



## Construction Sample Safety Program

This sample program is intended to be used as a guide. It should be customized to fit your company's specific operations and procedures.

To be effective, any Safety Program should be as short as possible and easy for all employees to understand.

In some cases, you may need additional parts added to this program to cover specific safety hazards.



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## Company Policy Statement

“As Management, we accept our responsibility for safety. It is the policy of this company to provide a healthy and safe place to work for all employees. The personal safety and health of each employee are of primary importance to us. Since we believe all injuries can be prevented, our goal will be zero accidents and illnesses.”

“In order to accomplish this goal, we plan to follow the company rules and procedures that have been developed as well as all applicable state, federal, and local codes and regulations. We expect our employees to do the same.”

“Your cooperation is needed. The written safety rules contained in our Safety Programs are minimum requirements. They cannot cover every conceivable hazard, but we believe there is a safe way to do every job. You need to use common sense and ask your supervisor whenever you are not sure what to do. We expect you to read, know, and follow this safety program.”

“No job is so important and no order is so urgent that we cannot take time to perform our work safely. We will expect each employee to cooperate in making this program a success.”

Signed: \_\_\_\_\_  
(Company Executive)



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## **Employee's Safety Responsibilities**

1. Obey all safety rules, procedures, and instructions.
2. If you are not sure how to perform a job safely, ask for help.
3. Maintain and know how to use all appropriate personal protective equipment (PPE).
4. Do not come to work under the influence of any alcohol or illegal drugs.
5. Attend and participate in all company safety meetings.
6. Know where to get first aid. Know where to find and how to use the nearest fire extinguisher.
7. If you become aware of a safety problem, notify your supervisor.

## **Supervisor's Safety Responsibilities**

1. Plan every job with safety in mind to make sure the job site is in compliance with this safety policy and state and federal regulations.
2. Require and enforce the use of personal protective equipment and other safety equipment.
3. Notice and immediately correct unsafe actions or conditions.
4. Conduct weekly "tool box" safety meetings. Document attendance at these meetings.
5. Enforce this safety policy and discipline anyone who willfully violates his or her responsibilities or these safety rules.
6. Complete a Supervisor's Accident Investigation Report on all accidents no matter how minor. Be sure to take corrective action.
7. Make sure only qualified employees operate heavy equipment.
8. Make sure all subcontractors comply with company safety policy. Warnings to subcontractors should be documented in writing.
9. Provide for proper protection of the general public from job site hazards.
10. Take time to properly orient new employees on safety. Employees must be shown what to do and how to do it safely.
11. Set a good example to the other employees by complying with all safety rules and responsibilities yourself.
12. Have a good attitude about safety.



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## Accident/First Aid Procedures

In spite of our best efforts, accidents and injuries may occur. The following guidelines will help clarify what to do in the event of an accident:

1. Know the location of the nearest phone to call for assistance. Emergency medical numbers should be posted at the job site.
2. Make sure the person sent to call for help reports back and confirms help is on the way.
3. Administer first aid immediately in life-threatening situations (stop bleeding) and take action to prevent further injury.
4. Notify persons trained in CPR/First Aid to help immediately.
5. Do not move anyone who appears to have any bone or back injury unless there is imminent danger to life.
6. A supervisor or manager should be notified immediately.
7. First aid should be given by a supervisor, manager, or person trained in first aid.
8. A supervisor or manager should fill out an Accident Investigation Report as soon as practical after the accident.
9. A supervisor or manager should make the decision on when outside medical treatment is necessary.
10. Get first aid for all minor injuries. Small injuries can develop into serious infections.



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## Sample Construction Safety Rules

### 1. General

- a. Accidents and injuries no matter how minor must be reported immediately and investigated by the supervisor.
- b. Practice good housekeeping. Job sites must be kept clean of debris. Walkways, platforms, and work areas must be kept orderly at all times.
- c. First aid kits must be available at all job sites.
- d. Lists of emergency phone numbers must be posted near each phone on job sites.
- e. Horseplay is prohibited.
- f. Reckless use of equipment is prohibited.
- g. Nails must be removed from lumber or pounded down as soon as lumber is disassembled.
- h. Report any hazardous condition or unsafe practice to the supervisor immediately.

### 2. Personal Protective Equipment

- a. Hard hats must be worn in areas where there is an overhead hazard or where designated by the supervisor.
- b. Eye protection is required whenever there is a danger of free-flying materials such as when chipping, grinding, welding, drilling, or sawing. Other eye protection such as goggles or face shields may be designated by the supervisor.
- c. Hearing protection is required when high noise levels exist and whenever designated by the supervisor.
- d. Heavy-duty work shoes in good condition with ankle support are required on job sites. Safety toe shoes are required for some jobs as designated by the supervisor.
- e. Gloves with leather palms are required when handling rough edged or abrasive material that can cause hand lacerations, punctures, or burns. Other hand protection may be designated by the supervisor.
- f. NIOSH-approved respirators are required when conditions warrant.
- g. Orange work vests are required whenever working in or adjacent to traffic.
- h. Whenever danger of drowning exists, approved life jackets are required to be worn.



