

# ***We do **Safety** the Wright way.***

All superintendents, foremen, and lead persons are responsible for enforcing the Code of Safe Work Practices. All workers, subcontractors, and visitors are responsible to comply with the Code of Safe Work Practices and other safety rules. Failure to follow the rules, may result in disciplinary action up to and including removal from the jobsite, suspension, or termination.

## ATTITUDE

- **“Attitude is Everything.” Always keep a safe and positive attitude. If you cannot focus on your work, please talk to your supervisor.**
- Respect other workers and their property.
- Harassment and bullying will not be tolerated at any time.

## ASBESTOS

- All demolition and renovation work requires an Asbestos survey before work begins

## BOOM LIFTS (MOBILE ELEVATED WORK PLATFORMS (MEWP) (F4)

- **Only trained and authorized persons shall operate Boom Lifts.**
- **Fall protection required (fall restraint or self-retractable lanyard (SRL).**
- Each boom lift shall have the operating manual onboard.
- Each piece of equipment shall be operated as per the manufacturer’s instructions.
- Boom lifts shall be inspected before each shift using an inspection checklist.
- Damage or unsafe boom lifts shall be reported to your supervisor immediately, and not used until fixed.

## CAUTION TAPE (YELLOW)

- Caution tape yellow shall not be crossed without the approval of the person who put up the Caution tape.

## CELL PHONES

- Workers (except supervisors) shall not use cell phones during work.
- Cell phone use of any kind is not allowed while driving a vehicle, forklift, boom lift or other equipment.

## COMPRESSED AIR

- Compressors shall have permits as per OSHA standards.
- Compressors shall be in good condition and inspected daily.
- Compressed air hoses shall not be disconnected at compressors until hose line has been bled.
- Use whip checks as required.

## CONCRETE PUMPING

- **Only trained and authorized workers shall operate concrete pumps.**
- Workers shall read the operating manual and follow the manufacturer’s instructions.
- Workers shall wear the required personal protective equipment (PPE), such as hardhat, goggles, face shield, hearing protection, boots, and protective clothing.
- Keep a first aid kit and eyewash station nearby for flushing eyes.
- Keep white vinegar or Neutralite nearby to treat concrete burns.

## CONCRETE PLACING/FINISHING

- **Workers shall be trained on concrete hazards and use proper PPE (goggles, face shield, rubber gloves/boots).**
- Always warm-up before work (Stretch & Flex).
- Drink plenty of fluids before and during work.
- Keep eyewash, white vinegar and/or Neutralite nearby for concrete burns.
- Use extreme caution with trowel edges – they can cause serious cuts.

## CONFINED SPACES

- **Only trained and authorized workers may enter confined spaces (confined space entry plan required).**
- Do not enter confined spaces such as manholes, underground vaults without training and authorization.
- A trained attendant with gas monitor and rescue equipment is required at all times.

## CONTROL OF HAZARDOUS ENERGY (Lock-Out/Tag-Out) (F4)

- **Only trained and authorized persons shall operate machinery or equipment (no exceptions).**
- Lock-Out Tag-Out (LOTO) procedures shall be used before working on equipment.
- Machinery shall not be serviced, repaired, or adjusted while in operation.
- Loose or frayed clothing, or long hair, dangling ties, finger rings, etc. shall not be worn around moving machinery or other sources of entanglement.

## CRANES (F4)

- **Only NCCO trained and authorized workers shall operate cranes.**
- **Crane operators shall have a formal evaluation documented on each crane they operate (April 2019).**
- The pick plan shall be submitted and reviewed by the WBTBC Risk/Safety Department 10 days in advance.
- Cranes shall be erected, operated, and maintained per OSHA crane standards.
- Equipment shall be inspected before each shift using inspection checklist.
- The operator’s manual shall be available in the cab.
- The swing radius shall be taped off with RED DANGER TAPE.

## DANGER TAPE (RED)

- **Red Danger Tape SHALL not be crossed at any time. (RED means DEAD).**
- Red Danger tape means a hazard exists that can cause a serious injury or death.
- Crossing red danger tape may result in immediate termination.

## DISCIPLINARY ACTION

- **Workers, visitors, and subcontractors shall follow all safety rules and safe work practices.**
- Failure to follow safety rules and safe work practices will result in disciplinary action leading up to and including removal from project, suspension, or termination.

