

# **EMPLOYEE SAFETY HANDBOOK**

## **GEORGIA BRUSH MOWING AND LAND CLEARING**

## **EMPLOYEE SAFETY HANDBOOK**

Never sacrifice safety for anything. Safety must be considered an integral part of quality control, cost reduction, and job efficiency.

### **THE WORLD'S BEST KNOWN SAFETY EQUIPMENT WILL NEVER REPLACE A CAREFUL WORKMAN.**

1. The direct responsibility of all employees is that no job can be considered competently finished unless the worker has followed every precaution and safety rule to protect him and fellow workers.

### **THE PHILOSOPHY OF PRODUCTION AND SAFETY MUST BE INSEPARABLE**

2. Read and acknowledge understanding of GBM'S Environmental Health and Safety Program.

3. Observe all safety rules and regulations (i.e. GBM'S Policies and the OSHA Construction Standards, and all other state and local safety requirements).

4. Attend any meetings called by the owner.

5. Use and maintain all personal safety devices provided.

6. Maintain and properly use all tools under your control.

7. Correct all unsafe conditions and practices and report them along with all near misses to your supervisor. There will be no retaliation or discipline against any employee for reporting unsafe practices and/or unsafe conditions.

8. Report any injury resulting in loss of consciousness, loss of time, or the inability to perform the duties of your regular job to your foreman or superintendent and, together, fill out the Supervisor's Incident/Injury Report form. Each accident that is defined as recordable must be reported on the Supervisor's Incident/Accident Report immediately.

## **EYE PROTECTION**

Eye injuries are one of the most frequent causes of injury in the construction industry. The following are the requirements for wearing eye protection.

Eye protection is required on all projects in the construction area when the following conditions exist:

1. All types of hammers, saws, chipping tools, brooms, grinders, impact tools, and drills, chemicals, hazardous substances such as insulation, concrete mix, and other substances which create hazardous dust, mists, and fumes, including concrete pouring, dry packing, and grouting.
2. Employees, visitors, and vendors who are in the immediate area of the above operations will also be required to wear eye protection gear.
3. Approved eye protection, such as safety glasses, face shields, burning goggles, welding helmets, chemical goggles, will be provided and is required on all activities where the potential of any eye injury exists.

## **HEAD PROTECTION**

Hard hats are to be worn correctly, at all times, until the ceilings throughout the job and equipment operation are completely finished and all hazards where the possibility of damage to the head from impact of falling objects no longer exist. The only exception to wearing the hard hats inside the equipment.

## **HEARING PROTECTION**

All employees required to work in an area where the noise is above the acceptable sound levels will be issued and required to wear hearing protection.

Since conditions are changing constantly in the area where you work, an easy rule of thumb to follow for the use of hearing protection is:

**“IF YOU HAVE TROUBLE UNDERSTANDING CONVERSATION WITH SOMEONE THREE TO FIVE FEET AWAY FROM YOU, BECAUSE OF THE SURROUNDING NOISE, YOU ARE REQUIRED TO OBTAIN HEARING PROTECTION.”**

## **CLOTHING PROTECTION**

1. Full-length trousers shall be worn.
2. Shirts with a minimum of tee-shirt length sleeves shall be worn.
3. Leather over the ankle work boot with a heavy sole (no tennis shoes), shall be worn.
4. All subcontractors will be required to wear leather over the ankle boots with a heavy sole.
5. Gloves shall be worn where protection is needed against concrete, rough or sharp objects, hot materials, caustic or abrasive material, or chemicals which could harm the skin.
6. Tank tops, shirts cut off at the midriff, cutoffs, sweatpants, moon boots, sandals, sneakers, jogging shoes, etc., are prohibited. Subcontractors and visitors are required to maintain the same dress code.

## **LIFTING HAZARDS**

Poor lifting habits are a typical cause of strains and other muscular/skeletal injuries. So is over- extending your arms and back attempting to grab or pull something just out of reach. Following are safety tips to avoid unnecessary strains:

- Never attempt to lift or move an object that may be too heavy or awkward for you. Ask for help!
- Never twist your body while you are holding heavy objects.
- Never lift objects over your head.
- Use good sitting and standing posture.

## **HOUSEKEEPING**

Good housekeeping is one outstanding indication of an efficiently run job. It is imperative that all projects be kept clean and free of debris and rubbish.

1. Trash piles shall be removed at regular intervals. Containers shall be provided for refuse.
2. Scrap lumber, hoses, cables, wiring, and all other debris shall be kept clear from customer property and work area.

