





# 13. Safety and Health Program

The first and most basic safety principle at Sellen is that all injuries are preventable. We believe that management and our employees share in the responsibility and accountability for preventing injuries. One of management's fundamental responsibilities is to lead the safety effort by establishing safety goals, demanding accountability, and providing the resources to make the safety program work.



**At Sellen we believe that protecting our employees is essential to facilitating a successful company. Safety excellence is achieved only through the combined effort of the entire organization.**

also provides the superintendent and foremen with an opportunity to promote our culture of safety excellence among the craftspeople doing the work. We will involve representatives from the DES and user groups, if appropriate, in our safety planning so we understand how to provide you with maximum safety and efficiency.

#### **Safety Partnerships**

Sellen has a partnership with labor and industries through quarterly, voluntary Department of Safety and Health (DOSH) inspections. These consultation inspections evaluate our safety efforts and help improve our program. This also promotes increased awareness of the importance of safety to our jobsite teams.

#### **Managing Subcontractor Safety**

Sellen's volume of work provides us with extensive knowledge of individual subcontractor safety programs and performance, but we do not rely on this information alone. Safety language is included in subcontracts and with our invitation to bid; subcontractors must meet project-specific requirements for safety as part of the prequalification and bidding process. Before mobilizing on site, each subcontractor meets with the Sellen team to discuss the site-specific safety plan. Subcontractors must also submit a site-specific safety plan and copies of material safety data sheets for products used on the project.

### **Company Standard Safety and Health Program**

Per Addendum 6, dated Jan. 22, 2014, we have included a complete copy of Sellen's company standard Safety and Health Program on a separate CD with our proposal submittal. We use our standard safety program as a starting point to create a site-specific safety plan, which we will begin for the 1063 Block Replacement following our selection. The site-specific safety program will address all applicable federal, state and local safety and health requirements.

#### **Section Attachments**

Beginning on page 171, we have also included the Table of Contents for Sellen's Safety and Health Program, to give you an idea of what our company policy entails.

### **Sellen's Safety Approach**

Safety is a core value at Sellen. We've worked hard to establish a culture of safety excellence among our employees and subcontractors. Sellen has a detailed Accident Prevention Program with the goal of creating a safe and healthy work environment that promotes safe productivity and is proactive in anticipating and avoiding risk. This safety program is updated continuously with lessons learned from the field and is the basis for our site-specific plans.

Development of our project-specific safety plan begins in preconstruction during our pull planning scheduling sessions. These sessions include every participant involved with specific construction activities, allowing us to integrate safety into the scheduling and sequencing of every activity. It

Additionally, we regularly record our subcontractors' safety performance and monitor the information for trends. By identifying certain trends by subcontractor or scope of work, we are able proactively mitigate any areas that may be a concern or learn from our subcontractors in areas they have excelled.

### Safety Program Enforcement

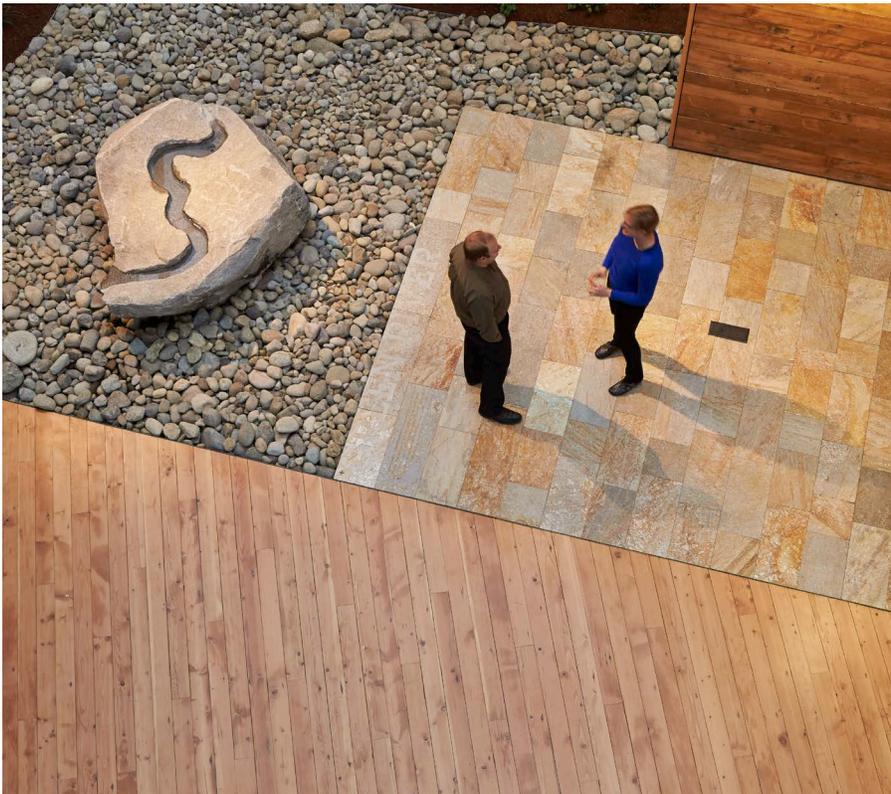
Superintendent Lauren Barnwell will conduct weekly inspections with the Sellen safety director. Any unsafe acts or conditions will be noted and corrected immediately. Every employee is responsible for the implementation of safety procedures and empowered to stop any construction activity immediately if it's a potential safety hazard. Our jobsite motto is, "If you see something, say something."

