

# PROJECT ORIENTATION AGREEMENT FORM

EMPLOYEE NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_  
 EMERGENCY CONTACT: \_\_\_\_\_ EMERGENCY PHONE: \_\_\_\_\_  
 ORIENTATION PRESENTED BY: \_\_\_\_\_ ORIENTATION DATE: \_\_\_\_\_

**Personal Protective Equipment (PPE):**  
 I understand that I am required to wear the minimum PPE on this job site. The minimum PPE required includes **hard hats, safety glasses (Z-87 rated), work boots, long pants, shirt with a minimum of a 4" sleeve, and high visibility attire**. Additional PPE may be required for different tasks.

**Subcontractor Safety Video:**  
 I have viewed the Hy-Vee Construction safety video and I am aware of the content of the video with regards to the following hazards: exposure to fall protection, scaffold, electrical, trenching, excavation, and other safety related items/conditions.

**Hy-Vee Construction Work Rules:**  
 I have reviewed and agree to comply with the Hy-Vee Construction safety work rules.

**Progressive Discipline Program:**  
 I have reviewed and agree to comply with the progressive discipline program.

**Serious Safety Violations Policy:**  
 I have reviewed and agree to comply with the serious safety violation policy. **Serious safety violations are defined as ones involving fall protection, trench cave-in protection, and energized electrical**. Failure to comply will result in immediate removal from all Hy-Vee Construction projects for a period of six months and a financial penalty of up to \$3,000.00 payable by your company.

**Project Specific Safety Issues:**  
 I have reviewed with a Hy-Vee Construction representative and agree to comply with (including but not limited to) the following site specific safety issues:

<ul style="list-style-type: none"> <li>• Know And Understand Your JSA</li> <li>• Safety Plan And MSDS Location</li> <li>• Public Protection</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	<ul style="list-style-type: none"> <li>• Utility Lines Buried And Overhead</li> <li>• Daily Lift Plan And Crane Safety</li> <li>• Daily Dig Permit</li> <li>• Material And Staging Areas</li> <li>• _____</li> <li>• _____</li> </ul>
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***I agree to comply with all items above:***

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	EMPLOYEE PHONE	DATE

# Personal Protective Equipment

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## **General Requirements**

Employees are expected to wear the required personal protective equipment (PPE) during all work activities on Hy-Vee Construction projects. The Hy-Vee Construction project team has the ultimate authority to determine and enforce the PPE requirements for each activity.

The JSA for each scope of work shall include the PPE requirements for each activity.

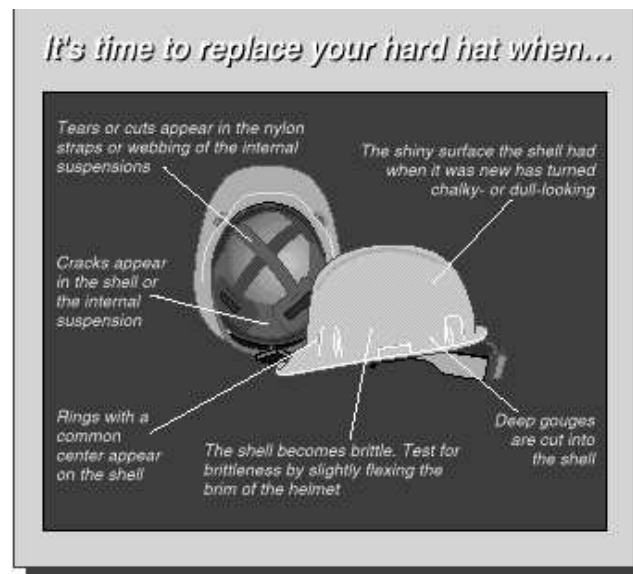
## **Eye Protection**

Approved safety glasses meeting ANSI Z87.1 with attached side shields are to be worn during all work activities on Hy-Vee Construction jobsites. Based on the exposure, additional protection may be required.

Dusty conditions, jack hammering or work with chemicals will require goggles. Activities such as grinding, chipping, buffing, etc. require face shields. Welding hoods are required during all welding activities.

## **Head Protection**

Approved hardhats meeting ANSI Z89.1-1981 must be worn on all projects during all work activities. Hardhats must be inspected periodically for suspension and shell damage.



