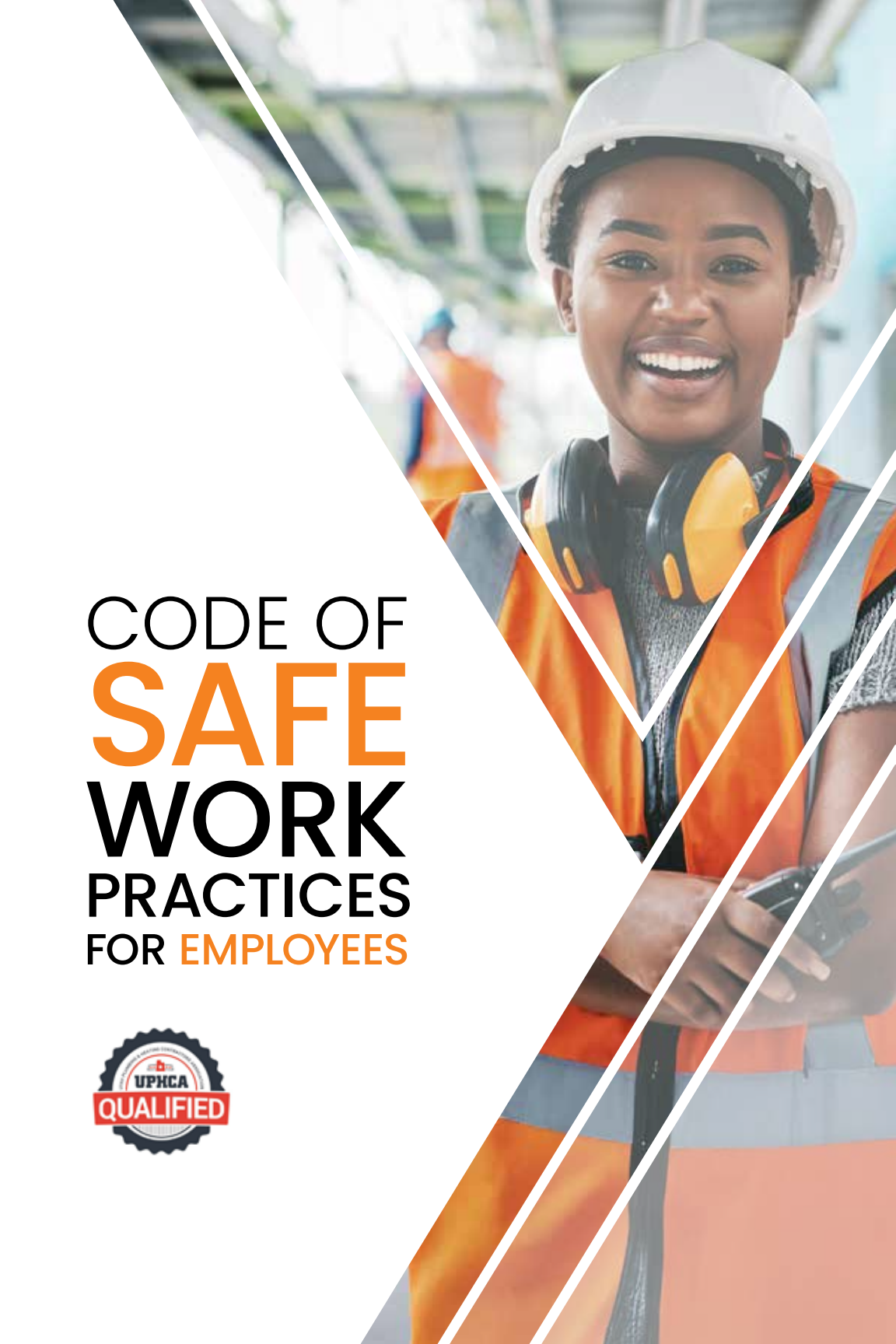

CODE OF SAFE WORK PRACTICES FOR EMPLOYEES

UPHCA QUALIFIED

Code of Safe Work Practices

All Workers on the Job Site Must Review and Sign!

The following Code of Safe Work Practices is designed to comply with Federal OSHA regulations. While this code is not all-inclusive, it serves as a foundation for safe work practices. Each employee/worker on all project sites shall review this Code of Safe Work Practices and shall be required to sign off acknowledging that they have reviewed this code and shall abide by this, and all applicable safety requirements (see page 7).

All employees, visitors, subcontractors and their staff on project sites must comply with OSHA, state and local safety requirements.

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1. All workers on project sites shall report unsafe conditions or practices to the superintendent. No employee reporting an unsafe condition shall be discriminated against in any way or subject to reprisal for their actions.
2. Superintendents are responsible for ensuring that new company employees or temporary workers receive training in safe practices relevant to their work, including reviewing this document, prior to starting their tasks.
3. Safety Meetings will be held weekly. All company employees and subcontractors are required to attend. All attendees will sign the Weekly Safety Meeting Report verifying attendance. Existing and anticipated site hazards will be discussed at this time, including other safety topics.
4. ALL INJURIES shall be reported promptly to the superintendent or workers' immediate supervisor so that arrangements can be made for first aid or medical treatment.
5. Anyone suspected of being under the influence of drugs or intoxicating substances, including prescription medications that impair their ability to safely perform assigned duties, shall not be allowed on the job while in that condition and could be subject to drug testing.
6. Horseplay, scuffling and other acts that tend to have an adverse influence on the safety or well-being of employees are prohibited.
7. Work shall be well planned and supervised to prevent injuries in the handling of materials. Proper safety measures should be employed while working around and using equipment of all types.
8. Employees shall not be permitted or required to work when their capacity or alertness is compromised by fatigue, illness or other factors that could pose an undue risk of injury to themselves or others.
9. Workers shall not enter manholes, underground vaults, chambers, tanks, silos or other similar places that receive little ventilation, unless it has been determined by a competent person that it is safe to enter. OSHA confined space regulations shall be followed.
10. Workers shall ensure that all guard rails and other protective devices are properly installed and adjusted and shall report damaged or missing guard rails or floor penetration covers immediately to the superintendent or foreman.
11. All subcontractors are required to furnish a competent person, as defined by OSHA, for their trade and are responsible for seeing that their employees are trained to safely perform their tasks.
12. Subcontractors are responsible for providing a proper fall protection plan, equipment and training for their employees. A copy of the fall protection plan shall be kept in the job site files.
13. Only trained workers can access a "controlled access zone." A competent person must train workers before entering that zone.
14. Any tool or piece of equipment with damaged or missing protective guards shall be immediately removed from use until such guards are replaced.

15. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received proper instruction from their supervisor or a competent person.
16. When lifting heavy objects, the large muscles of the legs instead of the smaller muscles of the back shall be used. Never attempt to lift heavy objects without the proper equipment or without the help of someone else.
17. All employees, workers and visitors shall wear approved hard hats or helmets as part of PPE at all times — no exceptions.
18. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn. Tennis shoes are strictly forbidden.
19. Shirts with sleeves and long-legged pants are required. No loose or frayed clothing is permitted. No shorts allowed.
20. Materials, tools or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
21. Gasoline shall not be used for cleaning purposes. All flammable products shall be used solely for the purpose for which they are manufactured and stored under OSHA guidelines.
22. A copy of the Hazardous Communications Program shall be kept on site. This program is available to all employees for review. All subcontractors shall provide a copy of their respective Hazard Communication Programs for review by the Superintendent.
23. Subcontractors will provide copies of Material Safety Data Sheets (MSDS) for all hazardous materials or products they bring onto the project site. Copies of all applicable MSDS shall be available on site for review or reference.
24. All work activities must be organized to ensure that employees are positioned facing ladders during operations. Climbing ladders should be performed using both hands, always maintaining three points of contact when climbing and descending. Access ladders are required to be securely tied off and must extend at least 3 feet above the landing.
25. Welding gas containers shall be stored and secured upright, separated properly and capped when not in use.
26. Any damage to scaffolds, falsework or other supporting structures shall be immediately reported to the superintendent.

27. Keep all tools and equipment well-maintained and functional at all times. Any defective equipment should be promptly reported to the superintendent.
28. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE." Such tools shall be removed from service until repaired.
29. Power tools shall not be used with guards "blocked," removed or otherwise disabled. Such tools shall be removed from service until repaired.
30. Only appropriate tools shall be used for the job. All tools shall be used only for the work for which they are designed. The use of handle extensions on wrenches, the use of screwdrivers as chisels or other "modifications" to tools is prohibited.
31. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes are to be used.
32. Electrical service panels must have breakers marked as to what area they service.
33. Electric cords shall be protected from damage. Damaged cords shall be replaced.
34. Only authorized/qualified persons shall operate equipment or machinery. Operators shall provide the required certification when applicable.
35. All machinery and equipment shall be shut off or disconnected when servicing, repairing or refueling. Appropriate lock-out procedures shall be used.
36. Loose or frayed clothing, long hair, finger rings, etc., shall not be worn around equipment or tools where there is a danger of entanglement.
37. Air hoses shall not be disconnected at high CFM compressors until the hose line has been bled.
38. All excavations shall be visually inspected daily by a competent person to ensure that slopes, access and shoring are correct and before backfilling to ensure that it is safe to backfill. Access ladders should be no more than 25 feet apart.
39. Excavating equipment shall not be operated near the top of cuts, banks or above where employees are working.
40. All employees, subcontractors and their employees shall maintain their work areas in a safe condition. This includes the clearing and removal of debris daily — more often if conditions require.
41. Superintendents must maintain up-to-date First Aid and CPR certification at all times. Each subcontractor shall, at a minimum, have the foreman trained in First Aid and CPR. All workers with certifications shall be identified on the job.
42. No radios are allowed on the project site.

This "Code of Safe Work Practices" is not all-inclusive. It is, however, the foundation for safety best practices. Any worker who fails to comply with this policy is subject to disciplinary action. Any willful disregard for safe work practices is cause for immediate dismissal. ▲

Safety Resources

FEDERAL OCCUPATIONAL SAFETY AND HEALTH (OSHA)

https://www.osha.gov

ROCKY MOUNTAIN CENTER FOR OCCUPATIONAL AND ENVIRONMENTAL HEALTH

https://rmcoeh.com

UTAH SAFETY COUNCIL

https://www.utahsafetycouncil.org/content/Default.aspx

UTAH LABOR COMMISSION

https://laborcommission.utah.gov/divisions/uosh/uosh-resources

INDUSTRIAL HYGIENE AND SAFETY WEBSITES

https://gobgc.org/redirect-abih

I certify that I have reviewed this Code of Safe Work Practices and understand what my responsibilities are in maintaining a safe work area.

Name (Printed)

Employee Signature

Date

Signature of Superintendent or Safety Engineer

Company

Date

This page is for the employers record.

The Code of Workplace Safety Practices serves as a foundational resource to help your organization establish and maintain a culture of safety and a secure working environment for all employees. Please note that this document is not legally binding; each company should review it to ensure the information remains current and relevant.

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