### Safety Trending

We monitor trending information on nearly all of our safety reporting, including near misses, safety inspections, DOSH inspections, corporate safety reviews and subcontractor safety performance. By monitoring the trends in our safety performance, we are able to discern areas that have excelled or may need improvement. Sellen's Safety Action Committee develop initiatives that respond to our trending information.

### Drug and Alcohol Testing

Sellen prohibits alcoholic beverages, intoxicants, narcotics, and drug paraphernalia on our jobsites. Drug testing is mandatory. Anyone who reports for work under the influence of any drug that could adversely affect their work ability or the safety of others will be dismissed.



Federal Center South, Sellen | ZGF Design-Build Team (Pursuing LEED Gold)

## Key Safety Elements:

### Daily Huddle / Task Planner

The superintendent meets daily with the foremen for each trade to review safety items specific to that day, especially upcoming activities that require special safety coordination among trades.

### "Tool Box" Meetings

At this weekly meeting, we cover general and task-specific safety procedures, an overview of that week's activities, any recent accidents or issues, and coordination items. All subcontractors are required to hold their own weekly meetings or participate in ours.

### Pre-Task Planning

Before each construction activity, subcontractors and Sellen crews develop a pre-task planner for that activity, effectively ensuring that every activity has a specific safety plan in place. Items noted in the pre-task planner include potential hazards, precautions, proper tool use methods and personal protective equipment.

Our program also includes:

- Drug-free workplace/drug and alcohol testing
- Emergency response plan
- Regular inspections
- Protective equipment
- Reporting unsafe conditions/discipline
- Accident investigation procedures
- Confined space entry program
- Electrical protection program
- Fall protection program
- Fire prevention and safety
- Lock-out/tag-out program
- Respiratory protection program

### 1063 Preliminary Site Logistics Plan

Early in the design phase, Sellen will meet with the DES, the City of Olympia and the other team members to begin developing a comprehensive site logistics plan that ensures pedestrian safety and allows the team to mitigate impacts to the ongoing activities surrounding the Capitol Campus. Sr. Superintendent Lauren Barnwell has already begun developing a preliminary site logistics plan, which we have attached on the following page.

