

AMERICAN CONSTRUCTION SERVICES, INC.



3350 South River Road Unit 2
West Bend, WI 53095
262.334.3811 fax: 262.334.4990

AMERICAN CONSTRUCTION SERVICES, INC. Safety Policy

The safety policy of American Construction Services, Inc. is to comply with the Standards of the Occupational Safety and Health Act and to endeavor to have a safe and injury/illness free job. A copy of the OSHA Safety and Health Standards 1926/1910 are available for your use and reference. This Standard shall be available in the Home Office at all times and will be sent to the jobsite on request.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of American Construction Services, Inc. and the subcontractors we contract with. The authorization and responsibility for enforcement has been given primarily to the undersigned. The undersigned shares in this responsibility as well. Management, as deemed necessary to comply with the requirements of the applicable OSHA standards shall designate competent persons.

Policy

It is the policy of American Construction Services Inc., that accident prevention be a prime concern to all of us. It includes not only prevention of wasteful and inefficient operations, damage to property and equipment, but foremost the safety and well being of our Employees, Sub-contractors and Customers.

Applicability

This policy applies to all employees regardless of position with the company. The Safety Rules apply to all Sub-contractors and anyone who is on a company project site.

Implementation

Our Company's Safety Program has been designed for maximum employee involvement in four fundamental ways:

1. Management's commitment to safety.

2. Weekly or Bi-Weekly Tool Box Safety Meetings at all jobsites.
3. Effective Job Safety Training for all categories of employees.
4. Job Hazard Analysis & Safety Training given as needed.

Administration

The Safety Program will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided upon request. Supervisors will be responsible for meeting all the requirements of the Safety Program and for maintaining an effective accident prevention effort within their area(s) of responsibility to see that all accidents are thoroughly investigated and reported to American Construction Services, Inc. and their employer. as soon as possible on the same day of the occurrence.

Assignment of Responsibilities

A. Executive Management or Company Owners

- Maintain an active safety plan whereby all members of management promote awareness and safe work practices on and off the job.
- Provide a work environment in which identified occupational hazards are controlled.
- Require all employees to follow established safety rules and safe work practices. Safety performance will be measured and included in Job Performance Evaluations.
- Provide adequate resources for achievement of approved safety objectives.
- Actively support the safety program as an example to employees.
- Delegate authority to others to expedite and facilitate the application of the Safety Program.
- Evaluate the program on a regular basis and make adjustments as necessary.

B. Superintendents

- Maintain responsibility and accountability for safety performance under their direction.
- Educate and train employees concerning potential job hazards and the associated safeguards.
- Utilize engineering methods and safe work practices where feasible to control workplace hazards.
- Institute and enforce work practices where feasible to control workplace hazards.

- Review and follow-up on accident/injury investigations to ensure that root cause(s) of all accidents and near misses has been identified and appropriate corrective action has been taken.
- Ensure all employees and subcontractors under their direction are informed of the Safety Program and receive a copy of the safety rules.

C. Foreman / Lead People

- Support the Safety Program and the safety performance of personnel under their direction.
- Understand the Safety Program and any changes.
- Ensure all employees under their direction are informed of the Safety Program and receive a copy of the safety rules.
- Instruct each employee regarding appropriate actions when there are violations of established safety rules.
- Ensure that each employee is trained regarding the hazards associated with each job and how to avoid and/or control them.
- Instill a positive safety awareness in each employee through personal example.
- Take prompt corrective action whenever unsafe acts or unsafe conditions are observed or reported by employees.
- Report and investigate all accidents/injuries and near misses under their direction. Determine the cause(s) of the incident and implement corrective actions to prevent recurrence.
- Enforce good housekeeping practices.
- Supply and enforce proper use of required personal protective equipment.
- Obtain prompt first-aid for injured employees. Provide transportation on request for injured employees to the nearest medical facility if the injury cannot be handled by first-aid. Provide a method of emergency communication on each job site.
- Provide applicable suggestions and/or information for Safety Program revisions.
- Attend all safety meetings.
- Conduct area safety inspections of the workplace on a weekly basis, and informal walk through inspections on a daily bases, checking for unsafe conditions or practices.

