



## SUBCONTRACTOR EMPLOYEE CODE OF SAFE PRACTICES

1. **HARD HATS** must be worn at all times on all jobs, including welding operations.
2. **EYE PROTECTION** must be worn at all times.
3. **GLOVES** are to be worn as needed.
4. **SHIRTS** are to be worn by all workers. No ties, loose or ragged clothing permitted. Shirts with a 4" sleeve minimum are required. No sleeveless shirts or tank tops allowed.
5. **WORK SHOES** or boots that support the ankle and guard against puncture and toe wounds must be worn at all times.
6. Long pants that extend to the ankles must be worn. **NO SHORTS ALLOWED.**
7. Learn where **FIRE EXTINGUISHERS, TELEPHONES** and **FIRST AID KITS** are located and how to use them in emergencies.
8. **MSDS Sheets** must be sent/delivered to the work site prior to the commencement of your work.
9. Provide **FIRST AID KITS** and an **ADEQUATE WATER SUPPLY** for your employees.
10. Violation of **ANY** of the following items will subject your employee to removal from the project.
  - a. Violation of OSHA regulations.
  - b. Intoxication – coming to job premises or being under the influence or in possession of intoxicating liquors or narcotics.
  - c. Fighting or provoking a fight.
  - d. Horseplay in any form.
  - e. Removal and non-replacement of guardrails or other safety equipment.
11. **COPY TAILGATE MEETINGS AND SUBMIT TO WALLACE & SMITH SUPERINTENDENT ON A WEEKLY BASIS.**
12. **REPORT ALL ACCIDENTS, INJURIES and UNSAFE CONDITIONS** to Wallace & Smith Superintendent.
13. **KEEP YOUR WORKPLACE CLEAN:** Good housekeeping promotes safe and efficient work. Do not allow trash, scrap or boards with protruding nails to lie in your work area. Keep walkways, exits, stairs and landing clear of debris.
14. Check all **VEHICLES and EQUIPMENT** before using them to be sure that they are in proper operating condition.
15. **HAND TOOLS**, such as hammers, punches, picks, chisels must be inspected prior to using them.
16. **ALL ELECTRICAL EQUIPMENT** must be grounded.
17. Only trained, competent persons are to adjust or repair electrical equipment.
18. **GASOLINE** may be handled or stored only in approved Type II safety cans. Plastic gas cans are neither safe nor legal for use and are not allowed onsite. Do not use gas for cleaning parts or tools.
19. **OXYGEN and ACETYLENE EQUIPMENT: CYLINDERS** shall be secured UPRIGHT at all times. Watch out for nearby combustibles and keep bottles shielded or a safe distance from welding or cutting operations. Oxygen and acetylene bottles must be separated by at least 20 feet when stored.
20. **COMPRESSED AIR HOSES:** Be sure that all hoses are connected properly and are secured.
21. **INSURE THAT YOUR EMPLOYEES STAY OUT FROM UNDER and IN FRONT OF LOADS** on cranes, etc. Do not cause or permit a load to be carried over a worker who is unaware of it or cannot get clear.

22. **ALL LADDERS MUST BE INSPECTED** prior to the start of each job and equipped with safety feet. Damaged ladders must never be used. "Job Built" ladders are not allowed to be onsite. **LADDERS** must be on firm foundations, latched or hooked to the structure and extend 36" above the landing.
23. **NEVER CLIMB** or descend a ladder with anything in your hands or pockets; use a hand line for tools and equipment.
24. **STEPLADDERS** are never to be used in the collapsed position leaning against anything.
25. **WOOD SCAFFOLDS** must be of good sound lumber, not less than two planks wide, of not less than 2"x10" material, adequately overlapped and supported. Wheels on **METAL SCAFFOLDS** must be provided with locks. **GUARD RAILS and TOEBOARDS** must be in place on ALL scaffolding more than 6' in height. **NEVER REMOVE GUARD RAIL FROM SCAFFOLDING.** Documented, daily inspections are required by a "competent person."
26. **EXCAVATIONS** deeper than three (3) feet must be guarded by barricades, covered or backfilled at night and on weekends.
27. **TRENCHES** more than 5' deep shall be shored, sloped or a trench shield used and material stored at least two feet from the edge. Trenches more than 4' deep shall have ladders extending 3' above the trench, within 25' of workers in the trench. Subcontractor to obtain all necessary CAL/OSHA permits for excavations 5' or deeper.
28. **DRUG TESTING** at the time of a suspicious accident will be required by the Subcontractor. All fee's and devices necessary to provide the drug test will be required to be on site with the Subcontractor Foreman.
29. The general public will be in close proximity to the project. Instruct your employees; no foul language, no wolf whistles or badgering the public!

**ATTENDENCE AT A WEEKLY JOB SITE SAFETY MEETING IS MANDATORY!**