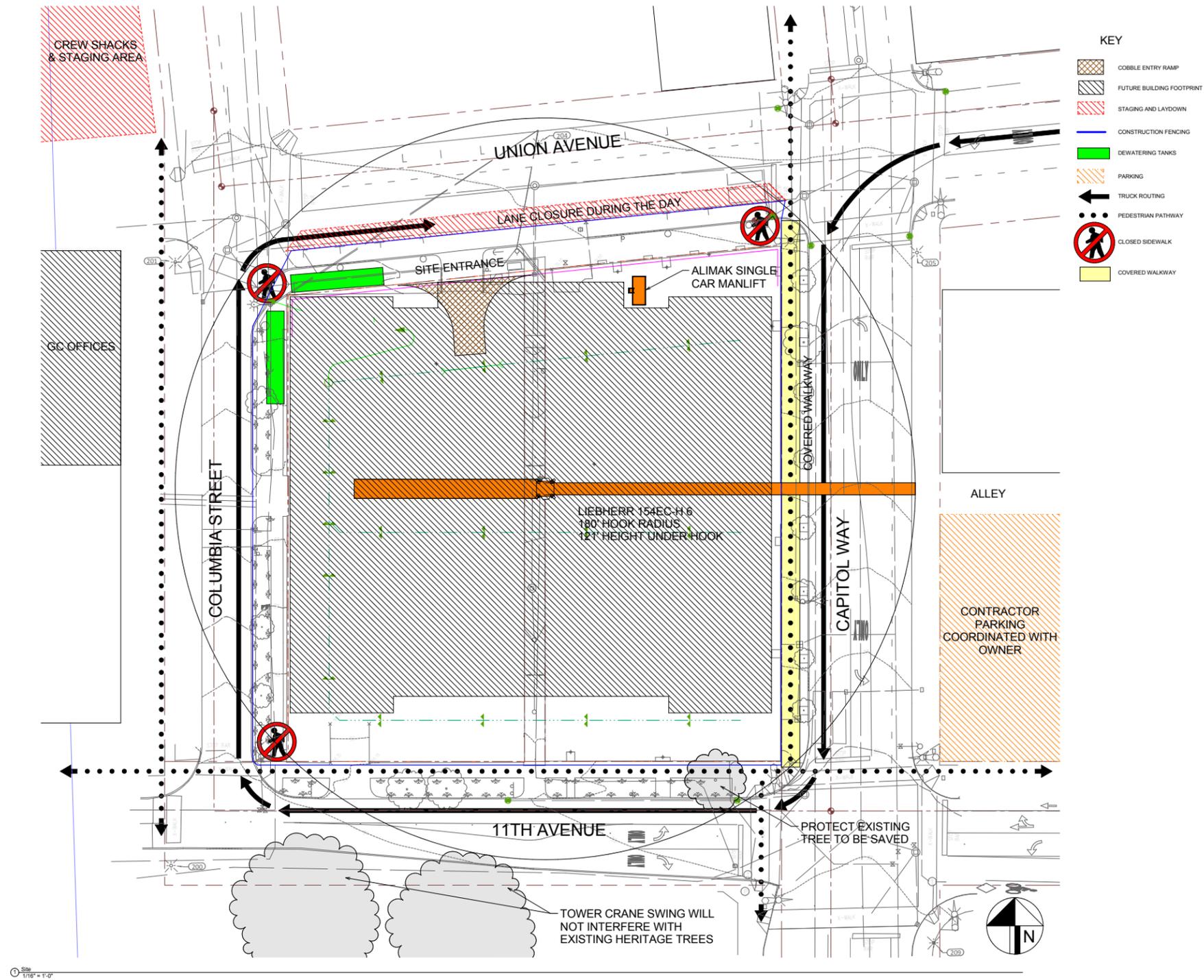
Factors that are considered in developing our detailed on-site logistics plan include off-site parking for construction workers, flexible locations for material and office staging, site ingress and egress routes, fencing and directional signage, traffic flaggers, regular informational meetings for the public, faculty and staff.

