

# **BELAIR**

## **EXCAVATING**

**Integrated Sitework Services**

2010-2011

# **Employee Safety Manual**



**Colorado Office:** 9405 Alton Court, Henderson, CO 80640  
303.394.1300 Fax 303.394.1301

**Florida Office:** 6220 Taylor Road, Suite 106, Naples, FL 34109  
239.513.1300 Fax 239.513.2131

**Minnesota Office:** 2200 Old Highway 8 N.W. New Brighton, MN 55112  
651.786.1300 Fax 651.786.0769

# A SAFETY, HEALTH AND DAMAGE PREVENTION PROGRAM

*GOAL:*

**ZERO INJURIES, ILLNESSES AND  
DAMAGE PREVENTION**

*Safety is an Attitude and Prevention our goal*

2010 and 2011

### Certification

I have read Belair Excavating's safety rules attached to this form, and I understand that violation of the rules may lead to dismissal. Also, if injured on the job, I must report immediately to my supervisor for care and instructions.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_

# **Confidentiality Statement**

Contents of this safety manual have been designed by Belair Excavating for its internal use only. Any and all copies desired will require written permission from Belair.

# TABLE OF CONTENTS

## CHAPTER 1. SAFETY POLICY

- Section
1. Safety Memorandum
  2. "AWAIR" Program -Safety Responsibilities
    - Identify, Analyze and Control Hazards
    - Safety Committee
    - Safety Staff
    - Supervisory Personnel
    - Communicating to Employees
    - Work-Related Accident Investigation
    - Safe Workplace Practices and Enforcement
    - Annual Review of "AWAIR" Program
  3. Safety Training Program
  4. Safety Policy for Subcontractors
  5. Hazard Analysis and Control
  6. Accident Prevention Statement
  7. Accident / Incident Reporting Procedures
  8. Accident Investigation Procedures
  9. Return-to-Work Program
  10. Substance Abuse Policy
  11. Enforcement Procedure
  12. On Site Fuel Use Certification

## CHAPTER 2: SAFETY PLANS AND PROGRAMS

- Section
1. Asbestos and Training Program
  2. Biological Hazards
  3. Bloodborne Pathogen Awareness Plan
  4. Competent Person
  5. Confined Space Entry Program
  6. Crisis Management Program
  7. Electrical Safety Program
  8. Employee Access to Medical Records
  9. Employee Emergency Plan
  10. Fall Protection Program
  11. Fleet Vehicle Program
  12. Forklift Operation Program
  13. Hazard Communication and Right to Know Program
  14. Lead Awareness Program
  15. Lockout / Tagout Program
  16. Respiratory Protection Program
  17. Silica Awareness Program
  18. Lost Day Guidelines

## **CHAPTER 3. PROCEDURES FOR A SAFE WORKPLACE**

- Section
1. Aerial Platforms (Lifts/JLG's)
  2. Compressed Gas: Proper Handling
  3. Cranes and Rigging Procedures
  4. Excavating and Trenching
  5. Eye Protection
  6. Fire Protection
  7. Firearms and Weapons Guidelines
  8. General Safety Rules
  9. General Safety Rules and Instructions
  10. Hard Hat Policy
  11. Housekeeping Procedures
  12. Job Hazard Analysis
  13. Locates Procedures
  14. Materials Handling
  15. Mobile Earth Moving Equipment Policy
  16. Noise Protection
  17. OSHA Inspection Procedures
  18. Personal Protective Equipment
  19. Scrubber Policy
  20. Shop and Facility Safety
  21. Scaffold Safety
  22. Small Tool and Equipment Safety
  23. Stairways and Ladders
  24. Utilities
  25. Weather Work Guidelines
  26. Training Needs & Requirements

## **FORMS - FOR INTERNAL USE ONLY**

1. Accident Incident Report
2. First Report of Injury MN
3. First Report of Injury CO
4. First Report of Injury FL
5. Injured Employee - Authorization for Medical Records Release
6. Injured Employee - Temporary Pharmacy Program Form
7. Automobile Loss Notice
8. General Liability Notice of Occurance/Claim
9. Job Hazard Analysis
10. Tool Box Safety Meeting
11. Weekly Safety Meeting Agenda
12. Written Safety Offense Warning
13. Citation Form
14. Safety Violation
15. Facility Audit Checklist
16. Job Site Safety Checklist
17. Office/Shop Safety Audit Checklist
18. Daily Excavating Checklist
19. Soils Analysis Checklist
20. Driver's Vehicle Inspection Report
21. Employee Safety Manual Test A
22. Employee Safety Manual Test B