

# GENERAL SAFETY GUIDELINES

## Rules for All Employees

Sponsored by the Associated General Contractors of New Hampshire



# Introduction

This handbook has been designed to ensure the safety and welfare of all employees. It offers guidelines to promote the protection of life, health, and property, and to provide safe working conditions for all employees. Maintaining a safe workplace and personal safety are essential elements for success.

Safety rules ensure that your body remains intact. Your fingers, limbs, eyes, and life are irreplaceable. Your means of livelihood is destroyed or diminished when you are disabled.

Companies should not be limited to rules outlined in this document. They should serve as a guide to a comprehensive safety program. Companies should adhere to the requirements of the Occupational Safety and Health Act (OSHA) of 1970, as well as the labor, safety and health requirements of the State of New Hampshire.

Contact information for the New Hampshire Department of Labor and the New Hampshire OSHA office is provided at the end of this handbook.



**Associated General Contractors of New Hampshire**

**48 Grandview Road**

**Bow, NH 03304**

**[www.agcnh.org](http://www.agcnh.org)**

**(t) 603.225.2701**

**(f) 603.226.3859**

**(c) 2011**

# Table of Contents

*This handbook has been broken down into nine major safety guideline areas.*

<b>I. Personal Safety (head, body, ears, feet, etc.)</b>	<b>4</b>
<b>II. Fire Safety</b>	<b>5</b>
<b>III. Vehicle &amp; Traffic Safety</b>	<b>6</b>
<b>IV. Machine Safety</b>	<b>6</b>
<b>V. Scaffolding Safety</b>	<b>7</b>
<b>VI. Electrical, Excavation &amp; Concrete Safety</b>	<b>7</b>
<b>VII. General Safety</b>	<b>8</b>
<b>VIII. Resources &amp; Additional Information</b>	<b>9</b>
<b>IX. Employee Commitment to Safety Form</b>	<b>11</b>

*Accidents or injuries no matter how minor must be reported to the foreman or superintendent for immediate treatment or first aid to prevent serious infection or complication.*

*Superintendents and foremen shall enforce these safety rules, instruct men in performing duties in a safe manner, put men to work in place only when they are sure that no dangerous conditions exists; instruct new men in regard to these safety rules.*

## Personal Safety

1. Hard hats are to be worn by all personnel and visitors at all times. Metal hard hats are not permissible where there is exposure to electrical hazards.

2. Safety goggles shall be worn when sledging, hammering, sawing on metal or concrete, chipping, welding, grinding, working in dusty places, handling of acids, peening and cleaning

walls, or other operations where eye injuries may result.

3. Ear protection in the form of ear muffs or ear plugs (only if fitted individually by a qualified person) shall be worn in all high noise locations. No other materials will ever be inserted into the ears.

4. Approved respirators are to be used when conditions warrant.

5. Shoes that are workwise and in serviceable conditions for the operation to which the employee is assigned are required. The use of steel-toed shoes is highly recommended. Check with the

### Hard hats shall meet specifications contained in the American National Standards Institute Safety Requirements for Industrial Head Protection.

superintendent or foreman as to the proper foot protection requirement for the assigned work.

6. Gloves with leather palms shall be worn when handling rough edge or abrasive material when the work subjects hands to lacerations, puncturing or burns. Other hand

protection may be designated by the job superintendent or foreman.

7. Employees working around moving equipment shall be required to wear safe clothing. Employees are also cautioned about the danger of loose clothing, rings, bracelets and jewelry around moving equipment.



## Fire Safety

1. The use of gasoline is prohibited for cleaning of equipment or tools or for starting of fires. Small quantities of gasoline must be transported only in approved safety containers. All engines must be shut off when refueling.

2. The use of fuel oil or kerosene for starting fires is allowed only in outside approved areas, and due caution must be observed. Fuel oil or kerosene will not be used for starting fires in stoves. Under no circumstances shall gasoline be used for starting fires. Fire permits are to be obtained prior to starting fires. Use of tires, or similar items, to start or sustain fires is strictly forbidden.