### 1063 Proposed Trucking Routes

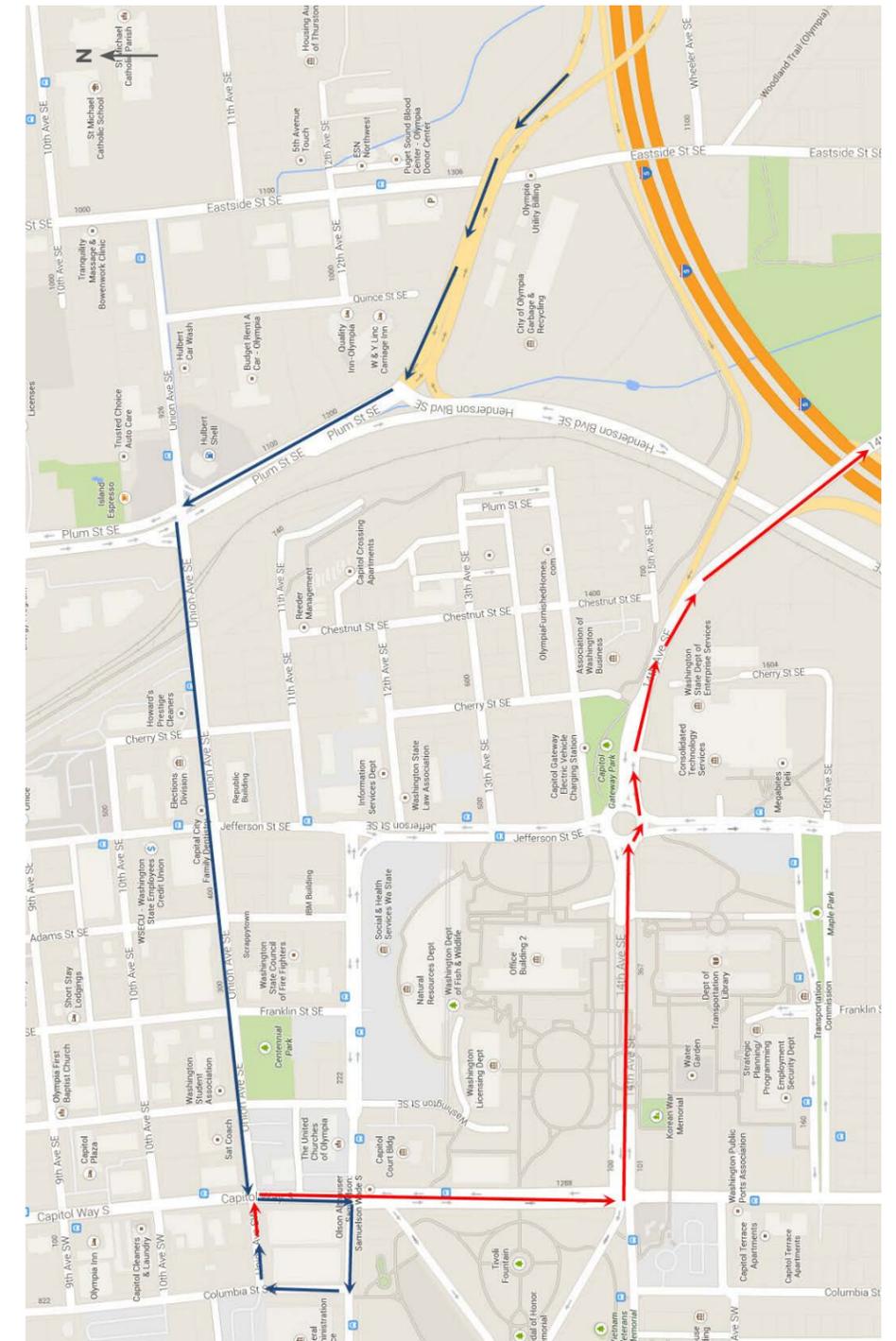
We have also included our proposed trucking routes for the 1063 Block Replacement. The proposed trucking route, shown to the right, takes the trucks clockwise around the building and allows uploading and deliveries to occur on Union Street. This approach avoids disruption to the high-trafficked Capitol Way.



