Section 9
Brieser Construction
SH&E Manual

June 4
2015

The purpose of this plan is to establish a program and procedures for the evaluation of self, peers and overall jobsite safety behaviors, unsafe acts and unsafe conditions at Brieser Construction.

Jobsite Survey & Behavior Observation

Safety Observation & Survey
Brieser Construction

Purpose

The purpose of this plan is to establish a program and procedures for the evaluation of self, peers and overall jobsite safety behaviors, unsafe acts and unsafe conditions at Brieser Construction. Our Company is firmly committed to providing each of its employees a safe and healthy work environment. The purpose for this procedure is to outline requirements for conducting daily, weekly and monthly jobsite safety inspections & behavioral observations.

Definitions

**Attitude**- refers to the ‘feel’ part of your work. It relates to how you feel about your work and your approach towards work. Hence, work attitude behavior is intangible. You cannot see it. Your colleagues cannot see it. But people can feel it.

People whom you work with can feel your work attitude behavior. They can feel it if you carry out your tasks with pride. They can feel whether you believe in your work or not. They know if you have passion in your work. These positive attitudes at work are a ‘subconscious’ transfer of feelings.

**Behavior**- refers to the ‘do’ part of your work. It relates to how you do your work and how you get your work done. Work behavior attitude can be seen. It is the actual work. You can see the result of your work behavior attitude be it a report or a finished good. Your colleagues can see it. It is the action.

They can see if you worked hard. They can see if you do your work with skills and applied the knowledge you know into the work. They can see for themselves if you are the "all talk and no work" type. Work behavior attitude is the real thing. You cannot fool people into believing that your work behavior attitude is good when it is not.

**Unsafe Act**- The actions of a person in a manner which vary from the accepted or legislated safe practice and create a hazard to themselves, another person, or equipment.

**Unsafe Condition**- A condition in which something exists that varies from a normal accepted safe condition and, if not corrected, could cause injury, death, or property damage.
Responsibilities

The Program Administrator – Safety Manager

These people are responsible for:

- Maintaining the training records of all employees included in the training sessions.
- Reviewing and updating this program as necessary.
- Reviewing and analysis of trending
- Preparing action plans to address unsafe behaviors
- Providing initial and annual training of employees on program objectives and incident metrics.
- How to conduct observations and completion of the Brieser jobsite survey and behavior observation form.
- Conduct jobsite survey’s and behavior observations daily

Management – Key Management Team

These people are responsible for:

- Reviewing and analysis of trending
- Assist the Safety Department in preparing action plans to address unsafe behaviors
- Conduct a jobsite survey monthly

Personnel Manager

This department is responsible for:

- Maintaining the training records of all employees included in the training sessions.
- Data entry from Brieser jobsite survey and behavior observation form to trend unsafe behaviors

The Job Superintendent/Foreman

This person is responsible for:

- Immediately responding to any employee concerns and requests for information.
- If you are an Employee Who Get’s It SCAFFOLD TEAM member, perform one behavior observation and jobsite survey a week.
- Ensure observations remain anonymous and positive in nature
- Turn in Brieser jobsite survey and behavior observation forms to office to be scanned and entered into system for trend analysis
• Correct any unsafe behavior or unsafe act or condition in a positive fashion
• Verify that employees are trained on the observation process
• Ensure that each jobsite survey & behavior observation has been signed for their jobsite.

Employees

These people are responsible for:

• Perform at least one behavior observation per week and at least one jobsite survey a week
• Ensure observations remain anonymous and positive in nature
• Turn in Brieser jobsite survey and behavior observation forms to office to be scanned and entered into system for trend analysis
• Correct any unsafe behavior or unsafe act or condition in a positive fashion

General

Conducting the Observation

The key to a successful observation is the initial contact between the observer and the worker or workers that are the subject of the observation. Observers are trained to establish a friendly contact and explain the purpose of the observation and that he/she will identify both the positive observations and the behavior or unsafe condition that requires correction. The Observer will solicit the observed employee’s comments as to a solution for the unsafe behavior and recorded on the form. It is also stressed that with the exception of an intentional and flagrant safety violation, there are no names to be associated with the observation. If the worker being observed fails to correct or respond positively to the observer, the supervisor is called and the observation is halted. Normally, however, the observer finds nothing but safe behavior and thanks the worker for their cooperation and gives the worker praise for doing their job safely.

