SAFETY & SECURITY

MANUAL

COLLAGE

CONSTRUCTION / INTEGRATED SERVICES

Our mission is to build projects that strengthen the foundation and fabric of our community.

REV 05.2022

TABLE OF CONTENTS

- SECTION 1 Acknowledgement
- SECTION 2 Safety Policy Statement
- SECTION 3 Purpose, Objectives and Goals
- SECTION 4 Responsibilities
- SECTION 5 Training and Education
- SECTION 6 Safety Inspection Program
- SECTION 7 Accident and Incident Investigation
- SECTION 8 Subcontractor Safety Compliance Policy
- SECTION 9 Pre-Construction Safety Planning
- SECTION 10 Emergency Management
- SECTION 11 Public Safety
- SECTION 12 Prohibited Items and Activities
- SECTION 13 Hazardous Communication Program
- SECTION 14 Infectious Disease Preparedness Plan
- SECTION 15 Construction Site Security Plan
- SECTION 16 Exhibits

COLLAGE

Section 1: Acknowledgment

EMPLOYEE ACKNOWLEDGEMENT

Collage is committed to safety and security and has developed a manual of safety and security requirements for project employees on the job.

1	Recipient acknowledges receipt of the Collage Safety Manual and understands the importance of safety and security of Collage properties and project sites. All employees and subcontractors shall strictly observe all safety and security rules and regulations, including requirements of Collage, the Occupational Safety and Health Administration (OSHA), other governing entities, and project Owners.
2	Employees are responsible for reporting any incident involving personal injury, equipment damage, or property damage immediately to management. An incident report is to be forwarded within 24 hours.
3	All workers must be eligible to work. Follow requirements for minimum age and job restrictions.
4	All employees, subcontractor employees and visitors must use and wear appropriate personal protective equipment (PPE) and devices for their protection.
5	Employees shall refrain from any unsafe act that may endanger themselves, their fellow workers or the public.
6	Employees shall correct any and all unsafe acts or unsafe conditions that are identified, including those identified by any associates.
7	Fall protection must be used when working over 6'.
8	During all phases of work employees shall perform or coordinate appropriate clean-up services to keep the work area, the premises and surrounding area, free from the accumulation of waste and trash materials caused by Work Site operations, and shall leave the premises in a reasonably clean, swept or raked condition.
9	The use, possession, distribution, or sale of any controlled substance or alcoholic beverage is prohibited on property.
10	Firearms, firecrackers, explosive devices, or any other form of weapon is prohibited on property.
11	Smoking on property is only permitted in designated locations.
12	All power tools must be properly grounded or double insulated. Damaged cords must be replaced, not repaired and used in safe manner.
13	Ladders must be used safely. Do not use defective ladders.
14	Scaffold must be erected on solid footing with guardrails installed when over 10 feet in height.
15	Only authorized personnel should operate equipment and motorized vehicles.
16	Keep safe distance from live electrical wires.
17	Bend your knees and keep your back straight when lifting. Don't twist your body. Instead, shift your feet Get help or use material handling equipment for heavy or bulky objects.
18	Report hazardous conditions to your supervisor immediately.

Acknowledgment

I have read these rules, understand them, and will obey them for my own benefit. I have also received a copy of the Safety & Security Manual and agree to read the manual, understand the company's position regarding safety and will abide by these safety rules and regulations. I further understand that this manual has been developed by Collage for use on Collage projects and shall not be distributed to other parties without Collage's written permission.

Signature _____ Date _____

COLLAGE

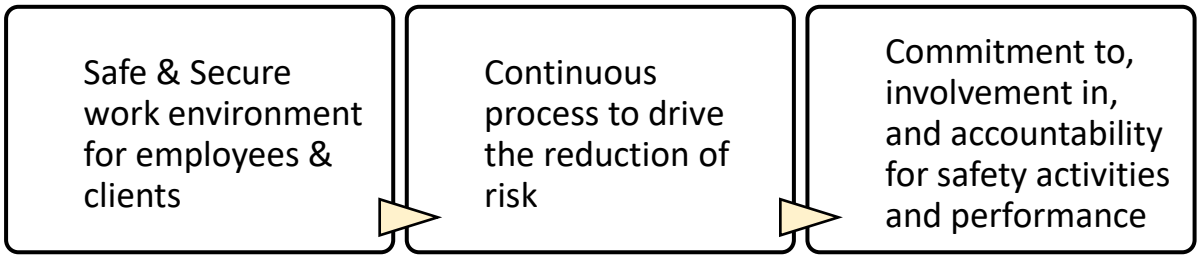
Section 2: Safety Policy Statement

SAFETY POLICY STATEMENT

Safety is a top priority for the Collage Companies. The health, welfare and security of employees, clients, jobsite visitors, subcontractor personnel and the general public is of paramount importance. This team is absolutely committed to safety, and we understand that ensuring a safe and secure project is the contractor's responsibility, and we take that responsibility very seriously.

This Safety and Security Manual has been developed to outline the corporate policies and procedures relating to workplace safety. A safe workplace shall be provided at all times and all operations shall be conducted in a manner as to provide protection for all individuals who might come into contact with those operations. There shall be no operation considered so important nor any schedule deadline so critical that safety is compromised.

Although construction activities are oftentimes inherently dangerous, unsafe work practices and the prospect for worker or jobsite visitor injury are not acceptable standards. Collage takes the lead on safety coordination, oversight, education and enforcement, understanding that the specific project goals in safety and occupational health are to be achieved through a proactive responsive, coordinated safety and risk management effort that includes the following elements:



Collage takes a comprehensive approach to safety that includes extensive training of its staff, coupled with ongoing self-inspection and third-party inspections of project sites. Drug free workplace and drug/alcohol testing are standard requirements for all of Collage's employees. Through both training and experience, the onsite management team brings the ability to recognize hazards and have the authority to take prompt corrective action. Our staff possess OSHA training, including the 30-hour Construction Outreach Course and all employees working on the project site will be educated on the project-specific safety requirements during the job site orientation.

The Purpose of the Collage Safety Program is to promote a positive attitude towards safety through employee training and management action, requiring a team effort. The number one priority shall be an aggressive accident prevention program aimed at eliminating personal injury and property damage, thereby avoiding needless suffering and expense. The number one goal for every project shall be ***"Zero Accidents and Zero Citations".***

All supervisory employees must accept responsibility for the prevention of accidents on work under their direction. They must influence the voluntary acts of employees through safety training and motivation, improve detection of unsafe acts and unsafe conditions and develop safety awareness in every employee and subcontractor.