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### **3. Lifting and Material Handling**

- a. Look for ways to eliminate or minimize the need to lift and carry items manually.
- b. Use mechanical lifting devices whenever possible for large or heavy items.
- c. Get help to move large, awkward, or heavy items.
- d. Use proper technique whenever lifting any item:
  1. Keep feet close to object being lifted.
  2. Bend your knees.
  3. Lift with your legs.
  4. Keep the object close.
  5. Do not twist while lifting.

### **4. Equipment, Hand and Power Tools**

- a. Tools and equipment must be maintained in good working order. Worn or damaged tools must be repaired or replaced.
- b. Equipment and power tool guards are required to be maintained. Unguarded tools should be tagged "out of service" until the guard is replaced.
- c. Tools should only be used for their intended purpose. Do not improvise.
- d. Operators of power equipment are required to receive proper instruction by the supervisor before using the equipment.
- e. Fuel-powered equipment or portable heating equipment must only be used where there is proper ventilation. Engines and burners must be shut off and smoking prohibited before refueling.

### **5. Electrical**

- a. 15- and 20-ampere receptacle outlets on single-phase, 120-volt circuits for construction sites that are not part of permanent wiring of the building or structure are required to be protected by either ground-fault circuit interrupters or an assured equipment grounding conductor program.
- b. All extension cords must be 3-wire type. No cord or plug which is damaged may be used.
- c. All electrical tools that are not double insulated must be of the 3-wire type.



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- d. All outlets, tools, and cords must be inspected every three months for continuity and obvious damage and color coded as follows:
  - 1. White: Jan — Feb — Mar
  - 2. Green: Apr — May — Jun
  - 3. Red: Jul — Aug — Sep
  - 4. Orange: Oct — Nov — Dec
- e. All equipment, scaffolds, and ladders must be at least 10 feet away from power lines at all times.

## **6. Working Above Ground**

- a. All ladders must be in good condition and inspected prior to each use. Defective ladders should be tagged “out of service” and removed for repair or replacement.
- b. Ladders made of aluminum or other conductive material must not be used around electrical circuits or equipment.
- c. Ladders must reach three feet above landing and must be securely tied off at landing.
- d. Job-made ladders must be constructed to specifications.
- e. Face the ladder when climbing and use both hands. A hand line or material hoist must be used to lift loads.
- f. All scaffolds must be constructed according to standards as instructed by the supervisor.
- g. Only qualified and designated personnel are permitted to erect scaffolding.
- h. Any self-supported scaffold with a height of more than four times the width of the base must be restrained from tipping by guying, tying, bracing, or other suitable means.
- i. Floor openings, open-sided floors, walkways, or platforms must be protected with a standard guardrail or effective covers at all times.
- j. Stairs with four or more risers must be equipped with standard hand railings.
- k. Follow all aspects of the company fall protection program.

## **7. Trenching and Excavation**

- a. Before digging any hole, utilities must be contacted to mark location of underground services.
- b. Walls and faces of all excavations and trenches must be inspected by a competent person in authority before employees are allowed to enter.



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- c. Inspect trenches again at the start of each shift, following a rainstorm, or after any other hazardous event.
- d. Trenches and excavations more than five feet deep must be protected against cave-in by an approved protective shoring or shielding system or properly sloped sides.
- e. Materials, heavy equipment, or spoil must be kept at least two feet away from the edge of any excavation.
- f. Wear your hardhat.
- g. Never work under a suspended load.
- h. Ladders must be provided within 25 feet of an employee work area if trench or excavation is more than 4 feet deep.
- i. Trenches and excavations must be inspected at least daily by a competent person in authority.
- j. Provide barriers to mark and protect all open excavations. Open excavations should be left unattended only when necessary.
- k. When necessary, test the atmosphere within excavations for oxygen levels, or combustible or toxic contaminants.

## **8. Heavy Equipment**

- a. Only authorized employees are permitted to operate heavy equipment.
- b. All heavy equipment must be inspected daily for proper operative condition. Any defect must be reported immediately to the supervisor.
- c. No employee is permitted to ride in or on any moving equipment unless seating is provided by the manufacturer.
- d. Movable buckets or dump boxes must be properly blocked before maintenance or inspection while the bucket or box is in the up position. Movable buckets must be lowered to the ground and the parking brake set before leaving the machine.
- e. Equipment with obstructed view to the rear must have a functioning back-up alarm.
- f. Hand holds and steps must be used whenever getting on or off the machine.
- g. Equipment must be shut off and smoking prohibited before refueling.
- h. No employee may work under lifted loads. Tag lines must be used to control suspended loads.
- i. Seat belts must be worn where provided whenever any vehicle is moved.
- j. Equipment operating on streets or roads must be equipped with a S.M.V. sign unless properly equipped for road travel.
- k. Provision must be made for proper ventilation of exhaust gases when using powered equipment in enclosed spaces.





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## Sample Sign-off Statements for Employees

"I have read and understand the company safety policy and safety guidelines and agree to follow the safety rules it contains."

"I understand that any violation or noncompliance with company safety policy or state and federal safety codes could result in disciplinary action including termination."

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

"I have delivered a copy of this safety policy to the above employee and have instructed the employee in safe working practices."

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_