## DRESS CODE

- No tank tops or sleeveless shirts. No excessive holes in shirts. Work boots required.
- No excessive holes in pants. No shorts. No low-wearing pants

## DRUGS AND ALCOHOL

- Drugs, alcohol, and other intoxicating substances are not permitted onsite.
- Anyone suspected to be under the influence of drugs/alcohol shall be reported to your supervisor immediately.
- All workers are subject to random and reasonable suspicion drug and alcohol testing at any time.
- Post-incident drug testing is conducted for all incidents, auto accidents, and near misses.

## ELECTRICAL CORDS (F4)

- **Electrical cords shall be inspected before each use.**
- Electrical cords shall be rated for the equipment used, and must be in good condition with 100% insulation, third ground prong, and properly secured to connections.
- Route electric cords to prevent damage from vehicles, scissor lifts foot traffic and sharp edges/metal studs.
- Damaged electrical cords and extension cords shall be replaced immediately.

## EMERGENCY ACTION PLAN

- **Review the Site-Specific Emergency Action Plan and learn the evacuation assembly areas.**
- Always stay with your crew and do not leave the job until allowed to.
- Learn how to use a fire extinguisher and know the locations.
- Know the location of exits, and keep stairs, hallways, and work areas clear.

## ENVIRONMENTAL PERMITS & NOTIFICATIONS

- An Asbestos Survey is required for all tenant improvement and demolition work. EPA NOI required 10 days before work starts (refer to WBTBC EPA flow chart).
- Storm Water Pollution Prevention Plan and DEQ NOI required for ground up jobs one acre or more in size. (refer to WBTBC SWPP flow chart).

## ERGONOMICS

- Start your day with the WBTBC “Warm-Up.”
- Use good posture when working at your desk and in the field.
- **Never lift more than 50 pounds – get help from your teammates.**
- Bend your knees not your back when lifting. Never overextend or overreach your physical limits.

## EXCAVATIONS (F4)

- **Only trained and authorized workers shall enter excavations.**
- Daily inspections and documentation are required by the Competent Person.
- Trenches five feet deep or more require shoring protection (sloping, shoring, or a shield)
- Access/Ladders are required every 25’ (one in center of 50’ excavation)
- An emergency rescue plan and equipment shall be in place before entering excavations.

## EXITS

- A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches (48 cm) or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.
- Exits stairs, and ladders SHALL be kept clear at all times and identified by “EXIT sign”.
- A double-cleated ladder or two or more separate ladders shall be provided when ladders are the only mean of access or exit from a working area for 25 or more employees, or when a ladder is to serve simultaneous two-way traffic.

## FALL PROTECTION (F4)

- **A Fall Protection Plan is required for all work at or above six feet.**
- 100% Fall Protection is required as per the site-specific risk/safety plan.
- Workers shall be trained and authorized to use personal fall protection before use.
- Personal fall protection equipment (harness/lanyard/retractable and anchor points) SHALL be inspected before use each day in addition to the monthly inspection and 6-month inspection by a competent person.
- All Anchor points shall be engineered and rated for 5,000 pounds load (full size pick-up truck).
- Harnesses and lanyards shall be stored properly (out of sunlight) when not in use.
- Any damaged equipment: harness, lanyard, anchor point, etc. shall be taken out of service and replaced.

## **FATAL FOUR HAZARDS**

- **Falls** - from upper levels, boom lifts, scaffolds, roofs.
- **Struck-by** - vehicles and falling objects.
- **Electrocution** - overhead powerlines, damaged electrical cords, damaged tool cords.
- **Caught-In-Between** - trenches and moving vehicles/equipment.

## FIRE PREVENTION / FIRE EXTINGUISHERS

- **Practice good housekeeping - keep work areas free of debris and combustibles.**
- Do not block exits, stairs, and hallways. Do not block electrical panels or other equipment.
- A fire extinguishers (not less than 2A) is required to be available not more than 100 feet or 3000 square feet.
- A 10ABC fire extinguisher is required within 50 feet of flammable liquids (gasoline, diesel, etc.) 5 gallons.
- Inspect fire extinguishers each month (make sure needle is in the green, tagged, and not blocked).
- Store flammable liquids in approved safety containers (no plastic gas cans allowed).

## FIRST AID/CPR

- **Each employer is required to have at least one person trained in first Aid/CPR per job.**
- Each employer is required to have a first aid kit and eyewash station available to their employees.
- Workers are required to wear personal protective equipment (PPE) gloves and eye protection before rendering first aid to prevent contamination from blood and other bodily fluids.