## **Hearing Protection**

Hearing protection, including ear plugs and muffs rated for reduction of decibels, must be worn in areas identified as high noise areas. A high noise area is one that has noise levels above 90 decibels. If you need to raise your voice to speak to someone three feet away, you should be using hearing protection.

*At a minimum, all Hy-Vee Construction employees, subcontractors and suppliers will comply with all local, state and OSHA requirements. All safety requirements of Hy-Vee Construction which exceed OSHA will be complied with.*

# Personal Protective Equipment

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## Foot Protection

Leather work boots are required to be worn at all times. "Safety shoes" are not an acceptable substitute for leather work boots. Approved steel toe or safety toe boots and metatarsal guards are required when using a jackhammer. Concrete work requires use of impermeable, chemical resistant boots. Special conditions at some sites may call for the use of static guard straps or conductive boots. Electrical work may call for insulating boots.

## Hand Protection

Appropriate gloves are required during certain work activities and shall provide protection from the potential hazard.

## Respiratory Protection

The means of respiratory protection to be used for a particular job/task will be carefully considered and determined by a Job Safety Analysis (JSA) and approved by the Hy-Vee Construction project team. All requirements of the Hy-Vee Construction Respiratory Protection Program are to be followed.

- Prior to wearing a respirator all workers are required to complete a health assessment, training, and a Respiratory Fit Test Record.
- Subcontractors are to provide a copy of their respirator program documentation to the Hy-Vee Construction project team.
- Contact the Safety Committee if Hy-Vee Construction employees will be required to wear respirators.
- Workers who utilize respirators voluntarily are to complete the Voluntary Respirator Use Form.

## Clothing

Full length pants and shirts that cover the shoulder and have a 4 inch sleeve are required. Shorts, cut-off pants, tank tops, or shirts with the sleeves cut off above the shoulder are not permitted. Some environments or work activities may call for long sleeve shirts. No dangling or loose clothing or jewelry shall be worn around moving machinery.

## Training

Every employee shall be trained to know at least the following:

- When PPE is necessary?
- What PPE is necessary?
- How to properly wear and adjust PPE?
- Limitations of the PPE.
- Proper care, maintenance, useful life, and disposal of the PPE.

*At a minimum, all Hy-Vee Construction employees, subcontractors and suppliers will comply with all local, state and OSHA requirements. All safety requirements of Hy-Vee Construction which exceed OSHA will be complied with.*

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**Exhibit G**  
**To Hy-Vee Construction, L.C.**  
**Standard Form of Subcontract Agreement**  
**April 2013**  
**SAFETY REQUIREMENTS**

The Subcontractor and its employees must comply with all applicable laws, codes, rules, regulations and requirements pertaining to the safe performance of its Work, including the Federal Occupational Safety and Health Act (OSHA).

In addition, the following minimum work standards are also applicable to and will be enforced on all projects:

1. The Hy-Vee Construction Project Team has the authority to remove any of Subcontractor's unsafe equipment, tools, scaffolding or other unsafe items, and has the authority to remove any of Subcontractor's employees that do not comply with these safety rules. Violations of these work rules may result in disciplinary action including termination of Subcontractor's continuing performance under this Agreement and permanent removal from the jobsite.

commencing. Energized work will be performed in accordance with NFPA 70E, potentially requiring the use of written permits, arc flash protection, insulated gloves and tools, and appropriate flame resistant clothing.

