



Site Specific Safety Plan (SSSP)

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Policy, Procedures and Administrative Requirements

Environmental Health and Safety Expectations

The safety and protection of all NOVO Construction (NOVO) personnel is paramount. Our goal is for NOVO Construction and its subcontractor personnel to plan, manage, and direct each activity free from error, injuries, or incidents achieving true operational safety integration.

Management Commitment Statement

All levels of NOVO Construction management recognize their responsibility to assure a safe workplace and the protection of personnel, equipment, and property. This duty is accomplished by remaining cognizant of NOVO Illness Injury Prevention Program (IIPP) and other safety protocols required by using NOVO Construction.

**See the NOVO Construction IIPP.*

Roles and Responsibilities

NOVO Construction has established, implemented and maintains an effective Environment, Health and Safety (EHS) — Illness Injury Prevention Program (IIPP) to provide an administrative structure within which NOVO, its employees, subcontractors and clients shall commit and provide a safe and healthful work environment for employees and all other individuals affected.

**See the NOVO Construction IIPP.*

Summary of Safe Work Practices

It is the posture and philosophy of NOVO Construction, Inc. that employees conduct themselves in a professional, safe manner while conducting business with clients, contractors and the public. Such conduct is expected to include compliance with established environmental, health and safety rules, policies and procedures to minimize personal risk and liabilities of the company. Violation of established work rules may result in disciplinary action which could include discharge from employment. The Code of Safe Practices is a set of work site rules that specify how to perform job duties safely and to keep the work site safe.

**See the NOVO Construction Code of Safe Practices.*

Safety Meetings

All NOVO Construction personnel and subcontractors are required to conduct and document weekly safety toolbox talks. The weekly toolbox talks will relate to the work that is underway, or in the immediate future with the goal of increasing safety awareness on this project. Topics may include but are not limited to: Jobsite hazards and risks, required personal protective equipment (PPE), job specific safety requirements, safety concerns and questions and any accidents/incidents/near misses: review of root causes including status of corrective actions. Everyone that attends these safety talks shall sign an attendance roster. A copy of the Toolbox Talk and attendance roster will be available for review as requested. NOVO Construction shall also hold a weekly foreman's meeting in which Safety will be a topic of discussion.

**See the NOVO Construction Safety Meeting Attendance Sheet.*

Incident Reporting and Investigation

NOVO Construction, Inc., strives to promote and achieve an injury and incident FREE environment on all of our projects. All near misses, property damage, injuries, accidents, illnesses, fires, security incidents, hazardous material spills, explosions, significant equipment malfunction, development of unexpected hazards, and unsafe conditions no matter how minor, shall be immediately reported to NOVO Construction. NOVO Construction shall report all accidents/incidents to the client project representative as soon as feasible after treatment (if necessary) begins, within 2 hours of injury or illness onset.

Immediately following any injury or incident, all injuries, occupational illnesses, and accidents shall be investigated by the senior contractor representative and reported to a NOVO Construction Project representative. The contractor representative shall investigate and complete an Accident Investigation Report. The contractor representative shall

submit the completed report to NOVO Construction along with any supportive information such as photographs, witness statements, etc., within 24 hours after the incident occurs.

**See the NOVO Construction Injury and Post Incident Report Form.*

All parties involved including subcontractors and its employees shall cooperate fully with NOVO Construction-led investigations.

Any contact with EHS regulatory agencies, government inspectors, notices to regulators, etc. shall be reported to the client project manager who shall convey this information to the other necessary client representatives as required. NOVO Construction onsite representative shall immediately notify NOVO Construction EHS Department and the Client project manager of unexpected inspections by EHS regulators.

Contractor Injury / Illness Reporting Procedure

Our goal is to have a safe project site with zero injuries. In the rare event a contractor or subcontractor employee who sustains a work-related injury or becomes ill while conducting work on Client premises or on behalf of client, AND subsequently requires first aid or other medical treatment:

- Follow the NOVO Crisis Management Plan for this project site.
- For emergencies, immediately dial 911 or the country-specific emergency services number.
- The NOVO Construction host, project manager, or project superintendent shall call the Client Project Manager/ representative as soon as feasible after the employee's immediate need for treatment is addressed, within 2 hours of the injury or illness onset.

Environmental Health and Safety Training

All visitors and subcontractors must check in & attend Site Safety Orientation at the NOVO Construction Trailer/Office prior to entering the site or starting any work. Upon completion of this Safety orientation the attendee will be given a Safety Orientation Sticker to place on their hard hat. Access is not permitted beyond the scope of work. In authorized cases, visitors may be escorted.

**See the NOVO Construction Site Safety Orientation.*

The contracting company is responsible for providing health and safety training for its employees as required by state and federal standards. NOVO Construction, Inc. may request the contractor to provide proof of training as necessary.

Required Documentation from Subcontractors

The Subcontractors' Safety and Health Programs shall meet the minimum applicable requirements of the Occupational Safety and Health Act of 1970, as amended and/or the California Department of Industrial Relations – Occupational Safety and Health Administration (Cal-OSHA). In addition, to meet the minimum requirements of the Project EHS Plan, the following additional requirements shall be a mandatory part of each contractor's EHS Program:

- Deliver one copy of the contractor's EHS Program and IIPP to NOVO Construction for review. The contractors shall designate competent person(s) for each area listed that is applicable to their work. Occupational Safety and Health Administration (OSHA) defines a competent person as: "One who through training and experience is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them."
- Conduct contractor/subcontractor prequalification measures
- Deliver the contractor/subcontractor orientation program which will be presented during craft worker initiation.
- Daily, Weekly and Monthly Safety Metrics submittals requirements.
- Incident/accident submittal requirements.
- Provide a documented system for ensuring that only employees who are qualified by training or experience and who are authorized by their employer are allowed to operate equipment, tools, and machinery.

Smoking Policy

Smoking is only permitted in designated areas.

Substance Abuse

NOVO Construction prohibits all employees who are under the influence of alcohol, recreational or illegal drugs, or prescription narcotics or other medications that impair abilities from working on our project sites.

Violation of these safety rules may result in immediate disciplinary action, including termination from project site and company notification. NOVO Construction and its subcontractors shall periodically include in their weekly safety meetings a component on drug and alcohol awareness and hazards.

Disciplinary Action

NOVO Construction requires employee and subcontractor compliance with all established safety rules, policies and procedures as a condition of employment. All employees are required to familiarize themselves and adhere to company safety practices,

policies and procedures in every aspect of their duties and job assignments. Supervisory, administrative and management personnel at all levels are responsible for taking immediate corrective action when an unsafe condition, act or violation is observed.

**See the NOVO Construction IIPP.*

Housekeeping

Subcontractors shall, at all times, maintain the premises free from accumulations of waste material, trash, and debris caused by their work. All work areas must be maintained clear and in good housekeeping order. The subcontractor foreman or lead shall conduct daily work site inspections to ensure the following expectations are being fulfilled:

- Do not store equipment or supplies in front of an electrical panel (min. 36" clearance required).
- Access to emergency exits must not be blocked or otherwise impeded unless an alternate, safe route has been designated, signs posted, and employees informed of the temporary change.
- Outside storage must not block fire hydrants or fire lanes.
- As work progresses throughout the day, debris, cords, tools, and supplies must be cleaned up in neat piles/stacks so that adequate working and walking space is maintained.
- To prevent tripping hazards, extension cords must not be routed across hallways unless run overhead or provided with a highly visible protective cover.
- Unsecured storage of tools or materials overhead is not permitted.
- Any oily rags or other combustible wastes will be stored in approved combustible waste containers (i.e., metal cans).
- Protruding nails or screws must be removed or hammered down to eliminate the hazard of scratches or puncture wounds.
- If unable to remove a recognized hazard immediately, the hazard must be clearly marked and communicated to affected employees until it can be mitigated.

Pre-job planning shall include consideration of housekeeping plans and will also include methods and necessary equipment or tools. The contractors shall instruct their supervisors to maintain good housekeeping. Each work area shall be cleaned and swept daily, if applicable, by the contractor or as often as necessary to remove fire and safety hazards discovered through regularly scheduled inspections. All tools, scaffolding, and materials shall be removed from the work area at the completion of the work. All scrap, waste material, and rubbish shall be kept out of egress ways and removed from the work area daily. Refusal to maintain or negligence in maintaining good housekeeping can result in the following:

- Suspension of the work until a proper level of housekeeping is achieved, as deemed necessary by NOVO Construction.
- Reports to NOVO Construction Executive Management of inadequate subcontractor performance.
- Back charges to the subcontractor for removal of trash, rubbish, and waste materials from the work area and also for clearing aisles; walkways; and work areas of tools, material, and equipment.
- All recommendations for improved housekeeping from a NOVO Construction or owner representative shall be acted upon immediately by the contractor in violation.

Jobsite Postings

All required jobsite postings shall be posted and available to all employees onsite in accordance with CAL-OSHA. Such postings shall be posted inside the NOVO Construction Trailer/Office or on the NOVO Construction Safety Kiosks onsite.

Safety Requirements

Fire Protection and Prevention

Each contractor shall be responsible for fire protection throughout all phases of construction as required by T8CCR §1920. Only work procedures which eliminate or minimize fire hazards to the greatest extent practical shall be used. Fuels, solvents, and other volatile or flammable materials shall be stored in an area designated by NOVO Construction. Good housekeeping is essential to fire prevention and shall be practiced by all site contractors. Temporary storage of flammable or combustible materials shall be in designated areas. Temporary storage inside buildings is allowed only if the materials are necessary for construction, and all materials are removed from inside at the end of the day. Storage, Handling, and Use of Cylinders shall be in compliance with T8CCR §4650.

Fire extinguishers - Shall be maintained and inspected on a monthly basis. Each contractor task which includes a potential for fire is to include the presence of an added fire extinguisher in the immediate area in addition to general work area fire extinguishers staged by NOVO Construction.

Reporting Fires – All fires, regardless of size, shall be reported immediately to NOVO Construction. In the event of a fire that cannot be locally controlled by fire extinguishers, the contractor shall follow the project emergency procedures.

Emergency Response

NOVO Construction and its subcontractors shall have appropriate and adequate first aid supplies on-site and the first aid supplies shall be accessible for immediate use. Written procedures shall be developed and to ensure that first aid supplies are replaced promptly if used, and are missing or depleted. Sufficient Contractor and subcontractor's personnel shall be available at the work site(s) to render first aid. The first aid personnel shall be appropriately trained and have valid CPR and first aid certifications. (U.S. Bureau of Mines, American Red Cross, AHA or an equivalent training program that can be verified.) Each Contractor is to retain at least one qualified CPR/First Aid person unless otherwise approved by NOVO Construction.

All employees must be familiar with the evacuation routes near their work areas. Find and study the evacuation route maps before beginning work in an unfamiliar area. When it is determined that personnel must evacuate (annunciation of fire alarm or other building alarm or verbal notification), calmly evacuate area in an orderly manner via the nearest and safest route. Proceed to the evacuation assembly area in the parking lot and report to your supervisor for a head count. Do not re-enter the building until safe to enter and instructed to do so by NOVO Construction.

Pre-Task Planning and Job Hazard Analysis

Subcontractors shall conduct a Pre-Task Plan (PTP) and Job Hazard Analysis (JHA) on all work operations, work operations that are particularly hazardous by nature, and those operations requiring special planning.

The following shall be considered when completing each section:

1. Sequence of the Job – The job shall be broken down into manageable steps with enough detail to adequately cover the task being evaluated. For example, steel erection can be broken down into several tasks such as steel delivery, offloading, staging, anchor bolt installation, column erection, beam installation, fill-in steel, bolt up, stairs and handrail, grating, etc. These major sections can be broken down into manageable subsections; for example, offloading can be further broken down into the following categories--positioning the truck, setting up the crane, selecting the appropriate rigging, rigging the steel, swinging the load, unhooking the rigging, etc.
2. Potential Hazards – For each task identified in the Sequence of the Job section of the JHA form, the hazards associated with the task shall be identified. Typically, each task will have more than one potential hazard listed; for example, hazards created while “positioning the truck” from the example described above would include the load shifting and crushing employees; the truck backing over workers; situating the truck under an overhead

power line, causing a potential electrical hazard; the truck hitting and damaging other equipment and structures, etc.

