

# Subcontractor Disciplinary Policy

Soundbuilt Homes LLC believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, all subcontractors must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. 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 written form. Violation must be corrected immediately.**

**2. A second-time offense will be in written form and the subcontractor will be fined \$250. 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 fine amount. Repeat fall protection violations 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 be charged back to said subcontractor.

If any subcontractor of this company knowingly and willingly violates any of the safety rules or procedures, or puts his/herself or others in an imminent danger situation, 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 derive personal satisfaction from his/her job 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 at **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. Tie down or support piles if necessary to prevent falling, rolling, or shifting.
  - Flammable liquids shall be used only in small amounts at the job location and in approved safety cans.
- Good housekeeping – It is a part of the job.
  - Shavings, dust scraps, oil or grease should not be allowed to accumulate.
  - Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
  - Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.
  - Remove or bend over the nails in lumber that has been used or removed from a structure.
- Safety Information/Equipment
  - Contractors are required to provide their own fire extinguishers and first aid kits while on site.
  - Fire extinguishing equipment is required to be kept in designated locations assigned by superintendents.
  - Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of protective device or practice provided for your use or that is being used by other workers
  - Do not block aisles, traffic lanes, fire exits, gangways, or stairs.
  - All on-site crew leads are required to have a valid CPR certification.
  - Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
  - Get help with heavy or bulky materials to avoid injury to yourself or damage to material.
  - Standard guardrails must be erected around all floor openings and excavations must be barricaded. Contact your supervisor for the correct specifications
  - Know your own body. Watch for signs of heat/cold stress 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)
  - Proper guards or shields must be installed on all power tools before use. Do not use any tools without the guards in their proper working condition. No "homemade" handles or extensions (cheaters) will be used!
  - All electrical power tools (unless double insulated), extension cords, and equipment must be properly grounded.
  - All electrical power tools and extension cords must be properly insulated. Damaged cords must be replaced.
  - Do not operate any power tool or equipment unless you are trained in its operation and authorized by your firm to do so. Know the correct use of hand and power tools. Use the right tool for the job.
  - All electrical power equipment and tools must be grounded or double insulated.
  - Use tools only for their designed purpose.
  - Keep all tools away from the edges of scaffolding, platforms, shaft openings, etc.
  - Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- Ladder Safety
  - Inspect before use for physical defects.
  - Ladders are not to be painted except for numbering purposes.
  - Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
  - When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands. Always face the ladder when ascending and descending. Do not jump from a ladder when descending.
  - If you must place a ladder over a doorway, 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/or oil.
  - Safety feet must be in good working order and in place.
- Motor Vehicles
  - Be aware of pedestrians, other equipment, and utility locations.
  - Zero tolerance for operating motor vehicles under the influence of drugs or alcohol.
  - Must be properly licensed & insured per MSA.
- Scaffold Safety
  - Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing – always use a ladder).
  - Scaffolds and their components must be capable of supporting four times the maximum intended load.
  - Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, must be immediately repaired or replaced.
  - Do not alter any scaffold member by welding, burning, cutting, drilling, or bending.
  - Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.
  - Scaffold platforms 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 on that specific job will have been trained in the fall hazards and the method used 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 follow this policy are 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 worksheets are to be filled out prior to starting the job and posted on the jobsite for the duration of the work.