



Proof of Training

Print name: _____ Signature: _____ Date: _____

Housekeeping and Materials Storage

Purpose:

The purpose of this policy is to establish appropriate housekeeping and storage expectations to ensure a clean, organized, and safe work environment.

Scope:

This policy applies to all Unger Construction projects. The expectations outlined in this policy apply to all Unger Construction employees, subcontractors, suppliers, visitors, and vendors.

Responsibilities

Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually.

Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

Supervisors (Superintendents and Foreman)

Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

Workers (Employees and Subcontractors)

Unger Construction has high expectations and requires safety excellence for each employee, crew, project and for our entire company. Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

Hazardous Material Survey

Unger Construction requires hazardous materials surveys before demolition or renovation work begins. The survey shall include all of the following: A visual inspection of a facility or a portion thereof for suspect materials, sampling and laboratory analysis of any suspect materials found for the presence of asbestos. The hazardous materials survey will also furnish a written report that includes: a description of the area(s) visually inspected, a detailed description of any suspect material sampled, the results of any laboratory analysis of suspect materials, the method of analysis, and the total amount of asbestos containing material. Typically a floor or roof plan is included with the report to reference the written information visually.

The person conducting the survey must be certified pursuant to OSHA and/or EPA regulations. The survey may be performed by a certified Site Surveillance Technician (SST) under the supervision of a licensed consultant. Note: The survey may be performed by a certified Site Surveillance Technician (SST) under the supervision of a licensed consultant. Note: The survey needs to be kept in a project file so that it can be accessed when working on future projects.

If lead or asbestos have been confirmed to be present employees and subcontractors must follow Unger Construction's Lead and/or Asbestos program. If hazards such as asbestos or lead will be disturbed during remediation, a properly licensed professional must perform the work and follow appropriate regulations.

Job Hazard Assessment (Safe Work Plan)

Unger Construction utilizes JHA's as our means of hazard assessment and establishing a safe work plan. JHA's are performed by supervisors and/or workers. Our library of hazard assessments is maintained on the "S" drive. Before beginning a new task refer to the JHA library, generally speaking all scopes of our work are covered. For situations that have not yet been covered select one that is substantially similar and use it as a baseline. JHA's on the "S" drive are organized by work area and job description. JHA's include strategies for elimination, substitution, engineering and administrative controls. After applying all appropriate reduction and elimination technique, the remaining hazards will be analyzed and the proper PPE to reduce the hazards will be selected. PPE will be identified for hazards that are in the process of being reduced or eliminated and/or when hazard-reduction efforts are not 100% effective in eliminating the hazards.

For complex or moderate to high hazard tasks, tasks where an additional level of safety planning is needed, the safety director will perform the JHA with the supervisor and workers.

Training

Each worker shall be instructed as to their responsibilities in the Housekeeping Program by their superintendent or foremen upon initial hiring, upon a change in job assignment, and at periodic safety meetings.

Retraining will be performed when work site inspections indicate that an employee does not have the necessary knowledge or skills to safely work in or around noisy environments, or when changes to this program are made.

General Requirements:

All work locations shall be kept clean and free of debris and clutter, including off-shift or unattended hours. Clean-as-you-go practices are required. Do not wait until all work has been completed before cleaning up. Instead, break the work down into smaller tasks and clean the area after each task is completed. Work and storage areas must be inspected regularly to ensure compliance with this policy.

Materials, tools, and equipment stored in the work area for construction activities should be limited to materials that will be used in the same shift. Once the work is complete or personnel are leaving the work area at the end of the shift, all materials, tools, and equipment should be moved to a designated location and the area cleaned.

Dispose of debris in the appropriate receptacles. Use recycle bins/dumpsters for wood, metal, cardboard, plastics.

Storage Approval:

Storage of chemicals and equipment containing chemicals must be pre-approved by Unger Construction and the client's area owner.

Storage Identification:

All stored materials and equipment must be identified by the current owner. Identification must include the owners name and a contact number.

General Material Storage:

Storage must not prevent a clear safe path of travel in walkways, stairs, ladders, landings, platforms, etc.

When stacking of materials is required, all stacked items must be stable and limited to a height of four (4) feet. Unsecured overhead storage is prohibited. Storage in racks, cabinets, and shelving must not cause the rack, cabinet, or shelves to be top heavy. Store heavier items lower and lighter items on upper shelves. Any stored materials that could create a slip, trip, or fall hazard must be barricaded to prevent personnel from injury. Storage must not cause any contusion or laceration hazards. Sharp edges, protruding items, and impact hazards must be eliminated or protected.

Materials such as conduit, piping, and ductwork must be stored in racks when not in use. These materials must not be leaned against walls, columns or other equipment.

Storage must not force personnel into awkward positions (bending, reaching, overextending, ducking) for them to access their work locations. Storage is not permitted in stairwells and hallways unless approved by Unger Construction and the client's area owner. Storage must not interfere with electrical clearance requirements. Storage must not block any safety signage.

Chemical / Waste Storage:

All chemicals and equipment containing chemicals must be stored in approved containers and in approved areas. Chemicals brought on site by subcontractors, suppliers, visitors, vendors must be removed from the project at the completion of work.

Chemicals must be in approved containers. Flammable chemicals must be stored in a flammable cabinet. Incompatible chemicals must not be stored together. All chemicals must be properly labeled, at all times. Chemical/gas cylinder (welding, purging, leak detection cylinders) must be secured using the chest and knees protocol.

All dedicated chemical storage areas used by subcontractors, suppliers, and vendors must have material safety data sheets (MSDSs) readily accessible from the storage location.

Chemicals stored outside must be protected from weather and located / protected so that a leak will not cause a release to the environment.

Emergency Equipment and Exiting:

Storage must not block access to emergency and safety equipment such as: Fire extinguishers or fire hose cabinets, Safety showers and eyewashes, PPE storage cabinets Fire Sprinkler risers, fire hydrants, standpipes, or any other fire suppression system controls.

Storage is prohibited in exit paths, exit doors, exit discharges, stairwells, and assembly points. Temporary blockage of these areas must be approved by Unger Construction and the area owner. Alternate routes must be posted.