3. Recommended Action or Procedure – For each hazard identified in the Potential Hazard section of the JHA form, a way to eliminate the hazard shall be described in this section. Emphasis should be placed on time, material, equipment, training, and procedures. For example, the hazard listed in the above example, “the truck backing over workers,” could be eliminated by the following: ensuring that all trucks are equipped with a backup alarm, assigning someone to act as a signal person (that person will need to be trained), requiring the signal person to wear an orange reflectorized vest, etc.

Upon completion of the JHA/PTP, but before the start of the work operation, the contractor shall submit the JHA/PTP to NOVO Construction for review. Upon approval by NOVO Construction, the contractor shall use the form to ensure that the elements listed are in place before the start of the work operation. The contractor shall also use the form as a training tool to ensure that each employee involved in the work operation is adequately trained on each element of the JHA/PTP. Each employee involved with the operation shall initial the JHA/PTP as acknowledgement that they have reviewed and understand the information provided on the JHA/PTP. If a situation arises during the work operation that has not been addressed by the JHA/PTP, or if a situation occurs that requires an existing element of the JHA/PTP to be modified, the contractor shall modify the JHA/PTP as appropriate to address the issue. The contractor shall ensure that affected employees are trained on any changes or additions made to the JHA/PTP and provide NOVO the revised JHA/PTP.

**See the NOVO Construction Pre-Task Plan and Job Hazard Analysis Form.*

Method of Procedure (MOP)

A Method of Procedure (MOP) shall be completed as required before commencement of any "High Hazard" work activity and updated in the event of changing conditions. Defined high risk/ high hazard tasks include, but are not limited to the following:

- Crane Operations (See Crane Lift Package) [72 Hour Notice to NOVO EHS for Approval]
- Confined space entry (permit and non-permit entry) [Contact NOVO EHS]
- Excavation, trenching and shoring or other heavy equipment operations [Contact NOVO EHS]
- Electrical work, Life safety utility modifications (Contact NOVO EHS) [live electrical work is not allowed]
- Steel Erection, Scaffold work. (Contact NOVO EHS)
- Demolition operations (Contact NOVO EHS)
- Electrical Shut Down (48 Hour Notice to NOVO EHS for Approval)
 - This includes but is not limited to:
 - Installation/Removal of Temporary power cords/spider boxes and/or breakers
 - Connection of new electrical to existing electrical including breakers

Personal Protective Equipment (PPE)

Where hazards exist, efforts will be made to mitigate the hazard through engineering controls. When the hazard cannot be removed, or controlled, appropriate personal protective equipment (PPE) shall be provided by the contracting company and worn by its employees at all times while working on the project site. All personal protective equipment shall be stored properly when not in use, and shall be kept clean and in good condition.

All PPE must meet ANSI standards and includes:

- Reflective Safety Vest/Shirts – Reflective Safety Vest/Shirts shall be worn until all overhead work is complete and whenever machinery is present. I.e. Forklifts, Scissors lifts and Earth Moving Equipment. WATCH FOR MOVING EQUIPMENT.
- Hard hats – Hardhats shall be worn on every NOVO project until overhead work is complete. All ladder, scissors lift and scaffold work must be complete.
- Work Boots & Shoes – Substantial leather (above ankle with puncture resistance soles). No tennis shoes, leisure shoes, sandals, high heels, etc.
- Long Work Pants – No Shorts. Clothing shall be in good condition; free of holes, tears and frays.
- Shirt with Sleeves –Short Sleeves at minimum.

- Safety Glasses – ANSI Z87 rated safety glasses with side shields shall be worn by all persons on this project at all times. Regular, non-safety-rated prescription glasses or contact lenses are not considered eye protection. If either of these is worn, ANSI Z87 rated safety prescription glasses with side shields shall be worn, or goggles shall be worn over none Z87 prescription glasses.
- Work Gloves – and / or hand protection. The hand protection shall be on the person at all times and worn when there is potential for hand injury or exposed to sharp edges or other hazards.
- Hearing protection –Hearing protection shall be on the person at all times and shall be worn where required.
- Face shields – Face shields shall be worn when using grinders, chop saws, chipping ect.
- Welding/Cutting Operations – Welding and cutting operations require welding gloves, hoods/goggles, long sleeves, and shields to protect others from arc exposure.
- Other PPE – Follow all other hazard and/or safety instructional signs; i.e. laser in use, powder-actuated tools in use, respiratory protection required, and electrical systems as required.

Confined Space Entry

A confined space is defined as a space that has limited or restricted means of entry or exit, has unfavorable natural ventilation, is large enough for a worker to enter and perform assigned work, and is not designed for continuous occupancy. These spaces may include, but are not limited to, trenches, underground vaults, manholes, pipe assemblies, ventilation ducts, tanks, storage bins, condenser pits and dike areas, manholes, and containment cavities. This is an encompassing definition and includes many areas that may not be considered hazardous. In some cases, confinement itself poses entrapment hazards. In other cases, confined space work keeps workers closer to hazards, such as asphyxiating atmospheres or the moving parts of machinery.

The intent of the confined space entry procedure is to ensure that personnel who perform work in a confined space are safe and in compliance with their employer's project safety and governmental regulations. If there is a conflict between employer's project safety rules, contractor's Safety Program rules, and governmental regulations, the most restrictive and safe shall apply.

It is the policy of NOVO Construction that all onsite personnel shall comply with this confined space entry procedure. All confined spaces shall be authorized for entry by means of a permit which is reviewed and approved by NOVO Construction. No personnel shall enter a confined space prior to compliance with all permit criteria.

First, Contact NOVO Construction Project Superintendent/Management in which the NOVO Construction Project Superintendent/Management will contact the NOVO Construction EHS Department. Confined Space Entry Permits shall be made available through the contractor representative. Contractors shall fill out the permit in full, post a copy of the form in a conspicuous location at the entrance to the confined space, and retain a copy for their records. Air monitoring results are to be recorded and kept posted with the permit.

If there is more than one entrance to the confined space, all entrances shall be posted with a copy of the permit. Before entering the confined space, all persons shall be given a briefing as to the precautions that must be taken. When the work in the confined space is completed, the person authorizing entry into the confined space shall verify that all persons have exited the confined space and that it is safe to remove the permit. The authorizing person shall then sign, date, and write in the time the permit was removed. Contractors shall retain all issued permits for their records. Copies of the permits shall be made available to NOVO Construction for auditing purposes.

Cranes, Rigging, Material and Hoists

NOVO Construction requires that all crane operations be conducted in accordance with applicable safety orders to include CCR Title 8, Article 98, and Sections 4990 – 5009. A NOVO Construction Crane Lift Plan shall be submitted complete to NOVO Construction at minimum 72 hours (3 days) prior to the scheduled lift date. Upon review and approval by the NOVO EHS Department and Client representative the lift may proceed as scheduled. Pre-lift safety meeting and inspections shall be conducted and documented with NOVO Construction.

**See the NOVO Construction Crane Lift Procedure & Plan.*

GFCI and Temporary Power

Ground fault circuit interrupters (GFCI), shall be used with all power tools and cords. These shall be used regardless of the power source, including portable and wheel mounted generators. The ground fault circuit interrupter shall be tested before each use.

All cords shall be inspected before use. Construction grade cords only, no light cords allowed. Power cords, welding leads, and hoses shall be placed out of access/egress areas, walkways, aisle ways, and stairwell landings. Every effort should be made to keep cords and hoses off the floor/ground with non-conductive hangers or other methods to prevent damage from motorized equipment, buggies and carts. All subs are to use a (Ground Fault Circuit Interceptor) GFCI adapter when you are using the buildings power outlets, unless verified to have working GFCI. Treat all electrical as energized, electrical work should only be performed by qualified electrical subcontractors with LOTO in place. Work shall not be performed on energized equipment. Follow your company's lock-out/ tag out procedures. NO one should attempt to remove a lock or tag placed by another employee.

Lockout / Tagout (LOTO) (Control of Hazardous Energy)

All de-energized electrical work and other hazardous energy sources such as but not limited to, machinery and equipment from mechanical, hydraulic, pneumatic, chemical, electrical, thermal or other hazardous energy sources the use of devices, positive methods and procedures, which will result in the effective isolation or securing of prime movers shall be accomplished in accordance with the 120.2 of NFPA 70E and T8CCR Electrical Safety Orders, T8CCR Section 3314, and CFR 1910.147.

Contractors shall establish a program consisting of energy control procedures, employee training, and periodic inspections on contractor-owned machinery and equipment to ensure that, before any employee performs work where the unexpected energization, startup, or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperable. The use of both tags and locks shall be included in the contractor's program. The contractor shall coordinate the use of a project specific Lockout/Tagout procedure for all work on permanent plant equipment and interface work with NOVO Construction and the Owner's existing facilities.

Excavation and Trenching Protection

Before contractors commence work on any trench or excavation, a trench and excavation plan shall be submitted to NOVO Construction for review. The plan shall be submitted far enough in advance to allow NOVO Construction ample time to verify the contractor's proposed work plan and/or procedures. The contractor may commence work after receiving approval from NOVO Construction. For all trenches or excavations over 20 feet deep, the contractor must have the sloping, shoring, or shielding method designed by a Professional Engineer registered in the state. The design must be submitted to NOVO Construction as an attachment to the Trench and Excavation Plan.

The contractor shall appoint a competent person, as defined in T8CCR 1504 (a), to fill out the permit and monitor all trench and excavation work. The signature by NOVO Construction in no way changes the contractor's responsibility for locating all underground utilities and repairing damaged utilities as required by the contract. NOVO Construction shall not be held responsible for the safety requirements for the trench or excavation. The contractor's competent person shall be responsible for all safety requirements as stated in T8CCR 1541

**See the NOVO Construction Pre-Excavation Form.*

Fall Protection

The subcontractor shall provide training for each employee who might be exposed to fall hazards: The training program shall be taught by a competent person and shall meet the requirements specified in T8CCR 1669 - 1672.

Fall protection is required. No person or work operation is exempt from the standard on this project. Anytime an employee can fall 6 feet or greater they should be protected from that fall through the use of: personal fall protection

systems, handrail/guardrail systems, barricades, warning lines, controlled access zones, etc. Areas where work cannot be performed safely it must be brought to the attention of NOVO Construction Project Superintendent/Management.

Per T8CCR 1671.1 a fall protection plan shall be implemented when a fall protection system is required but cannot be used because the system creates a greater hazard or is not feasible. Before starting work operations that require fall protection plan, the contractor shall submit a fall protection plan to NOVO Construction. The fall protection plan shall be onsite during operation and include, but not be limited to, the following per T8CCR 1671.1(a)(1):

- Prepared and updated by qualified person in charge of the operation and include this qualified person's name.
- Developed for the specific site and operation.
- Document why a fall protection system cannot be used.
- Identify the competent person to implement and supervise the Fall Protection Plan.
- Fall Protection Plan must be supervised by the competent person identified in this plan.
- Identify the controlled access zone for each location.
- Identify employees allowed in the controlled access zone.
 - Controlled access zone must be established and maintained as follows in T8CCR 1671.2

Body Harnesses, Lanyards, and Lifelines – Body harnesses, lanyards, and lifelines shall be used in accordance with Cal-OSHA. Guardrail systems and their use shall comply with T8CCR 1620 – 1621. Walking/working surfaces shall be free of uncovered holes and openings where the risks of tripping, ankle turning/twisting, tripping and fall-through are probable or prevalent. Walking/working surface holes, gaps or cracks, when approved to exist, shall not be greater than 1" wide continuous by T8CCR 1632 - 1633. Covers shall be capable of safely supporting the greater of 400 pounds or twice the weight of the employees, equipment and materials that may be imposed on any one square foot area of the cover at any time. Covers shall be secured in place to prevent accidental removal or displacement, and shall bear a pressure sensitized, painted, or stenciled sign with legible letters not less than one inch high, stating: "Opening--Do Not Remove." Markings of chalk or keel shall not be used. All hinges, handles, bolts, or other parts shall set flush with the floor or cover surface. Alternatively, floor openings can be protected by a standard guardrail system, including top rail, mid rail, and toe board. The contractor shall not leave unprotected floor/roof openings unattended. Openings in the raised floor shall be marked with posts, barricade ribbon or pennant flagging to warn passers-by of the opening and have an attendant. The opening must not be unattended unless the cover is securely replaced. Close the roof access hatch at the end of the day when you are the last to leave the roof.