COLLAGE

Section 3: Purpose, Objectives and Goals

PURPOSE, OBJECTIVES AND GOALS

Purpose

Collage is committed to providing a safe, healthy environment for its employees, subcontractors, consultants, and visitors. This policy sets out the minimum requirements to ensure compliance with EHS legislation, related codes of practice and industry standards.

Objectives

A. Demonstrate commitment from leadership that safety is a core value of the organization and will be given equal consideration in all business decisions.

B. Establish procedures to hold all employees accountable for their safety performance as integral to their overall assigned responsibilities.

C. Establish uniform procedures for pre-construction safety planning.

D. Provide a line of communication throughout the organization with regard to safety issues including decisions related to hazard control, accident investigations, and inspections.

E. Establish uniform safety training requirements to enable employees to make appropriate decisions pertaining to regulatory requirements, company policy, and practical safety issues.

F. Establish a uniform new employee orientation program for all company employees, as well as site-specific orientation programs for subcontractors.

G. Establish procedures to ensure frequent and regular safety inspections through internal and external (third-party) safety audits.

H. Establish accident, incident, and near miss reporting and investigation procedures in which root causes are determined and corrective action is taken to prevent future losses.

I. Establish procedures by which safety policies are reviewed for effectiveness, compliance, and practicality.

J. Monitor safety inspections, accident investigations, safety meeting and safety training, providing support as needed.

K. Maintain records on accidents, providing recommendations as necessary.

L. Provide technical assistance and direction to personnel at all levels of management.

COLLAGE

Section 4: Responsibilities

RESPONSIBILITIES

CEO, President, Officer

A. Promote a corporate culture of safety first.
B. Ensure that safety is adequately budgeted.
C. Develop, implement, monitor, and review company safety programs
D. Communicate safe work practices, policies, and procedures regularly within Collage Companies.
E. Promote safety performance, at every opportunity, as a core value of the organization, equal to all other business considerations.
F. Uphold and enforce all safe work practices, policies, and procedures. This includes influencing safe behavior by positive reinforcement. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner.
G. Ensure that facilities, equipment, and tools under their management are in compliance with, and meet safe work requirements, rules, regulations and standards for activities being conducted
H. Ensure individuals under their management have the authority and support to implement environmental health and safety policies, practices and programs.
I. Review incidents and claims periodically and ensure follow up corrective actions have been implemented.

COO, Vice President, Director

A. Ensure that safety is adequately budgeted.
B. Promote safety performance, at every opportunity, as a core value of the organization, equal to all other business considerations.
C. Provide guidance and direction in all phases of occupational safety, health, and environmental applications.
D. Be familiar with, understand, and enforce the requirements of OSHA regulations and requirements, Collage and project-specific safety regulations and requirements, as well as other pertinent and accepted safe work practices
E. Provide formal safety meetings as needed and require attendance of all workers.
F. Ensure the adequate and efficient use of resources to support the safety function at his/her respective departments.
G. Review incidents and claims periodically and ensure follow up corrective actions have been implemented.
H. Review and analyzes injury data to spot trends of injuries and accidents.
I. Ensure that all employees receive and maintain safety training appropriate to their job responsibilities.
J. Make safety recommendations when necessary.

Project Manager

A. Ensure that corporate policies and all Federal and State regulations are followed at all times.
B. Support superintendents with enforcement of overall safety on their jobsite.
C. Develop and maintain project-specific safety plan with input from superintendent.
D. Provide guidance and direction in all phases of occupational safety, health, and environmental applications.

Superintendent

A. Maintain safety certifications, including OSHA training.
B. Perform a complete preconstruction risk assessment analysis of project to identify and address safety and security concerns.
C. Follow OSHA and statutory requirements for jobsite logistics and planning. Work with Project Manager to develop and maintain project-specific safety plan.
D. Understand that construction sites may be defined as attractive nuisances, requiring special consideration for separation from the public.
E. Implement and maintain all jobsite safety, OSHA and security signage, including all required postings.
F. Ensure the nearest medical emergency facility is clearly posted with phone number and directions available.
G. Maintain first aid kit, eye wash station and fire extinguisher at jobsite office.
H. Maintain onsite access to Safety Data Sheets (SDS) for all chemicals being utilized on the project. Provide signage for SDS location and advise all workers of where to access information.
I. Conduct all required safety meetings and make sure subcontractor foreman are conducting tool box safety meetings as required.
J. Maintain log of training verification, distribute ID badges/hard hat stickers (as required).
K. Conduct Project Site Orientation for all employees, workers and site visitors. Distribute Project Site Orientation Form[1] and maintain log[2] of all orientation attendees.
L. Evaluate each employee and subcontractor performance of duties pertaining to accident prevention.
M. Enforcement of all safety and security regulations and corporate requirements.
N. Cooperate with corporate safety audits, including those performed by Collage or Collage's third-party safety inspection agency.
O. Investigate all accidents and incidents and take appropriate corrective action, including reporting of accident.
P. Ensure that a weekly safety meeting for all employees and subcontractors is held. Topics shall stress identification of hazards in upcoming work and the control of current safety problems.
Q. Perform regular and frequent (minimum daily) safety and housekeeping inspection of the entire project to identify and correct any safety concerns.
R. Report accidents to Collage management immediately.