Preliminary Site Logistics Plan



Proposed Trucking Route





**ACCIDENT PREVENTION PROGRAM**

**TABLE OF CONTENTS**

COMPANY SAFETY POLICY ..... 1

PURPOSE OF THE ACCIDENT PREVENTION PROGRAM ..... 2

PERSONAL PROTECTIVE EQUIPMENT ..... 4

ACCIDENT REPORTING PROCEDURES ..... 9

TIME LOSS AND LIGHT DUTY..... 10

ACCIDENT REPORTING CHECKLIST ..... 11

INCIDENT REPORTING FORM..... 12

ACCIDENT INVESTIGATION ..... 16

DISCIPLINE FOR NON-COMPLIANCE ..... 17

FIRST-AID FACILITIES..... 18

JOBSITE POSTING REQUIREMENTS ..... 19

JOBSITE SAFETY SIGNAGE ..... 20

SAFETY TRAINING PROGRAM..... 23

SITE SPECIFIC ORIENTATION TALKING POINTS ..... 25

STRETCH AND FLEX..... 30

RECORD-KEEPING REQUIREMENTS ..... 32

JOBSITE PAPERWORK REQUIREMENTS..... 33

REPORTING UNSAFE CONDITIONS & PRACTICES..... 35

SAFETY & HEALTH COMMITTEE..... 36

SELLEN DAILY PLANNER ..... 37

DAILY PLANNER..... 38

SAFETY INSPECTION PROCEDURES..... 39

SAFETY INSPECTION CHECKLIST..... 40

HAZARD OBSERVATION LOG ..... 43

DANGER / CAUTION TAPE & TEMPORARY BARRICADES POLICY ..... 45

GUARDRAIL REMOVAL PERMIT..... 48

SUBCONTRACTOR PRE-CONSTRUCTION MEETING..... 50

WEEKLY SAFETY MEETINGS..... 51

WEEKLY MEETING FORM..... 52

PROCEDURE FOR JOBSITE VISITORS..... 53

RELEASE, HOLD HARMLESS, AND INDEMNITY ..... 54

2012 SAFETY RECOGNITION PROGRAM FOR FIELD PERSONNEL ..... 55

ELECTRICAL PROTECTION PROGRAM..... 57

HAZARD COMMUNICATION PROGRAM ..... 59

HEARING CONSERVATION PROGRAM ..... 61

HEAT STRESS ..... 63

CONFINED SPACE ENTRY PROGRAM ..... 66

CONFINED SPACE ENTRY PERMIT ..... 69

FALL PROTECTION PROGRAM..... 70

FALL PROTECTION WORK PLAN ..... 75

FALL PROTECTION WORK PLAN ..... 76

TRAINING FORM SIGN-IN ..... 76

BODY HARNESS INSPECTION CHECKLIST ..... 77

LANYARD CHECKLIST ..... 79

ROPE-GRABS/SAFETY LINES CHECKLIST ..... 81

SELF-RETRACTING LIFELINE DEVICES CHECKLIST ..... 83

FIRE PREVENTION & FIRE SAFETY PROGRAM..... 85

HOT WORK PROCESS ..... 88

LOCK-OUT / TAG-OUT POLICY ..... 89

LOCK-OUT / TAG-OUT CHECKLIST ..... 91

RESPIRATORY PROTECTION PROGRAM ..... 92

RESPIRATOR USE PLAN ..... 96

RESPIRATOR FIT TEST CHECKLIST ..... 97

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN..... 98

HEPATITIS B VACCINATION DECLINATION ..... 101

ENVIRONMENTAL POLICY STATEMENT ..... 102

ENVIRONMENTAL CHECKLIST..... 103

ENVIRONMENTAL SPILL REPORT ..... 104

FUEL STORAGE ..... 106

ASBESTOS PROGRAM ..... 107

LEAD PROGRAM ..... 109

SILICA PROGRAM ..... 111

HEXAVALENT CHROMIUM PROGRAM ..... 113

CONTAMINATED SOIL PROTOCOL..... 115

CRANE POLICY ..... 117

SUPERVISOR SITE CHECK LIST (ASME B30.5-2007) ..... 125

CRITICAL LIFT PLAN WORKSHEET ..... 127

SUSPENDED WORK PLATFORM POLICY ..... 130

SUSPENDED WORK PLATFORM PLAN ..... 136

TOWER CRANE POLICY ..... 138

CRANE ERECTION/DISMANTLE CHECKLIST ..... 139

CRANE JUMP CHECKLIST ..... 141

MOBILE CRANE POLICY ..... 143

RIGGING POLICY ..... 144

AERIAL LIFT POLICY ..... 146

AERIAL LIFT TRAINING GUIDELINES ..... 150

AERIAL LIFT EMPLOYEE TRAINING COMPLETION CHECKLIST..... 153

FORKLIFT POLICY ..... 154

FORKLIFT TRAINING..... 156

SECURED AND COVERED LOAD IN VEHICLES POLICY ..... 157