temporary lighting bulbs shall be protected with proper covers at all times.
- G.** Temporary lighting shall maintain a minimum of (5) foot-candles in all areas of construction.

2.19 COMPRESSED GAS CYLINDERS

- A.** Compressed gas cylinders shall be secured in an upright position at all times to prevent falling, and protected from extreme heat and from being struck by moving equipment and falling objects. Special wrenches must be in place; valve shall not be opened more than 1 ½ turns. Regulators must be used at all times.
- B.** If transported by crane, hoist, or derrick, compressed gas cylinders shall be secured on a cradle, sling board, or pallet; never by magnet, wire or fiber rope, web, or chain sling, nor by dragging. Regulators shall be removed.
- C.** Oxygen cylinders must never be stored near highly combustible materials, especially oil and grease, or near compressed fuel gas cylinders. Oxygen and fuel gas cylinders in storage shall be separated by a distance of 20 feet or by a wall five feet high, lined with a minimum ½ hour fire-resistive material.

D. Valve protection caps shall be placed on cylinders not in use or that are empty, and such cylinders shall be marked "EMPTY"

E. Cylinders containing oxygen or acetylene or other fuel gases shall not be taken into confined spaces.

2.20 EXPLOSION AND GAS HAZARD

Refer to your Company or project "Confined Space Entry" Program.

A. No work involving a source of ignition shall be attempted near any pit, manhole, open sewer, drain vent, pipe trench, or any enclosed space until tests have been made with a calibrated hydrocarbon vapor detector and oxygen detector, and when such tests indicate the atmosphere is safe for hot work.

B. At locations where toxic gas may be present, similar tests with a calibrated toxic gas detector and oxygen detector shall be made, and no work shall be performed in the location until such tests indicate toxic gas concentrations lower than 19 percent by volume, or until protective measures have been taken.

2.12 FIRE HAZARDS

Each employee shall comply with the following fire prevention, detection and control requirements as applicable:

A. Do not smoke in areas posed with "NO SMOKING" signs.

B. Do not tamper with fire extinguishers, fire hoses, fire detectors, and other equipment intended for detection and extinguishing of fires.

C. Properly report any damaged, malfunctioning or empty fire extinguishers to your immediate supervisor so repairs can be made or refills can be made in a timely manner.

D. Know the fire codes, where to go and what to do in the event of a fire. Follow the site-specific fire prevention program developed for this project.

E. No open fires are permitted. Including cooking apparatus.

F. All flammable fluids shall be in Underwriters Laboratories approved metal containers.

G. All flammable fluids shall be removed from the roof areas at the end of each shift.

H. Temporary standpipes shall be within two floors of the working deck.

I. A fire watch has been established for any hot work on the project and a permit system must be followed that addresses a minimum 30 minute fire watch after the work is complete (60 minutes in the most cases so check with the superintendent), blankets, shield, PPE, preplanning with other trades, and 20lb ABC fire extinguishers.

J. Temporary Heating Devices must be tested frequently by the competent person to maintain a fresh air flow sufficient to maintain the health and safety of all employees. If a competent person deems natural airflow inadequate, then mechanical ventilation must be provided.

K. Heaters used in the vicinity of tarpaulins, canvas or similar coverings must be located at least 10' from the covering.

L. Solid fuel salamanders are not allowed in buildings or on scaffoldings.

2.22 FUELING EQUIPMENT

A. No gasoline or diesel engine shall be fueled while equipment is in operation.

B. If fuel cans are used for refueling, they shall be Underwriters Laboratory approved metal safety fuel cans with a flash arresting screen, spring closing lid and spout cover that will safely relieve internal pressure if the can is exposed to fire.

C. No plastic fuel containers are permitted.

D. There shall be no smoking or open flames within 25 feet of fuel storage tanks, fuel pumps, or refueling operations.

E. All fuel storage tanks shall be electrically interconnected (bonded); such electrical bonding shall not be removed without authorization.

2.23 VEHICLE OPERATION

A. Each vehicle driver and operator of rubber-tired construction equipment shall comply with job speed limits and traffic control procedures.

B. No vehicle with an obstructed view shall be backed up unless it is equipped with an operating back-up alarm signal that is audible above the surrounding noise, or when a flagman signals that is safe to do so.

C. No employee shall be transported in a vehicle unless inside cab seating is available.

2.24 HAZARD COMMUNICATION STANDARD

As an employee, you have the legal "Right to Know" about certain substances you are working with, in, near or around. The substance list is a long listing of chemical names from acetylene to Zink.

- The responsibility to regulate these laws fall onto the following agencies:
- Occupational Safety and Health Administration (OSHA)
- The Department of Public Health
- The Department of Environmental Quality Engineering (DEQE)
- The Division of Industrial Safety

THE MAJOR ELEMENTS OF THE STANDARD ARE:

A. WORKPLACE NOTICE

Informs you of your rights under State law

B. CONTAINER LABELING

Any container(s) of toxic or hazardous substance on the list shall have a label prominently located on it which names the chemical contained. The label must be in boldface lettering, in English, on a contrasting background, including the National Fire Prevention Association (NFPA) code, if applicable, not able to be obliterated by rain, snow, or the elements. Containers of mixtures shall be labeled with the chemical name of each substance in the mixture. The size of the type of these labels ranges from 3/16" to 1/2"

C. REQUEST FOR A MATERIAL SAFETY DATA SHEET (MSDS)

You may examine or obtain (upon request at a reasonable time) a MSDS for a toxic hazardous substance to which you are, have been, or may be exposed. Your Company shall maintain copies of the required material safety data sheets for each hazardous chemical in the work place, and shall ensure that they are readily accessible during each work shift to you when you are in your work area.

2.25 DISCRIMINATION DISCIPLINE, DISCHARGE

You may not be discriminated against by reason of your exercising of your rights under this law.

Procedures are described in the law are to protect you from any unfair practice.

DISCIPLINARY ACTIONS

Superintendents are charged with the responsibility of enforcing these regulations. They have the backing, support, and assistance of the Company.

Nielsen Construction Group is a firm in its commitment to Safety and Incident Prevention. We require that all of our employees comply with its requirements and intent

- **INFRACTIONS WILL BE HANDLED AS FOLLOWS:**
- A non-serious violation will result in a written warning to the individual. This will include the date and the nature of the safety violation. Both the individual and the superintendent will sign the notice. One copy will be given to the employee and one copy will be kept with employee records.
- A serious violation will result in the immediate termination of employment for the duration of the project. (Similar records will be maintained as above).
- Infractions of the six-foot fall protection policy shall cause immediate removal of the person or persons causing the infraction from the project.

- Repeated serious violations – on subsequent rehire – will result in a letter to the craft union or subcontractor stating our intention of not rehiring the individual on a permanent basis or barring from Nielsen projects.

NOTES

Name _____
(Print Last First Middle)

Social Security Number: _____

Date of Employment: _____

I have read or will read, or have had read the Nielsen Construction SAFETY AND HEALTH HANDBOOK, including instructions and training on the Federal Hazard Communication Standard. I further understand that both my welfare and my job depend on my compliance and observance. I further understand that any violation of safety policies and/or rules may cause myself to receive discipline up to and possibly including termination.

I will be responsible for all PPE issued to me and for its use and proper maintenance.

Signature: _____ **Date:** _____

Project Name: _____

Superintendent: _____

Foreman: _____

Emergency Contact: _____

Emergency Phone Number: _____

IMPORTANT SAFETY RECORD

FILE WITH EMPLOYEE OR SUBCONTRACTOR