[1] Project Site Orientation Form, Exhibit A.1
[2] Project Orientation Log, Exhibit A.3

S. Evaluate corporate safety and advise leadership of any suggested improvements.
T. Maintain all required OSHA posters.

All Employees

A. Follow requirements for age and job restrictions. There are strict limitations for persons under age of 18 working in construction (https://www.dol.gov/general/topic/youthlabor/agerequirements).
B. Promote safety performance, at every opportunity, as a core value of the organization, equal to all other business considerations.
C. Wear proper Personal Protective Equipment (PPE) at all times while on active construction sites. Hard hat, appropriate footwear, safety vest or high-visibility shirt (Class I or higher ANSI 107 rated hi vis garments or vests) and safety glasses will be worn correctly at all times.
D. Do not operate equipment or perform tasks for which he/or she has not received appropriate safety training or certification (if required). If an employee has concerns or questions regarding the adequacy of training, he or she must inform their supervisor.
E. Adhere to safe work practices, policies, procedures, and requirements.
F. Inform supervisor immediately if there is any question as to correct/safe way to perform a task or a job.
G. Report all job-related injuries or illnesses to supervisor immediately. (Failure to do so could result in disciplinary action up to including termination).
H. Immediately report all unsafe equipment or tools to supervisor. This includes reporting unsafe behavior of other workers, if these workers are approached and remain unwilling to correct their unsafe actions or conditions.
I. Learn to recognize unsafe conditions and procedures on the job site. If asked to do a task that he/she considers unsafe, one may question the supervisor without fear of reprimand; if still in doubt, contact the Manager
J. Be familiar with the Emergency Action Plan for your job location and respond accordingly in the case of an emergency.
K. Understand that violations of this policy will be cause for immediate disciplinary action, up to and including termination.
L. Maintain constant awareness of health and safety needs throughout our operations. Our goals and rules are clearly understood, and potential hazards are eliminated before they become harmful. Communication is conducted verbally and through safety meetings, training and emails

Subcontractors

A. Subcontractors are contractually required to conform with safety requirements and regulations. Every subcontractor is responsible for the safety of their employees and of the employees working for their subcontractors, providing all required safety supervision, training, and safety equipment.

COLLAGE

Section 5: Training and Education

TRAINING AND EDUCATION

A key element to proper safety and security is employee awareness and training. This manual sets forth the minimum training requirements for employees, enabling them to make proper decisions relative to safety and security.

Collage will provide or facilitate safety and security training as necessary for an employee's assigned task, role and responsibilities. If an employee has concerns or questions regarding the adequacy of training, he or she must inform their supervisor.

Informational Resources

In addition to the printed copy, employees have access to electronic versions of this Safety Manual.

There are numerous resources available for safety guidance and compliance, and employees are encouraged to seek appropriate information. One key resource for safety information is the United States Department of Labor Occupational Safety and Health Administration website:

https://www.osha.gov/

New Hire Orientation

A. Safety and health orientation begins on the first day of employment or job transfer.
B. Each employee will be given a copy of the Safety Manual and will be required to return a copy of the signed acknowledgement (Section 1) to their immediate supervisor.
C. Employees have full access to safety policies and procedures. Employees should ask supervisors or managers questions whenever something isn't understood.

Task-Specific Training

A. Employees will receive basic on the job and equipment safety and health training as it relates to their positions.
B. If an employee has concerns or questions regarding the adequacy of training, he or she must inform their supervisor.
C. Supervisors or managers will initially train employees on how to perform assigned job tasks safely.
D. Supervisors or managers will review with each employee any specific safe work practices, policies, and procedures that are applicable to their specific job or position.
E. Supervisor or managers will observe employees performing the work and, if necessary, provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.

Project Site Orientation

A. All employees, subcontractors and visitors of construction sites shall adhere to safety rules and regulations.
B. If applicable, Project Site Orientation shall be conducted for all subcontractors, employees and site visitors. It is the responsibility of the superintendent to conduct this orientation, which shall include, but not be limited to,
    a. Review of the Project Site Orientation Form[3]
    b. Location of SDS, First Aid Kit and eye wash station
    c. Hazard Communication Acknowledgement[4]
    d. Accident and Incident Reporting
    e. Safety Hazards and General Safety Rules
    f. Emergency Phone Numbers and location of nearest medical facility
    g. Emergency Action Plan
    h. Construction Site Hurricane Action Plan (when applicable)
    i. Review and confirmation of proper PPE

Subcontractor Training

A. Subcontractor employees shall attend Collage's Project Site Orientation (if applicable) and shall adhere to all requirements stated therein.
B. Subcontractors are responsible for training of their employees and for ensuring their sub-subcontractor's employees are properly trained and certified as required.
C. Subcontractor shall provide Collage with copies of tool box safety talk attendees, topics and applicable minutes.

[3] Project Site Orientation Form, Exhibit A
[4] Hazard Communication Acknowledgement, Exhibit I

COLLAGE

Section 6: Safety Inspection Program

SAFETY INSPECTION PROGRAM

Documented safety inspections are an important part of Collage's Safety Program. These inspections often reveal unsafe conditions and unsafe acts that go unnoticed. Furthermore, they are often used as supporting documentation in the legal defense of OSHA violations and insurance claims. For this reason, it is imperative that inspection reports are accurate and that responses to these reports are prompt.

Daily Inspections

Superintendents shall conduct daily safety observations and inspections as part of their duties. The emphasis is on the identification and immediate elimination of any hazards. Collage employees will exercise their responsibility to stop work until all identified hazards are abated. This inspection process is typically not documented, except in the daily report in the event a hazard has been identified. Repeat and imminent danger offenses will be documented through the use of the Safety Hazard Notice form[5].

Monthly Inspections

The Project Manager will conduct regular job site inspections. These inspections will be documented monthly through the Safety Inspection Report[6]. All inspection reports must be completed on the job site and should be signed by the Superintendent. The Project Manager shall provide the superintendent with a copy of each inspection report, and the Superintendent shall verify abatement of each item noted.

Corporate Safety Audits & Peer Reviews

Operations leadership will perform periodic safety reviews to verify compliance. Collage also encourages safety "peer reviews" of operations individuals from other company projects to conduct reviews of safety on other projects. The Project Manager and/or Superintendent will be immediately informed of any noted safety hazards. The safety hazards found and abated shall be documented by the Superintendent.

Collage utilizes the services of outside consultants to perform safety audits. **Onsite Safety** (800.393.0980, www.onsitesafety.com) performs periodic and random inspections of project sites. Collage representatives shall facilitate these inspections and comply with corrective actions suggested by inspectors.

Subcontractor Inspections

Subcontractors are to conduct their own regular safety inspections to manage safety hazards for the scope of work they are conducting. Any hazardous conditions identified must be corrected immediately.

[5] Safety Hazard Notice Form, Exhibit C
[6] Safety Inspection Report, Exhibit D

OSHA Inspections

Under the Occupational Safety and Health Act of 1970, the Occupational Safety and Health Administration is authorized to conduct workplace inspections to determine whether employers are complying with standards issued by the agency for safe and healthful workplaces. Inspections are usually conducted without advance notice.