All work using cords or power tools (regardless of voltage or project status) must utilize Ground Fault Circuit Interrupter (GFCI) protection.
2. All unsafe conditions shall be reported immediately to the Hy-Vee Construction Project Team. No person is required to work under any unsafe conditions. All Hy-Vee Construction employees are empowered to stop any work activity when unsafe conditions exist.
3. All accidents or injuries, no matter how minor, shall be reported immediately to the Hy-Vee Construction Project Team. All employees involved are required to assist in the investigation process. Appropriate first aid equipment and supplies shall be maintained in the project site office.
4. All work 6 feet or more above a lower level must utilize a 100% fall protection system. This includes but is not limited to guardrails, safety nets, or personal fall protection systems. Only full-body harnesses (ANSI A10.14 and Z359.1 approved) with shock absorbing lanyard or self-retracting lifeline and 5000 lb anchorage point shall be used for personal fall arrest systems.
5. Barricades or hole covers are required to protect holes in floors / roofs, edges of roofs, elevated platforms, excavations, and whenever necessary to warn or prevent persons or equipment from falling. Hole Covers must meet the following requirements:
  - a. All holes over 2 inches in diameter shall be covered.
  - b. All covers shall be capable of supporting, without failure, at least twice the weight of any person, equipment, and materials that may be imposed on the cover at any one time;
  - c. All covers shall be secured when installed to prevent accidental displacement and
  - d. All covers shall be marked with high visibility paint showing the word "HOLE" or "COVER"
6. Only qualified electricians shall perform electrical work. All electrical systems (regardless of voltage) must be de-energized and locked-out / tagged out for work to take place. If situations necessitate work on energized systems, written authorization must be given from the Hy-Vee Construction Project Team prior to work
7. Excavations over 5 feet must be sloped, benched, shored or shielded, and must meet all other requirements. Before digging in any location, the Subcontractor must check to ensure that all underground utilities have been located and properly marked.
8. Subcontractor's employees shall comply with Hy-Vee Construction lockout/tag-out procedures when working on non-electrical energized systems or equipment (i.e., pneumatic, hydraulic, mechanical, etc.).
9. Only trained and authorized employees shall operate any trucks, loaders, backhoes, forklifts, aerial lifts, or other equipment.
10. All persons on the Project site must use proper equipment and clothing suited to the Work and the Work environment, including:
  - a. Hardhats must be worn by all workers, supervisors, clients, visitors and vendors at all times;
  - b. Safety glasses with side shields (meeting ANSI Z87.1-1989 standards) must be worn at all times on the Project site excluding offices. Additional forms of eye protection may be required.
  - c. Shirts which cover the shoulder and have 4" long sleeves and long pants are required; no dangling or loose clothing or jewelry may be worn around moving machinery;
  - d. High visibility vests or high visibility tee shirts are required for all jobsite personnel;
  - e. Work boots (no tennis shoes) are required;
  - f. Gloves for required activities;
  - g. Respirators will be used when an employee is exposed to airborne hazards. Proper

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- training, physical exam and a FIT test are required.
  - h. Hearing protection in the form of earmuffs or approved ear plugs shall be worn on all high noise level jobs as required;
  - i. Subcontractor shall maintain appropriate first aid equipment and supplies in its Work areas at all times.
11. Subcontractor shall maintain good housekeeping in and around the project site at all times. No radios will be allowed on the Project site. (2-way radios for jobsite communication are allowed)
  12. All Work areas shall be properly illuminated at all times.
  13. All of Subcontractor's employees performing confined space work shall be properly trained.
  14. Subcontractor shall train its employees in the safe use of ladders as required. Defective ladders shall be tagged and removed from service.
  15. The Project Team has the authority to remove any unsafe equipment, tools or other unsafe items from the project. Tools and equipment shall be used properly and maintained properly to prevent injury, including:
    - a. Daily & pre-use inspections;
    - b. Damaged tools shall be tagged "DO NOT USE" and removed from service immediately.
    - c. Powder-actuated tools require certified training before use;
    - d. Power tools shall be operated only by authorized personnel and with guards "in place";
    - e. Hand tools such as hammers and chisels shall be properly used and maintained;
  - f. All slings, choker, and rigging equipment shall be free of defects. All hooks must have safety latches or keepers; and
  - g. Unauthorized use or removal of fire extinguishers from assigned locations is prohibited. Additional fire extinguishers required for task specific applications.
16. Weekly Tool Box Talks are required. Subcontractor personnel and documentation of meetings are mandatory.
  17. Material Safety Data Sheets (MSDS) are available in the Project site office. Any product brought to the Project site by the Subcontractor or its vendors must be accompanied with a MSDS. Each affected person must be familiar with the information contained on the MSDS.
  18. Subcontractor's employees who report for work under the influence of intoxicants or narcotics or consumption of them during the workday will be removed from the Project site. Subcontractor's employees who engage in horseplay, fistfights, unsafe acts, whistling, yelling at the public or obscene gestures, will be removed from the Project site. Weapons of all types including firearms are strictly forbidden on the Project site.
  19. All visitors to the Project site must check in with the Hy-Vee Construction Project Superintendent prior to going on site. The Hy-Vee Construction Superintendent will assign all construction parking areas.
  20. Smoking is prohibited outside of the designated smoking areas.
  21. Personal Cell Phone Usage: Personal cell phones are **not** to be carried or used by personnel during working hours. Phones can be checked during specific break times only. In case of emergency, the project site phone number should be used and the superintendent cell phone used as a secondary resource.