## FORKLIFTS (INDUSTRIAL TRUCKS) (F4)

- **Only certified and authorized workers shall operate a forklift** (keep your card on your person).
- Each forklift shall have the operating manual and load chart onboard.
- Forklifts shall be inspected before each shift using inspection checklist.
- Damaged forklifts shall be reported to your supervisor immediately, and not used until fixed.
- Each forklift shall be operated as per the forklift operating manual. **NO RIGGING FROM FORKS.**
- All forklift attachments SHALL be approved by the forklift manufacturer.

## GASOLINE

- **Keep gasoline away from flames, sparks, electrical, and other ignition sources.**
- Gasoline shall not be used for cleaning purposes.
- Gasoline shall be stored in FM (Fire Marshall) approved safety cans.
- A minimum 5ABC fire extinguisher is required within 50 feet of flammable liquids (gasoline, diesel, etc).
- When refueling generators or equipment, use spotter with a fire extinguisher.

## GHS (HAZARDOUS SUBSTANCES/CHEMICALS)

- When handling hazardous substances workers shall review the Safety Data Sheet (SDS) first.
- Never use chemicals without your supervisor’s authorization
- Labels are required when transferring chemicals from one container to another.
- Use proper PPE, follow special instructions, and cleanse thoroughly after.

## GLOVES

- Gloves shall be worn (as needed) to protect your hands from cuts, splinters, concrete burns, blood, bodily fluids, and other injuries.

## GUARDRAILS (F4)

- Vertical posts shall be no more than eight feet on center.
- Top rail shall be 42” + or – 3” from deck (withstand 200 pounds outward & downward).
- Mid Rails shall be 21” (able to withstand 150 pounds.
- Toeboards required to be minimum 4 inches high.

## HARD HATS

- Each worker shall wear an approved hard hat (ANSI Z89.1-1997).
- Each worker’s name shall be on the front of the hard hat.
- Orientation sticker shall be on right side of hard hat.

## HAZARDOUS MATERIAL SPILLS (HAZMAT)

- Report all hazardous material spill to your supervisor immediately.
- Only trained and authorized workers can clean up a spill.
- Know the locations of your spill kits.

## HEAT ILLNESS PREVENTION

- At 90 degrees and above - follow your Heat Illness Prevention Plan.
- Drink at least 50% of your body weight in ounces of fluids each day. Drink 8 ounces of water per hour.
- If your urine is dark in color, you may be dehydrated (see Urine color chart).
- Rest in the shade during breaks.
- Tell your supervisor if you feel dehydrated.

## HEAVY EQUIPMENT (F4)

- **Only trained and authorized workers may operate equipment.**
- Each piece of equipment shall have the operating manual onboard.
- Each piece of equipment shall be operated as per the manufacturer’s instructions.
- Equipment shall be inspected before each shift using inspection checklist.
- Be aware of workers when operating.

## HORSEPLAY

- Horseplay, scuffling/running, inappropriate touching, hitting, throwing objects and other acts which have an adverse influence on the safety or well-being of the workers shall be prohibited.
- Crowding or pushing when boarding or leaving any vehicle or other conveyance is prohibited.

## HOT WORK

- **A Hot work permit is required for all hot work activities.**
- **Oxygen/Acetylene carts require a 30-minute firewall, or store or tanks 20 feet apart.**
- Properly secure oxygen and acetylene gases to prevent falling.
- Always have a fully charged 10ABC fire extinguisher nearby.

## HOUSEKEEPING

- **All workers shall keep their work area free of tripping/falling hazards and other unsafe conditions due to poor housekeeping practices** (OSHA General Duty Clause 5(a)(1) “Each employer shall furnish to each of his employees’ employment and a place of work which are free from recognized hazards that are likely to cause death or serious physical harm to his employees”).
- All workers shall place trash in trash cans (not on the floor).
- All crews shall clean their work areas each day before going home.

## INCIDENT/INJURY REPORTING

- **All injuries (no matter how small) shall be reported promptly to your supervisor so that arrangements can be made for first aid or medical treatment.**
- All incidents including - near misses, auto accidents, public safety incidents, equipment damage and property shall be reported to your supervisor immediately.
- Failure to report an incident may result in disciplinary actions.
- Post-incident drug and alcohol testing is conducted for all incidents, auto accidents, and near misses.

