



# SAFETY POLICY

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# Safety Policy

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# Safety Policy

## I. OBJECTIVE

The Safety Policy of Valiant Contractors, Inc. is designed to comply with the Standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace. A copy of the OSHA Safety and Health Standards 1926 and 1910 are available for all employees use and reference. These Standards shall be available in the home office at all times and will be sent to the jobsite on request.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the company. The authorization and responsibility for enforcement has been given primarily to the Project Manager in each division. The Management Team shares in this responsibility as well.

## II. POLICY

It is company policy that accident prevention be a prime concern of all employees. This includes the safety and well-being of our employees, subcontractors, and customers, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

## III. APPLICABILITY

This Safety Policy applies to all employees of Valiant Contractors, Inc. regardless of position within the company. The Safety Rules contained herein apply to all subcontractors and anyone who is on a company project site. Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

## IV. IMPLEMENTATION

This Safety Policy supports six fundamental means of maximum employee involvement:

- A. Management commitment to safety.
- B. Monthly company safety-meetings.
- C. Effective job safety training for all categories of employees.
- D. Job hazard analysis provided to all employees.
- E. Audio and/or visual safety presentations given at Monthly Meetings by a Company Rep.
- F. Various incentive awards for exemplary safety performance.

The **Production Manager** will meet at least once a month to evaluate all areas of safety and make recommendations to the company president.

## **V. ADMINISTRATION**

The Safety Policy will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided by *Management* as requested. Each supervisor will be responsible for meeting all of the requirements of the Safety Policy, and for maintaining an effective accident prevention effort within his or her area of responsibility. Each supervisor must also ensure that all accidents are thoroughly investigated and reported to the Operations Manager within 24 hours of the injury/ occurrence.

## **VI. REPORTING OF INJURIES**

All employees will be held accountable for filling out a "Notice of Injury Form" Immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their supervisor/ lead-man/ foreman/ Superintendent/ project manager, etc. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

- A. How they think they hurt themselves.
- B. What they were doing at the time.
- C. Who they were working with at the time.
- D. When and where it happened.
- E. Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and may result in immediate termination, in accordance with company policy. If the injury is not reported within 24 hours of the injury, then the cost of treatment for the injury may be reduced or not covered by Valiant Contractors, Inc. nor the insurance policy holder for the company.

## **VII. NOTIFICATIONS**

### **A. In Case of Serious Injury or Death**

After the injured has been taken to the companies designated provider location, the lead man /foreman/supervisor shall notify the main office and Management shall be taken. Statements

from witnesses are to be signed by witnesses and should include the time and date.

Photographs of the area where the incident occurred and any other relevant items are to be taken. Management will assist in the investigation. The completed accident report form will be sent to the main office. Please note that if the injury is not reported to Management within 24 hours of the injury, coverage for the treatment will be denied.

## B. In Case of Inspection by OSHA Inspector

The lead man/foreman/supervisor must notify the Operations Manager that an OSHA Inspector is on the jobsite. It is the responsibility of all employees to make the inspector's visit on the jobsite as pleasant and timely as possible.

## VIII. BASIC SAFETY RULES

- A. Compliance with applicable federal, state, county, city, client, and company safety rules and regulations is a condition of employment.
- B. All injuries, regardless of how minor, must be reported to your supervisor and the Safety Office immediately. An employee who fails to fill out a "Notice of Injury Form" and send it to the Safety Office can be issued a safety violation notice and may be subject to termination, in accordance with company policy. In the event of an accident involving personal injury or damage to property, all persons involved in any way will be required to submit to drug testing.
- C. Hard hats will be worn by all employees on all projects that present overhead hazards.
- D. Safety glasses will be worn as the minimum-required eye protection at all times. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acids and caustics. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc., are required.
- E. Fall Protection Requirements
  - 1. Full body harnesses and lanyards shall be worn and secured any time there is a fall hazard of more than six (6) feet.
  - 2. Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be a minimum of 2-inch diameter wire rope. Vertical lifelines shall be 3/4 inch manila rope or equivalent and shall be used in conjunction with an approved rope grab.
  - 3. Structural steel erectors are required to "hook up" with full body harness and lanyard.

4. Employees using lanyards to access the work or position themselves on a wall or column, etc., must use an additional safety lanyard for fall protection.

5. Man lifts must be used properly. As soon as an employee enters an articulating boom lift and before the lift is started, the employee must put on the harness and attach the lanyard to the lift. Employees are not required to wear harnesses on scissor lifts.

F. Clothing must provide adequate protection to the body. Shirts must have at least a tee sleeve. All employees, must tuck shirt tails inside trousers. Non-slip soles are required. No clogs or loafers are accepted on the job-site while working.

G. All personnel will be required to attend safety meetings as stipulated by project requirements in order to meet OSHA Safety Standards.