Your behavior during the inspection is very important. The following outline will provide you with the steps that should be taken during an OSHA inspection.

OPENING CONFERENCE

1) *Notification*: Immediately notify direct supervisor, operations supervisor and safety consultant.
2) *Introduction*: During the opening conference, the compliance officer should introduce himself/herself and show his/her official credentials. The Superintendent should take a business card or make a copy of the credentials for future use.
3) *Attendees*: This conference should be attended by any subcontractor's superintendent, any labor union representative, any employee, or any foreman that the compliance officer requests, if applicable.
4) *Purpose*: The purpose of this conference is:
    a. To allow OSHA to explain the reasons for the inspection.
    b. To generally lay out the inspection steps.
    c. To obtain the consent of the employer to conduct the inspection.
    d. To clarify other general questions about the inspection.
5) *Type of Inspection*: You may ask questions about the nature of the inspection. An inspection may result from:
    a. An imminent danger condition.
    b. An accident on the job site that resulted in a fatality or three or more workers being hospitalized.
    c. A complaint. The Superintendent has the right to obtain a copy of the complaint but does not have the right to ask who made the complaint.
    d. A random inspection.
    e. A follow-up to a previous inspection.
6) *Questions*: You should take this opportunity to provide the compliance officer with useful information, such as what PPE they must utilize on the project. Begin preparing company safety and health programs and policies along with required records.
7) *Consent*: For the inspection to proceed beyond the office or conference room in which the opening conference was held, OSHA must have the consent of the employer. It is Collage's policy that consent is given to the compliance officer; however, if faced with a complaint inspection, politely but firmly inform the compliance officer that consent is given only for the inspection of the items under complaint, and that no consent is being given for

the inspection of the item under the complaint, and no consent is being given for the inspection of any other area beyond that compliant.

WALK AROUND INSPECTION

1) *Escort*: The Superintendent or Project Manager must escort the compliance officer at all times.
2) *Notes*: Detailed notes of the compliance officer's findings and comments should be taken.
3) *Pictures*: Pictures taken by the OSHA compliance officer should also be taken by the Superintendent. The picture should be in the same direction and view as the picture taken by the compliance officer.
4) *Measurements*: Measurements taken by the compliance officer should also be taken by the Superintendent and documented.
5) *Interviews*: The compliance officer has the right to consult with employees in private.
6) *Abatement*: Immediately abate any violations that are noted and have the compliance officer mark them as abated on his/her notes.
7) *Documentation*: OSHA may also verify training, recordkeeping, and postings. Listed below is an example of what is commonly review during an inspection:
    a. OSHA Form 300, Log of Injuries and Illnesses
    b. The written Hazard Communication Program
    c. The Safety Program
    d. Training Records
    e. Accident Reports
    f. Emergency Action Plans
    g. Weekly Tool Box talks

CLOSING CONFERENCE

1) *Violations Noted*: The compliance officer should discuss all unsafe or unhealthful conditions observed during the inspection and indicate all apparent violations for which he/she may issue or recommend a citation and a proposed penalty.
2) *Questions*: Employers have the right to ask further questions in regard to the inspection and to provide further documentation in regard to violations that were noted.

COLLAGE

Section 7: Accident and Incident Investigation

ACCIDENT AND INCIDENT INVESTIGATION

The collection of accident and incident information is essential for reducing further risk and prevention. Investigations must be conducted in a manner, which is non-biased providing facts rather than faults. The point of such investigations is to prevent reoccurrence of similar accidents and recommend corrective action. If an accident occurs, below are some of the steps required for the investigation, reporting and documentation:

1. If an accident occurs, the first concern at an accident scene, regardless of its seriousness, is the care of the injured and to prevent more damage either to person or property. Nothing should interfere with this concern except the safety of the rescuers themselves. Survey the scene; **if the accident is serious, call 911**. If trained emergency personnel are available, see that they are sent to the accident scene to render first aid until professional emergency service arrives.

2. All employees and subcontractors shall report any accident immediately to their supervisor. This includes incidents, or "near misses" in which there is no injury or property damage. Employees and subcontractors need to be reminded of this on a regular basis.

3. Secure the area to restrict access, implementing temporary control measures to prevent any further injuries to employees or damage to equipment or property or the public.

4. Only after the accident site is safe to approach should the actual investigation begin.

5. Keep all curious bystanders out of the area and note who was present in the area. Keep personnel from destroying or moving evidence.

6. Reviewing the equipment, operations, and processes to gain an understanding of the accident.

7. Identifying and interviewing each person who might provide clues to the causes. Witnesses should complete the Accident Witness Form.

8. Investigating conditions and unsafe acts; making conclusions based on existing facts.

9. All accidents and incidents shall he investigated promptly by the Superintendent and shall be brought to the immediate attention of the Project Manager. The Employee's First Report of Injury Form shall be completed the cause day and forwarded within one working day to the President. The Accident Investigation Report[7] shall be completed by the Superintendent. All witnesses shall complete Accident Witness Statement form[8]. All records of accident shall be forwarded to the Director and Vice President in charge of the project and included in PM Report.

10. Provide recommendations for corrective actions.

[7] Accident Investigation Report, Exhibit E.1
[8] Accident Witness Statement form, Exhibit E.2

COLLAGE

Section 8: Subcontractor Safety Compliance Policy

SUBCONTRACTOR SAFETY COMPLIANCE POLICY

Collage is committed to providing a safe workplace for all workers. The success of a safe job lies greatly upon the efforts of each entity involved with the project. Therefore, each subcontractor shall comply with the rules and regulations as set forth by this manual and all requirements of the Owner, and local, state, and federal agencies.

Subcontractor Documentation

Each subcontractor shall provide Collage Companies with the following before commencing work on a Collage project.

A. A signed subcontract agreement, thus agreeing to all provisions of safety under such agreement.
B. An insurance certificate naming Collage and the Owner as additional insured.
C. A project or company safety program and SDS for all hazardous material that are expected to be used on the site. All SDS will be kept in a common place as to serve for quick access in the case of an emergency. A specific project safety plan may be required when the scope of work indicates a significant potential for injury and/or property damage or when required by the owner.