#### LADDERS (F4)

- Ladder safety training is required before use.
- Ladders shall be used as per manufacturer's instructions (4:1 ratio).
- Ladders shall be inspected before use and have the manufacturers' stickers in place.
- Ladders shall be secured top and bottom to prevent from moving.
- Workers shall face ladder and use both hands while climbing (use 3 point of contact).
- Never climb a ladder with something in your hand or step above the second step from top on A-frame ladders.

#### LASER SAFETY

- "Danger Lasers in Use" signs shall be posted when using lasers.
- Be aware of your surroundings and watch for lasers in use.

#### LIGHTING

- 5 Foot candles (FC) for general work areas, halls, stairs and exits.
- 3 Foot candles (FC) for placing concrete, excavation, storage areas

#### MATERIAL HANDLING/ERGONOMICS

- Never lift more than 50 pounds – get help from your teammates.
- Bend your knees not your back when lifting, never overextend or overreach your physical limits.
- Use the right tools for the task.

#### OSHA (Occupational Safety and Health Administration)

- OSHA is a federal agency, and all OSHA standards are federal law that are required to be followed.
- OSHA requires employers to train their worker on all hazards, the Fatal four hazards, and PPE required.
- OSHA requires all employees and employers to inspect their work areas each day for unsafe conditions.
- OSHA requires employees to follow all safety rules and wear Personal Protective Equipment (PPE).
- OSHA requires disciplinary for workers who do not follow the safety rules.
- OSHA looks for the Fatal Four Hazards first when they visit a construction site.
- OSHA General Duty Clause 5(a)(1) "Each employer shall furnish to each of his employees' employment and a place of work which are free from recognized hazards that are likely to cause death or serious physical harm to his employees."

#### PHYSICAL/MENTAL READINESS

- Each worker shall be physically and mentally ready for work each day (get rest and stay hydrated).
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- If you feel unable to do your work, you must tell your supervisor or the Human Resources Department.

#### PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All workers, visitors and delivery drivers shall wear hard hat, safety glasses, hi-visibility vests or shirts, approved work clothing, gloves (as required) and sturdy work boots.
- Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
- Chemical resistant gloves are required for concrete pouring and finishing.
- Use latex gloves shall be used when treating an injured worker to prevent bodily fluids contamination.
- Personal Fall Protection is required when working at heights (as per the site-specific plan).
- Respiratory protection may be needed in special work conditions (such as concrete cutting and grinding).

#### POST-TENSIONING

- Only trained and authorized workers shall conduct Post-Tensioning activity
- Post-tensioning is a High-Risk Activity and requires a High-Risk Activity Plan.
- Follow all manufacturer operating procedures.
- Use proper PPE.

#### REBAR/STAKES

- Rebar and stake hazards shall be capped to prevent impalement. Square on vertical (no mushroom heads).
- Use cut resistant gloves when working around rebar to prevent cuts.
- Use safe lifting practices to prevent injury (lift using legs not back).
- Never lift more than 50 pounds by yourself, get help as needed.

#### RIGGING (F4)

- Only trained and authorized workers shall rig loads and signal the crane operator.
- Never stand under a suspended load.
- Rigging equipment shall have manufacturer's tag.
- Rigging equipment shall be inspected before each use.
- Damaged rigging shall be taken out of service.

#### SAFETY OBSERVATIONS

- All WBTBC superintendents are required do daily/weekly safety observations (using safety phone App.)
- All subcontractors are required to do daily/weekly safety observations and to keep records.
- All negative observations shall be corrected immediately.
- Positive observations should be communicated to the worker for doing a good job.

#### SCAFFOLDS, STAIRS AND FALSEWORK (F4)

- Scaffolds shall be assembled by trained and authorized workers. Scaffold Plans shall be kept onsite.
- Scaffolds shall be inspected and tagged before use each day and red tagged if damaged.
- Scaffold awareness training is required is required for scaffold users.
- Stairs shall be built and have handrails as per manufacturer and OSHA standard.

#### SCISSOR LIFTS (MEWP) (F4)

- Only trained and authorized persons shall operate a scissor lift.
- Each scissor lift shall be inspected before use and have the operating manual onboard.
- Each piece of equipment shall be operated as per the manufacturer's instructions (guardrail/chains in place).
- Damage or unsafe scissor lifts shall be reported to your supervisor immediately, and not used until fixed.

#### SILICA

- Workers shall wear the proper personal protective equipment (PPE) to prevent inhaling silica dust.
- Silica is the main component in sand, quartz and granite rock and can cause silicosis.
- Silica exposure can occur from inhaling dust when cutting and grinding concrete, blocks, and stones.
- Report to your supervisor if you see others creating silica (concrete dust).