3. "No Smoking" rules must be observed in posted areas.

4. All explosives are to be handled and transported by persons licensed for this work. Blasting caps and explosives are never to be carried in the same vehicle. All two way radios are to be shut off when working in the vicinity of explosives and explosive devices.

accompanied by a fire extinguisher with all valves shut off completely when not in use. All hoses and fittings are to be checked for wear and leaks. Use of goggles and other personal protective equipment, when burning or welding, is mandatory in all cases where torches are in use. All welding equipment is to be used only by trained personnel. All leads and equipment are to be thoroughly inspected prior to use.

**Tampering with, or unauthorized removal of, fire extinguishers from assigned locations is prohibited.**



5. Compressed gas or oxygen is to be secured firmly in a vertical position and

## Vehicle & Traffic Safety

1. Operator of vehicle having an obstructed view while backing up is to have back-up alarm, or is to secure personnel to direct backing up procedure unless back-up alarm is in use.
2. Flagmen are to receive instructions from the supervisor prior to directing traffic and should be properly attired.
3. No employee, other than the operator shall ride on any trucks, loaders, shovels, or other moving equipment unless specifically authorized to do so. The operating of any company equipment without proper authorization is prohibited.

**Seat belts are to be worn on all equipment with roll-over protection.**

4. All equipment unattended to and not in use, and subject to sudden lowering, shall be lowered or secured. Work on such a vehicle shall not be started until all movable components are secured.



## Machine Safety

1. No employee shall operate any machinery, equipment, power activated or power tool unless he has been properly instructed on its use and is thoroughly familiar with all details of its operation. The operator is responsible to see that all safety devices and precautions are in use.
2. All switches or drives on machinery shall be shut down before cleaning, greasing, oiling, or making adjustments and repairs.
3. All machine guards shall be kept in place while machinery is in operation. Tampering with machine guards is prohibited, and any removal requires the prior approval of a responsible supervisor. All guards are to be promptly replaced after the repair work that necessitated their removal has been completed.
4. When necessary to work on electrically driven machinery, the disconnect switch for controlling the machine shall be in opened or off position by the worker or workers performing the job. Provision for locking the disconnect switch in the off position will be provided, with the workers performing the work on the electrical machinery to be the only ones authorized to unlock this switch.

## Scaffolding Safety

1. Lifelines and harnesses are to be used on swinging scaffolding or boatswain chairs unless such scaffolding is equipped with the proper handrails, toe boards, etc.
2. No employee shall work on scaffolding higher than six feet without proper guardrails, toe boards and proper flooring except when proper precautions such as harnesses, barricades, etc. have been otherwise made.
3. Unstable objects such as barrels, boxes, loose bricks or concrete blocks shall not be used to support scaffolding or planks.

**Safety nets shall be provided when work places are more than 25 feet above the ground or water surface or other surfaces where the use of ladders, scaffolds, catch platforms, temporary floors, safety lines or safety belts are impractical.**

## Electrical, Excavation & Concrete Safety

1. High voltage electrical equipment and transmission lines are to be approached and handled only by persons qualified and authorized to do so and only after complete precautions have been taken for the safety of themselves and others. Notification to local power officials must be made in writing before work can begin.
2. Electric power operated tools shall be properly grounded before being put into operation.
3. No employee shall enter an unshored trench or excavation greater than five feet in depth unless the slopes are laid back on a minimum of one foot horizontal to each foot vertical at the discretion of management. No employee shall enter a trench over five feet deep unless a ladder is available each 25 feet and someone is present on the surface.
4. Employees shall not work above protruding reinforcing steel unless it has been protected to eliminate the possibility of impalement. Equipment used in placing concrete shall be safe and follow safety procedures.