D. Project Manager

- Analyze and maintain accident investigation reports and trends.
- Evaluate all injuries and near misses.
- Assist applicable supervisor(s) if necessary in safety orientations for new employees.
- Conduct quarterly audits in order to determine compliance of all required safety rules, policies and procedures. Submit findings to upper management.
- Assist in establishing procedures and guidelines for the Safety Program(s).
- Investigate accidents/injuries as considered necessary by management.
- Ensure that all applicable Local, State and Federal Requirements are met.

F. Employees / Subcontractors (If approved in writing)

- Read, follow and support the Safety Program
- Perform their job(s) in the safest manner prescribed.
- Inspect work area(s) regularly, report workplace hazards, unsafe acts and make suggestions to correct/control hazards.
- Conduct themselves in a way that enhances their personal safety and that of their fellow workers.
- Report all injuries, accidents, and near misses to their immediate supervisor on the day of occurrence, even if you deem them to be minor.
- Keep the work area and/or job site clean and organized.
- Attend all safety meetings.
- When in doubt of a job procedure or a safety issue, ask your contact or the general contractor.

Reporting Of Injuries

All employees will be held accountable for failing to fill out a Notice of Injury Form immediately, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) If employee is too injured to fill out their own report, someone can help with verbal direction. Employees must report the injury to their Supervisor, i.e., Leadman, Foreman, Superintendent, Project Manager, etc. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

1. How they think they hurt themselves.
2. What they were doing at the time.
3. Who they were working with at the time.
4. When and where it happened.
5. Other pertinent information that will aid in the investigation of the accident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of Safety Policy and the employee may be subject to immediate termination.

Every employee is expected to comply with Company Policy, as well as OSHA Standards.

Accident Investigation

Foreman/lead person will conduct accident investigations of any job-related injury or near misses that could have resulted in an injury to personnel or property damage or any job-related injury that requires a visit to a clinic, physician or hospital.

- A First Report of Injury form or Worker's Compensation Report (Form WC-12) must be completed for all reportable injuries. (Attached to this Safety Policy)
- An Accident Investigation Report (pages 7 & 8) must accompany the First Report of Injury. The following information must be included on the injured person:
 - a. His/her job title.
 - b. Task being performed at the time of the accident.
 - c. Cause of accident if known.
 - d. Corrective actions required, time frame to make corrections and person responsible for corrective actions.

Employees must report incidents that did or could have resulted in injuries to personnel, and/or property damage.

Notifications

- In the event of serious injury or death:

After the injured has been taken to the hospital, the leadman/foreman/supervisor notifies the Main Office of American Construction Services, Inc. as soon as possible. Statements from witnesses are taken. Be sure that statements are signed by witnesses, with the date and time noted. Photographs of the area and anything relevant are to be taken. An American Construction Services Project Manager will assist in investigation. The completed accident report form should be sent to American Construction Services, Inc. 3350 South River Road – Unit 2, West Bend, WI 53095 or email: emily@teamacs.net

- In the event of inspection by a federal inspector:

The Leadman/Foreman/Supervisor notifies American Construction Services, Inc. (262-334-3811) that an OSHA Inspector is on the jobsite.

You may stop/suspend all work after contacting American Construction Services, Inc. (262-334-3811) for approval.

It is your responsibility to make his visit on the jobsite as pleasant and timely as possible.

Please note: all contractors on site are equally invested in the OSHA review. Use reasonable insight while interacting with the inspector.