Training

Any Brieser employee wishing to perform Jobsite Surveys and Behavior Observations must be qualified as defined under training requirements in this section.

Training Content

Training will include:

• Program objectives and incident metrics that will be measured on the behavioral observation form
• Hazard identification techniques
- A review of all Brieser Construction critical permits
- History and theory of Behavior Based Safety
- Hands-on or table top exercises to improve human interaction
- OSHA VPP elements and overall review of a Safety and Health Management System

**Training Requirements**

Classroom training: 2 Hrs.
Hands-on: A minimum of five observations under a trained employee, initially management or safety will conduct this training but may lead to SH&E committee or SCAFFOLD TEAM members taking on this role as well. To be considered an Instructor in Jobsite Survey & Behavior Observations, an individual must complete the 2 Hr classroom training and also the required five onsite observations with a qualified instructor.

**Data Collection & Trend Analysis**

All Jobsite Survey and Behavior Observations will be sent to the office to be scanned into our network in addition; all Behavior Observations will be entered into a data base which will be grouped according to the forms criteria section and trended for % safe & unsafe behaviors.

**Action Plan**

The Safety Manager in conjunction with the key Management Team provides action plans to address unsafe behaviors. The action plan items will be transferred to our annual VPPC submissions to OSHA under the Voluntary Protection Program which is reviewed throughout the year and action items are completed per this list.

**SPECIAL DIRECTIONS: Safety Self Audit Checklist**

One copy will be left with the Supervisor for immediate abatement and one copy will be sent to the Safety Manager.

The self audit checklist will be utilized to evaluate the safety performance of personnel on each jobsite. The self audit checklist must be reviewed and signed by the job foreman and auditor. The checklist is a tool to be utilized by the supervisor and employees at each jobsite. One self inspection checklist must be completed at each job site weekly. This inspection checklist may be substituted by a client mandated format.
EMPLOYEE TRAINING CERTIFICATION & ACKNOWLEDGMENT
Brieser Construction

Date: __________________________ Location: ________________________________

Trainer’s Name and Title: ________________________________________________

Trainer Qualifications: __________________________________________________

Length of Training: ______ Hours/Minutes Time: ______ AM/PM ______ AM/PM

Purpose of Training (check one):

- Hands on Training
  - Date______________
  - Date______________
  - Date______________

- Jobsite Survey & Behavior Observation
  - Classroom
  - Date______________
  - Date______________

TITLE: Jobsite Survey & Behavior Observation

Note: Be sure to perform at least 5 Behavior based audits under a trained employee to get credit for Hands on.

<table>
<thead>
<tr>
<th>Hands on Training Verification</th>
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<tbody>
<tr>
<td>Trainer (Please print)</td>
</tr>
<tr>
<td>Student (Please print)</td>
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</tbody>
</table>

Discuss and/or Viewed:

✓ Safety Self Audit Checklist
✓ Jobsite Survey & Behavior Observation Form
✓ Section 9 Brieser SH&E Manual
✓ PowerPoint Presentation: Hazard Identification/Scan for Safety

ROUTING

<table>
<thead>
<tr>
<th>PERSONNEL MANAGER</th>
<th>Add to Training Database</th>
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<tbody>
<tr>
<td>SCAN</td>
<td>SAFETY/JOBSITE SJUVEY &amp; BEHAVIOR OBSERVFATION/(PURPOSE OF TRAINING)/MMDDYY TRAINING CERTIFICATION</td>
</tr>
</tbody>
</table>

Signature of Instructor __________________________ Employee (Print) __________________________

Please Note: If more than one employee is being trained use Attendance Roster pg. 8 Sect. 9
<table>
<thead>
<tr>
<th>EMPLOYEE NAME (Print or Type)</th>
<th>EMPLOYEE SIGNATURE</th>
<th>TRADE</th>
<th>JOB TITLE</th>
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<td>SAFETY/JOBSITE SURVEY &amp; BEHAVIOR OBSERVATION/TRAINING/MMDDYY TRAINING CERTIFICATION</td>
</tr>
</tbody>
</table>
BRIESER CONSTRUCTION COMPANY
SAFETY SELF AUDIT CHECK LIST
ROUTE TO SAFETY MANAGER
ADDITIONAL INFORMATION ON REVERSE SIDE
REV. 111504

THIS CHECK LIST IS A REMINDER ONLY. LOOK FOR OTHER UNSAFE ACTS AND CONDITIONS.