#### SMOKING

- Smoking is not allowed while working or operating equipment (forklift, aerial work platforms/scissor lifts).
- Smoking is only permitted in designated Smoking areas. Ask the WBTBC superintendent.

#### STOP WORK AUTHORITY

- All workers have the authority to stop an unsafe work condition.

#### TAILGATE/TOOLBOX MEETINGS

- All workers shall attend all tailgate meetings and sign in on the tailgate roster.

#### TOOLS

##### Hand Tools

- Tools and equipment shall be in good condition and used according to the manufacturers' instructions.
- Modifying any tool or piece of equipment is not allowed.
- Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE".

##### POWER TOOLS

- Only trained and authorized workers shall use power tools.
- Power tools shall be used as per the manufacturer's instructions.
- Tool guards for grinders and other tools shall be in place and never removed.
- The electrical cord shall be in good condition with no damage to the insulation or prongs.
- Portable electric tools shall not be lifted or lowered by means of the power cord.

##### - TRAFFIC CONTROL (F4)

- Flagger shall be trained to the Manual on Uniform Traffic Control (MUTC).
- Flagger shall wear a minimum class 2 vest during daytime and Class 3 during low light conditions.
- A Stop/Slow paddle shall be used at all times (do not hold paddle where it blocks your view of traffic).
- Never turn your back to vehicles.

#### TRAINING

- All workers and visitors shall attend a new worker safety orientation.
- Workers shall be trained for their type of work and type of equipment.

#### VEHICLE SAFETY (F4)

- Only licensed and authorized persons may drive a company vehicle.
- Drivers of company vehicles shall complete defensive driver training, and again after an accident.
- Company vehicles shall be inspected daily for hazards. All hazards shall be reported to the supervisor.
- All accidents and damages shall be reported immediately to your supervisor and Safety Department.
- Failure to report an accident or vehicle damage may result in disciplinary action.

#### WATER/H2O

- Contractors shall make sure their employees have access to potable water.
- Drink at least 8 ounces of water/fluids every 30 minutes during hot weather.

#### WEAPONS (GUNS AND KNIVES)

- Guns, knives, and other weapons are not allowed on the construction site or in your vehicle.
- Violators may be disciplined including termination.

#### WEATHER CONDITIONS

- Check the news each day and be aware of both hot and cold weather conditions.
- Conduct/Attend heat illness prevention toolbox meetings during hot weather.
- In hot weather, drink plenty of water and follow the heat illness prevention training.
- Rest in the shade during breaks. Start early in the morning if possible and rest when needed.
- Pay attention to the sign of heat exhaustion and heat stroke.
- In cold weather, drink plenty of water, dress warmly, and follow the cold weather training.

#### WHEELBARROW SAFETY

- Check tires for proper air pressure.
- Never overload a wheelbarrow.
- Plan your route to avoid unsafe conditions.
- If you lose control, let it go and yell to warn workers in the area.

#### WORK ACTIVITY SAFETY PLAN (WASP)

- Supervisors and workers shall plan their work and identify hazards before work starts OSHA 5(a)(1)..
- Workers shall be supervised as needed to make sure they are working safe.
- Failure to complete a pre-task safety plan before your work is started may result in disciplinary actions, including suspension with no pay.
- All High-Risk Activities shall be monitored by a competent person.

#### Anonymous Safety Reporting Hotline

(208) 985-6487 or email [jviernes@wbtbc.com](mailto:jviernes@wbtbc.com)

If you cannot make it to work, you must call the WBTBC office and your supervisor.

WBTBC office: (208) 938-6000



**WRIGHT BROTHERS**

THE BUILDING COMPANY

779 E. State St. Eagle, ID 83616

(208) 938-6000

[www.wbtbc.com](http://www.wbtbc.com)

We do *Safety* the Wright way.

## Code of Safe Work Practices

Please follow all **Safety** rules and go home **Safe** to your family each day.

*Zach Higgins, CEO/Owner*

**OSHA THE FATAL 4 HAZARDS**

**Identify, Evaluate, and Control the Fatal Four Hazards**

 <b>Falls</b>	 <b>Struck-By</b>	 <b>Electrocution</b>	 <b>Caught-In Between</b>
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**Each day, four construction workers are seriously injured or killed by the Fatal Four Hazards.**

Proud to be **OSHA**  
"Partners in Safety" with

Idaho AGC  
A PROUD CHAPTER OF AGC OF AMERICA



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