****** If you are not comfortable with the process, an American Construction Services, Inc. representative should be reached by phone or cell phone before any on site investigation is allowed.***

Employee Accident Investigation Report (page 1 of 2)

TO BE FILLED OUT BY EMPLOYEE			
NAME:		Date of Hire:	
OCCUPATION:		Is this your only occupation:	
Treated by Doctor: ☐ Yes ☐ No		Doctor Name: Doctor Phone:	
When did accident occur:		Date: Time:	
Where did the accident happen: (Give exact location or customer/job name)			
How did accident happen: _____			
What other factors where involved: _____			
Describe injury/illness or property loss (be specific – left/right, upper/lower etc.)			
Witness(s):			
What could have been done to prevent accident: _____			
Injury type: (check one)	☐ Struck By ☐ Struck Against ☐ Overexerted ☐ Fall-Same Level	☐ Fall – Different level ☐ Caught in, on, between ☐ Inhalation ☐ Ingestion	☐ Absorption ☐ Contact with Electrical ☐ Exposure to Temp. Extremes ☐ Rubbed or Abraded
Other	☐ Property damage	☐ Liability Loss	☐ Other incident
SIGNED:			DATE:

Employee Accident Investigation Report (page 2 of 2)

TO BE FILLED OUT BY SUPERVISOR/SUBCONTRACTOR				
Accident was First Reported (day) (hour)		To Whom:		Treated by Doctor: ☐ Yes ☐ No
First Aid Rendered: ☐ Yes ☐ No	By Whom:	Did you Investigate Accident ☐ Yes ☐ No	Time lost? ☐ Yes ☐ No	# Days lost
Reason for accident: (Check One)	☐ Lack of Knowledge/Experience/Training ☐ Human Limitations ☐ Improper Tools ☐ Unsafe Condition ☐ Improper Attitude ☐ Exposure or Repetition			
Corrective Action (Check One)	☐ Instruction/Training ☐ Proper Placement ☐ Long Term Solution ☐ Other ☐ Motivation/Discipline ☐ Repair/Eliminate Hazard ☐ Personal Protective Equipment			
Suggestions for change to limit similar accidents: 				
SIGNED: Send Copy to: American Construction Services, Inc. Email: emily@teamacs.net			DATE:	

TO BE FILLED OUT BY <i>Company Name</i>		
Suggestions are: ☐ Feasible ☐ Not Feasible	Suggestions Should: ☐ Be implemented Immediately ☐ Be evaluated ☐ Not implemented at this time	☐ Be implemented by _____ ☐ Considered in Budget Planning
Additional Comments: 		
SIGNED:		DATE:
Corrective Action Completed:		Date Completed:
Report Reviewed by:		Date:

Inspections

Each superintendent will schedule a job site inspection before each new project begins. The superintendent will document any unsafe conditions and include pictures. The responsibility for the correction of defects is to be designated by management.

Each Forman/lead person will conduct a weekly inspection of his or her work area. A written report is to be completed for each inspection and forwarded to upper management.

Safety Meeting

- Safety Meetings will be held monthly.
- Subjects for safety meetings will be chosen by management.
- Speakers will be employees and/or guest speakers.
- A written record will be kept indicating the subject(s) discussed, date, attendees and conducting speaker.
- Safety Meeting records will be retained for one year.

Safety Rules

The purpose of safety rules is to thoroughly acquaint each of you with a set of safe working rules and procedures that will help you to preserve your health and welfare. It is well understood that you and your family are the beneficiaries of a good Safety Program.

No safety manual, however complete, can cover all conditions that might arise; therefore, it is necessary for you to use your best judgment along with the observance of established job safe practices. It is the desire of American Construction Services, Inc. to establish the safest working conditions by using the safest protective devices and equipment available, and to promote a good housekeeping program.

It is necessary to have your cooperation in order to promote a good safety program. If you do not completely understand all of your job procedures and safety rules, ask your supervisor for an explanation prior to starting work. It is Management's responsibility to provide the equipment and methods for your safe work performance. However, it is your responsibility to work according to established procedures.

Accidents are caused; they don't happen. You can prevent accidents by putting forth your best daily efforts and give your complete cooperation in accomplishing your assigned tasks. Let's remember, your job is only as safe as you make it.