Additional Requirements

In addition to the documentation requirements above, each subcontractor must agree to:

A. A project and company safety program.
B. SDS for all hazardous material that are anticipated on project site.
C. Participate in safety orientations and complete the safety orientation documentation.
D. Follow all rules set forth in this manual and any Owner or project-specific safety requirements;
E. Provide the necessary training to their employees as it pertains to Title 29, Code of Federal Regulations Part 1926 and 1910.
F. Perform periodic safety inspections of the job site to ensure compliance with the job site safety program.
G. Attend any toolbox, safety orientation or pre-activity meetings conducted by Collage. Collage Companies Weekly Safety Toolbox meeting.
H. Immediately report ALL accidents and injuries to the Collage Superintendent.
I. Violations by subcontractors and their employees will be documented on a Safety Hazard Notice[9]. The subcontractor must sign this form acknowledging receipt of the notice and return the form within 24 hours documenting abatement of the violation.
J. Collage reserves the right to make modifications to the Subcontractor Safety Compliance policy and remove subcontractor employees as it deems necessary for safety violations.

[9] Safety Hazard Notice, Exhibit C

COLLAGE

Section 9: Pre-Construction Safety Planning

PRE-CONSTRUCTION SAFETY PLANNING

Pre-Job Planning

Cost codes shall be included within the project estimate that account for Collage's estimated costs for safety, loss control procedures, project conditions, Owner and regulatory agency requirements. The pre-construction representatives preparing an estimate shall become familiar with the project-specific safety requirements and the Owner's particular requirements.

Considerations shall include the following:

1. Personal Protective Equipment (PPE) requirements, including hard hats, safety vests, (Class I or higher ANSI 107 rated hi vis garments or vests) eye protection and task-specific protective measures.
2. Job layout, including material storage and placement of office /jobsite facilities.
3. First aid and medical services.
4. Sanitation facilities, including fresh water and trash disposal.
5. Project signage, barricades, flagmen, maintenance of traffic (MOT), temporary lighting walkways and overhead protection.
6. Fall prevention and fall protection materials.
7. Evaluation of property exposures such as overhead and underground power lines, adjacent property exposure, driving protection, life lines, handrails, underground utilities, railway adjacency, dewatering power, under pinning, pile driving, etc.
8. Additional safety plans will be added in accordance with project requirements, such as silica safety plan, fall protection safety plan, aerial lifts, scaffolding, etc.
9. Provisions for nighttime work, trench plating, etc., as required.

Safety Checklist for New Projects

A meeting shall be held with each employee and subcontractor to review Collage's latest Safety Manual before starting any new project. It shall be made clear to employees and subcontractors that compliance with this program and all applicable State and federal regulations is required and is to be considered the minimum acceptable. Collage shall not use subcontractors that do not provide proof of required Worker's Compensation, Liability Insurance, Automobile Insurance and indemnifications of Collage and the Owner.

1. Project Manager and/or Superintendent to complete the Project Safety Checklist[10] to confirm all items are addressed. Copy of the checklist shall be included with first Monthly PM Report.
2. Provide bulletin board for posting safety posters, safety educational material and all Federal & State notices. (See OSHA posting requirements included in this section.)
3. Post State of Florida Worker's Compensation Notice and instructions to employer/employee.
4. Post emergency telephone numbers for ambulance, hospital, and police.
5. Post lists of all subcontractors, or representatives to contact in case of emergency. Inform residents in neighborhood of the nature of project, hazards, etc.
6. Analyze traffic patterns and potential hazards around jobsite, provide and obtain MOT as required, barriers, erect warning signs, fences, etc.
7. Personal Protective Equipment: Each project should be appropriately equipped with the proper PPE (including hard hats, safety vests (Class I or higher ANSI 107 rated hi vis garments or vests), safety glasses, and ear plugs) for Collage employees to perform tasks safely and to distribute to visitors that may want to tour the site.
8. First Aid Kit: Each project must be equipped with at least one first aid kit. The kit should be inspected regularly to ensure that expended items are replaced.
9. Fire Extinguishers: In the case of fire, each project must have an adequate number of fire extinguishers. Fire extinguishers are required as follows:
    - One fire extinguisher rated not less than 2A for every 3,000 square feet.
    - One fire extinguisher rated not less than 2A adjacent to the stairway on each floor of a multi-story building. Fire extinguishers shall be inspected annually and replaced as required.
10. OSHA guidelines must be followed for all requirements regarding fuel storage.
11. Safety Signs and Posters: Signs and posters play an important role in preventing injury and ensuring workers and the public are aware of the potential hazards and risks associated with the project. Signs and posters should be conspicuously posted.
12. Toilets and Sanitation: Each project must have one portable toilet per 10 workers serviced once per week or one portable toilet per 20 workers, serviced twice per week. In addition, each project must have potable water or anti-bacterial soap for clean-up and washing.
13. Drinking Water: Each project shall have a water cooler and disposable cups for drinking.

[10] Project Safety Checklist, Exhibit F

COLLAGE

Section 10: Emergency Management

EMERGENCY POLICY

Introduction

The following policy information is to ensure that during an emergency or disaster situation that all employees have the best "built-in" protection against fire and other disasters. No building can be totally "emergency proof". The company property is a safe secure environment and that requires the cooperation of every employee, as well as the management, maintenance and security personnel.

In the event of an emergency situation, employees are instructed NOT to make any statements or comments to news media representatives (including newspaper or television representatives) regarding such situations. All official statements will be made by a designated company spokesperson.

A copy of this program shall be kept at each jobsite and will be available for use by any and all employees or subcontractors during normal working hours.

Medical Emergency

In the event of a medical emergency, including heart attack, stroke, or other medical emergency or accident requiring emergency care:

1. **Call 911.**
2. Direct first responders to the victim.
3. Alert building security (if applicable) and/or management personnel so that they are available to prepare the area for the arrival of the ambulance. Someone should assure quick entry and exit for the paramedic team.
4. Notify operations leadership of the situation.
5. If possible, the supervisor of the employee should accompany the employee to the medical facility and stay with the employee until a family member arrives.

Weather

The official closing of a company office or jobsite in cases of poor or impending weather conditions is limited to the manager in charge of the specific area of concern.

Hurricane

Refer to Collage's Construction Site Hurricane Action Plan[11] for policies and procedures relating to hurricane preparedness, safety and security.

