

***HEALTH AND SAFETY PLAN
3D CONTRACTING OF CENTRAL JERSEY INC.***



WRITTEN AND APPROVED BY:

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SECTION I

POLICY

3D Contracting of Central Jersey, Inc. (3D) recognizes its responsibility to ensure the safety of employees working on the company's premises or on a job site by not exposing them unsafe work conditions. Therefore, 3D Contracting has established a Health and Safety Program for its employees.

This program shall be administered by the management of 3D Contracting and includes monitoring, enforcement and updating. The program administrator(s) will give final approval to the safety program and be the arbiter on all facets of this program, should conflict arise.

The program administrator(s) may delegate and make assignments to achieve satisfactory results, but will always retain responsibility for its success.

3D employee's working on the company's premises or on the job site have received training concerning the content of this program. The distribution and training is documented and has been made part of the employees permanent files.

This policy is approved and endorsed by the officers of 3D for the period from 1/09 to 12/09 when revisions will be made as necessary to this program.

PURPOSE

The purpose of this safety plan is to provide guidelines for 3D Contracting to eliminate all serious injuries and the consequences of all accidents to negligible levels. Injuries to the employee are of first and primary consideration. Facility and property damage is the secondary consideration.

SCOPE

This plan assigns responsibilities, outlines actions and provides safe guidelines and methods which will reduce manpower and monetary losses resulting from accidents, thus providing efficient utilization of resources and advancing the effectiveness by which 3D Contracting projects will be completed.

PHILOSOPHY

The philosophy of the 3D Contracting Health and Safety Program is that through engineering, preventative maintenance, training, adherence to all work practices and regulations, along with motivation of our employees, all accidents can and must be prevented.

RESPONSIBILITIES

- 1) Management - Under the Federal Occupation Safety & Health Act, Title 29 CFR, management is responsible for planning deliberate accident prevention measures, providing safe equipment and working conditions, training a competent and safety minded force, and maintaining the records prescribed for accidents, illness and injuries.

- 2) Supervisors - Are responsible for observing and evaluating training, correcting deficiencies, unsafe conditions or defective equipment when detected or reported by employees, government officials, or insurance representative.
- 3) Employees - Are responsible for following the company's safety program and for reporting unsafe conditions to their supervisor.

SECTION II

TRAINING

- 1) Each employee of 3D Contracting will be instructed in the company safety policy.
- 2) Each employee will be trained in correct methods of lifting and obtaining assistance for heavy or awkward loads to prevent back injuries.
- 3) Each employee will be given special instructions on methods to prevent falls.
- 4) Unskilled workers assigned to assist skilled mechanics will be given specific instructions concerning of the work they are called upon to do, and will be informed of any hazards associated with the work.
- 5) Specific instructions will be given in making calls for emergency help to various agencies.
- 6) Notice of telephone numbers of emergency agencies will be posted clearly at the workplace.

FIRST AID

- 1) A First Aid Kit will be available for use by employees requiring minor first aid from the site supervisor.
- 2) All injuries will be reported.
- 3) Any injury, other than minor, will be treated by qualified emergency personnel only.
- 4) Any person taking medication, i.e., antihistamines, analgesics, must notify the site supervisor. The site supervisor will assign work accordingly.

FIRE PREVENTION

- 1) Approved types of fire extinguishers will be furnished on the project when working with open flames.
- 2) Gasoline, solvents and kerosene will be handled using approved safety cans or the originally supplied container.
- 3) Engines will be shut off while fueling.
- 4) Oily rags and waste will be collected daily.
- 5) A fire watch will be kept for one hour after cutting or welding.
- 6) Combustible material will be removed from front areas where falling sparks from cutting or welding may fall.
- 7) Portable heaters when in use will be monitored regularly.

HOUSEKEEPING

- 1) Tripping hazards will be eliminated by removal of hose, cables and ropes from walkways, proper storage of materials and proper disposal of waste materials.
- 2) All waste debris shall be collected daily.
- 3) Nails shall be removed from lumber or flattened immediately.
- 4) Spills of materials will be cleaned up immediately.