General Safety Rules

Personal Conduct

The following will not be tolerated:

- Deliberate failure to follow established safe work practices, rules or regulations provided by Management.
- Disregard of any supervisor's instructions.
- Attitudes of indifference, recklessness, hostility and inattention to the work are performed.
- Horseplay of any kind.
- Consuming or being under the influence of alcoholic beverages or controlled drugs
- **All Projects are Smoke Free.** Chewing is allowed, as long as it is done so discretely with consideration for others around them.
- Sleeping on the job.
- Disabling or bypassing any safety devices

Physical Condition

Any other physical defect that might affect your safe work performance must be reported to your supervisor or Human Resources immediately upon receiving either a verbal or written report from a medical doctor who has attended you.

- All accidents, whether resulting in injuries or not, all sickness or other ailments no matter how slight they may seem, which are in any way, attributable to or connected with your employment, must be reported to your supervisor immediately.
- In any case requiring the services of a medical doctor, supervision must be notified immediately. Authorization for any visit to a physician connected with your employment must be obtained from supervision prior to you leaving the work site. When reporting an injury, always notify that doctor that it was a work-related injury.

Clothing and Safety Equipment

- Required personal protective clothing and/or equipment shall be worn at all times as deemed necessary by your immediate supervisor.

- Existing written safety procedures pertaining to your job assignments will prevail in each department, section office or unit. Your immediate supervisor, as deemed necessary, may require additional safety procedures.

Electrical Equipment

- Only GFCI circuits shall be used on all construction sites.
- Only employees who are qualified by prior approved training will work on or make repairs to electrical equipment.
- All electrical circuits shall be tagged and locked out at the main disconnect for work before repairs to equipment are started. Our objective is a “ZERO” energy state prior to engaging repairs.
- All electrical powered equipment, including electrical hand tools shall be inspected by the approved user and must be either properly grounded or double insulated before using.
- Safety guards on all powered equipment must be in place and properly functioning before equipment is used.
- Always disconnect the power supply line of tools and/or equipment before changing accessories.
- Do not use the power cord of tools in order to lift or lower them.
- Inspect the insulation on power lines and/or cables for frayed and/or broken connections each time tools are used.
- Follow additional job safe practices provided by supervision.
- Only approved and properly maintained extension cords are to be used on all jobsites.

Ladders, Scaffolds and Guards

- Ladders must be inspected for cracked or broken rungs prior to use by the user, and if found unsafe, they must be reported to supervision and removed from the job site.
- Ladders must be used for access to scaffolds when ladders are not integrated into scaffold.
- All ladders must be tied off at the top or stabilized in some other efficient manner in order to keep them from slipping, shifting or falling.
- Scaffolding material must be inspected by the user and supervision or “competent person” prior to use.

- Barricades must be used for all wall and floor openings where a 6-foot or more of vertical drop exists. They must not be removed until the job is completed.
- Follow all other ladder, scaffold and guarding safety rules provided by supervision.

Housekeeping and Personal Welfare

- Clean bodies and clothes are essential to good health and such should be maintained.
- Hard hats and hi-vis are required. Steel toed shoes are recommended.
- All trash and/or waste containers, packing and paper boxes, etc. must be put in the proper place.
- Nails protruding from boards, boxes or shipping containers, etc. must be removed or bent down immediately.
- Must use restrooms provided by American Companies.
- Containers are provided for all used paper towels, candy wrappers, etc., and must be used. Deliberate and willful scattering of trash will not be tolerated.
- Any and all work areas must be cleaned before the job can be accepted as being complete.
- Aisles, ramps, steps, platforms and other passageways must be kept clean and free of obstruction.
- Toilets and break areas are provided for personal needs and must be used for these purposes. They are to be kept clean and orderly at all times.
- All employees are requested to park their vehicles in designated areas. Do not park in such a manner that you take up more space than required or block access to the job site.
- Do not run up and down stairwells. Use provided handrails. Never carry loads up and/or downstairs that block your vision while walking. Never leave obstructions in stairwells.
- Do not allow electrical cords or pneumatic hoses to be run up stairwells. Additionally, do not allow cords or hoses to be left at the top (landing) of stairwells.
- Clean up liquid spills immediately and make sure to alert others so they are cognizant of the hazard.
- Additional safety rules may be added by supervision in each individual work unit. These rules will also be followed by all employees.