Tornado Alert

A **Tornado Watch** is the development of weather conditions that may result in the formation of tornadoes. A Tornado Warning means that a tornado has been sighted. Should a **Tornado Warning** be issued by the National Weather Service, the following will proceed:

1. All personnel shall secure doors and leave windowed office and areas of the building/trailer with exterior glass.
2. Kneel in the main corridor with head close to lap.
3. Do not evacuate the building unless instructed to do so by authorities.
4. Do not use elevators.

Power Failure or Electrical Outage

Most buildings have, or are required to have, some form of emergency power or generators which will, in the event of power failure, supply power to operate one elevator in each elevator bank and provide floors and stairwells with emergency lights. If an employee becomes trapped in an elevator, remain calm and take this action: do not attempt to force the door open, press the emergency bell button and communicate with authorities.

Fires

In case of fire, be prepared; every employee should know the location of exits to stairs and fire extinguisher locations as office procedures for fire drills and actual emergencies. Keep calm. Be mindful of visitors who may not be familiar with the location of exits and escort them. Close all doors.

Adhere to building instructions relative to use of elevators, being very cautious as, as elevator shafts act as a chimney for smoke and heat. The stairs are designated as safe for fire exits.

A fire can have devastating effects on our company's operations. In addition to the loss of the building, there is an interruption of the business, the additional expenses of relocation to a temporary location, clean-up, and rebuilding a new facility. It is essential that proper controls be established to protect our company from this exposure. Self-inspections are the principal means of identifying potential fire hazards and implementing corrective action. Areas that should be surveyed include:

- Heating and Air Conditioning Systems: Units and surrounding areas should be free of combustibles such as paper, rags and cardboard. These units should be inspected periodically and properly maintained by qualified contractors. Electrical: Electrical wiring must meet current code requirements for capacity, proper grounding and insulation. Temporary wiring or use of extension cords must also be evaluated,
- Smoking: Smoking must be restricted to non-hazard areas, 'No Smoking' rules must be posted and enforced. Designated smoking areas should be provided with proper receptacles.

[11] Construction Site Hurricane Action Plan, Exhibit G

- Housekeeping: Good housekeeping should be maintained at all times. Trash should not be allowed to accumulate and should be removed daily. Oily rags should be kept in self-¬closing metal containers.
- Flammable Liquids: Flammable liquids must be kept in closed face metal cabinets. In-house use should be limited to a one-day supply Bulk storage should be in accordance with NFPA30 standards. Drums should be bonded and grounded.

Robbery

It is best to for employees to give a robber whatever is demanded, and no attempt should be made to apprehend the robber. Safety is the primary concern. Employees should closely observe the perpetrator in order to give a description later. The details should be written down as soon as the robber leaves. Police should be notified immediately.

The time and direction of the robber's departure should be noted, and, if possible, a description of the robber's vehicle license plate number. Employees are not to discuss a robbery with anyone but their Supervisor or Manager until the police arrive. If an employee becomes suspicious of a person or act, they should let someone else know and observe inconspicuously until the suspicion is confirmed or ceases.

Bomb Threat

Any bomb threat should be immediately reported to the authorities (dial 911) and relayed to the project superintendent or, in the corporate office, to the manager in charge. Managers shall notify all employees under their supervision that a bomb threat has been received and that a search is presently being conducted by the police department to determine if a bomb is in the building.

Notify all employees that a member of the police department or Company Management will notify employees in the event it should become necessary or desirable to evacuate any floor(s) or area(s). Generally, evacuation will not be ordered unless evidence of a bomb is found; however, employees should be told so that they may leave the building during the search if they wish to do so.

Supervisors and employees should make a fast and thorough search of their own department or work area looking for strange or unusual boxes or other containers that possibly could contain a bomb device.

In the event any suspicious box or container is located, DO NOT attempt to remove the box or container. The department personnel should be contacted and directed to the area. The police department will investigate the container and take the appropriate action.

Civil Disorder

In the event of a riot, employees should notify their supervisor. Lock all doors. Windows are prime targets for rioters. It is imperative that employees and others move away from all windows. If blinds or drapes cover windows, these should be closed immediately.

COLLAGE

Section 11: Public Safety

PUBLIC SAFETY & SECURITY

Public Safety & Security

Following are some of the requirements for public safety and security relating to construction sites.

1. Project safety and security signs shall be placed to provide for the identification of the construction site. These signs shall be posted to designate the construction site and to adequately warn of any hazards or potential hazards.

    a. *No Trespassing Signs*[12]. Follow statutory requirements for construction site posting of 'No Trespassing' signs (FS 810.09(2)(d)). Specifically, "'No Trespassing' signs shall be placed not more than 500 feet apart along, and at each corner, of the boundaries of land, upon which signs there appears prominently in letters of not less than 2 inches in height, the words "no trespassing" and in addition thereto the name of the owner, lessee, or occupant of said land. Said signs shall be placed along the boundary line of posted land in a manner and in such position as to clearly noticeable from outside the boundary line."
    b. *Construction Site Sign*[13]. Construction site safety requirement sign shall be posted as required to advise of jobsite rules.
    c. *Personal Protective Equipment (PPE) Sign*[14]. The Collage PPE sign shall be posted to designate proper attire and PPE requirements for the project.

2. Consideration shall be made for physical separate of project site from public access with temporary perimeter fencing.
3. Visitors shall not be permitted in the work areas without clearance from the Superintendent or accompanied by proper escort.
4. Mobile equipment shall be secured when left unattended by parking on level ground. Lowering tines and/or booms to the ground, setting brakes, placing blocks, locking ignition, marking and lighting where exposed to traffic or other such means as may be appropriate to avoid tampering and hazard to persons or property.
5. Measures shall be taken to bring noise levels to the applicable requirements of the specifications, Federal and State regulation and local ordinances.
6. Absolutely no open fires at any time will be permitted on the jobsite without proper regulatory clearance and permits.
7. Subcontractors shall verify that all booms, pans, buckets, etc. on each piece of equipment are dropped to the rest position each night, wheels are blocked, and all keys to equipment are removed.
8. All open trenches, pits, holes, or other designated hazardous areas should be barricaded and arrangements should be made for routine and regular maintenance of this barricading activity for the duration of the project.