**See the NOVO Construction Fall Protection Inspection Forms.*

Hand, Power, Powder-Actuated Tool Safety

All tools and equipment (both, company and employee-owned) used by employees at their workplace shall be in good working condition and shall be inspected prior to use. Damaged tools shall be properly marked and not used until repaired. Appropriate personal protective equipment such as safety glasses, face shields, and similar equipment shall be used while using tools or equipment always. Always use the right tool for the right job and always adhere to the manufacturer's written recommendation or instructions when using a any tool or equipment. Grinders, saws, and similar equipment shall be provided with appropriate safety guards. All cord-connected, electrically operated tools and equipment are to be effectively grounded or of the approved double insulated type. Employees who operate powder-actuated tools shall be trained and certified in their use and carry a valid operator's card. Each powder-actuated tool shall be stored in its own locked container when not being used. A sign reading "POWDER-ACTUATED TOOL IN USE" shall be conspicuously posted where the tool is being used. Powder-actuated tools are to be left unloaded until they are ready to be used and shall not be out of the sight of the user unless it is properly stored and locked up. Powder-actuated tools operators shall have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors. Both unspent rounds and spent rounds shall be immediately stored in water after use and removed from the jobsite at the end of the workday.

Forklift Safety

Contractors operating forklifts and other powered industrial trucks on NOVO Construction projects shall do so in a safe manner in accordance with CCR Title 8 Section 3650. Operators shall be certified for the type of forklift they are using and shall carry the license always while operating. Internal combustion engines shall not be operated in a location with a

potentially hazardous atmosphere. Forklifts shall have functional warning beacons and backup alarms installed. Rider-type trucks will have seat belts and operators are required to wear the seat belt during operation. Forklifts shall be used for intended and rated capacities. Operators are required to sound their horn when approaching blind corners or intersections. Forks, chains, gears, safety devices, lights, gauges, etc. shall be inspected before use, no less frequently than once per day while the forklift or other powered industrial trucks is being used. Such inspections shall be documented on a log and kept with the forklift/other powered industrial trucks.

**See the NOVO Construction Inspection Forms.*

Motor Vehicle and Mechanized Equipment Safety

All vehicles assigned as “Jobsite vehicles” on NOVO construction projects shall be in accordance with CAL-OSHA Standard T8 1597 requirements.

Scaffold and Aerial Lifts

All Scaffolds shall be used in compliance with Cal-OSHA §1635 - §1667. Always follow manufacturer’s recommendations and instructions. Personnel must be trained to work off scaffolding. Scaffold must be erected by a trained scaffold erection company and a tag must be placed on each entry point. All scaffolds shall be inspected each day prior to use. Top, mid and end rails must be in place on any scaffold 6’ and above before use. Working level must be fully planked. Rolling scaffolds wheels must be locked before working from them. No “surfing”.

All elevated work platforms must be in conformance with Cal OSHA Standards Section 3600. Documented inspections of equipment and the work area shall be conducted before each use. All operators shall be trained on the use of equipment before using and have documentation on person while operating. While operating JLG’s you shall use fall protection/be tied off, and have a 5:BC fire extinguisher at or in equipment per manufacturer’s instructions. Stay within the guardrail during work, do not stand on rails or lean outside the rails. Be especially careful around power lines and people. Keep floors clean and free of cords and materials, do not drive over any items. Understand and follow safe work practices, always follow manufacturer’s recommendations and instructions.

**See the NOVO Construction Inspection Form.*

Welding, Cutting, and Brazing

Hot work is defined as any operation that involves open flames, produces extreme heat or sparks. Cutting, grinding, brazing, electric or gas welding, and torch-applied roofing, are all examples of Hot Work. There are no designated areas solely approved for hot work; therefore, all Hot Work requires a written permit issued by NOVO Construction’s designated person. Fire prevention and suppression measures outlined in the site-specific Hot Work Permit Procedure apply to all hot work performed.

Hot Work permit guidelines:

1. A Hot Work Permit will be issued and signed by NOVO Construction when hot work is performed.
2. A copy of the permit must be affixed to the hot work equipment, or posted in the immediate area where hot work is being conducted.
3. At a minimum, (1) 20lb or (2) Two 10 lbs. portable fire extinguishers are required and provided by person/company performing the work at any Hot Work location before work can be started.
4. Combustible and flammable materials must be removed or isolated from the work area. Combustible floors must be protected with fire-resistant tarpaulin covers.
5. Appropriate warning signs and protective shields must be in place to warn others and protect them from the hazards of watching welding activities. Cracks, openings and penetrations that lead to stud cavities or spaces below floors, inside doors or window frames must be sealed off. Protect or seal off ductwork or conveyor systems that can transport sparks or heat.
6. A designated, trained fire-watcher must be present for all hot work where there is a potential for fire exposure to the work and nearby areas. Once the work is done, the fire watcher must remain in the area for at least 30 minutes and carefully inspect the work and all adjacent areas for incipient fires. Fire-watch persons will have no other duties at the time aside from watching for fires.

**See the NOVO Construction Hot Work Permit.*

Laser Safety

An Injury to the eyes is the primary hazard of using laser equipment. The use of lasers on the all NOVO Construction projects shall be in accordance with CAL-OSHA Standard T8 1801. Only qualified persons may operate laser equipment and equipment must be turned off or shielded when unattended and not in use. Laser beams must never be pointed or directed at persons shall have a label indicating their maximum output. Employees who have a potential exposure to direct or reflect laser light greater than 5 milliwatts shall be provided with anti-laser eye protection as specified in Section 3382(e), 1801(c). Subcontractors using lasers shall post warning signs and labels in areas where lasers are used.

Occupational Health Requirements

Sanitation

In accordance CAL-OSHA Standard T8 1526 requirements, at minimum 1 toilet shall be available for each 20 employees of each sex. All toilets and washing facilities shall be kept clean, sanitary and with adequate supplies. Each subcontractor shall provide an adequate supply of potable (drinkable) water for their employees while conducting work on this project. NOVO Construction recommends all employees wash their hands before and after using restrooms facilities, before eating and when leaving for the day to aid in the reduction of the spread of contaminants and infectious diseases.

Bloodborne Pathogens

Employees potentially exposed to infectious agents in body fluids shall take special precautions to eliminate the transfer of fluids. Occasions of potential occupational exposure are to be identified and documented. Infection control procedures shall be instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment. Employees are to be aware of specific workplace practices to follow when appropriate (hand washing, handling sharp instruments, handling of laundry, disposal of contaminated materials, reusable equipment). When required, wear personal protective equipment, a Pathogen clean up kit shall be available for employees use. Facilities/equipment shall comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents/disinfectants to clean up spills. All equipment, environmental and working surfaces are to be cleaned and disinfected after contact with blood or potentially infectious materials. Any infectious waste shall be placed in closable, leak proof containers, bags or puncture-resistant holders with proper labels.

Chemical Management

All affected employees are to be trained in the safe handling practices of hazardous chemicals such as acids, caustics, and the like. Employees are to be aware of the potential hazards involving various chemicals stored or used in the workplace--such as acids, bases, caustics, epoxies, and phenols. Employee exposures to chemicals are to be kept within acceptable levels. All containers, such as vats and storage tanks are to be labeled as to their contents. All employees are to be required to use personal protective clothing and equipment when handling chemicals (i.e. gloves, eye protection, and respirators). All chemicals are to be kept in closed containers when not in use. Standard operating procedures have been established and are to be followed when cleaning up chemical spills.

Heat and Cold Stress

NOVO Construction expects that all work activities to be conducted safely and with associated hazardous exposures eliminated and/or controlled. Operations involving high or low air temperatures, radiant heat sources, high humidity, direct physical contact with hot or cold objects, or strenuous physical activities have a high potential for inducing heat and cold stress in employees engaged in various tasks and operations associated site activities.

*NOVO Construction Heat Illness Prevention Plan attached.

Respiratory Protection

Where there is no feasible way to control worker exposure to airborne contaminants, respirators may be used. Only NIOSH-approved respirators shall be used on NOVO Construction Projects. Persons wearing a respirator must have obtained medical clearance within the last year, be properly trained in the use and limitations of an air-purifying respirator, and be fit tested before wearing a respirator in accordance with CCR Title 8 Section 5144. In areas where Client employees may be affected, Client shall be notified of the work plan and appropriate control measures before

work proceeds. All subcontractors shall follow their company respiratory program and submit a copy to NOVO Construction.

Hearing Conservation

Employees may be required to use hearing protection when exposed to noise. When required by regulatory statutes, employees may be required complete an auditory evaluation by a qualified, licensed professional. In these cases, the employee shall be informed in writing of the findings requiring the need for such evaluation. Hearing protection is required in any work area where noise levels are found to be above the permissible levels. To determine maximum allowable levels for intermittent or impact noise, see California Code of Regulations Title 8, section 5096 Employees shall be required to use approved hearing protection and shall be trained on proper use, care and types of protection provided by the company.

Asbestos Exposure Prevention

All activities with the possible exposure to Asbestos shall be performed in accordance with CAL-OSHA Standard T8 1529 requirements. All subcontractors associated with Asbestos Exposure activities, as defined by OSHA, shall develop plans to meet the CAL-OSHA requirements. The Asbestos Exposure Prevention work plan shall be submitted to NOVO Construction Safety for review prior to the commencement of such activities.

Lead Exposure Prevention

All activities with the possible exposure to Lead shall be performed in accordance with CAL-OSHA Standard T8 1532 requirements. All subcontractors associated with Lead Exposure activities, as defined by OSHA, shall develop plans to meet the CAL-OSHA requirements. The Lead Exposure Prevention work plan shall be submitted to NOVO Construction Safety for review prior to the commencement of such activities.

Silica Exposure Prevention

NOVO Construction recognizes that exposure to silica dust can cause silicosis (a deadly lung disease) and may cause lung cancer. NOVO Construction takes responsibility for protecting the safety and health of its employees by creating the NOVO Construction Silica Dust Control Policy to reduce or eliminate workplace exposure to crystalline silica. All subcontractors shall follow their companies Silica Dust Control Policy.

**See the NOVO Construction Silica Dust Control Policy.*

Environmental Requirements

Demolition and Grading Program

All Demolition and Grading commencing on NOVO construction projects shall be in accordance with CAL-OSHA regulations.

Storm Water

Storm and roof drains will not be used for the disposal or rinsing of any substance, including seemingly “clean” rinse water. This includes washing down equipment, machinery, vehicles, concrete trucks, or tools. The only substances allowed down a storm or roof drain is rainwater. All substances used near a storm or roof drain must be secondarily contained and protected from exposure to rain. If an activity must take place where it may affect a storm or roof drain, the drain must be covered with a device effective against liquid penetration. If any substance has accumulated near the storm drain because of the activity, it must be vacuumed up and disposed of properly.

- Storm Drains – Filter Fabric Screens will be placed on storms drains in the affected area.
- Trash Bins/Dumpsters – Waddles will be placed around the bases of the Construction Trash Bins.
- Hazardous storage (Fuel) – Secondary Containment is required.
- Toilets and washing facilities – Secondary Containment is required.

Hazardous Waste

All Hazardous Waste Operations commencing on NOVO construction projects shall be in accordance with CAL-OSHA Standard T8 5192 regulations and approved by NOVO Construction prior to the start of work.

Construction Specific Requirements

Concrete Safety

All Concrete Construction commencing on NOVO construction projects shall be in accordance with CAL-OSHA Standard T8 1720 requirements.

Tilt-Up Safety

All Tilt-Up Construction commencing on NOVO construction projects shall be in accordance with CAL-OSHA Standard T8 1715 requirements.

Masonry Construction

All Masonry Construction commencing on NOVO construction projects shall be in accordance with CAL-OSHA Standard T8 1722 requirements.


Steel Erection

Steel erection activities shall be performed in accordance with CAL-OSHA Standard T8 1710 requirements. All contractors associated with steel erection activities, as defined by OSHA, shall develop plans to meet the CAL-OSHA requirements as well as the specific steel erection requirements set forth in this site-specific plan.