Safety is everyone's responsibility; let's prevent accidents rather than treat the results that unsafe practices and unsafe conditions can produce.

Compliance with Rules

All personnel are expected to comply fully with these Safety Rules. Any failure to do so will result in appropriate disciplinary action up to and including termination of employment. All disciplinary action will be consistent with fair and just treatment of each individual employee. Any disciplined employee who feels he or she has not been fairly treated should follow the established procedures in resolving this problem.

The listed Safety Rules are illustrative and should not be viewed as an exclusive listing to encompass situations specifically mentioned. Management reserves the right at all times, when circumstances warrant it, to promulgate new rules or modify existing ones in order to insure a safe, healthy and productive work environment for all our employees, contractors or guests.

Training

Safety training will be provided for new employees, and/or existing employees as required under federal, state and local regulation.

1. Know associated job hazards and safeguards.
2. Potential job hazards and safeguards.
3. Required personal protective equipment.
4. Know where to get assistance when needed.
5. Fall protection and scaffold training.

In addition Supervisors will be trained in the following:

1. How to conduct safety orientations.
2. How to conduct facility and/or area inspections.
3. How to conduct accident investigations.
4. How to perform Job Safety Analysis.
5. How to use safety in job plans.

The training should be accomplished by the job supervisor, but may be done by a training specialist or any outside consultant such as a vendor or safety consultant and/or the safety coordinator.

Record Keeping

1. Each supervisor and/or Director/Manager shall maintain written copies for a period of five years from the end of the year for which the records are maintained.

These include:

- a. Accident and near-miss investigation.

- b. Safety Meeting minutes.
- c. Employee Training records.
- d. Area and/or facility inspection reports
- e. Employer's Report of Occupational Injury and Illness Quarterly Summary.

2. The types of work-related injuries that must be recorded and investigated are:

- a. All fatalities (must be reported to OSHA within 8 hours).
- b. All lost-work day cases.
- c. All restricted and/or light duty cases.
- d. All cases that require job transfers, termination or resulted in loss of consciousness and/or rehabilitation.

First Aid

Each department, office section or unit manager and/or supervisor shall adopt and implement a first aid program that will provide for a trained first aid person at each job site on each shift; or at a minimum a first aid kit with proper supplies for job hazard exposures will be maintained and restocked as needed. A cell phone is also required, to allow employees to call for emergency assistance.

First aid is the emergency one time treatment of the ill and/or injured before professional medical or surgical attention can be obtained. Effective first aid facilities should be maintained; and it is suggested that supervisory personnel be encouraged to enroll in the approved American Red Cross multimedia or first response course. This will ensure that there are personnel available at all times trained to assist injured employees.

All employees required to administer first aid shall have required blood borne pathogen training.

Emergency Preparedness Program

- Be in compliance with Federal, State and Local Regulations.
- Post emergency telephone numbers and provide emergency communications at each job site.
- Have a contingency plan for natural disasters, fire, explosions, bomb threats and medical emergencies.
- Post evacuation plans that will include evacuation routes and predetermined safe assembly areas.
- Train employees and contractors in emergency procedures, evacuation and assembly areas.
- Emergency plans will be updated at least annually, and will include training of the employees and contractors in the revised plan.

- Conduct monthly inspections on all access passageways and doors to ensure they are clear, unobstructed and operable.

Enforcement of Safety Policy

Safety violation notice(s) shall be issued to any employee, subcontractor or anyone on the jobsite violating the safety rules or regulations. American Construction Services, Inc. shall give issuance of safety violation notice(s).