INDIVIDUALS PROTECTIVE EQUIPMENT

- 1) Worker will be thoroughly indoctrinated in the use of required protective equipment.
- 2) All personnel will wear hard hats in areas where there is a possible danger of head injuries from impact from flying or falling objects.
- 3) Goggles or safety glasses will be worn for all chipping, grinding and drilling.
- 4) Goggles or safety glasses will be worn when using pneumatic or impacted tools.
- 5) Proper respiratory protection will be used by all employees exposed to dust or airborne particles.
- 6) Respiratory protection needs will be evaluated regularly and appropriate training will be completed.
- 7) Sturdy work boots or shoes are to be worn at the job site. (No sneakers or open shoes permitted).

CONFINED SPACE

- 1) No employee will enter a manhole, tank or confined space without approval from the main office.
- 2) All projects will be evaluated for the presence of confined space hazards.

HAND AND PORTABLE TOOLS

- 1) All tools shall be in good condition without mushroomed heads and split handles.
- 2) Damaged tools shall be repaired promptly or removed from unsafe.
- 3) Tools shall not be left overhead to fall.
- 4) Throwing of tools is prohibited.
- 5) Blocking or cribbing shall follow closely all lifts with jacks.
- 6) Guards will not be removed or altered from cutting, rotating or moving machine parts.
- 7) Handles or wrenches or come-alongs will not be extended with lengths of pipe.
- 8) Hose and cables for portable power tools will be secured to structures to prevent their falling.
- 9) All charges and studs will be stored in a secure location.
- 10) Use of power activated tools shall be limited to operators possessing proper training and certification.

TEMPORARY CONSTRUCTION

- 1) Ladders shall be long enough to project three feet above the top of the landing or properly tied off.
- 2) No single plank shall be used for staging, walkways, or to support ladder rungs.
- 3) Planks are to be secured in place, tested, marked and stored separately from other lumber.
- 4) Scaffolding shall be erected of sound materials, securely braced and provided with guard rails and toe boards to prevent falling or dislodging tools.
- 5) Posts of staging will on stand mud spills or leveling jacks.
- 6) Every opening in deck floor will be closed with a solid cover or surrounded with a rigid barricade.
- 7) Underground utilities are to be located by hand digging before excavation.
- 8) Rolling staging will be used with brakes on.

ELECTRICAL HAZARDS

- 1) All installations, temporary as well as permanent work, shall comply with National Electrical Code and shall be installed by licensed electricians.
- 2) Portable generators shall be properly grounded to ground rods or water lines.
- 3) Electric welders will be grounded and bonded to engine.
- 4) All 15 amp and 20 amp receptacles or outlets used for single phase circuits throughout the project will be installed with approved Ground Fault Circuit Interrupters (GFI) operating on ground fault current of not more than five milliamperes or the tools must have GFI protection on the extension cord used.
- 5) Portable electric tools will be grounded with three wire cords and receptacles or by bonding wires to low resistance ground leads unless of Underwriters Laboratories approved double electric extension cords are prohibited.
- 6) Lamp bulbs will be guarded.
- 7) Bypassing of protective devices will not be tolerated and switches and boxes will be closed.
- 8) No work will be performed on "HOT" lines of any voltage.
- 9) Every portable extension cord on the project will be inspected prior to use for defects. Any defective cords will be removed from service.
- 10) Connection to building electrical system or interruption of power will be coordinated through the owner's representative.

SAFE CLEARANCE PROCEDURE

- 1) Before repairing, connecting or adjusting mechanical, electrical, pressure, or hydraulic system, inadvertent operation will be prevented by locking of switches, controls, or valves, or choking moving parts.

POWERED EQUIPMENT

- 1) Every machine will be inspected prior to work on the project by the operator or mechanic with the site Supervisor and safe operating conditions documented.
- 2) All machines will be examined daily for safety appliances and conditions, and all defects repaired promptly.
- 3) Periodic maintenance schedules will be followed as recommended by the manufacturer.
- 4) No cranes and hoists will be operated without approval from the main office.
- 5) The block and tackle used for hoisting buckets will be inspected prior to use.

HAZARDOUS MATERIAL

- 1) All employees will receive hazard communication training. Material Safety Data Sheets (MSDS) for each substance used will be maintained at the site for use by the employees.
- 2) Waste materials, containers and liners are to be identified, inventoried, packaged, stored and transported for disposal in accordance with regulations.
- 3) Discarded materials, containers and demolition from the building will be separated.
- 4) Materials permitted by local landfills may be disposed of directly.