## General Safety

1. No employees shall work under lifted loads. Equipment operators shall not carry loads over employees.

2. Hand tools shall not be used for any other purpose than intended. All damaged tools or worn parts should be reported to the foreman for replacement or repair. Inoperative tools, vehicles, and safety devices are to be tagged as faulty to prevent further use.

**Common sense, health and sanitation rules must be observed for the welfare and consideration of other employees.**

3. No employee shall remove a cover, guardrail, or barricade from any opening without specific authority.

4. Tools, equipment, machinery and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions shall be reported to your foreman.

5. Nails are to be removed or bent over from disassembled lumber immediately.

6. Horseplay- including reckless driving of vehicles or equipment- will not be tolerated.

7. Proper lifting procedures (back as straight as possible with knees bent) shall be practiced. If the load is too heavy, get help.

8. Any employee observing an unsafe condition shall report said condition to his immediate foreman and superintendent.

9. All posted safety rules and safety signs shall not be removed except by management's authorization.



# Resources & Additional Information

## New Hampshire Department of Labor

95 Pleasant Street, P.O. Box 2076  
Concord, NH 03302  
(t) 603.271.2176  
(f) 603.271.6149

Commissioner: George N. Copadis  
email: [gcopadis@labor.state.nh.us](mailto:gcopadis@labor.state.nh.us)

Deputy: David M. Wihby  
email: [dwihby@nh.gov](mailto:dwihby@nh.gov)

Wage & Hour Administrator: Cynthia Flynn  
(t) 603.271.3119  
email: [cflynn@labor.state.nh.us](mailto:cflynn@labor.state.nh.us)

Safety & Training: 603.271.6850

Workers' Compensation: Kathryn J. Barger

[www.labor.state.nh.us](http://www.labor.state.nh.us)

---

## NH OSHA Office

J.C. Cleveland Federal Building  
53 Pleasant Street, Room 3901  
Concord, NH 03301  
(t) 603.225.1629  
(f) 603.225.1580

[www.osha.gov](http://www.osha.gov)

# Resources & Additional Information

## Top Ten Safety Hazards As Ranked by OSHA

1. Scaffolding
  2. Fall Protection ( scope, application, definitions)
  3. Excavations (general requirements)
  4. Ladders
  5. Head Protection
  6. Excavations (requirements for protective systems)
  7. Hazard Communication
  8. Fall Protection (training requirements)
  9. Construction (general safety and health provisions)
  10. Electrical (wiring methods, design, and protection)
- 

## Top Ten New Hampshire Labor Law Violations

1. Failure to keep accurate record of all hours worked.
2. Failure to pay all wages due for hours worked, fringe benefits, breaks less than 20 minutes, etc.
3. Failure to provide written notice to employees of their wage rate, pay period, pay day, and a description of fringe benefits.
4. Failure to pay minimum wage for all hours worked.
5. Illegal deductions from wages.
6. Failure to pay (2) hours minimum pay at their regular rate of pay on a given day that an employee reports to work at the request of the employer.
7. Illegal employment of workers under 18.
8. Employing illegal aliens
9. Misclassifying employees as independent contractors.
10. Failure to have a written safety plan, joint loss management committee, and safety summary form filed biennially, as required.



## Employee Commitment to Safety Form

Date \_\_\_\_\_

In case I am injured, no matter how minor, while in the course of my work with \_\_\_\_\_, I shall report immediately to my supervisor.

I agree to comply fully with the construction safety provisions of the Contract Work Hours Standard Act of 1962, as amended, the Occupational Safety and Health Act of 1970, as amended, and any comparable laws and regulations.

I understand that failure to comply with any of the requirements of this booklet, or any jobsite rules adopted pursuant thereto, or in furtherance thereof, shall be cause for dismissal.

\_\_\_\_\_  
(Name)

Signed \_\_\_\_\_

**Please sign this sheet after you have read and understand the booklet. Please provide a copy of the signed document to your supervisor or company headquarters.**