- Any violation of safety rules can result in suspension or immediate termination.
- Issuance of a safety violation notice for failure to use Fall Protection or for failure to report a Job Injury (at the time of the injury) may result in immediate termination.

It is understood that American Construction Services, Inc. is not restricting itself to the above Rules and Regulations. Additional rules and regulations as dictated by the job will be communicated and/or issued, posted as needed.

American Construction Services, Inc.
This Policy became effective October 29, 2018



Active shooting emergencies are infrequent and especially rare on construction sites. However, it is the top priority of American Construction Services to keep anyone on our jobsites safe. Since active shootings occur in society, we want our employees, subcontractors, and everyone visiting our jobsites to be aware of our active shooter emergency policy, in case such a situation arises. The Federal Emergency Management Administration's (FEMA) and the Federal Bureau of Investigation's (FBI) current model for responding to active shooters is to run, hide, and fight. (in that order)

RUN

In the event of an active shooter situation, first attempt to run as far from the situation as you can until you get to a safe location or a secure hiding place away from the shooter. When running, run in a zig zag pattern, not in a straight line. Try to keep large objects between yourself and the shooter. If possible, you should run and hide in a building close to the jobsite and notify individuals inside the building of the active shooter situation and the need to lock down that building. In a remote location, you may be able to run and hide in the jobsite trailer onsite or in a field with tall grass or trees for cover.

HIDE

If you are unable to run away, attempt to hide as quickly as possible. You should choose a location that will provide as much cover and protection as possible. Since construction sites are everchanging, there will not be a permanent location to seek safety. Some examples of locations to hide may include behind trees or large pieces of equipment, or inside lockable rooms or structures.

Once at the safe location or secure hiding place, immediately call for help, if safe to do so. When contacting emergency personnel, offer as much information as possible about the location of the active shooter, the number of shooters, and the physical description of the shooter(s), if known.

FIGHT

Attacking an active shooter is your final option. If an active shooter confronts you and your life, or the lives of others is immediately threatened, you should fight, if possible. In this circumstance, you should improvise weapons, act with aggression, and commit to taking the shooter down no matter what. The doorway of a room is good place from which to attack. This is where you want to engage the shooter because they will come through the door looking for targets. When fighting, use any and all items available as a weapon, including drills, bricks, work tools, car key, or even a pen. If other workers are nearby, coordinate with them so they can take the active shooter down more effectively using a team approach. Remember that an active shooter is intent on killing, and fighting is the last resort to saving lives.

AMERICAN CONSTRUCTION SERVICES, INC.
FIRE EMERGENCY POLICY
JOBSITE LOCATIONS



At American Construction Services, we are committed to the safety of our jobsites. In an effort to plan and protect yourself in a fire emergency, please review the below map. On the map you will see exit and fire extinguisher locations. Make sure you familiarize yourself with two possible evacuation routes in case one is impassable.

map at jobsite w/exits and extinguishers
(There is always a fire extinguisher on the jobsite trailer.)

In the event of a fire:

- Leave the building by the nearest exit in a calm and orderly fashion.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Once outside, report to the jobsite trailer. If there is not a jobsite trailer, meet at the entrance of the jobsite.
- Provide your name to the project manager. (If the project manager is not onsite, report to your respective manager and ensure that all employees from your company are accounted for.)
- At this time, contact the authorities.
- You must remain at the assembly place.

DO NOT GO BACK INTO THE BUILDING UNLESS YOU ARE AUTHORIZED TO DO SO.

AMERICAN CONSTRUCTION SERVICES, INC.
MEDICAL EMERGENCY POLICY
JOBSITE LOCATIONS



On construction sites, there are many potential hazards that could cause injuries or other medical emergencies to occur. At American Construction Services, the health and well-being of our employees, sub-contractors, customers, and any jobsite visitors is our number one priority. As with any time of emergency, the best practice is prevention. Prevention includes PPE, site awareness, cognizance of weather changes, and identifying any potential dangers.

If a medical emergency occurs, always call 911.