EMERGENCIES

- 1) In the event of a warning of a severe storm, personnel will be evacuated and the equipment secured to prevent loss or damage.
- 2) At the prospect of a thunderstorm, all work will be suspended.
- 3) All personnel of 3D Contracting, Inc. will be instructed in prevention and recognition of heat exhaustion and wind chill.

ACCIDENT REPORTING, ANALYSIS AND PREVENTION

- 1) Supervisors will analyze unsafe conditions, defective equipment, failure of maintenance or improper acts, then initiate corrective actions to prevent reoccurrence. Supervisors at all levels will follow-up by training and observation directed to prevention of repetition.
- 2) Safety meetings will review accidents and discuss remedial action.

SECTION II
Injury Procedure

SITE SUPERVISOR WILL IMMEDIATELY TAKE CHARGE

- 1) Supervisor will evaluate seriousness of injury.
- 2) Notify main office to discuss actions.
- 3) Arrange for transportation (ambulance, company vehicle, etc.), depending on seriousness.
- 4) Do not move anything unless necessary, pending investigation of accident.
- 5) Accompany or take injured to medical facility (depending on extent of injury).
- 6) Remain with injured until relieved.
- 7) Notification to appropriate family or others will be made by main office.

DOCUMENTATION

- 1) Injuries requiring doctor/out patient care. After the emergency actions following an accident, an investigation of the accident will be conducted by the site supervisor and any witness to determine the causes. The findings shall be documented on our accident form.
- 2) Major injuries (fatality or multiple hospitalizations). Top management must see that the Department of Labor and Industries is notified as soon as possible (at least within 24 hours). They will then assist the Dept. in the ensuing investigation.
- 3) Minor injuries (cuts, scrapes, trips and bumps, etc.) shall be reported to the site supervisor and main office.



SUPERVISOR'S REPORT OF AN ACCIDENT

Date: _____ Exact time reported to you: _____

Injured Employee's name: _____

Who reported it? _____

Names of witnesses: _____

Described the accident: _____

Did the accident require a doctor's treatment? _____

Name of Doctor seen: _____

Date and time of next doctor appointment: _____

Was this Employee competent and skillful in his/her job? _____

What were the causes? _____

Will this be a lost time case? _____

Has this employee had other industrial injuries? _____

How many? _____

Describe actual injury: _____

Employee Address: _____

Phone: _____ Employment Date: _____

Social Security #: _____ D.O.B.: _____

Name of Insurance Co.: _____ Name: _____

Reported to Insurance Co./Date: _____

Comments: _____

Signature: _____ Date: _____

SITE SUPERVISOR MEETINGS

We believe that there is no magic formula for the prevention of accidents. Hard work and perseverance are required, with the crew leader being the key to a successful result.

A) PURPOSE

To assist in the detection and elimination of unsafe condition and work procedures.

B) PROCEDURES

The following guidelines will be followed:

1. *Daily*

- Safety meetings will be held each morning before the sift begins. These will outline any special hazards to be encountered that day or any special equipment to be used.

2. *Bi-monthly*

- Safety meetings shall be held at least every other month.
- The attendance and subjects discussed shall be documented and maintained on file for one year.

C) SCOPE OF ACTIVITIES

- Discuss safety inspections with supervisor concerned.
- Accident investigation to uncover trends.
- Review accident reports to determine means or elimination.
- Accept and evaluate employee suggestions.
- Review job procedures and recommend improvements.
- Monitor the safety program effectiveness.
- Promote and publicize safety.

Project Name: _____
Project No: _____
Date: 1/17/2013



SITE SAFETY MEETING

Attended By:

Name	Company	Signature

EMERGENCY PLAN

3D Contracting will provide employees with a list of emergency numbers pursuant to each job location.

- The listing will contain:
1. Name of town job site is located in
 2. Police phone number
 3. Fire phone number
 4. Rescue phone number
 5. Name, address, phone number of local hospital
 - a) Directions to the hospital from the job site
 6. Name and location (street address) of job site
 7. Any other numbers necessary for emergency notification

Refer to **Section II** Emergencies and First Aid for specific procedures to follow in an emergency.

JACKSON CROSSING EMERGENCY NUMBERS

POLICE 911 FIRE 911 RESCUE 911

POLICE NON-EMERGENCY #732-928-1111

JOB LOCATION: .

