**SAFETY POLICY STATEMENT**:

It is the desire of Management to protect employees from accidental injury and damage to health while working for our organization. Zero injuries are the ultimate goal to return our employees home the way they came to work, injury free. At the management level, we are committed to provide a safe and healthy worksite. In return we expect you, the employee, to support the established safety policies and to cooperate fully with the procedures and practices which have been implemented to ensure everyone's safety. Injured employees are returned to work as soon as medically possible. *(See the Transitional Duty Program).*

Certain construction operations require the presence of a competent person. The construction section of the OSHA Act defines a competent person as one "...who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them."

The important part of this definition is that the "competent person" must have the authority to take immediate action to take prompt corrective measures. The foreman is the person at the jobsite who has this authority. It is also the responsibility of everyone on the jobsite to inform the foreman of any hazardous conditions which exist. Everyone has “Stop Work Authority” and the responsibility to maintain a safe work environment.

All of us, from the management on down, have a responsibility to safety. These responsibilities, outlined below, must be understood and supported by all employees in order for our safety program to be effective.

**RESPONSIBILITIES**

**1. Management**

a. Provide visible top management involvement in implementing and enforcing the company safety and health program.

b. Assign safety responsibilities to employees at all levels to ensure the responsibilities are understood and that essential tasks are performed.

c. Establish safety rules and procedures designed to protect the employees and others associated with a project.

d. Communicate a clear goal for the safety and health program, and define objectives for meeting that goal as part of the management’s commitment to a safe and healthy workplace.

e. Commit the necessary personnel with enforcement authority and resources to ensure employee safety.

f. Discipline any employee disregarding the company safety procedures.

g. Conduct reviews on the effectiveness of the safety program to include jobsite inspections, record keeping procedures and to evaluate how well the goals and objectives are being met.

h. Encourage employee involvement in the review and updating of the company safety program to ensure their commitment and support for a safe work place.

i. Maintain a working knowledge of OSHA, EPA and IOSHA regulations and modify company safety polices to reflect those changes.

j. Hold monthly documented safety meetings to train employees on hazards which may arise in our workplace.

k. Clarify any areas of the company safety programs that are not clearly defined.

**2. Safety Director / Safety Committee**

A safety committee is employed who is responsible for implementing the company safety programs. WMI has designated a responsible individual as noted on the org. chart as our company safety Director. The Safety Committee will manage the following activities:

a. Provide to all levels of management the services and technical advice needed for proper administration of the Safety Program.

b. Establish procedures and guidelines for safety program(s) and update as necessary.

c. Maintain current knowledge of federal, state and local regulations and maintain outside professional contracts.

d. Be available regularly during pre-construction and construction for the purpose of inspection to determine compliance with OSHA regulations and project safety rules.

e. Review all accidents and injury reports and maintain accident information.

f. Make analysis of statistical data. Identify problem areas and make recommendations for solutions.

g. Coordinate safety training activities.

h. Prepare and distribute reports on the status of safety to executive management.

i. Recommend programs and activities that will develop and maintain incentives for, and motivation of employee safety.

j. Maintain technical guidelines and safety recommendations for special exposure situations.

k. Maintain written Hazard Communication Program for the company.

l. Ensures Material Safety Data Sheets (SDSs) are received from the supplier and properly filed in the company SDS binders and distributed to all remote binders.

m. Provides necessary SDSs to each worksite according to chemicals used.

**3. Project Manager/Superintendent**

a. Is familiar with safety regulations related to his area of responsibility.

b. Plans work to ensure that the employees, materials, tools, and equipment are available to perform and work safely.

c. Notifies the Safety Director of any unusual or special safety or health hazards on the job.

d. Requires all subcontractors and sub-contractor’s personnel to comply with applicable WMI safety regulations.

e. Directs and coordinates safety activities applicable to the project.

f. Assures that foremen are aware of and comply with requirements for safe practices and conditions to be maintained on jobsites.

g. Reviews all accidents with the foremen and Safety Coordinator, submit accident reports and ensure corrective action is taken to alleviate the cause.

h. Monitors employee safety training.

i. Assures required safety posters are available and posted at the jobsite.

j. Maintains Safety Data Sheets (SDSs) for all chemicals used on the jobsite and coordinates with other employers as to location and availability of their SDSs.

k. Insures that all weekly jobsite safety meeting notes are signed and returned to the office.