A site-specific steel erection plan and a JHA must be provided to NOVO Construction Safety a minimum of 72 hours before steel erection activities begin. This plan must be prepared by a qualified person as defined by OSHA and address at least all the following:

- Fall protection procedures for the erection processes.
- Training of workers involved with the steel erection process.
- Erection sequence.
- NOVO Construction Crane Pre-Lift Plan. *See NOVO Construction Crane Lift Plan.
- Site preparation requirements (e.g., adequate access roads, means and methods for pedestrian and vehicular control, site drainage, soil compaction and stability).
- Overhead protection/routing of lifts.
- Critical lift procedures if applicable.
- Procedures for steel erection activities (e.g., bracing/guying, connections, decking, roofing, siding, grating, etc.).
- Falling object protection procedures.
- Perimeter fall protection planning and safety cable custody transfer.

Contractors shall complete the Steel Erection Checklist and submit it to NOVO Construction Safety Director before any steel erection activities begin. The checklist shall be discussed in a specific steel erection meeting that will be coordinated by NOVO Construction. All contractors involved in the steel erection process shall be at the steel erection planning meeting and shall comply with the requirements of this section. A pre-construction coordination meeting with the erector and NOVO Construction is to be conducted. Steel erection activities may not start until NOVO Construction formally notifies the steel erector in writing and/or electronic mail that steel erection activities may commence. Notification will be in the form of a letter with an attached verification that anchor bolt repairs and concrete curing requirements have been met if such issue exists. Areas where a danger exists from the work area above shall be barricaded off by the contractor/subcontractor doing the work above. That contractor/subcontractor is also to maintain the barricade until work is completed. RED DANGER tape or ORANGE SNOW FENCING will be used to mark the area where overhead hazards exist. Any unauthorized persons entering an area that has been barricaded with RED DANGER tape is subject to disciplinary action.

	Site Safety Orientation	
	Project Name / Project #:	
	Project Location:	

All visitors, and subcontractors must check in & complete this Site Safety Orientation prior to starting any work or entering the project site.

Right to Stop Unsafe Activity – Everyone has the right to stop an unsafe activity. Report any unsafe activity or condition to your supervisor and to NOVO Construction immediately. See NOVO contact list below.

Site Access – Upon completion of and signing this Safety Orientation, you will be given a Safety Orientation Sticker to place on your hard hat. The Safety Orientation Sticker shall be visible at all times. Site is limited to designated construction areas only. Coordination of both job site deliveries & staging of material is required with Novo Construction. Regular work hours will be between the hours of _____ and _____ Monday through Friday and _____ to _____ on Saturday & Sunday. Any work outside of these hours must be coordinated with NOVO Construction. All vehicles shall park in NOVO Subcontractor designated parking area only. Any vehicle parked in non-designated NOVO Subcontractor parking may be towed at owner’s expense.

Personal Protective Equipment (PPE) – All tasks require careful planning and review to ensure the proper PPE is recommended and being used. All PPE must meet ANSI standards and includes:

- Reflective Safety Vest/Shirts – Reflective Safety Vest/Shirts shall be worn until all overhead work is complete and whenever machinery is present. I.e. Forklifts, Scissors lifts and Earth Moving Equipment. **WATCH FOR MOVING EQUIPMENT.**
- Hard hats – Hardhats shall be worn on every NOVO project until overhead work is complete. All ladder, scissors lift and scaffold work must be complete. Hardhats shall include, both their employers company name and the individuals name clearly on the front of the hard hat.
- Work Boots & Shoes – Substantial leather (above ankle with puncture resistance soles). No tennis shoes, leisure shoes, sandals, high heels, etc.
- Long Work Pants – No Shorts. Clothing shall be in good condition; free of holes, tears and frays.
- Shirt with Sleeves –Short Sleeves at minimum.
- Safety Glasses – ANSI Z87 rated safety glasses with side shields shall be worn by all persons on this project at all times. Regular, non-safety-rated prescription glasses or contact lenses are not considered eye protection. If either of these is worn, ANSI Z87 rated safety prescription glasses with side shields shall be worn, or goggles shall be worn over none Z87 prescription glasses.
- Work Gloves – and / or hand protection. The hand protection shall be on the person at all times and worn when there is potential for hand injury or exposed to sharp edges or other hazards.
- Hearing protection –Hearing protection shall be on the person at all times and shall be worn where required.
- Face shields – Face shields shall be worn when using grinders, chop saws, chipping ect.
- Welding/Cutting Operations – Welding and cutting operations require welding gloves, hoods/goggles, long sleeves, and shields to protect others from arc exposure.
- Other PPE – Follow all other hazard and/or safety instructional signs; i.e. laser in use, powder-actuated tools in use, respiratory protection required, and electrical systems as required.

Sanitary Facilities – Please use designated restrooms and clean up after yourself. All employees are required to wash their hands after using the rest room facilities. No Smoking in the restrooms. Comments/concerns? Contact NOVO.

Personal Electronics – Personal radios (music), CD players, headphones, etc. are not allowed in construction areas. This includes cell phone music, iPods, MP-3 players etc. Be aware of your surroundings while conducting business on handheld electronics and move into a safe area away from work and equipment.

Zero Tolerance – All employees are to conduct themselves in professional manner while on site. The use of profanity, horseplay, graffiti, harassment, hostile behavior, theft, drug and alcohol use is prohibited. Violation of these safety rules may result in immediate disciplinary action, including removal from project site and company notification.

- **Sexual Harassment** -- consists of unwelcome sexual advances. This includes, but is not limited to: leering, sexually oriented gestures, mooning, request for dates, etc.
- **Hostile Behavior** – consist of any behavior or conduct which creates a hostile, intimidating or offensive environment will be construed as a form of harassment, and is not acceptable.

Hot Work Permits – Required with any work that generates a spark or flame. Subcontractors shall complete a Hot Work Permit and request approval/signature by NOVO Construction prior to the hot work operations being performed. A copy of the permit must be posted in the immediate area where the hot work is being conducted along with a 20ABC fire extinguisher.

Hazard Recognition - Be aware of the hazards in your work area at all times. Pre-Task Plans must be filled out daily for all activities you perform. They must be reviewed and signed by NOVO then by the crew and posted in the immediate work area prior to starting the task. Return a copy of the pre-task plan to NOVO Construction once the task is completed.

Incident Reporting – All near misses, property damage, injuries, accidents, illnesses, fires, security incidents, hazardous material spills, and unsafe conditions no matter how minor, shall be reported to NOVO immediately. (See NOVO Contact List below) If police, fire or emergency medical services is required call 911. In case of any incident, supervisors will complete an ‘Report of Injury’ form and turn into NOVO within 24 hrs.

Drug Free Workplace – Reporting to work under the influence or possessing alcohol or illegal drugs may result in immediate disciplinary action, including removal from the project site.

Emergency Procedures – In case of emergency, contact your supervisor and NOVO Construction immediately. If Police, Fire or Emergency Medical Services is required call 911. If evacuation is necessary, activate the Emergency evacuation signal. The Emergency Evacuation Signal is _____ and is located _____. When evacuating proceed to the nearest exit and evacuation assembly area, ensure you check in with your supervisor and NOVO Construction prior to leaving the site. No one is permitted back in the building(s) until NOVO gives permission.

Safety Enforcement / Disciplinary Policy – The safety of every worker on the project as well as any pedestrian around the construction site is the highest priority. All employees will comply with current safety regulations as defined by the authority having jurisdiction and/or subcontract agreements. In order to assure compliance with safety rules, the foreman of work crews and work crews will be held accountable for the conduct of workers. This policy is for employee safety and will be enforced consistently to assure fair treatment for all workers.

Controlled Access Zones – All areas where persons are immediately exposed to hazards from above, below, or other dangerous activities are identified with Red Danger Tape – Authorize Personnel ONLY – need permission to enter. 100% fall protection required when entering controlled access zone at leading edge of building. Areas of general hazards are identified with Yellow Caution Tape – May proceed/enter with caution – you must know the hazards before entering. Physical Barricades – wooden brackets, plywood, etc. DO NOT REMOVE without a JHA, work plan, proper PPE (fall protection, etc.) and setting up Red Danger Tape if at the edge of a building, shaft, pit or stair opening.

Fall Protection – A Written Fall Protection Plan Must Be Submitted & Approved. Anytime an employee can fall 6 feet or greater they shall be protected from that fall through the use of personal fall protection systems, handrail/guardrail systems, barricades, etc. Vertical lifelines shall not be used horizontally. (Check the manufacturer’s tag). Personal Fall Arrest: Full Body Harness spreads the pressure of the fall across your whole body. As you fall, your speed increase at a rate that doubles every fraction of a second. Inspect harness & lanyards daily. Use Properly. “D” Ring in middle of shoulders - is where you hook your lanyard – Use single or double lanyard. This limits your fall to 6 feet. – The shock absorber hooks to you – this cuts the pressure exerted on your body in half. Anchorage point is the most important and overlooked part of your system. It must be able to support 5,000 Lbs. You’re not just stopping your body weight, your stopping the force that you fell with and the force of gravity pulling you to the ground. Use approved clips, straps and tie-off devices. Guardrails: Must have a Top and Mid – Rail and Toe Boards if you’re working above others. Top rail must be 42 in. to 45 in.- Mid rail halfway between top rail and the floor with support posts at 8 ft. on center. Both rails must be able to stand 200 lbs. of pressure in a down ward or out ward motion. Must be constructed of durable material and all sharp objects or edges must be removed. If wire rope is used, it must be tightened and clamped in accordance with Cal / OSHA regulations. Wire rope - the top rail must be flagged with easily seen material every 6 feet. Hole Covers shall be placed on all holes 2” In Diameter or Larger. The cover must be secured, marked “Opening -Do Not Remove.” and be able to support twice the intended load. This includes equipment and personnel. Removal of ANY barricade by anyone except in coordination with the company that installed it, or failure to replace it when the work is complete or the area is unattended, will result in removal from the project.

Ground Penetrating Radar Surveys – GPR surveys are required for any drilling, coring, or cutting of concrete. Survey must be reviewed by NOVO before starting work. Before you dig, contact 811 at least 2-3 days in advance. Confirm that all utilities have been marked or noted otherwise before digging work begins.

Crane Lift Plan – A NOVO Crane Lift Plan shall be submitted complete to NOVO Construction at minimum 72 hours (3 days) prior to the scheduled lift date. Upon review and approval by the NOVO Safety Director the lift may proceed as scheduled. Pre-lift safety meeting and inspections shall be conducted and documented with NOVO Construction.

Electrical Safety – All cords shall be inspected before use. Construction grade cords only, no light duty cords allowed. Power cords, welding leads, and hoses shall be placed out of access/egress areas, walkways, aisle ways, and stairwell landings. Every effort should be made to keep cords and hoses off the floor/ground. Cords require with non-conductive hangers or other methods to prevent damage from motorized equipment, buggies and carts. All subs are to use a (Ground Fault Circuit Interceptor) GFCI adapter when you are using the buildings power outlets, unless verified to have working GFCI. Treat all electrical as energized, electrical work should only be performed by qualified electrical subcontractors with LOTO in place. Work shall not be performed on energized equipment. Follow your company's lock-out/ tag out procedures. NO one should attempt to remove a lock or tag placed by another employee.

Fire Extinguishers – Fire Extinguishers are available throughout the site. Each contractor with tasks which include a potential for a fire is to include the presence of fire extinguisher in the immediate area in addition to general work area fire extinguishers staged by NOVO Construction. Personnel shall be trained on the use of fire extinguishers. All fire extinguishers shall be inspected monthly and certified annually with company's name.

Housekeeping – Cleaning is everyone's responsibility. You must keep your work area clean at all times. All debris must be removed by the end of the work shift. All materials shall be organized and stacked in a safe manner. All walkways, stairways, exit paths or emergency doorways shall be kept free of obstructions at all times. Unlawful disposal of hazardous materials is prohibited. Violation of this will result in immediate removal from the project and subject your company to all fines and costs associated with its clean up, disposal and/or violation.

Dust Control – No Dry Sweeping. You must CONTROL the DUST by water, mist, clean sweep, or HEPA vacuum. Compressed air is extremely dangerous if allowed to penetrate the skin. Careless use of compressed air may cause injury and unnecessary dust and airborne particulates to be introduced into the work area atmospheres, thereby increasing risk of health danger to employees. No compressed air cleaning without prior NOVO authorization. The use of compressed air to clean off yourself or other workers is strictly prohibited.