HOSPITAL:

WALK-IN:

DIRECTIONS

To Hospital:

To Walk-In:

Police Station:

SECTION IV

EMPLOYEE RESPONSIBILITY

- 1) Report all on the job injuries promptly.
- 2) Report all equipment damage to you supervisor immediately.
- 3) Do not take chances; use your safety equipment as directed.
- 4) Follow instructions - ask you supervisor when in doubt about any phase of you operation.
- 5) Observe and comply with all safety signs and regulations.
- 6) Report all unsafe conditions or situations that are potentially hazardous.
- 7) Operate only equipment you are qualified to operate. When in doubt, ask directions.
- 8) Talk to management at any reasonable time about concerns that affect your safety or work conditions.

PERSONAL WORK RULES

- 1) Report every injury, no matter how slight to your supervisor immediately.
- 2) Horseplay, fighting, gambling, possession firearms, and possession or use of alcoholic beverages or drugs, except as prescribed by a qualified physician, are strictly prohibited.
- 3) Report all prescribed medication to the site supervisor.
- 4) Running on any construction site is strictly prohibited except in extreme emergencies.
- 5) Wear clothing suitable for the weather and the job.
- 6) Jewelry should not be worn.
- 7) Hard hats must be worn in all required areas where indicated.
- 8) Proper eye protection must be worn where you are exposed to flying objects, dust, harmful rays, chemicals, flying particles, etc.
- 9) Proper footwear must be worn by all workers on construction sites: safety boots are highly recommended. The wearing of sport shoes, sandals, dress shoes and similar footwear is strictly prohibited. Always use gloves, aprons, or other protective clothing when handling rough materials, chemicals or hot or cold objects.

GENERAL SAFETY RULES

- 1) Always store materials in a safe manner. Tie down or support piles if necessary to prevent falling, rolling or shifting.
- 2) Shavings, dust, scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.
- 3) Refuse piles must be removed as soon as possible.
- 4) Remove or clinch nails in lumber which has been used or removed from a structure.
- 5) Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.

- 6) Do not block aisles, traffic lanes, fire exits, gangways, or stairs without approval be main office.
- 7) Avoid shortcuts - use ramps, stairs, walkways, ladders, etc.
- 8) Standard guardrails must be erected around all floor openings and excavations must be barricaded. Contact your supervisor for the correct procedures.
- 9) Get help with heavy or bulky materials to avoid injury to yourself or damage to the material.
- 10) Keep all tools and materials away from the edges of scaffolding, platforms, shaft openings, etc.
- 11) Do not use tools with split, broken, or loose handles, burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container or pouch.
- 12) Use hand and power tools for the intended application.

LADDER SAFETY

- 1) Inspect before use for physical defects.
- 2) Ladders are not to be painted except for numbering purposes.
- 3) Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- 4) When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- 5) Always face the ladder when ascending or descending.
- 6) If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- 7) Only one person is permitted on a ladder at one time.
- 8) Always keep both feet on the ladder rungs while working.
- 9) Do not over extend when reaching.
- 10) Do not jump from a ladder when descending.
- 11) All joints between steps, rungs and sides, shall be tight.
- 12) Safety feet shall be in good working order and in place at all times.
- 13) Rungs shall be free of grease and oil.

EXTENSION LADDERS

- 1) All straight or extension ladders must be at lease three feet beyond the supporting object or properly tied off when used as an access to an elevated work area.
- 2) After raising the extension portion of ladder to the desired height, check to insure that the safety latches are engaged.
- 3) Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one quarter of the working length of the ladder.

STEP LADDERS

- 1) Do not place tools or materials on the steps or platform of a stepladder unless the stepladders are equipped with a tool holder.
- 2) Do not use the top two steps or ladder cap of a stepladder as step or stand.

- 3) Always level all four feet and lock spreaders in place.
- 4) Do not use a stepladder as a straight ladder.