<table>
<thead>
<tr>
<th>工作订单号</th>
<th>日期</th>
<th>时间</th>
</tr>
</thead>
<tbody>
<tr>
<td>工作审计:</td>
<td>审计人:</td>
<td>工作负责人:</td>
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</tbody>
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<table>
<thead>
<tr>
<th>序号</th>
<th>问题</th>
<th>是/否/不适用</th>
<th>备注</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>监控员在工地?</td>
<td>__</td>
<td>__</td>
</tr>
<tr>
<td>2</td>
<td>个人防护用品是否按照政策使用?</td>
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</tr>
<tr>
<td>3</td>
<td>许可证是否已授权并遵守?</td>
<td>__</td>
<td>__</td>
</tr>
<tr>
<td>4</td>
<td>是否有所有人员参加了安全培训?</td>
<td>__</td>
<td>__</td>
</tr>
<tr>
<td>5</td>
<td>是否遵守良好卫生习惯?</td>
<td>__</td>
<td>__</td>
</tr>
</tbody>
</table>
  A. 工作现场/工坊区域|__|__|
  B. 办公室/储存区域|__|__|
|6|材料是否被正确使用并验证?|__|__|
|7|个人安全设备良好吗?|__|__|
  A. 急救用品可用|__|__|
  B. 饮用水和卫生设施可用|__|__|
  C. 联邦、州、OSHA及工伤保险海报张贴|__|__|
  D. 应急电话张贴|__|__|
|8|是否使用正确的工具?|__|__|
|9|工具是否正确使用及良好维修?|__|__|
|10|电气电缆/灯光是否用正确颜色标记?|__|__|
|11|压缩空气是否正确使用?|__|__|
|12|压缩气体缸和火炬是否正确使用?|__|__|
|13|链式吊车/滑车是否检查并标记?|__|__|
|14|工作现场是否得到有效隔离?|__|__|
|15|车辆和其他机械是否可靠?|__|__|
|16|封闭空间政策是否遵守?|__|__|
|17|上锁和挂牌政策是否遵守?|__|__|
|18|挖掘政策是否遵守?|__|__|
|19|呼吸保护政策是否遵守?|__|__|
|20|听力保护政策是否遵守?|__|__|
|21|危险化学品计划是否遵守?|__|__|
|22|梯子、楼梯脚手架政策是否遵守?|__|__|
|23|火灾预防政策是否遵守?|__|__|
|24|海上作业政策是否遵守?|__|__|
|25|员工的态度是否有利于安全工作实践?|__|__|

**备注:**

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

**工作订单号:** ________________________________ **日期:** ________________ **时间:** ________________
**工作审计:** ________________________________ **审计人:** ________________________________ **工作负责人:** ________________________________ **项目管理人:** ________________________________ **是/否/不适用**

**备注:**

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Brieser Construction
Safety, Health & Environmental Manual
Jobsite Survey & Behavior Observation
2) PPE CHECKLIST (OSHA 1926.28, 100thru 106)
   Hard hat, safety glasses, goggles, ear plugs, dust mask, face shield, toe protectors, rubber gloves, reflective vest, safety harness, lanyard, lifeline.

5) HOUSEKEEPING (OSHA 1926.25)
   Aisle ways clear, adequate illumination, garbage can available & empty. Exits clear, material neatly stored

6) Good lifting techniques, hand carts & dollies used

7) PERSONAL SAFETY EQUIPMENT (OSHA 1926.51)
   Cups available for drinking water with waste receptacle.
   Chemical toilet available for every 20 workers
   Posters-eeo, minimum wage, polygraph, work comp, unemployment.

9) TOOLS - guards in place (OSHA 1926.300thru305)

10) ASSURED GROUNDING (OSHA 1926.404)
    Jan - Mar. white, Apr - June green, Jul y - Sept. orange, Oct - Dec. red, twist lock used where needed.
    Cords in good condition, no cuts outer sheathing, connections between plug & cord OK

11) COMPRESSED AIR (OSHA 1926.302)
    Couplings properly retained, safety valve in use, blow pipe w/chip guard and pressure reducer.
    Hose in good condition, safety clips in place

12) COMPRESSED GAS CYLINDERS & TORCH SAFETY (OSHA 1926.350thru354)
    Cylinders upright & secured (regulators off, valves off & capped when not in use or being moved)
    Tinted goggles used, strikers used.