[12] No Trespassing Sign, Exhibit H.1
[13] Construction Site Sign, Exhibit H.2
[14] PPE Sign, Exhibit H.3

9. A barricading plan should be developed for situations involving vehicular traffic adjacent to or through the project and arrangements should be made for maintenance of this barricading activity for the duration of the project
10. The Superintendent should verify that there are temporary walkways or driveways for access if necessary, near or through the construction zone and should verify that these temporary walkways or driveways are properly built.
11. In accordance with contract documents, plans for trash and debris removal should be established and should be removed from the job site on a timely basis.
12. Materials such as dirt piles, debris, etc. shall never be stored on sidewalks, driveways, public streets, or other public thoroughfares, unless appropriately barricaded.
13. The Superintendent shall periodically audit the project to verify that we are taking all reasonable measures to protect the public.

COLLAGE

Section 12: Prohibited Items and Activities

PROHIBITED ITEMS & ACTIVITIES

The following items and actions prohibited at all times and can result in discipline up to and including termination.

1. Drugs and alcohol are not permitted on Collage construction sites. No alcoholic beverage shall be consumed during work hours or during any break period during the workday.

2. Arriving for work or remaining at work when your ability to perform the job safely is impaired.

3. Failing to use appropriate Personal Protective Equipment once you've been trained on its use and requirements.

4. Failing to follow safety policies, procedures, Best Management Practices, and "Specific safety requirements."

5. Failing to inspect and remove damaged vehicles, PPE, tools, equipment (e.g., forklifts, generators, ladders, scaffolding, extension cords etc.) from service.

6. Operating forklifts, aerial lifts, cranes, or other equipment without proper training and authorization.

7. Removing, ignoring, or bypassing safety guards and devices.

COLLAGE

Section 13: Hazard Communication Program

HAZARDOUS COMMUNICATION PROGRAM

Introduction

The purpose of this program is to ensure that the hazards of all chemicals used and stored in the workplace are evaluated and that information concerning any hazard is transmitted to affected employees and subcontractors. A copy of this program shall be kept at each jobsite and will be available for use by any employee or subcontractor during normal working hours.

Responsibilities

Project Manager is responsible for

1. Ensuring that all procedures are followed at their jobsites.

Project Superintendent is responsible for

2. Providing information and training for employees and subcontractors on specific hazardous chemicals to which they may be exposed.
3. Obtaining signed Hazard Communication Acknowledgement[15] forms during project orientation.
4. Maintaining a current list of hazardous chemicals on file.
5. Maintaining a current file of SDS for employees and subcontractors use and requesting SDS sheets from the Safety Officer when necessary.
6. Ensuring that rules established for labeling of chemicals are followed.
7. Exchange SDS sheets and other information with other contractors as required.

Labels

The Project Superintendent shall ensure all chemicals received are labeled according to the hazardous communication standard. The removal or defacing of labels on chemical storage containers is prohibited. Collage does not produce any chemical requiring labels under this standard.

Non-Routine Tasks

The Project Superintendent shall ensure any employee or subcontractor who has to perform a non-routine task involving hazardous chemicals or perform work on unlabeled pipes, shall receive specific instructions on the task and any associated hazards.

Subcontractors

All subcontractors shall be provided with the list of hazardous chemicals and SDS upon request. Contractors will be required to have a written program that meets all aspects of the standard program. They will provide a list and SDS on any new chemicals brought onto the jobsite and provide necessary training for all persons exposed

[15] Hazard Communication Acknowledgement, Exhibit I

COLLAGE

Section 14: Infectious Disease Preparedness Plan

INFECTIOUS DISEASE PREPAREDNESS PLAN

Infectious disease emergencies are circumstances caused by biological agents, including organisms such as bacteria, viruses or toxins with the potential for significant illness or death in the population. The Infectious Disease Preparedness Plan (IDPP) may be used in situations that include naturally occurring outbreaks (e.g., measles, mumps, meningococcal disease), emerging infectious diseases (e.g., SARS, pandemic influenza), and bioterrorism.

The purpose of Collage's IPDD is to guide communication to Collage employees, trade partners, clients and project stakeholders in the event of an outbreak. The plan serves as a resource guide for planning and responding to an infectious disease emergency, such as a pandemic or other rapidly spreading disease. Highly infectious illnesses may have a short incubation period, spread easily, and cause severe illness or possible death, and may have no possible existing vaccine or known treatments.

Because of the varied nature of an infectious disease outbreak, Collage's IDPP will be developed, refined and updated in response to the specific disease as it is realized. The updates will be distributed to the Collage team through "*Disease Preparedness and Advisory*" memorandums. Following are the overall objectives of IDPP and associated updates.

- Maximize the protection of lives while minimizing morbidity and mortality.
- Enable Collage to continue to operate and provide services as normally and effectively as possible in the event of a highly infectious disease outbreak with minimal disruption to business operations.
- Follow guidance and instructions issued by federal, state, and local agencies, with particular emphasis on guidance provided by the Centers for Disease Control and Prevention (CDC, https://www.cdc.gov/) and the US Department of Labor Occupational Safety and Health Administration (OSHA, https://www.osha.gov/).
- Continue the essential core operations of Collage in the event of increased absences due to a highly infectious outbreak.
- Establish and maintain a coordinated command system to include leadership from various departments of Collage to allow for the effective, timely, and sensitive decision-making regarding continuity of projects and overall business operations.

The scope of this preparedness plan covers the most prevalent highly infectious illnesses such as Pandemic Flu, other airborne respiratory illnesses – COVID-19 (coronavirus), MERS and SARS, Ebola, airborne viruses such as Anthrax, and all other unknown diseases.

Pandemic Flu (Influenza)

Influenza (flu) viruses can cause a severe illness, even death. Younger and older populations as well as populations with certain health conditions (asthma, COPD, heart disease, neurological disorders, blood disorders, endocrine disorders, kidney disorders, and weakened immune systems) are at a high risk of serious flu complications.

Flu viruses are grouped into three types, designated A, B, and C:

- Type A – can affect both humans and animals, and are associated with more severe illness. Usually the cause of global pandemics.
- Type B – infect only humans and cause seasonal outbreaks and less sever disease than A in the United States (US). Does not cause pandemics
- Type C – Very common, usually cause mild respiratory symptoms.

The average incubation period (time between infection and onset of symptoms) for seasonal flu is two days. Flu symptoms are only passed human to human by respiratory secretions. People infected with the flu viruses may shed the virus and transmit the infection up to one day before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first three-four days after the onset of symptoms.