3. Each employee is responsible for keeping his immediate work area clean. Dispose of lunch and break garbage in trash containers only.
4. Equipment is to be cleared of personal belongings and any accumulated debris from the work day i.e. cups, food wrappers, tools etc.

## **FIRST AID**

1. Every equipment has a First Aid box. It is there for you and your fellow employees to use. It is not there as a supply for your personal first aid box.
2. Emergency telephone numbers are conspicuously posted near a phone – when you get to your work area, learn where they are. It could save a life, including your own.
3. Secure prompt medical attention for any injured employee.

## **EMERGENCY PROCEDURES**

In case of emergency such as a fire, accident or incident, send someone to call it in using the emergency phone number located in the office/trailer while you and/or others take care of the emergency. Remember, take care of the problem first and the paperwork second. When an emergency does arise, let the superintendent and/or foreman know about the emergency so they can contact the safety department and fill out the necessary paperwork.

## **EMERGENCY PROCEDURES INCLUDE**

1. Incident Reports – Employees, subs, customers, trespassers, damaged equipment.
  - a. First Report of Injury (or loss) – Owner Jimmy Willis
  - b. Co-Worker Incident Report – Involved person or witness fills out.
  - c. Physician's Statement & Medical Release – Use if injury requires treatment by Doctor.
2. Pictures – Digital or other pictures.
3. Send a copy of all reports, including pictures, to 770-241-9097

4. Importance of an Investigation – Lawsuits may be filed many months down the road and witnesses may have disappeared or victims or witnesses recall of the incident has dimmed or been changed through coercion or pressure.
5. When an accident occurs, remember, TREAT THE PATIENT, TAKE CARE OF THE ACCIDENT OR INCIDENT FIRST, And THEN, DO THE PAPERWORK.
6. Report all accidents, injuries and incidents, no matter how small, to your immediate supervisor in order to properly take care of the problem.
7. All emergency phone numbers shall be conspicuously posted near the phone (i.e., “911”, ambulance, doctor, fire department, paramedics, etc.).
8. The following procedures for first aid recordable and lost time cases are designed to help lower the frequency and experience modification rates of GBM’S workers compensation. When an employee has a job related injury/illness the following is to take place:
  - a. Every possible effort will be made by the supervisor to treat the injury/illness from the first aid box on the job-site.
  - b. If the supervisor and/or the employee feels further treatment is necessary, the employee will be taken to one of GBM’S medical providers. The person who accompanies the injured employee is to instruct the medical provider to send the statement and a copy of the diagnosis directly to the GBM’s office.
  - c. When the injured employee is sent to a medical provider, the supervisor will notify GBM’S office to explain the type of treatment the injured received.
  - d. Once this information has been received, the Safety Director will evaluate the diagnosis to determine, using the OSHA guidelines and ANSI 216.4 1977, if the injury is FIRST AID or RECORDABLE.
  - e. A copy of the injury/illness report will be kept on file in case there are any complications and the employee needs further treatment.
  - f. If complications occur, the injury will be considered a new accident and the claim will be turned over to the worker’s compensation carrier.
  - g. If an injury is found to be compensable, the claim will automatically be reported to the worker’s compensation carrier by the safety director.

## **HAND TOOLS**

1. All equipment shall be maintained in good condition
2. Determine and use the right tool for the job.
3. Inspect tools prior to use.
4. Make sure the tool handle is maintained.
5. Make sure impact work surfaces of tools are maintained.
6. Follow safe work practices.
7. If the tool is used in electrical work or where the potential for contact with electrical components exists, insulated tools shall be required.
8. Use only the tools that you have been trained to use.

## **LIFTING HAZARDS**

Poor lifting habits are a typical cause of strains and other muscular/skeletal injuries. So is over- extending your arms and back attempting to grab or pull something just out of reach. Following are safety tips to avoid unnecessary strains:

- Never attempt to lift or move an object that may be too heavy or awkward for you. Ask for help!
- Never twist your body while you are holding heavy objects.
- Never lift objects over your head.
- Use good sitting and standing posture.

## **EQUIPMENT SAFETY**

### **1. Follow safe operating procedures:**

- All equipment shall be inspected daily before use by an operator.
- All machinery must be shut down with the motor off prior to cleaning, fueling, lubricating, or repairing.
- Operate the Loader from the operator's compartment-never the outside.
- Work with the seat belt fastened and the restraint bar in place
- Keep your arms, legs and head inside the cab while operating the loader.
- Load, unload and turn on level ground when possible.
- Travel Turn with the attachment in the lower position possible.
- Operate on stable surfaces only,
- Do not travel across slopes. Travel straight up or down, with the end of the machine pointed up hill.