13) EQUIPMENT LIFTING (OSHA 1926.251)
    Pre-lift form completed. Slings checked & ratings adequate & adequately stored, tag lines being used.

14) JOBSITE BARRICADED (OSHA 1926.202)
    Excavations & work area adequately barricaded. Floor opening, trenches, etc. guarded.

15) TRUCKS, FORK TRUCKS AND MECHANIZED EQUIPMENT RELIABLE (OSHA 1926.602)
    Lights, signals, backup alarm working properly, windows free of defects, wipers operable, exhaust system in good repairs, operator qualified, hydraulic systems properly functioning(no leaks)
    Fork trucks – Daily Inspection Completed, forks carried low when empty, load properly loaded and operator trained

16) CONFINED SPACE (OSHA 1910.146)
    Entry permits being followed.

17) LOCK OUT/TAG OUT (OSHA 1926.416)
    Energy sources identified locked & tags out.

18) EXCAVATION (OSHA 1926.650thru652)
    Competent person on site. Ladder or ramp within 25' of workers. Exc. sloped and spoil stockpiled 2' from excavation.

19) RESPIRATORY POLICY (OSHA 1926.103)
    Employees trained in respirator use, half masks & scba require pulmonary function test, dust masks do not.
    Respirators cleaned & stored in plastic bag.

20) HEARING POLICY (OSHA 1926.101)
    Ear protection in noisy areas & operating equipment & tools.

21) HAZ-CON PROGRAM (OSHA 1926.59)
    Containers labeled, MSDS on site, employees aware of program.

22) LADDERS & STAIRWAYS CHECKLIST (OSHA 1926.1050 thru 1060)
    Ladders provided at breaks of 19" or more. Ladders are not defective, rungs clear, area clear, slip resistant bases, ladder secured. Extend 3, above landing and secured and barricaded. Correct 1/4 slope, no metal ladders near wiring. Employees using correctly-facing ladder, not carrying tools etc. step ladders open. Ladders properly stored. Inspection sticker signed & dated before use.

SCAFFOLDING (OSHA 1926)
   Erected & inspected by competent person, adequate ftgs, 4' to 10', in height and less than 45" in either direction shall have guardrails, scaffold greater than 10' high shall have guardrails, all platforms shall be fully planked w/scaffold grade plank, overlap planks 12" & secure w/cleats, guardrail to be 2 x 4 - 42" high w/midrail and vertical support 8' on center, toeboard to be 4" high.

23) FIRE PREVENTION (OSHA 1926.150 thru 155)
    Fire extinguisher in trailers and trucks and on job site. Fire extinguisher charged, pin in place and updated. Garbage cans emptied, container for cigarette butts. Safety cans for gasoline cans labeled with HAZ-COM. Ignition sources identified & contained. Exits operating properly and not blocked, exit access is clear.

24) MARINE WORK (OSHA 1926.685 6 1%)
    USCG Life jacket, ring buoy w/90' of line every 200', lifesaving skiff available.
## JOBSITE CRITERIA

### Individual Observation Section

#### Body use and positioning:
- Lifting/Pulling/Pushing
- Striking Against or Being Struck by Objects
- Contacting Temperature Extremes
- Contacting Electric Current
- Exposure to a Hazardous Substance
- Repetitive Motions
- Awkward Positions/Static Postures
- Caught In, On, or Between Objects
- Falling

#### Tools and Equipment:
- Proper Selection and Use
- Tool and Equipment Condition
- Cords/Lights Condition and Tagged Properly
- GFCTs/Tested & Being Used
- Scaffolds Tagged & Inspected

#### Housekeeping Condition
- At audit start
- During audit

### Jobsite Survey Section

#### Work
- Housekeeping Condition
- Area Flagged Off Properly
- Proper Storage of Materials
- Walking and Working Surfaces
- Adequate Lighting

#### Jobsite General:
- TSTI complete & reviewed
- Emergency Procedures Posted
- First Aid Kit Available and Properly Stocked
- Barricades installed where needed
- Are Anonymous Safety Risk Report Forms Available onsite?
- Safety Meetings Held Weekly

#### Operating
- Hot Work/Entry Permits
- Fall Protection Permits
- Confined Space Entry Signs Posted
- Excavation Permits
- Lifting/Rigging Permits
- Demolition-Engineering Survey
- Pre-Lift Permit
- Lock Out/Tag Out Permits