Ladder Safety – Only heavy-duty type 1A fiberglass ladders are allowed onsite. Every ladder must be inspected for defects and proper labeling prior to use. Personnel shall be trained in ladder safety. "A" frame (step ladder) shall be fully opened. Never stand or sit on the top cap or top two rungs of a ladder, standing on the Second rung is only permissible if your feet re less than 6 feet above the ground. Your mid-line (belt buckle) should never cross outside the outer rail. Extension ladders used for access must be tied off to the structure and extend 3' past the landing and shall not be taken apart. Know the weight limit for the ladder you are using. Never carry materials up or down a ladder, use a tool belt or have them handed to you. Always climb facing the ladder with at least three points of contact. If working from a ladder near the leading edge, you must be tied off. Ladders cannot be used in scissor lifts, JLG's or on scaffolds to extend your reach. Do not borrow NOVO ladders or other contractor's ladders, only use ladders from your own company.

Scaffold / Rolling Scaffold – All Scaffolds shall be used in compliance with Cal-OSHA §1635 - §1667. Follow manufacturer's recommendations and instructions. Personnel must be trained to work off scaffolding. Scaffold must be erected by a trained scaffold erection company and a tag must be placed on each entry point. All scaffolds shall be inspected each day prior to use. Top, mid and end rails must be in placed on any scaffold 6' and above before use. Working level must be fully plank. Rolling scaffolds wheels must be locked before working from them. No "surfing".

Aerial / Scissor Lifts – Inspect equipment and the work area before each use. All inspections shall be documented. All operators shall be trained on the use of equipment before using and have documentation on person while operating. While operating JLG's you shall use fall protection/be tied off, and have a 5:BC fire extinguisher at or in equipment per manufactures instructions. Stay within the handrail during work, do not stand on rails or lean outside the rails. Be especially careful around power lines and people. Keep floors clean and free of cords and materials, do not drive over any items. Understand and follow safe work practices, always follow manufacturer's recommendations and instructions.

Compressed Gas Cylinders – Storage of compressed gas cylinders shall be stored in compliance with T8CCR 1740. All compressed gas cylinders will be stored vertically, with valves closed and protective caps in place, and only in designated areas. They shall be clearly marked with the vendor's name, and the name and concentration of the contents of the cylinder. Cylinders must be secured in an upright position to a rigid structure at the 1/3 and 2/3 points along the cylinder with non-combustible material (i.e. chains) or other appropriate and approved systems designed for such purpose at all times. Cylinders containing incompatible materials (i.e. oxidizers separate from flammables, corrosives separate from toxics, etc.), must be stored separated by a non-combustible barrier having a fire-resistance rating of at least one-half hour or minimum 20 feet and in a well-ventilated place or an approved cylinder cart designed for this purpose. A 20ABC fire extinguisher shall be in the area. All cylinders must be kept a safe distance from welding or cutting operations or shielded from same. All cylinders must be placed where they cannot become part of an electrical circuit. Oxygen and fuel gas regulators, hoses, and associated equipment must be kept free of oil and grease, must never be modified from their factory design, and must be in proper working order while in use.

Training – It is your employer’s responsibility to provide any training that you may need to perform your job safely. If you are asked to perform something that you are not trained for, you must contact your employer or NOVO Construction and ensure you are adequately trained prior to performing the task.

Food and Drinks – No food or drinks (besides drinking water) are allowed inside the building. Employees shall not eat where work is being performed.

Smoking and Tobacco use – Smoking and tobacco product use is only permitted in designated areas outside the building.

Right to Know Area / HAZCOM – The right to know area, Safety Data Sheets (SDS) and other site warnings/postings are located_____. All Subcontractors are required to submit SDS to NOVO Construction prior to bring any new chemicals/materials onsite.

First Aid Equipment – The First Aid cabinet is located _____. Each subcontractor is to provide first aid equipment and to ensure the easy access of such supplies and equipment for their personnel.


Material Handling – Proper lifting techniques must be used at all times. If materials weigh over 50 lbs. or are awkward in shape, a Safety Lifting Plan must be included as part of the Pre-Task Plan.

Additional Site Specific Information –

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NOVO Construction Contacts –

NOVO Project Superintendent:	
NOVO Project Foreman:	
NOVO Project Manager:	
NOVO Project Engineer:	
NOVO Safety Director:	

	Site Safety Orientation	
	Project Name / Project #:	
	Project Location:	

The project goals and expectation is that every employee goes home safely. Each employee must complete the Site Safety Orientation and receive a Sticker, before working on the project. The orientation will cover the minimum safety training required. Individual Contractors are responsible to see that each employee has this training prior to working on site. The following items have been reviewed:

- Right to Stop Unsafe Activity
- Site Access
- Personal Protective Equipment (PPE)
- Sanitary Facilities
- Personal Electronics
- Zero Tolerance
- Hot Work Permits
- Crane Lift Plan
- Hazard Recognition
- Incident Reporting
- Drug Free Workplace
- Emergency Procedures
- Harassment Policy
- Safety Enforcement / Disciplinary Policy
- Controlled Access Zones
- Fall Protection
- Ground Penetrating Radar Surveys
- Electrical Safety
- Fire Extinguishers
- Housekeeping
- Dust Control
- Ladder Safety
- Scaffold / Rolling Scaffold
- Crane Lift Plan
- Aerial / Scissor Lifts
- Compressed Gas Cylinders
- Food and Drinks
- Training
- Smoking and Tobacco use
- Right to Know Area / HAZCOM
- First Aid Equipment
- NOVO Construction Contacts

These Basic Safety Rules are in addition to any rules, regulations or requirements required by any public agency with appropriate jurisdiction. I understand that it is my responsibility to learn and follow all the applicable safety rules and regulations that pertain to my scope of work and visit to this project. I also understand that it is my ultimate responsibility to ensure that my work area is safe prior to entering into and performing work. I have had the opportunity to ask questions and understand that violation of the site safety rules may result in disciplinary action, including removal from the project site. I have also asked about any site-specific hazards and conditions and I am aware of where to get further information about NOVO Construction safety rules.

CONFIRMATION OF RECEIPT OF NOVO Construction, Inc. SITE SAFETY ORIENTATION

This is to confirm that I have received, read, and understand the NOVO Construction, Inc. SITE SAFETY ORIENTATION and agree to abide by those rules and regulations. This will become part of my personnel file. The undersigned hereby states that before executing this release, that he or she has read it and understands it and executes it with full knowledge of its content and meaning.

Print Name of Employee **Company Name**

Signature of Employee **Date**

If translated in Spanish, name of translator: _____
Print Name

Person Conducting Orientation _____
Print Name

Signature _____

Title _____

* A complete copy is available for review at Novo jobsite office.

If translated in Spanish, name of translator: _____
Print Name

Site Safety Orientation



Project Name / Project #:


Project Location:

These Basic Safety Rules are in addition to any rules, regulations or requirements required by any public agency with appropriate jurisdiction. I understand that it is my responsibility to learn and follow all the applicable safety rules and regulations that pertain to my scope of work and visit to this project. I also understand that it is my ultimate responsibility to ensure that my work area is safe prior to entering into and performing work. I have had the opportunity to ask questions and understand that violation of the site safety rules may result in disciplinary action, including removal from the project site. I have also asked about any site-specific hazards and conditions and I am aware of where to get further information about NOVO Construction safety rules.

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Badge / Sticker #	First Name (PRINT)	Last Name (PRINT)	Signature	Company	Date	NOVO Initials

	Project Crisis Management Plan (CMP)	
	Project Name / Project #:	
	Project Location:	

Properly responding and managing project emergencies is critical to minimizing injuries, personnel exposure, property damage and interruption to client facilities and/or operations. Emergencies are defined as, but not limited to:

- Fatality, serious injury or medical emergency to a worker or public requiring 911 – Emergency Medical Services (EMS),
- Structural collapse or failure of equipment (e.g., scaffold collapse, crane failure, etc.), or an adjacent structure,
- Environmental incident, including chemical or toxic substance release and/or spill
- Facility impact, production interruption or utility failure,
- Natural or weather disasters such as earthquakes, floods, etc.
- Fire or explosion,
- Bomb threat,
- Evacuation, or
- Violent or criminal behavior.

In the event of any project emergencies, the following procedures shall be followed.

Fatality, Serious Injury or Medical Emergencies

The first priority is to get the injured person immediate medical attention. First aid and/or life saving techniques may be administered by qualified, trained personnel. In serious cases, 911 Emergency Medical Services (EMS) shall be called. In such events NOVO Construction shall contact the NOVO Safety Director.

Structural Collapse, Failure of Equipment or Adjacent Structure

Emergencies involving structural collapse of buildings, cranes or other specialized equipment shall require immediate implementation of this plan. In serious cases, 911 Emergency Services shall be called. In such events NOVO Construction shall contact the NOVO Safety Director.

Environmental Incident, Chemical / Toxic Release or Spill

Immediately contact 911 Emergency Services shall be called. In such events NOVO Construction shall contact the NOVO Safety Director. Steps to contain and prevent the spread or migration of releases shall be implemented and conducted by trained personnel only if safe to do so. If the material released is considered toxic or is unknown, personnel *shall not* be allowed to perform spill containment duties. Safety Data Sheets (SDS) shall be maintained on site and made available to responding agencies and personnel.

In the event of exposure to project personnel or public, all SDS's shall be provided to emergency personnel and provided to the treating physician or medical facility.

Facility / Production Impact or Utility Failure

In the event of facility / production or utility failure, evacuation procedures may be activated. In such cases, all project personnel shall report to the designated rally point, be accounted for and remain on site until released to return back to work or dismissed from the project site. Dismissal of personnel off site shall only be determined and announced by the senior NOVO Construction site representative. In serious cases, 911 Emergency Services shall be called. In such events NOVO Construction shall contact the NOVO Safety Director.

Natural or Weather Disasters

In the event of natural or weather disasters, evacuation procedures may be activated. In such cases, all project personnel shall report to designated rally point, be accounted for and remain on site until released back to work or dismissed from the project site. Dismissal of personnel off site shall only be determined and announced by the senior NOVO Construction site representative. In serious cases, 911 Emergency Services shall be called. In such events NOVO Construction shall contact the NOVO Safety Director.

Fire or Explosion

In cases of fire or explosion, evacuation procedures shall be activated immediately. Facility alarm system shall be activated and in serious cases, 911 Emergency Services shall be called. In such events NOVO Construction shall contact the NOVO Safety Director. Personnel may attempt to extinguish small fires utilizing a fire extinguisher only if safe to do so. Do not attempt to extinguish large fires or require more than use of one extinguisher. When using a fire extinguisher, direct the charge of the fire extinguisher toward the base of the flame. If evacuation is required, close doors to confine and reduce the spread of the fire. **Do not lock doors.**

Bomb Threat

Bomb threats are a serious crime and should be treated as such. All bomb threats shall be taken seriously. Immediately report any bomb threat to the Owner and local police department. Upon receipt of a bomb threat all construction activities shall cease and evacuation procedure activated.

Evacuation

All project personnel, including subcontractor employees shall to report to designated rally point, be accounted for and remain in the designated rally location until released to return to work or dismissed by the senior NOVO project representative. Dismissal of project personnel off site shall only be determined and announced by the senior NOVO Construction project representative.

NOTE: In any emergency, witnesses shall be separated from other witnesses and directed to a safe, quiet and secure location and a written statement shall be immediately obtained. Do not allow witnesses to leave the site under any circumstances until dismissed by senior NOVO Construction site representative.

The first NOVO Construction responder shall:

1. Assess emergency and determine if there are any injuries **NOTE: safeguarding and treatment of injured personnel shall take priority.**
2. Contact 911 – Emergency Services then Security_____ if necessary*.
3. Delegate.
4. Initiate evacuation procedures if warranted.
5. Secure incident scene.
6. Maintain evidence.
7. Identify witnesses, interview and collect statement immediately. Witnesses shall be separated and not allowed to converse with one another until written statements are collected and debriefing is complete,
8. Contact NOVO Safety Director, Thomas Allison (650) 515-2657, and Project Manager immediately or as soon as possible after the incident.
9. Send a Safety-First Notification.
10. Contact the Client/Building Owner Project manager and Construction Safety as soon as possible after the incident.

*When contacting 911 – Emergency Services or Security_____ be prepared to:

- a. Describe incident.
- b. Give address or location of incident.
- c. Notify number of injured persons and type of injury(s) sustained.
- d. Assign a NOVO escort to meet responding Respond Emergency Services at jobsite entrance.

