

## Subcontractor Disciplinary Policy

Soundbuilt Homes LLC believes that a safety and health Accident Prevention Program is enforceable without some type of disciplinary policy. It is the policy of Soundbuilt Homes LLC that in order to maintain a safe and healthy workplace, all subcontractors must be cognizant and aware of all company, state, and federal safety and health regulations as well as the company's disciplinary policy. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate termination of subcontractor.

1. A first-time violation will be discussed orally between superintendent and subcontractor. It will be followed up in writing and corrected immediately.
2. A second-time offense will be in written form and the subcontractor will be fined \$200. Subcontractor will be sent home for the day.
3. Any additional violations will result in subcontractor being removed from the jobsite for the day and a fine to be assessed at the rate of double the previous violation. If a third violation occurs, it will result in proof of fall protection course completion.

Any citations received by Soundbuilt Homes for a violation caused by a subcontractor and/or its employees will result in a fine to be assessed against the subcontractor.

If any subcontractor of this company knowingly and willingly violates any of the above safety rules or provisions, or if a subcontractor is involved in a preventable safety accident, the subcontractor will be immediately discharged.

## Hold Your Safety Meetings And attend ours!

- Be certain everyone knows the time and place of the next meeting.
- Insist that everyone attend.
- Pick an appropriate topic.
- Don't waste time - give the meeting your undivided attention.
- Be certain to document the attendance and the topics discussed.

If you prevented *one* injury, it is time well spent. Your topic may be one that some employees have heard many times, but there may be one person who is new or has never been told of the safety requirement for that topic. Repeating topics several times during the course of a project is beneficial as long as it applies to the work being done.

**As a licensed contractor in Arizona State you are required to know the all ADOSH and OSHA health and safety codes that pertain to your trade.**

## SOUNDBUILT homes

### SAFETY AND HEALTH POLICY FOR SOUNDBUILT HOMES LLC

The purpose of this policy is to develop a high standard of safety throughout all operations of Soundbuilt Homes LLC.

We believe that each subcontractor has the right to survive personal and occupational injury and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention here of Soundbuilt Homes LLC to initiate and maintain complete accident prevention and safety training programs. Each individual from top management to the working person is responsible for the safety and health of those persons in their charge and coworkers/contractors around them. By accepting mutual responsibility to operate safely, we will all contribute to the well being of others.

## General Safety Rules for Construction

- **Proper Storage**
  - Always store materials in a safe manner to prevent falling, rolling, or shifting.
  - Do not store materials in small amounts at the job location and in approved safety cans.
- **Good Housekeeping** - It is a part of the job.
  - Do not allow materials to accumulate.
  - Trash piles must be removed as soon as possible. There is a safety and fire hazard to accumulate trash.
  - Do not store materials from slabs, walkways, ramps, platforms, etc.
  - Remove or bend over the rails in lumber structure.
- **Safety Information/Equipment**
  - Do not use equipment to provide their own fire extinguishers and first aid kits while on site.
  - Fire extinguishing equipment is required to be used on jobsite locations assigned by superintendents.
  - Do not remove, dislodge or destroy any warning, danger sign, or barricade, or remove or tamper with any safety equipment or practice provided for your use or that is being used by other workers.
  - Do not block exits, traffic lanes, fire exits, or fire alarm pull stations.
  - All on-site crew leads are required to have a valid CPR certification.
  - Avoid intoxication, fatigue, stress, and avoid injury to yourself or others.
  - Get help with heavy or bulky materials to avoid injury to yourself or damage to equipment.
  - Standard guanoles must be erected around all floor openings and excavations must be barricaded. Contact your superintendent for more information.
  - Know your own body. Watch for signs of heatstroke and take appropriate actions to prevent injury or illness.
- **Personal Protective Gear**
  - You are required to wear head, eye, ear, respiratory, and leg protection in accordance with ADOSH/OSHA requirements.

- **Tools (Including Power Tools & Saws)**
  - Do not use tools that are not installed or power tools below use. Do not use any tools without the guards in their proper working condition. No "homemade" tools or extensions (handles) will be used.
  - All electrical power tools (unless double insulated), extension cords, and equipment must be inspected and approved by the superintendent.
  - All electrical power tools and extension cords must be properly installed.
  - Damaged cords must be replaced.
  - Do not use equipment unless you are trained in its operation and authorized by your firm to do so. Do not use tools for purposes other than intended.
  - All electrical power equipment and tools must be grounded or double insulated.
  - Do not use tools for purposes other than intended.
  - Keep all tools away from the edges of scaffolding, platforms, sheet openings, etc.
  - Do not use tools with split, broken, or loose handles, or burned or malfunctioned handles.
  - Do not use tools to strip and carry all tools in a container.
- **Ladder Safety**
  - Ladders are not to be placed against or used for other purposes.
  - Do not use ladders for stairs, breaks, or other purposes, or any purpose other than intended.
  - When you are ascending or descending a ladder, do not carry objects that will prevent you from holding on with both hands. Always face the ladder when ascending and descending. Do not jump from a ladder when descending.
  - Do not use ladders for other purposes, such as barricade the door to prevent its use and post a warning sign.
  - Only one person is allowed on a ladder at a time.
  - All joints between steps, rungs, and side rails must be tight. Rungs must be free of grease and oil.
  - Scaffolding must be in good working order and in place.
- **Motor Vehicles**
  - Do not use motor vehicles, other equipment, and utility vehicles.
  - Zero tolerance for operating motor vehicles under the influence of drug or alcohol.
  - All vehicles must be properly maintained per MSX.

- **Scaffold Safety**
  - Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing).
  - Scaffolds are not to be used for other purposes, such as for storage of materials and equipment.
  - Scaffolds and their components must be capable of supporting four times the maximum intended load.
  - Any scaffold that has been erected on uneven ground, on loose or unstable surfaces, ladders, etc., damaged or weakened in any way, must be immediately repaired or dismantled.
  - Do not alter any scaffold member by welding, burning, cutting, drilling, or bending.
  - Do not use scaffolds for other purposes, such as for storage of materials and equipment.
  - All scaffolds must be at least 18 inches wide unless otherwise specifically required or exempted.

## Fall Protection Safety

Falls from elevation are a major cause of injuries and deaths in the construction industry. We at Soundbuilt Homes LLC are committed to eliminating injuries caused by fall hazards by instituting a program of 100% fall protection for all fall hazards 10 feet or greater.

All work sites with fall hazards of 10 feet or more will have a site-specific fall protection work plan completed before any subcontractors begin work. The subcontractors that specify fall protection will be required to implement fall protection prior to starting work on our jobsites. All subcontractors will use fall protection when there is exposure to a fall hazard of 10 feet or more. Subcontractors who fail to do so will be subject to disciplinary action, up to and including dismissal.

The evaluation of the jobsite and the completion of the fall protection work plan will be done by a designated "competent person" who has an understanding of OSHA fall protection requirements and the fall protection systems available for use. All fall protection workplans are to be filled out prior to starting the job and posted on the jobsite for the duration of the work.

*Handwritten signature*