This section covers implementation and setup of safety procedures for the project. Use this section as a guide or check list for establishing the safety program.

All major projects should schedule a **Pre-Mobilization Project Review** with the Safety Director prior to starting work.

1. The following safety regulations (may *) apply to your project:

    A. Code of Federal Regulations (CFR) 1926 for Construction
    B. Code of Federal Regulations (CFR) 1910 for General Industry
    C. Gallant Builders Safety, Health and Environmental Manual
    D. Standard Contract Safety Attachments
    E. Site Specific Safety Plans *
    F. Controlled Insurance Programs (site specific) *

2. Workers' Compensation, General Liability, and Automobile Liability:

    A. Workers' Compensation
    B. General Liability
    C. Automobile Liability

    All claims must be thoroughly investigated and pictures taken depicting how the claim developed to reduce or eliminate third party exposure. Any serious incident or accident that occurs on our projects shall be brought to the attention of the Gallant Safety Director as soon as possible.

3. Medical Facilities:

    Contact the insurance company's representative regarding which medical facilities they recommend for the project location. Contact the medical facility and arrange for a meeting to discuss the following:

    A. Gallant Builders, the project, services required, and operating hours.
    B. The provision for modified or light duty may be available. We need good communication between the medical facility and the project. How is this handled? What are the medical facilities procedures? When and how will they report back about the treatment provided?
    C. The Gallant drug screening program, including the laboratory used, forms, shipping of specimens, reporting and the costs for collecting specimens.
    D. Billing procedures and insurance company information. (Insurance carrier will not pay for specimen collection and these charges must be billed to the project office).

4. The list of your certified first aid / CPR trained personnel should be displayed in the office in a suitable place (such as near the First Aid Kit).

    Contact the local Red Cross or the Gallant Safety Director for information on training courses. CPR / first aid training should be set up on a project basis. First Aid kits should be inspected on a weekly basis.

5. Fill in the emergency telephone contacts and display it inside the project trailer or office.

6. The following posters and notices should be posted [at a minimum] on your bulletin Boards. The bulletin board could be a weatherproof enclosure with a glass front located in an area accessible to all employees. These postings could also be located in the office trailer in an area where all employees can see them. Other postings may be required or needed on an individual basis.

   - Federal 5 in 1 Poster
   - State 5 in 1 Poster
   - Clinic Information and Telephone Number
   - OSHA 300A Form (between Feb. 1 and April 30 of the previous year)
   - USSERA posting
   - Emergency Action Plan / Emergency Telephone Numbers

7. The OSHA 300/300A Forms and the Project Injury Log should be maintained in the Designated Safety Representative's Office.

8. Safety posters should be posted on the bulletin board and throughout the project as required. Posters should not be displayed where they will deteriorate from rain. They should be replaced regularly or when the appearance warrants. Posters are ineffective when they stay too long. New posters will be sent to the project on a regular schedule. A starter package of assorted safety signs should be provided. Other signs can be purchased locally or ordered through the Safety Department.

9. Review the Hazardous Communication Program, including the written program, Safety Data Sheets (SDS) and training required for the project. Each Subcontractor must notify Gallant Builders of any hazardous materials to be used and have a written Hazard Communication Program.
   Subcontractors are responsible for training their own employees.

10. Review employee hiring and sign-up procedures, including Orientation for Safety, Substance Abuse Policy, Drug-Free Awareness Program, Hazard Communication Program and the required forms.

11. The Project Manager should appoint the Project Safety Representative for the project by memo and copy the Safety Director. The person appointed should have general knowledge of the OSHA regulations and some field experience. The Project Manger may designate the Superintendent on the site as the competent person who has complete authority to stop work due to hazardous conditions.

12. An Emergency Action Plan and a Crisis Management Plan shall be established and reviewed with the project staff and subcontractors.

13. Before each subcontractor begins work, review the Subcontractor Safety Program. Determine who will be the subcontractor's safety representative and competent person(s).

14. All subcontractors on site shall prepare a Job Hazard Analysis for all major parts of their

work prior to starting the task.

15. Review the company's award program and incentive-type safety campaign with the project staff. It will be the decision of the project staff to determine if a safety incentive program will be in place for the project.

16. Safety inspections may be made by:

- OSHA Representatives
- Gallant Builders Employees and Management
- Owners Representatives on Controlled Insurance Programs
- Safety Directors or Coordinators from Subcontractors