Remain on site in safe location and provide information to 911 operator(s).

Often a fire truck will arrive separately from an ambulance. The NOVO escort person will return to (Jobsite Entrance) by NOVO escort person to escort the second vehicle upon arrival.

NOTE: Cellular calls to 911 may be received by the California Highway Patrol (CHP) dispatch center in Vallejo, California, so be prepared to give the 911 operator address or location of the incident being reported.




Emergency Contact Information

Project Name / Project #:

Project Location:

NOVO Construction	Name	Title	Office	Cellular
Field		Project Superintendent		
		Project Manager		
		Project Engineer		
Office				
	Mike Ballou	COO	(650) 701-1500	(650) 670-2118
	Thomas Allison	Safety Director		(650) 515-2657
	Clarence Watson			
	Mike Bruce	General Superintendent - MP		(650) 670-2056
	Nick Sivil	General Superintendent - SF		(415) 218-8050
Emergency Services		Emergency	Non-Emergency	
	Police	911		
	Fire	911		
	Medical	911		
	Poison Control		(800) 222-1222	

	Subcontractor Daily Report	
	Project Name / Project #:	
	Project Location:	

Subcontractor: _____ **Date:** _____

<u>CREW</u>	<u>EQUIPMENT</u>
Journeyman: _____	_____
Apprentice: _____	_____
Laborer: _____	_____
Operator: _____	_____
Foreman: _____	_____

Weather Conditions:

Work Performed:

Safety Items:

A) Current Hours Worked to Date <small>(From Last Daily Report)</small>	B) Today's Hours Worked	Total Hours Worked (A + B)	Total Injuries to Date	Incident Rate **
			First Aids	
			Recordables	
			Lost Times	

****Incident Rate = $\frac{\# \text{ of Recordables} + \# \text{ of Lost Times}}{\text{Total Hours Worked}} \times 200,000$**

Report Prepared by: (Print Name) _____

Report Prepared by Cell Phone #: _____



Pre-Task Plan

Project Name / Project #:

Project Location:

Company Performing Work:

Specific Location of Work:

Date:

Answer the following when evaluating your work (circle YES, NO or N/A):

Are any of the Following Required?

Have you walked your work area to address lighting, housekeeping, slip/trip issues etc?	YES	NO	N/A	Personal Protective Equipment: <input type="checkbox"/> Hard Hat <input type="checkbox"/> Fall Protection <input type="checkbox"/> Eye / Face PPE <input type="checkbox"/> Hand / Arm PPE <input type="checkbox"/> Hearing PPE <input type="checkbox"/> Foot PPE <input type="checkbox"/> Respirator
Are there any hazards created by any other workers in your area or does your work create hazards for others?	YES	NO	N/A	
Have all tools and equipment been inspected prior to use?	YES	NO	N/A	
Are materials, tools and manpower adequate to perform the job safely?	YES	NO	N/A	
Are operators certified/trained? (Scissor lift, powder actuated tools, forklift etc.)	YES	NO	N/A	
Do you have the right type and size of ladder or scaffold? Have you been trained to use this equipment?	YES	NO	N/A	
Are you working around live systems or energized equipment? Will you need to use Lockout/Tagout procedures?	YES	NO	N/A	
Does this task require any special permits, procedures or inspection forms? (Confined Space, Hot Work, Excavation, Elevated Work, Energized Electrical Work, Scaffold/Scissor/Boom/Forklift Inspection, etc.)	YES	NO	N/A	
Have you addressed any barricading, warning system or signage requirements appropriate to the task?	YES	NO	N/A	
Do you need to review SDS's to proceed with this work?	YES	NO	N/A	
Will this task require any lifting, bending or twisting?	YES	NO	N/A	Locate: <input type="checkbox"/> Emergency Telephones <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Emergency Exit Routes <input type="checkbox"/> First Aid Equipment <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Are enough people assigned to safely complete the task? (lifting, repetition, spotters etc.)	YES	NO	N/A	
Is there a new hire, or new team member on the project who will need support?	YES	NO	N/A	
Do you have an injury to report or were you injured the prior working day?	YES	NO	N/A	

Any safety item identified in the above question list must be addressed on the back page

Task: _____

A: Steps for Work	B: Hazards	C: Steps Taken to Address Hazards

*If you need more space, attach another PRE TASK PLAN SHEET

**If you need a work diagram, attach it on a separate sheet of paper

Work Planner (your name): _____

Foreman Name: _____

Safety Coordinator: _____

Work Area Cleaned Up? _____ M _____ Tu _____ W _____ Th _____ F

Crew: _____

Cords Rolled Up? _____ M _____ Tu _____ W _____ Th _____ F

Audited by: _____
 Date: _____



Hot Work Permit

Archive Document – DO NOT DISCARD

Project Name / Project #:

Project Location:

This Hot Work Permit is required for all temporary operations involving open flames or producing heat and/or sparks. Permit must be posted in the work area with appropriate signage. Hot Work includes, but is not limited to:

- Brazing
Thawing Pipe
- Cutting
Torch Applied Roofing
- Grinding
Welding
- Soldering
Chop Saw Use

General Information

Contractor Performing Work:

Permit Start Date:

Location:

Expiration Date*:

Nature of Work:

**Maximum duration of permit is one week.*

Name of Person(s) Performing Hot Work:

Fire Prevention and Protection Checklist

Complete the following checklist for all steps taken / needed to protect the work area.

Fire Systems

- Available sprinklers, hose streams, and extinguishers are in service / operable.
- Building sprinkler system has been placed on "Test".
- Minimum 20lb or 2-10lb Fire Extinguishers or fire prevention system is within 10 feet of work.

Area Preparation

- Flammable liquids, dust, lint and oily deposits removed/cleaned.
- Welding screens installed.
- Explosive atmosphere in area eliminated.
- No flammable chemicals or liquids within 35 feet of Hot Work.
- Floors are swept clean and combustible floors are wet down, covered with damp sand, fire protective tarp or other protection.
- Remove all combustibles where possible. If not possible, ensure all combustibles are protected with fire-resistive sheets or tarps or metal shields.
- All wall and floor openings covered to prevent falling sparks.
- Fire-resistive tarps suspended beneath work.
- Work coordinated with other trades in area.
- Hot Work equipment is in good repair.

Personal Protective Equipment

- Proper eye and face protection – hood, tinted glasses etc.
- Proper shroud, gloves, gauntlets etc. used
- Proper protective clothing worn

Work on enclosed equipment or spaces

- Enclosed equipment or space cleaned of all combustibles.
- Containers purged of flammable liquids/vapors.
- Work does not create hazardous gas or potential for buildup (argon, welding fumes etc.)

Hot Work on Walls, Ceilings or Upper Decks/Floors

- Construction material is noncombustible.
- Construction material is covered with noncombustible covering or insulation.
- Combustibles on other side of walls moved away.
- All areas and floors below have been examined for combustibles.

Fire Watch/Hot Work Area Monitoring

- Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks.
- Fire watch is supplied with suitable extinguishers, charged small hose and is trained in the use of this equipment..
- Fire watch is in communication with hot work activities.
- Separate fire watch may be needed for other floors, behind walls or other areas.
- Fire monitor has no other responsibilities other than fire watch.
- If smoke detection is not available or is out of service, fire watch shall continue for an additional 2 hours.

Other Precautions Taken

- _____
- _____

Contractor Supervisor Signature: _____

By signing above, you verify that the above location has been examined and that the above precautions have been taken.

NOVO Supervisor Signature: _____

By signing above, you verify that the above work is authorized as per the procedures and precautions checked below.

Fire Watch Sign-Off

Person Performing Hot Work:

Fire Watch:



WARNING!

¡ADVERTENCIA!

HOT WORK IN PROGRESS

TRABAJO EN CALIENTE EN CURSO

WATCH FOR FIRE!

¡CUIDADO CON LOS INCENDIOS!

**IN CASE OF AN EMERGENCY:
*EN CASO DE EMERGENCIA***

Company: _____

Contact Name (LLAME): _____

Contact Number (AL): _____

Date: _____ **Time:** _____

WARNING!

¡ADVERTENCIA!

***THIS NEEDS TO PRINTED ON YELLOW PAPER BEFORE POSTING
SE DEBE IMPRIMIR ESTO EN PAPEL AMARILLO ANTES DE PONER A LA VISTA***

Equipment Release, Indemnification and Hold Harmless Agreement

This Release, Indemnification and Hold Harmless Agreement (hereinafter referred to as the “Agreement”) is entered into this _____ day of _____, _____, between _____ (Subcontractor Name) (hereinafter referred to as “Subcontractor”) and **Novo Construction, Inc.** For and in consideration of _____ (Subcontractor Name) servants, agents and independent contractors (collectively, the “Subcontractor”) to possess and utilize certain construction scaffolding, temporary railings, framework and other equipment (hereinafter referred to as the “Equipment”) located on the premises of the construction site at _____ (Location) and in consideration of the promises and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **Novo Construction, Inc.** and Subcontractor agree as follows:

1. Subcontractor is fully aware of the risks and hazards connected with the Equipment, and is fully aware that there may be risks and hazards unknown to it, which arise out of or relate to the Equipment. The Subcontractor has inspected the Equipment, satisfied itself that such Equipment is safe, has determined that such equipment meets and applicable codes, ordinances or laws and expressly waives any claim arising from such equipment while same is being used by, under the direction of, or under the control of Subcontractor and releases **Novo Construction, Inc.** from any liability associated with either the maintenance of such Equipment or any obligation which might be associated with or predicted upon any duty to warn regarding the use of such Equipment. Subcontractor elects to voluntarily possess and use the Equipment with fully and properly supervise and train all persons using the Equipment by reason of their association with Subcontractor. Subcontractor voluntarily and expressly assumes all risks and full responsibility for any loss, property or other damages, or personal injury that may be sustained by any person or entity arising out of or related to the Equipment where such person or entity has become exposed to such risk of loss, damage or injury by reason of being a subcontractor, employee, laborer, guest, officer, director, inspector or invitee of Subcontractor.
2. Subcontractor hereby releases and forever discharges **Novo Construction, Inc.** its affiliates, shareholders, officers, directors, employees, servants, agents and staff from and against any and all liability, claims, demands, actions, and causes of action, of any kind or character and any and all liabilities or obligations which Subcontractor now have or may have in the future, arising out of or related to the Equipment.
3. Subcontractor agrees to protect, defend, indemnify and save harmless **Novo Construction, Inc.** its affiliates, shareholders, officers, directors, employees, servants, agents and staff from and against all loss, claim, demand, payment, damage, suit, action, attorney’s fees, recovery, and judgment of every kind and nature, including, but not limited to, claims by any government agency, subcontractor, employee, laborer, guest, officer, director, inspector, or invitee of Subcontractor brought or recovered against **Novo Construction, Inc.** its affiliates, shareholders, officers, directors, employees, servants, agents and staff whether caused by any act or omission, negligent or non-negligent, of Subcontractor, or otherwise, which arises out of or related to the Equipment. This indemnity shall include any fees, expenses or sums spent in compromise of any claim included hereunder.
4. Subcontractor agrees to carry appropriate insurance protection from any claim, from a third party, whether arising from personal injury, wrongful death or any other claim based in tort or contract. Such insurance shall meet minimum acceptable limits to \$1,000,000 Per Occurrence/\$2,000,000 Aggregate. Such insurance must specifically identify **Novo Construction, Inc.** its officers, directors, employees, assigns, agents, independent contractors and any successors in interest as named additional insured, in so far as subcontractor’s use of the equipment which is the subject of this agreement. Such insurance must expressly provide that it shall be primary as to any claims arising out of the subcontractor’s use of the equipment which is subject of this agreement and that any additional insurance, which **Novo Construction, Inc.** may have, shall not be subject to any pro rate contribution or apportionment, and shall operate as excess protection only. Subcontractor shall provide a certificate of insurance reflecting all of the foregoing condition precedent to being able to use of any equipment, which is the subject of this agreement.
5. This agreement shall be binding upon and insure to the benefit of the heirs, successors, assigns, agents, employees, officers, and directors of **Novo Construction, Inc.** and Subcontractor.