SUBCONTRACTOR HAS REVIEWED AND AGREES TO BE BOUND BY THESE SAFETY REQUIREMENTS

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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# ***PROGRESSIVE DISCIPLINE***

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Hy-Vee Construction supports a Progressive Discipline approach to performance issues to create a greater individual awareness and responsibility for safety. **All Hy-Vee Construction employees and subcontractor employees are subject to the guidelines of Progressive Discipline.**

## **GUIDELINES**

We value all employees' involvement in identifying and eliminating unsafe behaviors which could lead to injury. All personnel are accountable for themselves as well as those they work with and supervise. Any person should report an unsafe act or condition to their direct supervisor or the project superintendent at any time. It is important to take immediate action if a serious hazard has been identified. Employees should point the hazard out to other employees and immediately notify their supervisor.

Individuals and groups violating safety rules will be subject to progressive disciplinary action. If personnel are aware of an unsafe act or condition and do not immediately take corrective action, they can also be held accountable.

Persons authorized to enforce disciplinary action include but are not limited to construction managers, project managers, superintendents, foremen and safety managers.

1. **First Offense:** Verbal warning given to the individual in a one-on-one controlled setting. The verbal warning will be documented.
2. **Second Offense:** Written safety violation. The safety violation report describes the violation, the date, and the person involved. A written violation will remain on file for a period of 12 months.
3. **Third Offense:** Suspension without pay or termination, whichever is appropriate. For all cases of termination the cause for termination shall be indicated as "failure to follow safety rules".

Immediate termination or removal from the jobsite may result depending on the severity of the violation at any time. Repeat offenses shall be treated as serious violations and may also be subject to immediate termination or removal from the jobsite. Persons terminated for "failure to follow safety rules" may be rehired upon completing Hy-Vee Construction approved safety training course related to their violation, or after a period of 90 days, and upon acknowledging their intention to support the company's safety programs.

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# **SERIOUS SAFETY VIOLATIONS**

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For purposes of this program only, "Serious" Safety Violations shall be defined as:

1. Fall Protection Violations
2. Trench Cave-in Protection Violations
3. Energized Electrical Violations

Any employee (hourly or salary) found to have willfully committed a serious safety violation shall be considered to have voluntarily terminated his/her employment (1<sup>st</sup> offense). This policy applies to both the field work force and project supervision staff.

"Willful" is defined as acting in an unsafe manner despite the fact the employee knew, or should have known, of the hazard and appropriate protective measures. The sole objective of this policy is to save lives and / or prevent serious injury. Termination as a disciplinary action is not to be taken lightly, and thus full investigations are to be completed for each reported serious safety violation to determine actual root cause(s) of violation. If the root cause is determined to be a willful act, disciplinary action shall be termination. For root causes other than willful acts (isolated acts of omission), discipline shall be as specified in the Company's Progressive Discipline Program. **The President of Hy-Vee Construction** shall be the final authority in determining root causes of all serious violations.

Employees terminated for serious safety violations are eligible for re-hire only after satisfaction of all of the following:

1. A period of six months from the date of violation has elapsed.
2. The employee executes a "last chance" agreement (acknowledges commitment to adherence to Hy-Vee Construction safety policies / procedures and specifies 2<sup>nd</sup> serious safety violations precludes future eligibility for re-hire).
3. The employee provides evidence of satisfactory completion of a safety training course specific to the serious safety violation s/he committed.

Any subcontractor employee found to have committed a serious safety violation shall be removed from all Hy-Vee Construction project sites for the duration of six months from the date of violation.

This program shall be effective December 1, 2006. The Project Superintendent and Project Manager shall be responsible for ensuring all subcontractor employees are advised of this policy prior to starting work.

*At a minimum, all Hy-Vee Construction employees, subcontractors and suppliers will comply with all local, state and OSHA requirements. All safety requirements of Hy-Vee Construction which exceed OSHA will be complied with.*