



Jobsite Employee Safety Orientation

ORIENTATION:

- Everyone coming onto the jobsite must read and understand the safety orientation.
- **ALL** visitors to the jobsite must check in with the superintendent/GC before going into work areas.
- Theft from Kahnco or a jobsite will result in termination and legal action. Employees need to be aware that shop and jobsites have cameras set up by the owner or General Contractor as a safety and liability measure.
- Alcohol and/or drug use is prohibited. Impairment by alcohol and/or drugs is prohibited. Do not enter the jobsite intoxicated or under the influence of drugs or alcohol either from the night before or at any time. If you leave the jobsite and use alcohol or drugs at any time during the work day, do not return to the jobsite. If an employee is under reasonable suspicion of alcohol and/or drug use or impairment, the employee will be dismissed from the jobsite.
- Sexual and other unlawful harassment, such as harassment based on race, color, religion, sexual orientation, country of ancestral origin, age, disability or membership in any other group protected by applicable law is **STRICTLY PROHIBITED**. If it is discovered that an individual has violated this policy, disciplinary measures reflecting the severity of the conduct, up to and including dismissal from the job site, or termination, will be taken.
- Fighting and horseplay are **STRICTLY PROHIBITED**.
- Depicting this Jobsite, General Contractor, and/or Kahn Company on social media, or otherwise on the internet, in an unlawful manner, is **STRICTLY PROHIBITED**.
- Kahn Company adheres to OSHA regulations and while on this jobsite, Kahn Company employees will follow Kahn Company safety regulations, as well as those presented by the General Contractor of the job.

EMPLOYEE RULES AND RESPONSIBILITIES:

- PPE must be OSHA approved and must address Skin Protection, Hand Protection, Foot Protection, Lung Protection and Protection from Head Injury
 - Hard Hat: to be worn at all times in the work areas
 - Safety Glasses: to be worn at all times in the work areas
 - Gloves
 - Face Shields
 - Face Masks (pandemic) to be worn indoors & when 6' social distance cannot be maintained
 - Nuisance Faces Masks
 - Protective Boots
 - Fall Protection Gear: Harness, Retractable &/or Lanyard, and Waist Chains

- Use appropriate PPE correctly and report any defects associated with the equipment to the Foreman or the Safety Administrator.
- ALL heavy equipment must have safety belts provided and they must be used while vehicle is in motion.
- Follow ALL project rules. Work in accordance with OSHA regulations. Comply with the contents of this orientation.
- Be aware that the responsibility for health, safety, and welfare, is that of each and every employee.
- Request help from your Foreman or safety Administrator when unsure of how to perform any task, safely.
- Comply with the Drug and Alcohol-free jobsite policy.
- Be aware of daily safety and health hazards associated with the jobsite, equipment and materials.
- All tools and Equipment are to be secured at the end of the day.
- Be proactive when discovering a safety hazard and report it to your Safety Administrator or the Foreman of the jobsite immediately, so the hazard can be addressed and eliminated. If the hazard is not eliminated, revisit the issue until resolved.
- Keep all work areas clean and free of trash and debris
- Attend all safety meetings and read all safety handouts and view safety videos as provided.

IN CASE OF INJURY:

Follow Kahn Company “**IN CASE OF INJURY**” policy, attached.

EMERGENCY PROCEDURES: (Report ALL injuries and unsafe activities immediately to your Kahn Company Foreman who will immediately report to the Safety Administrator and onsite General Contractor)

- Follow General Contractors Emergency Procedures, which includes calling 911 and contacting Kahn Company Safety Administrator.
- Assemble at designated location safe from danger, outside of the work areas, leaving personal belongings and tools behind.
- Account for every Kahn Company employee on site and communicate to General Contractor if anyone is unaccounted for.
- DO NOT PROVIDE ANY INFORMATION OR MAKE ANY COMMENTS TO ANY MEDIA SOURCE OR NON-EMERGENCY PERSONNEL. Refer all comments to the Kahn Company Administration.

FIRE EXTINGUISHERS:

- Fire extinguishers are located on every level of the project
 - When required to use:
 - P. Pull pin
 - A. Aim at the base of the fire
 - S. Squeeze the discharge handle
 - S. Sweep side to side

IN CASE OF INJURY: Follow Kahn Company procedures.

- Always know the location of your first aid kits:
 1. Kahn work trailer
 2. Foreman's vehicle
 3. General Contractor's work trailer
- When injury occurs, notify the following people:
 1. The ON SITE General Contractor
 2. Your ON SITE Kahn Co. Foreman
 3. Becky Whiting (540-487-2406)-Kahn Co. Safety Administrator.
 - Forman and Safety Admin will quickly decide the severity of the situation and determine together the next action.
- Taking Action and Assessing the injury:
 - Is there loss of blood that cannot be controlled?
 1. Call 911
 2. Apply first aid accordingly
 3. Wait for paramedics
 - Is there unconsciousness or difficulty breathing?
 1. Call 911
 2. Apply first aid accordingly
 3. Wait for paramedics
- **If the injury is not extremely serious**, (yet still may require stitches or an x-ray)
 - Apply first aid and make sure Kahn Safety Administrator is on the way to transport injured to the nearest MedExpress, **OR** If the drive is far, proceed to the nearest MedExpress calling **Kahn Company Safety Administrator (540-487-2406)** to meet you there with the injured party.

DATE: _____ PRINT NAME: _____

By signing below, I understand and agree to abide by the rules set forth herein and failure to comply with them may result in termination of my employment with Kahn Company.

EMPLOYEE SIGNATURE _____