Novo Construction, Inc.
 Signature: _____
 By: _____

Subcontractor: _____
 Signature: _____
 By: _____



FORKLIFT PRE-USE INSPECTION

Project Name / Project #: _____

Project Location: _____

Model: _____

Equipment Number: _____

Hour Meter: _____

Company: _____

Comments: _____

DATE: _____

Initials of person performing inspection: _____

Has the operator been instructed in the safe operation of this type of lift and are they certified? **

YES
NO

YES
NO

YES
NO

YES
NO

YES
NO

YES
NO

YES
NO

INSPECTION ITEM

PASS/FAIL

PASS/FAIL

PASS/FAIL

PASS/FAIL

PASS/FAIL

PASS/FAIL

PASS/FAIL

PRE-START

1	Fork Assembly Structure						
2	Mast/Boom						
3	Hydraulic Lines**						
4	Wheels/Tires**						
5	Axles/Under Carriage						
6	Placards (legible)						
7	Roll Cage - Structural						
8	Operator's Manual						
9	Engine Compartment						
10	All Fluid Levels						
11	Belts						
12	Wiring						
13	Leaks/Hoses**						

START-UP

1	Seat Belt **						
2	All Gauges						
3	Warning Signs/Placards						
4	Steering (loose)**						
5	Levers/Switches						
6	Lights/Backup Alarm**						
7	Horn**						
8	Mirrors**						

FUNCTION CHECK

1	Lift up/down**						
2	Telescope in/out**						
3	Tilt in/out**						
4	Outriggers						
5	Brakes**						
6	Parking Brake**						

**** If any item(s) are found to be missing or defective, the equipment is to be repaired/serviced prior to use.**

Lift Taken Out Of Service:

YES


NO

Defects Reported to: _____

Date: _____

Repairs Made By: _____

Date: _____

	Pre-Excavation Check List	
	Project Name / Project #:	
	Project Location:	

This form must be completed by the competent person onsite prior to any excavation or trenching.

Specific Location of Work:

Competent person's Name:

Date:

Company Name:

- 811 USA has been contacted and an 811 excavation ticket been generated.
 - If you have not contacted 811, **STOP** all activity until 811 has been notified of proposed excavation and a ticket has been generated. No work will be permitted to start until all utilities have been marked. USA NORTH 811 will provide a start date.

<input type="checkbox"/> Ticket #:	Date:	Exp. Date:	Update Date:
------------------------------------	-------	------------	--------------

- "As Built Drawings" have been checked, and the location of Utilities have located and marked.

- List the emergency number for all located utilities in the proposed work zone:

- Electrical: _____

- Gas: _____

- Fiber: _____

- Water: _____

- Other(s): _____

- Other(s): _____

- Obtain a copy of the listed operators required to locate per the 811 excavation ticket. Prior to starting any excavation verify that all utilities have located/marked or has advised of clearance.

BE ADVISED: You shall hand excavate within 24" of the outside diameter of the utility. Utilities that conflict with your excavation are to be located with non-destructive examination methods, hand tools and protected before power equipment is used. Notify the affected utility of ANY contact to their utility.

Competent person's Signature:

Date:

NOVO Representative Name (PRINT):

Signature:



Scissor Lift/Boom Lift Inspection

Project Name / Project #: _____

Project Location: _____

Subcontractor: _____

Type of Lift: _____

Model or Equipment #: _____

DATE:

Initials of person performing inspection:

Has the operator been instructed in the safe operation of this type of lift and are the operators certs on file in the office?

Y / N Y / N Y / N Y / N Y / N Y / N Y / N

Inspection Item & Description: Status: Pass(P) Fail(F)

P / F P / F P / F P / F P / F P / F P / F

1	Operating and emergency controls are in proper working condition -- EMO button or Emergency Stop Device.							
2	Upper drive control interlock mechanism is functional (i.e., foot pedal, spring lock, or two hand controls).							
3	Emergency lowering function operates properly.							
4	Lower operating controls successfully over-ride the upper controls.							
5	Both upper and lower controls are adequately protected from inadvertent operation.							
6	Control panel is clean & all buttons/switches are clearly visible (no fire proofing, paint over spray, etc.)							
7	All switch & mechanical guards are in good condition and properly installed.							
8	All Safety Indicator lights work.							
9	Drive controls function properly & accurately labeled (up, down, right, left, forward, back).							
10	Motion alarms are functional.							
11	Safety decals are in place and readable.							
12	All guardrails are sound and in place, including basket chains.							
13	Work platform & extension slides are clean, dry, & clear of debris.							
14	Work platform extension slides in and out freely with safety locking pins in place to lock setting on models with extension platforms.							
15	Inspect for defects such as cracked welds, fuel leaks, hydraulic leaks, damaged control cables or wire harness, etc.							
16	The condition of the diaper is in good repair and no leaks are observed.							
17	Tires and wheels are in good condition, with adequate air pressure if pneumatic.							
18	Braking devices are operating properly.							
19	The manufacturer's operations manual is stored on unit.							

Workplace Assessment

Survey work area for potential hazardous operating conditions prior to use of lift.

Ensure all the hazards identified are addressed in pre-task planning with sufficient strategies to mitigate the hazards and or risks.

Are Hazardous Conditions Present?

Floor conditions: Drop offs, holes, uneven surfaces, sloped floors, etc.	○	○	○	○	○	○	○
Housekeeping: debris, floor obstructions, cords, construction material/ supplies, etc.	○	○	○	○	○	○	○
Hazardous Energy: Electrical power cables or panels, chemical lines, gas lines, drain lines, utilities, etc.	○	○	○	○	○	○	○
Overhead obstructions: tight working conditions, adjacent structures, pipe racks, ceiling grids, etc.	○	○	○	○	○	○	○



Daily Scaffold Safety Checklist

Project Name / Project #:

Project Location:

Competent Person:

Superintendent/ Foreman:

Week Start Date:

Item	MON		TUES		WED		THURS		FRI		SAT		SUN	
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
1. Are Sills properly placed and adequately sized?														
2. Have screw jacks been used to level and plumb scaffold instead of unsafe objects such as concrete blocks?														
3. Are base plates and/or screw jacks in firm contact with sills and frames?														
4. Are all scaffold legs braced with braces properly attached?														
5. Is guard railing in place on all open sides and ends above the 6-foot level?														
6. Have ladders been provided as a means of access to the scaffold?														
7. Have free standing towers been guyed or tied so as not to exceed the 4 to 1 base height ratio IAW Subpart "L" of the OSHA standards 29 CFR 1926.45 (c) (1) (ii).														
8. Are working level platforms fully planked between guard rails with no split planking used?														
9. Does planking have minimum 12" overlap extended beyond supports and cleated at ends?														
10. Are toe-boards installed properly?														
11. Has a tie off analysis been performed, (list details on back)														
12. Are safety harnesses available for use when needed?														
13. Have all employees working on scaffold been informed of and trained in safe working practices while working on the scaffold?														
14. Are out riggers properly installed at 90 degree angles perpendicular to the bldg.?														
15. Have scaffold components been properly inspected for damage and compatibility?														
16. The load limit for this scaffold is _____ lbs per square foot. Has this information been communicated to workers utilizing the scaffold?														

Specifics & Comments of Jobsite Safety Inspection

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:



Safety Meeting

Project Name / Project #:

Project Location:

Meeting Conducted by:

Date:

Time:

Safety Items Covered

I have read the Safety Meeting items covered above and have been given the opportunity to ask questions so that I understand each of the listed Safety Items. I agree to comply with each of these items while I am on this jobsite.

NAME	COMPANY



Incident/Accident Investigation

******Internal Document - Do Not Distribute Outside NOVO Construction Inc.******

Report Prepared By: _____ Phone Number: _____

Date of Report: _____ Contacted Thomas Allison (650) 515-2657
 Contacted General Superintendent? Substance Abuse Screen completed? Yes No

1 Project Information:

Jobsite Name: _____ Job No.: _____
Address: _____
Subcontractor: _____ NOVO Foreman: _____
Subcontractor Foreman: _____ NOVO Superintendent(s): _____
Subcontractor Superintendent: _____ NOVO Safety Director: _____

2 Employee/Incident Information:

Employee Name: _____ DOB: _____
Address: _____
_____ Phone Number: _____
Date of Hire: _____ Job Title: _____ Wage \$ _____ per hr
Total Years in Occupation: _____ Shift Start Time: _____ Shift End Time: _____
Exact location of incident (Bldg/Level/Area): _____
General activity at time of incident (i.e., Concrete): _____
Specific task at time of incident (i.e., Finishing): _____

#3 Injury/Illness Information:

Date of Incident: _____ Day of Week: _____ Time of Incident: _____
Date reported to NOVO: _____, to whom at NOVO? _____ Time Reported: _____
Type of Injury: _____ Part of body injured: _____
Was first aid given onsite? Yes No If Yes, by whom: _____
Was employee taken to a medical facility offsite? Yes No Date: _____
Treating Facility & Phone Number: _____
Transported by: Ambulance Company Vehicle Private Vehicle Name of driver: _____
Employee returned to: Regular Work Alternative Work If not, estimated return date: _____
Employee's Supervisor: _____ Working on a Crew? Yes No If yes, Crew size: _____ Was
a Pretask Plan required for the work performed at the time of the incident? Yes No If yes, Attach.
If no, explain _____

#4 Incident Designation *(To be completed by NOVO Construction Safety Director)*

First Aid - On-Site First Aid - Clinic Recordable Lost Time Report Only Non-Industrial
 Valid Claim Suspicious Claim Unknown Claim (completely unaware of the incident)

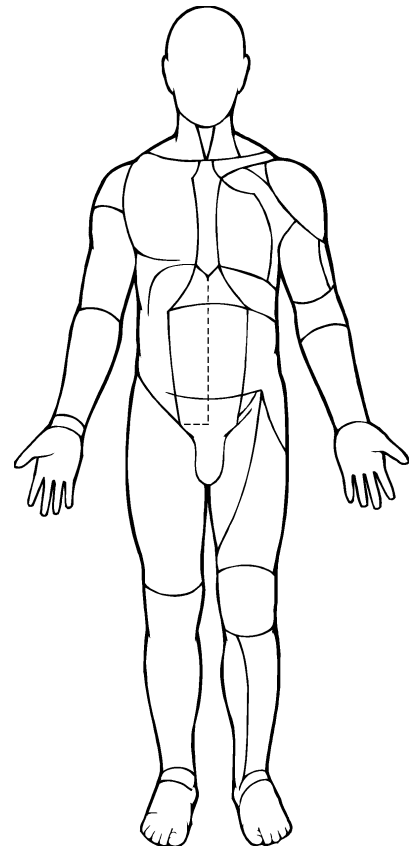
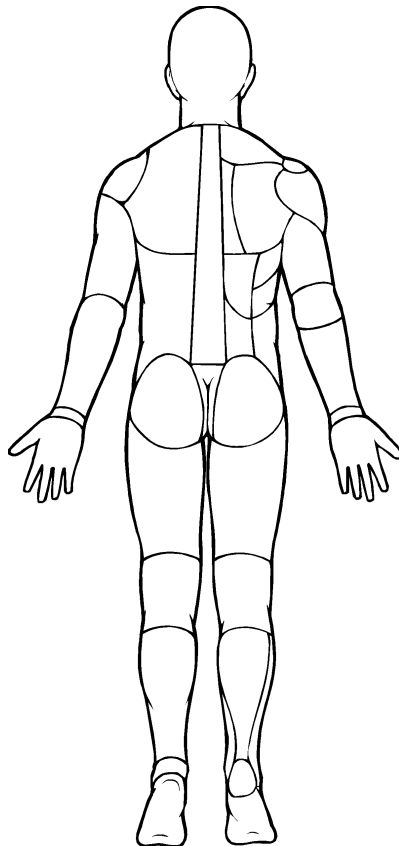
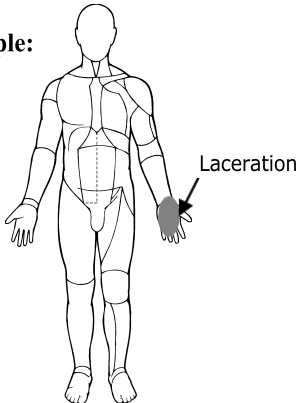
Reasons why this is a suspicious claim: _____

#5 Description of the Incident (not to be completed by the injured worker):

NOTE: This does not take the place of a witness statement. Describe in detail the circumstances of the incident (attach diagrams, drawings and/or photos of accident scene). Give a chronological sequence of events. If materials and/or equipment were involved, start before the materials/equipment was brought to the incident scene describing who, what, where, when, how: (PRINT CLEARLY)

Please indicate the location of all incurred injuries and describe the type of injury. For example, for a laceration to the right palm – shade the right hand palm and write laceration next to it connected L..