- Keep bystanders away from the work area
- Never disable safety devices

## **2. Enter and exit from the loader safely:**

- Enter the loader only when the attachment is flat on the ground or when the lift arm supports are in place.
- Never exit or enter the loader while attachments are activated—shut all mowers and attachments off before exiting and entering.
- When entering the loader, face the seat and keep a three-point contact with handholds and steps at all times.
- Never use foot or hand controls for steps or handholds.
- Keep all walking and wiring surfaces clean and clear.

## **EQUIPMENT SAFETY CONTINUED**

- Before Leaving the operator's seat
  - a. Lower the bucket flat to the ground
  - b. Set the parking brake
  - c. Turn off engine.

## **3. Maintain the machine in safe operating condition:**

- Follow the Manufacturer's instructions.
- Keep the foot controls free of mud, ice, snow, rain and debris.
- Regularly inspect and maintain
  - Interlocked controls
  - Safety belts
  - Restraint Bars
  - Side Screens
  - Door Hinges
  - Rollover protective structures
- NEVER modify or bypass safety devices.



## **FIRE PROTECTION AND PREVENTION**

1. Know where the fire extinguisher is in the cab of your equipment.
2. Be on the alert for any smell of smoke if you do smell smoke get out of the cab immediately! Lift the cab and check underneath for evidence of smoke or fire.
3. Be aware of emergency escapes such as rear windows and front door.
4. Blowing out the machine in the engine compartment and air filters at least twice a day with provided blower is you best prevention.
5. Raise the cab and blow out every other day for fire prevention.

## **PROTECTION FOR THE GENERAL PUBLIC**

1. Know your property before you start mulching-Walk around and determine areas for maneuvering the equipment
2. Know your property before you start mulching and determine the exact direction to aim the mulch to exit the mulcher preventing accidents.
3. Protect the general public from injury or accident by providing warning and protective devices (i.e., signs, flags, lights, barricades) on pedestrian walkways and property to keep them free from obstacles or obstruction.
4. Where vehicular traffic keep machine always pointed toward the wooded are while cutting.
5. Keep spectators (especially children) away from the job-site. Always be courteous but firm in dealing with the public.
6. In the event of any accident involving the public that results in injury or property damage, the you shall make a detailed written report on the day of accident, submitting it to the project manager

## **SAFETY RULES**

GCC has established and maintains an Injury and Illness Prevention Program (IIPP) as required under the California Occupational Safety and Health Act. Copies of the IIPP are available for review upon request. Please direct any questions regarding the IIPP to your supervisor or a Senior Manager.

Your safety, and that of those who work with you, is one of our greatest concerns. GCC will endeavor to provide a clean, healthy, and safe place to work. With an alert safety attitude, you can help eliminate painful and costly accidents. The following is an outline of GCC's safety practices and procedures established for administrative employees.

All GCC personnel are required to read and observe these safety rules. For employees exposed to job site hazards, refer to the GCC Code of Safe Practices for additional rules and regulations. Failure to comply with established safety rules can be cause for disciplinary action. GCC firmly believes in preventive safety measures and encourages all employees to participate in the further development of our safety program by making safety suggestions and/or recommendations.

### **Safety Tips:**

- Report any injuries immediately to your supervisor or management.
- Report to work rested, and mentally and physically fit to perform your work.
- All employees shall drive safely and obey all traffic laws.
- Report any unsafe conditions to your supervisor or management.
- Keep "horseplay" and roughhousing away from the work place. Practical jokes often become painful injuries.
- Keep your mind on your job – and temper under control always!
- Never perform a task that you feel is unsafe. Report to your supervisor immediately.
- Give your wholehearted support to safety activities.

## **EMPLOYEE RESPONSIBILITIES**

Never sacrifice safety for anything. Safety must be considered an integral part of quality control, cost reduction, and job efficiency. **THE WORLD'S BEST KNOWN SAFETY EQUIPMENT WILL NEVER REPLACE A CAREFUL WORKMAN.**

1. The direct responsibility of all employees is that no job can be considered competently finished unless the worker has followed every precaution and safety rule to protect him and fellow workers.
2. Read and acknowledge the understanding of R&O's Safety and Health, Drug Policies.
3. Observe all safety rules and regulations (i.e. Safety and Health, Drug Policies and the OSHA Construction Standards, and all other state and local requirements).
4. Use and maintain all personal safety devices provided.
5. Maintain and properly use all tools under your control.
6. Correct all unsafe conditions and practices and report them along with all near misses to your foreman or superintendent. There will be no retaliation or discipline against any employee reporting unsafe practices and/or unsafe conditions.
7. Report any injury resulting in loss of consciousness, loss of time, or the inability to perform the duties of your regular job to your foreman or supervisor and, together, fill out the Supervisor's Incident/Injury Report form. Each accident that is defined as recordable must be reported on the Supervisor's Incident/Accident Report immediately.