SCAFFOLDING SAFETY

- 1) Inspect scaffolding completely before starting work for the following -
 - a) Guardrails, toe boards and planking secure
 - b) Locking pins at each joint in place
 - c) All wheels on moveable scaffolds locked
- 2) Always use a ladder to ascend or descend from scaffolding.
- 3) Scaffolds and their components shall be capable of supporting four times their maximum intended load.
- 4) Any scaffold including accessories such as planks, braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in anyway, shall be immediately removed from service.
- 5) Scaffold planks shall extend over their end supports not less than six inches or more than twelve inches, unless otherwise specifically required.
- 6) Scaffold platforms shall not be less than eighteen inches wide unless otherwise specifically required.
- 7) Where person are required to work or pass under the scaffold, scaffolds shall be provided with toe boards.
- 8) All scaffolds must be erected level and plum, and on a solid footing.
- 9) Do not allow workmen to ride on al rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.

TRENCHING AND EXCAVATING SAFETY

- 1) No one is authorized to enter any trench or excavation greater than 3 feet deep without prior approval from the main office.

AERIAL LIFTS

- 1) Inspect all lifts completely before starting work.
- 2) Check hydraulic fluid.
- 3) Inspect all safety equipment prior to use (i.e., harness, lanyard deceleration device).
- 4) Harness, lanyard with deceleration devise is required to be worn on all articulated or telescoping boom lifts.

“FAILURE TO DO SO WILL RESULT IN TERMINATION”

SECTION V

- 1) Acoustical Ceiling - Vinyl
- 2) Acoustical Ceiling #345
- 3) CCA Type C Pressure Treated Wood
- 4) CDX Softwood Plywood
- 5) Chalk - Blue
- 6) Chalk - Red
- 7) Concrete, Mason, Asphalt Sand
- 8) Dens Glass Gold
- 9) Diesel Fuel
- 10) Dura Clad Silicone Alkyd Enamel Gloss
- 11) Durock
- 12) Fiberglass Insulation
- 13) Gypsum Type X
- 14) Heating Oil
- 15) Hydraulic Oil AW 32
- 16) Interior Latex Flat Paint
- 17) Joint Treatment Ready Mixed
- 18) Kerosene
- 19) Low Density Fiberglass Insulation
- 20) Mason's Lime
- 21) MD-200 Panel & Foam Adhesive
- 22) MD-400 Construction Adhesive
- 23) Motor Oil - 30 weight
- 24) Mortar Mix
- 25) NP2 & SL2 Ext Caulk
- 26) Phenoseal Vinyl Adhesive Caulk
- 27) PL-200 Construction Adhesive
- 28) PL-400 Construction Adhesive
- 29) Portland Cement
- 30) Pyro-guard Treated Wood
- 31) RubberGard EPDM Series
- 32) Unleaded Gasoline
- 33) Wood Dust

SECTION VI

HANDLING OSHA INSPECTIONS

The Occupational Safety and Health Administration (OSHA) usually conducts jobsite inspections without advance notice, which can be an intimidating experience if you are unprepared to respond to an OSHA Compliance Officer. The Site Superintendent (or highest Ranking 3DG Employee onsite) shall handle any onsite OSHA inspections performed by a sanctioned OSHA Safety Inspector. To assist in the process please follow these guidelines:

- 1) Use the 3DG OSHA inspection report (next page) when walking with the inspector.
- 2) Record the Compliance officers Credentials, office address, phone number, then call to verify credentials.
- 3) Notify 3DG V.P. of Operations immediately upon OSAs arrival to the site.
- 4) Accompany the compliance officer throughout the duration of the inspection and escort them through the site.
- 5) Document all comments made by the compliance officer regarding jobsite conditions.
- 6) Cooperate fully with the compliance officers requests for interviews/documentation.
- 7) Correct any violations identified by the compliance officer immediately. If possible.
- 8) Provide records that support your compliance efforts or assist OSHA in determining time needed to correct any identified hazards.
- 9) Make sure OSHA Inspection Report form is filled out completely along with copies of notes, pictures and any documentation provided to the compliance officer.



Project: _____

Date: _____

Forman/Site-Supervisor: _____

OSHA INSPECTION

OSHA Inspectors Credentials	
Name:	
Phone:	
Address:	

Yes	No	
		Was the credential information Varified
		Did the inspector Wear prop safety equipment
		Were all subs cooperative
		Did the inspector take any documents from site
		Did the inspector copy any docs from site
		Did the inspector list items to correct
		Did the inspector instruct what next step will be

NOTES OF INSPECTION

<i>Location Inspected</i>	<i>Concerns</i>	<i>Describe any photos taken</i>

General Comments

*******ATTACH ANY PHOTOS TAKEN TO THIS REPORT*******