AMERICAN CONSTRUCTION SERVICES, INC.
TORNADO AND SEVERE STORM POLICY
JOBSITE LOCATIONS

Being a Wisconsin based company, American Construction Services is accustomed to the everchanging weather conditions of the Midwest. Because of the changing weather conditions, American Construction Services requires all sub-contractors to be attentive and prepared. The best defenses for severe weather are preparedness and caution. Sudden inclement weather can rapidly encroach upon jobsites. You are expected to be aware of the weather forecast of the day and to pay attention for signs of changing weather that could indicate an upcoming storm, including thunder, darkening skies, and increase in wind. If severe weather arises, you should contact your supervisor to obtain permission to discontinue work and seek shelter until the storm has passed. When discontinuing and resuming work due to severe weather, always notify the American Construction Services Project Manager. American Construction Services reserves the right to discontinue work at anytime due to safety reasons.

Severe weather alerts such as tornados can be divided into two main classes:

- 1.) WATCH meaning conditions are favorable for severe weather or a tornado to develop.
- 2.) WARNING meaning severe weather, or a tornado has been sighted in the area.

In the event that the National Weather Services issues a Tornado Watch or Severe Storm Warning for the jobsite, monitor the situation for changing weather conditions. When a tornado Warning is issued, everyone is to go directly to (will vary by jobsite). Contact the American Construction Services' Project Manager will at this time give any additional instructions that are necessary for everybody's safety. Also, make a head count to verify that all people are accounted for.

Other Tips:

- During a lightning storm: seek shelter, avoid projecting above the surrounding landscape, stay away from open water, metal equipment/pipes, railroad tracks, and wire fences.
- Know where to go and how long it will take to get there.
- Take refuge in a large building or vehicle.
- Do not go under a tree that is standing alone and avoid poles, antennae, and towers
- If the area is wide open, go to a valley or ravine, but be aware of flash flooding
- If you are caught in a level open area during an electrical storm and you feel your hair stand on end, drop to your knees, bend forward and put your hands on your knees or crouch. The idea is to make yourself less vulnerable by being as low to the ground as possible and taking up as little ground space as possible. Lying down is dangerous, since the wet earth can conduct electricity. Do not touch the ground with your hands.
- Do not use telephones during electrical storms, except in the case of emergency.
- Remember that lightning may strike several miles from the parent cloud, so work should be stopped and restarted accordingly. The lightning safety recommendation is 30-30: Seek refuge when thunder sounds within 30 seconds after a lightning flash; and do not resume activity until 30 minutes after the last thunder clap.
- Walking through forested areas during high-wind situations should be avoided.
- Proper body protection should be worn in case winds hit suddenly, because body temperature can decrease rapidly.

Sub-Contractor's Employee Acknowledgement

I state that I have attended American Construction Services, Inc. safety orientation or have read and received a copy of their safety rules and regulations. If you do not currently have a copy of our Safety Policy please contact our office and we will get you one.

I further state that I understand these rules and acknowledge the compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to termination.

Sub-contractor's
Employee Signature: _____

Date: _____

Sub-contractor's
Superintendent Signature: _____

Date: _____

Name of Company: _____

Company Acknowledgement

I state that I have attended American Construction Services, Inc. safety orientation or have read and received a copy of their safety rules and regulations. I also state that I am an authorized representative of my company and have been sub-contracted by American Construction Services, Inc. to perform work on specific projects.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of our contract with American Construction Services, Inc. If either myself or my employees violate the safety rules or fail to report an accident to American Construction Services immediately, I understand that I am subject to review, which may include financial damages or termination of contract.

I also agree to have any of my employees, who may work on an American Construction Services, Inc. project read this Safety Policy and sign the Employee Acknowledgement page, which should be placed in his/her employee file.

Authorized Signature: _____

Company Name: _____

Date: _____

American Construction Services, Inc. Signature: _____

Date: _____

If your Company has a Safety and Policy Manual please send a copy along with this signed acknowledgement.