H. Alcoholic beverages or illegal drugs are not allowed on company property or in company vehicles at any time. When drugs are prescribed by a physician, *Management* must be informed. The use or possession of illegal drugs or alcoholic beverages on the jobsite will result in immediate termination.

I. Housekeeping shall be an integral part of every job. Supervisors\foremen\lead men and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when a job is finished at the end of the day. Company property inventory will take place at the end of each job and reported to the office by job foreman at the time the project is completed.

J. Drinking water containers are to be used for drinking water and ice only. The "common drinking cup" is not allowed. Only disposable cups will be used.

- K. All tools whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
- L. All extension cords, drop cords, and electrical tools shall be checked, properly grounded with ground fault interrupters (GFI's), and color-coded by a designated competent person each month. This shall be part of the assured grounding program. Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.
- M. "Horseplay" on the jobsite is strictly prohibited. Running on the jobsite is allowed only in extreme emergencies.
- N. Glass containers or bottles of any kind are not permitted on jobsites or in company vehicles.
- O. The jobsite speed limit is 10 MPH. No employee is permitted to ride in the bed of a truck standing up or sitting on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
- P. Adequate precautions must be taken to protect employees and equipment from hot work such as welding or burning. Fire extinguishing equipment shall be no further than 50 feet away from all hot work. Used fire extinguishers must be returned to Management to be recharged immediately. Use of welding blinds is required in high traffic areas.
- Q. All scaffolding and work platforms must be built and maintained in accordance with OSHA specifications. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend three (3) feet past the working surface. Metal ladders around electrical work are prohibited. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.
- R. Crowfoot connections on air hoses shall be wired to prevent accidental disconnection. Compressed air shall not be used to dust off hands, face or clothing.

S. Report all unsafe conditions and near accidents to Management so corrective action can be taken.

T. All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.

U. Warning signs, barricades, and tags will be used to the fullest extent and shall be obeyed

V. It is the responsibility of all employees to store and use all products/ chemicals as originally intended. If a product is left over or is moved to a different container, then it must be labeled properly and stored in a proper container as described in the MSDS sheet for said products. No soda plastic bottles, soda cans, glass containers, etc. are to be used in the storage of chemicals.

#### **IX. ENFORCEMENT OF SAFETY POLICY**

Safety violation notice(s) shall be issued to any employee, subcontractor, or anyone on the jobsite violating the safety rules or regulations by Production Management/ Supervisor .

A. Any violation of safety rules can result in suspension or immediate termination.

B. Any employee receiving three (3) written general violations within a six (6) month period shall be terminated.

C. Issuance of a safety violation notice for failure to use fall protection or for failure to report a job injury (at the time of the injury) may result in immediate termination, in accordance with company policy.

**It is understood that Valiant Contractors, Inc. is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.**

## SAFETY MEETING REPORT

A safety meeting report is signed to indicate attendance. The form has room for employees to sign after attending their weekly safety meeting. This form shall be filled out at each Monthly safety meeting that is held. After completion of the form, an original copy will be kept inside the Monthly Safety meeting binder located at the main office.

Safety Meeting Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Safety Meeting Conducted

By: \_\_\_\_\_

Employee Name	Employee Signature	Job Title

## EMPLOYEE ACKNOWLEDGMENT

I state that I have attended the safety orientation, and have read and received a copy of the Valiant Contractors safety rules and regulations.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to termination, in accordance with company policy. I also acknowledge that if I am injured on the job, that I must notify my job foreman and office of the injury within 24 hours of the injury. I also understand that if I do not report the injury within 24 hours, that all treatment and care of the injury will be my financial responsibility.

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EMPLOYEE SIGNATURE

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DATE

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MANAGEMENT SIGNATURE

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DATE

## Material/ Chemical storage and usage

I, \_\_\_\_\_ acknowledge and understand Valiant Contractors, Inc. Policy on the proper use of products/ materials as well as the storage of said materials on or in company property as well as all job sites that I may be working on.

I agree to use all products as intended as well as store products in properly labeled containers as required by company policy as well

In addition, I also acknowledge that failure to comply with the company's material/ chemical storage policy will result, at a minimum, a safety violation and possible termination from the company.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGEMENT SIGNATURE

\_\_\_\_\_  
DATE

## Receipt of Company PPE

I, \_\_\_\_\_ have received the following Personal Protective Equipment (PPE) at the time of hire and acknowledge as well as understand that PPE's are to be worn in compliance with company policy at all times while on company work sites.

I also understand that I am responsible for all PPE required and provided by the company. It is my responsibility to maintain this equipment in compliance with OSHA and company regulations. If any issues with the provided equipment does occur, I agree to bring to the attention of my immediate supervisor.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGEMENT SIGNATURE

\_\_\_\_\_  
DATE