Example:





6 Additional Information:

Name of witnesses and others working with injured worker (**attach statement for each witness**): _____

Object, substance, equipment involved in incident (description/model/serial #): _____

List PPE worn at time of incident: _____

Was PPE available at the time incident? Yes No If no, explain: _____

Does employee normally operate this equipment?

Was employee instructed in the safe use of this equipment? Yes No When/How? – (**Describe in detail & attach copies of equipment certifications/ training documentation**) _____

Was any problem/defect with the equipment noted or reported prior to accident/incident? Yes No

Was any recent maintenance/service performed on this equipment? Yes No If yes, when/what – (**Describe in detail and attach copies of invoices/ work order**) _____

Were standard work procedures followed? Yes No If no, why not? (**Describe in detail, attach additional sheets if necessary and attach a copy of the standard site procedures**) _____

Was a safety rule or specific instruction violated? Yes No If yes, describe in detail: _____

When/How was this rule, regulation or specific instruction communicated to the injured worker(s)? _____

Date of last safety meeting conducted? _____ Date of last jobsite audit conducted? _____

Date **Root Cause Analysis** scheduled to be conducted on: _____

Attach copies of last safety meeting agenda w/ sign-in sheet and last jobsite audit including corrective actions.

#7 Signatures:

Injured Worker

Print Name

Signature

Foreman:

Print Name

Signature

Safety Coordinator:

Print Name

Signature

Superintendent:

Print Name

Signature



Injured Worker's Statement

I _____ am submitting this statement made on _____
(Employee/Witness Name) (Date)
to _____ for NOVO Construction, Inc. I am submitting this statement of
(Name)
my own free will. I have not been coerced or threatened in any way to submit this statement.

In your own words, tell us what happened, tell a story:

Additionally,
Where were you when the incident took place?

What activity were you performing prior to the incident/event?

Were any other workers in the immediate area at the time of the incident/event? Yes No
If yes, who?

What did you do immediately following the incident/event?

If you were injured in the incident, have you ever injured this body part before? Yes No

I, _____, permit NOVO Construction, Inc., and it's agents to perform investigations, interviews, and any other activities necessary to process my claim. This authorization includes, but is not limited to: reviewing, requesting, and copying past and present medical and employment records to process my current Worker's Compensation claim. I understand that any and all information gathered in connection with this claim will be handled in a confidential manner.

Employee signature: _____ I have received a copy of this statement: Yes No

Today's date: _____ Employer: _____

Home Address: _____



Employee/Witness Statement

I _____ am submitting this statement made on _____
(Employee/Witness Name) (Date)

to _____ for NOVO Construction, Inc. I am submitting this statement of
(Name)
my own free will. I have not been coerced or threatened in any way to submit this statement.

In your own words, tell us what happened, tell a story:

Additionally,
Where were you when the incident took place?

Did you witness the event? Yes No

What activity were you performing prior to the incident/event?

Were any other workers in the immediate area at the time of the incident/event? Yes No
If yes, who?

What did you do immediately following the incident/event?

Employee/Witness signature: _____

Employee/Witness initials that they have received a copy of this statement: _____

Today's date: _____

Employer: _____

Home Address: _____

Home Phone: _____



Declaración del Accidentado

Yo _____ presento esta declaración hecha el _____
Nombre del Empleado/Testigo) Fecha)

a _____ para NOVO Construction. Presento esta declaración
[Nombre]
por propia voluntad. No he sido objeto de coacción o amenaza alguna para presentar esta declaración.

En sus propias palabras, díganos qué sucedió, cuéntenos la historia:

Además,

¿Dónde estaba usted cuando ocurrió el incidente?

¿Que actividad estaba realizando usted antes del incidente o evento?

¿Había otros trabajadores en las cercanías inmediatas en el momento del incidente o evento? Sí No
Si contestó afirmativamente, ¿quiénes eran?

¿Qué hizo usted inmediatamente después del incidente o evento?

Si usted se lesionó en este incidente, ¿ha sufrido alguna vez antes una lesión en esta parte del cuerpo? Sí No

Yo, _____, autorizo a NOVO Construction. y a sus agentes a llevar a cabo investigaciones, entrevistas y toda otra actividad necesaria para procesar mi demanda. Sin limitarse a éstos, esta autorización incluye la evaluación, solicitud y copia de mis anteriores y actuales antecedentes médicos y laborales, con el fin de tramitar mi actual demanda de indemnización por accidente de trabajo. Entiendo que toda información que se obtenga en conexión con esta demanda será tratada en forma confidencial.

Firma del empleado: _____ He recibido una copia de esta declaración: Sí No

Fecha de hoy: _____ Empleador: _____

Dirección particular: _____

Teléfono particular: _____ Celular: _____ Localizador (pager): _____

Declaración del supervisor **(por ejemplo, Jefe de cuadrilla, Capataz, Supervisor que controla la actividad)**

Yo _____presento esta declaración hecha el _____
Nombre del Empleado/Testigo) Fecha)
a _____para NOVO Construction. Presento esta declaración
[Nombre]
por propia voluntad. No he sido objeto de coacción o amenaza alguna para presentar esta declaración.

En sus propias palabras, díganos qué sucedió, cuéntenos la historia:

¿Dónde estaba usted cuando ocurrió el incidente?

¿Fue testigo usted del evento? Sí No

¿Que actividad estaba realizando usted antes del incidente o evento?

Según su conocimiento, ¿había otros trabajadores en las cercanías inmediatas en el momento del incidente o evento?

Sí No

Si contestó afirmativamente, ¿quiénes eran?

¿Qué hizo usted inmediatamente después del incidente o evento?


Firma del supervisor: _____

Iniciales del supervisor para dejar constancia de haber recibido una copia de esta declaración: _____

Fecha de hoy: _____

Empleador: _____

Dirección particular: _____

	Near-Miss Incident Report	
	Project Name / Project #:	
	Project Location:	

Near Miss Incident Information

Date of Near-Miss Incident:

Time:

Weather Conditions:

Trade:

Company:

General Activity at time of Near-Miss Incident:

Near-Miss Incident Severity:

Root Cause Analysis Information

Facilitator Name:

Date:

Participants:

Superintendent:

Foreman:

Project Manager:

Safety Coordinator:

Safety Director:

Worker(s) Involved:

Subcontractor Superintendent/Forman:

Other:

Other:

Other:

Events/Timeline:



Supervisor Statement (i.e., Lead, Foreman, Supervisor in control of task)

I _____ am submitting this statement made on _____
(Employee/Witness Name) (Date)
to _____ for NOVO Construction, Inc. I am submitting this statement of
(Name)
my own free will. I have not been coerced or threatened in any way to submit this statement.

In your own words, tell us what happened, tell a story:

Additionally,
Where were you when the incident took place?

Did you witness the event? Yes No

What activity were you performing prior to the incident/event?

To your knowledge, were any other workers in the immediate area at the time of the incident/event? Yes No
If yes, who?

What did you do immediately following the incident/event?

Supervisor signature: _____

Supervisor initials that they have received a copy of this statement: _____

Today's date: _____

Employer: _____

Home Address: _____

Home Phone: _____



Employee/Witness Statement

I _____ am submitting this statement made on _____
 (Employee/Witness Name) (Date)
 to _____ for NOVO Construction, Inc. I am submitting this statement of
 (Name)
 my own free will. I have not been coerced or threatened in any way to submit this statement.

In your own words, tell us what happened, tell a story:

Additionally,

Where were you when the incident took place?

Did you witness the event? Yes No

What activity were you performing prior to the incident/event?

Were any other workers in the immediate area at the time of the incident/event? Yes No
 If yes, who?

What did you do immediately following the incident/event?

Employee/Witness signature: _____

Employee/Witness initials that they have received a copy of this statement: _____

Today's date: _____

Employer: _____

Home Address: _____

Home Phone: _____



Declaración del Accidentado

Yo _____ presento esta declaración hecha el _____
Nombre del Empleado/Testigo) Fecha)

a _____ para NOVO Construction. Presento esta declaración
[Nombre]
por propia voluntad. No he sido objeto de coacción o amenaza alguna para presentar esta declaración.

En sus propias palabras, díganos qué sucedió, cuéntenos la historia:

Además,

¿Dónde estaba usted cuando ocurrió el incidente?

¿Que actividad estaba realizando usted antes del incidente o evento?

¿Había otros trabajadores en las cercanías inmediatas en el momento del incidente o evento? Sí No
Si contestó afirmativamente, ¿quiénes eran?

¿Qué hizo usted inmediatamente después del incidente o evento?

Si usted se lesionó en este incidente, ¿ha sufrido alguna vez antes una lesión en esta parte del cuerpo? Sí No


Yo, _____, autorizo a NOVO Construction. y a sus agentes a llevar a cabo investigaciones, entrevistas y toda otra actividad necesaria para procesar mi demanda. Sin limitarse a éstos, esta autorización incluye la evaluación, solicitud y copia de mis anteriores y actuales antecedentes médicos y laborales, con el fin de tramitar mi actual demanda de indemnización por accidente de trabajo. Entiendo que toda información que se obtenga en conexión con esta demanda será tratada en forma confidencial.

Firma del empleado: _____ He recibido una copia de esta declaración: Sí No

Fecha de hoy: _____ Empleador: _____

Dirección particular: _____

Teléfono particular: _____ Celular: _____ Localizador (pager): _____

	Post Incident Report	
	Project Name / Project #:	
	Project Location:	

Incident Information

Date of Incident:

Time:

Weather Conditions:

Trade:

Company:

General Activity at time of Incident:

Incident Severity:

Root Cause Analysis Information

Facilitator Name:

Date:

Participants:

Superintendent:

Foreman:

Project Manager:

Safety Coordinator:

Safety Director:

Worker(s) Involved:

Subcontractor Superintendent/Forman:

Other:

Other:

Other:

Events/Timeline:

Events/Timeline (Cont.):

Contributing Factors:

Root Causes:

Corrective Actions:

Comments/Pictures:



Supervisor Statement (i.e., Lead, Foreman, Supervisor in control of task)

I _____ am submitting this statement made on _____
(Employee/Witness Name) (Date)
to _____ for NOVO Construction, Inc. I am submitting this statement of
(Name)
my own free will. I have not been coerced or threatened in any way to submit this statement.

In your own words, tell us what happened, tell a story:

Additionally,
Where were you when the incident took place?

Did you witness the event? Yes No

What activity were you performing prior to the incident/event?

To your knowledge, were any other workers in the immediate area at the time of the incident/event? Yes No
If yes, who?

What did you do immediately following the incident/event?

Supervisor signature: _____

Supervisor initials that they have received a copy of this statement: _____

Today's date: _____

Employer: _____

Home Address: _____

Home Phone: _____



Employee/Witness Statement

I _____ am submitting this statement made on _____
(Employee/Witness Name) (Date)
to _____ for NOVO Construction, Inc. I am submitting this statement of
(Name)
my own free will. I have not been coerced or threatened in any way to submit this statement.

In your own words, tell us what happened, tell a story:

Additionally,

Where were you when the incident took place?

Did you witness the event? Yes No

What activity were you performing prior to the incident/event?

Were any other workers in the immediate area at the time of the incident/event? Yes No
If yes, who?

What did you do immediately following the incident/event?

Employee/Witness signature: _____

Employee/Witness initials that they have received a copy of this statement: _____

Today's date: _____

Employer: _____

Home Address: _____

Home Phone: _____



SAFETY PROGRAM VIOLATION

Date:	Employee:
Time of Day:	Company:
Job-site:	NOVO Job #

SEVERITY OF ISSUE

	Serious		Near Miss
	Stop Work/Imminent Danger		Stop Work/Noncompliance
	Repeated Violations		Other – Describe in write up

DESCRIPTION OF VIOLATION

ACTION:

SIGNED BY EMPLOYEE: _____ **DATE:** _____

NOVO CONSTRUCTION REPRESENTATIVE: _____