1. Employees will be subject to disciplinary action for violations of safety rules. Such action may include any one or more of the following depending on the severity of the violation.
2. Employees shall be afforded instructive counseling and/or training to assure a clear understanding of the infraction and the proper conduct under company guidelines. However, nothing in GBM's policy or this safety manual will preclude management from terminating an employee for a safety violation. This is not a progressive discipline system and any safety violation may lead to an employee's termination without prior instruction or warning. Management reserves the right to impose whatever disciplinary action it deems appropriate.
3. Verbal warning with documentation in personnel file
  - Written warning outlining nature of offense and necessary corrective action with documentation in personnel file.
  - Disciplinary suspension with documentation in personnel file.
  - Termination.
4. Management, including supervisory personnel, shall be subject to disciplinary action for the following reasons:
  - Repeated safety rule violations by their job-site employees.
  - Failure to provide adequate training prior to job assignment.
  - Failure to report accidents and provide medical attention to employees injured at work.
  - Failure to control unsafe conditions or work practices reported by job-site employees.

## **EMERGENCY PROCEDURES**

In case of emergency such as a fire, accident or incident, send someone to call it in using the emergency phone number located in the office/trailer while you and/or others take care of the emergency. Remember, take care of the problem first and the paperwork second. When an emergency does arise, let the superintendent and/or foreman know about the emergency so they can contact the safety department and fill out the necessary paperwork.

**Procedures include:**

1. Incident Reports – Employees, subs, customers, trespassers, damaged equipment.
  - a. First Report of Injury (or loss) – Superintendent fill out (see Appendix E)
  - b. Co-Worker Incident Report – Involved person or witness fills out. (see Appendix E)
  - c. Physician’s Statement & Medical Release (see Appendix E) – Use if injury requires treatment by Doctor.
2. Pictures – Digital or other pictures.
3. Send a copy of all reports, including pictures, to your PM and Ann Judd for filing.
4. Importance of an Investigation – Lawsuits may be filed many months down the road and witnesses may have disappeared or victims or witnesses recall of the incident has dimmed or been changed through coercion or pressure.
5. When an accident occurs, remember, TREAT THE PATIENT, TAKE CARE OF THE ACCIDENT OR INCIDENT FIRST, And THEN, DO THE PAPERWORK.
6. Report all accidents, injuries and incidents, no matter how small, to your immediate supervisor in order to properly take care of the problem.
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  - a. Every possible effort will be made by the superintendent to treat the injury/illness from the first aid box on the job-site.
  - b. If the superintendent and/or the employee feels further treatment is necessary, the employee will be taken to one of R&O’s medical providers. The person who accompanies the injured employee is to instruct the medical provider to send the statement and a copy of the diagnosis directly to the Safety Director.
  - c. When the injured employee is sent to a medical provider, the superintendent will notify R&O’s Safety Director to explain the type of treatment the injured received.

- d. Once this information has been received, the Safety Director will evaluate the diagnosis to determine, using the OSHA guidelines and ANSI 216.4 1977, if the injury is FIRST AID or RECORDABLE.
- e. A copy of the injury/illness report will be kept on file in case there are any complications and the employee needs further treatment.
- f. If complications occur, the injury will be considered a new accident and the claim will be turned over to the worker's compensation carrier.
- g. If an injury is found to be compensable, the claim will automatically be reported to the worker's compensation carrier by the safety director.

It is expressly understood that employment at the Company shall continue only so long as it is mutually agreeable to an employee and the Company. Either an employee or the Company may terminate employment for any reason whatsoever, with or without cause, and at any time. No section of this handbook is meant to be construed, nor should be construed as establishing anything other than an employment-at-will relationship, nor does it limit management's discretion to make personnel decisions. This employment-at-will relationship can only be changed in a writing signed by both the President of the Company and the employee in question.

I HAVE READ AND UNDERSTAND  
GEORGIA BRUSH MOWING SAFETY HANDBOOK

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Employee Signature

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Employee Print Name

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Date

(Sign and return to Payroll Administrator)

I have read the AEM safety manual for the following equipment:

SKID STEER

WEED EATER

BRUSH MOWING

EXCAVATOR

MULCHERS

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Employee Signature

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Employee Print Name

---

Date

(Sign and return to Payroll Administrator)