**4. Office**

a. Maintains all records of accidents that have taken place during company operations on forms designated by OSHA, insurance company and other authorized agencies.

b. Processes all paperwork associated with accidents, onsite inspections and in-house audits. Maintains permanent record for company files.

c. Prepares all notices required by OSHA, State and other appropriate agencies for posing at each construction project location in accordance with designated time regulations. Example: OSHA Form 300, Log and Summary of Occupational Injuries and Illnesses).

**5. Foreman**

a. Is familiar with and enforces established safety procedures applicable to company operations on the jobsite.

b. Instructs the workers to follow safe work practices.

c. Maintains safe conditions throughout the job.

d. Makes available the necessary personnel protective equipment, job safety materials and first aid supplies.

e. Assures that safety devices and proper protective equipment are used by persons under his supervision.

f. Develops a cooperative attitude toward safety by setting a good example.

g. Continuously watches for unsafe physical conditions and unsafe workers behavior and corrects immediately and files a weekly Job Safety checklist.

h. Assures that accidents and injuries are treated and reported properly.

i. Investigates all accidents, obtains all pertinent data, files a complete report, and initiates corrective action.

j. Maintains an effective, positive line of communication regarding safety matters to the workforce.

k. Conducts weekly jobsite safety and HAZCOM training classes.

l. Attends monthly safety meetings

m. Conducts jobsite safety inspections as necessary, and files inspection checklist and report to the office.

**6. All Employees**

a. Thoroughly understand the work to be done and the safety

precautions that apply.

b. Report any unsafe condition, act or equipment to immediate supervisor/foreman. If the condition persists report it to the Safety Coordinator.

c. Use the required safety devices and proper personal protection safety equipment.

d. Works according to the company and project safety rules to avoid endangering themselves, fellow workers or the public.

e. Question any procedure believed to be unsafe. Always look at ways to improve safety.

f. Report all accidents and injuries to the supervisor/foreman immediately.

g. Assist in making the job as safe as possible.

h. Attend weekly jobsite safety meetings.

**7. Subcontractors**

a. The provisions of all safety responsibilities of WMI and all OSHA requirements apply to subcontractors and their employees working on projects for this company.

b. Report any unsafe condition or actions.

c. Inform project manager/superintendent of all injuries to subcontractor's employees.

d. Have available and provide copies, prior to the introduction of the materials to the jobsite of Safety Data Sheets (SDS) for all materials/chemicals used on the jobsite that require a SDS.

e. Attend weekly jobsite safety meeting.

I have read and understand the company safety policy statement and responsibilities set forth by Wagner-Meinert, LLC to insure my safety.

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| **Revision / Review History** | | | |
| --- | --- | --- | --- |
| **Revision** | **Date** | **Authorized By** | **Changes** |
| 1 | 9/11/2000 | Safety Director | New Program |
| 2 | 1/15/2001 | Safety Director | Annual Review |
| 3 | 1/10/2002 | Safety Director | Annual Review |
| 4 | 1/11/2003 | Safety Director | Annual Review |
| 5 | 1/15/2004 | Safety Director | Annual Review |
| 6 | 1/10/2005 | Safety Director | Annual Review |
| 7 | 6/27/2006 | Safety Director | Annual Review |
| 7 | 9/6/2007 | Safety Director | Annual Review |
| 7 | 8/23/2010 | Safety Director | Annual Review |
| 7 | 10/3/2012 | Safety Director | Annual Review |
| 7 | 11/10/2012 | Safety Director | Annual Review |
| 7 | 9/25/2013 | Safety Director | Annual Review |
| 8 | 6/13/2016 | Safety Director | Annual Review-Updated and new format |
| 8 | 6/26/2017 | Safety Director | Annual Review |
| 8 | 5/22/2018 | Safety Director | Annual Review |
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