An influenza pandemic is a global outbreak of a new influenza virus that is very different than current and circulating influenza A viruses. Pandemics happen when new influenza A viruses emerge which are able to infect people easily and move quickly person to person.

Seasonal Flu	Pandemic Flu
Happens annually and peaks between December	Rarely happens: 3 times in 20th century
Usually there is some immunity from previous exposures and influenza vaccines	Most people have little or no immunity because they have no previous exposure to the virus or similar viruses
Certain people are at risk for flu complications, such as elderly, infants, people with chronic health conditions	Even healthy people are at risk for serious complications
Health care providers can meet the needs of patients easily	Health care providers and hospitals are overwhelmed and it is very difficult to meet the needs of the exposed public
Vaccines are updated annually and one dose is sufficient	Although the US govt maintains a stockpile of pandemic vaccines, the overwhelming need of vaccines may not be available, and may require 2 doses
Usually cause minor impact on general public. Sick people should stay home	May cause major impact on the general public. May cause travel restrictions and business closings
Antiviral drugs are readily available and help within the first 48 hours of presenting symptoms	Antiviral drugs will still be prescribed, but will be less readily available and more difficult to come by. Symptoms will also be more severe and antivirals may not be as helpful

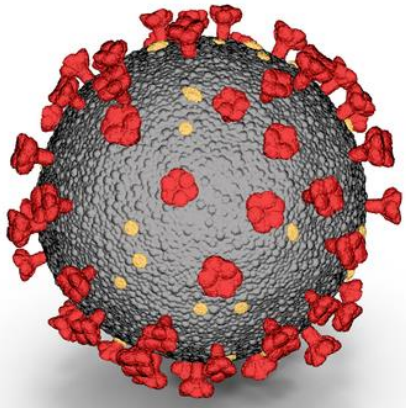
Influenza viruses come from different animals including birds and pigs from the past, most recent pandemics. In a pandemic influenza, the influenza A virus in these animals may shift to what's called an "antigenic shift." The antigenic shift represents an abrupt, major change in an influenza A virus. This can result in a direct non-human to human transmission. Pandemics happen quickly and move fast from country to country.

Treatments for pandemic flu include antiviral drugs and non-pharmaceutical interventions (NPIs). These actions do not include medications or vaccinations. NPIs will be the only early intervention tools that will most likely mitigate the quick transmission from person to person.

COVID-19 (Coronavirus)

Coronavirus disease 2019 (COVID-19) is a contagious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The first case was identified in Wuhan, China, in December 2019, and spread to a worldwide pandemic.

Symptoms of COVID-19 are variable, but often include fever, cough, fatigue, breathing difficulties, and loss of smell and taste. Symptoms begin one to fourteen days after exposure to the virus. Around one in five infected individuals do not develop any symptoms. While most people have mild symptoms, some people develop acute respiratory distress syndrome (ARDS). ARDS can be precipitated by cytokine storms, multi-organ failure, septic shock, and blood clots. Longer-term damage to organs (in particular, the lungs and heart) has been observed. There is concern about a significant number of patients who have recovered from the acute phase of the disease but continue to experience a range of effects—known as long COVID—for months afterwards. These effects include severe fatigue, memory loss and other cognitive issues, low-grade fever, muscle weakness, and breathlessness.



The virus that causes COVID-19 spreads mainly when an infected person is in close contact with another person. Small droplets and aerosols containing the virus can spread from an infected person's nose and mouth as they breathe, cough, sneeze, sing, or speak. Other people are infected if the virus gets into their mouth, nose or eyes. The virus may also spread via contaminated surfaces, although this is not thought to be the main route of transmission. The exact route of transmission is rarely proven conclusively, but infection mainly happens when people are near each other for long enough. It can spread as early as two days before infected persons show symptoms, and from individuals who never experience symptoms. People remain infectious for up to ten days in moderate cases, and two weeks in severe cases. Various testing methods have been developed to diagnose the disease. The standard diagnosis method is by real-time reverse transcription polymerase chain reaction (rRT-PCR) from a nasopharyngeal swab.

Preventive measures include physical or social distancing, quarantining, ventilation of indoor spaces, covering coughs and sneezes, hand washing, and keeping unwashed hands away from the face. The use of face masks or coverings has been recommended in public settings.

MERS (Middle East Respiratory Syndrome)
MERS, also known as the "camel flu" is a fairly new respiratory virus for humans. Symptoms include fever, cough, diarrhea, and shortness of breath. Some experience symptoms involving the gastrointestinal tract as well causing nausea, vomiting, and diarrhea. Spread through respiratory droplets is the believed transmission, however this is still being studied. Incubation period is approximately 5-7 days. Mortality hits one-third of diagnosed cases. Spread is uncommon outside of hospitals, thus the risk to the global community is fairly low. No diagnosed cases in the US since 2014. No vaccine or treatment.

SARS (Severe Acute Respiratory Syndrome)
SARS is a severe respiratory illness that started in southern China. No cases have been diagnosed since 2004. Initial symptoms are flu like including muscle pain, high fever, sore throat, cough, severe muscle aches, and possible diarrhea. These symptoms may lead shortness of breath and/or pneumonia. Incubation period is 4-6 days, although it has been known to incubate for one day. Transmission is through respiratory droplets. Although there is some belief that SARS may be spread through airborne transmission – meaning spread by tiny pathogens in the air that are inhaled.

Anthrax
Anthrax is a serious infectious disease can cause death. Anthrax gets into the body through the skin, lungs, or gastrointestinal tract. All types of Anthrax are bacterial and can spread throughout the body quickly if not treated with antibiotics.

- Cutaneous – most common and least dangerous – through the skin. Possible exposure comes from workers who handle contaminated animal products and get spores in a cut or scrape on their skin. Infection develops in 1-7 days after exposure.
- Inhalation – Most deadly form of Anthrax. Occurs when a person inhales spores that are
- aerosolized during the industrial processing of contaminated materials, such as wool, hides, or hair. Infection develops within a week after exposure, but it can take up to 2 months.
- Gastrointestinal – Rarely reported in the US. People who eat raw or undercooked meat for infected animals could get sick with this. Infection develops from 1-7 days after exposure.
- Injection – This Anthrax has never been reported in the US. Seen in northern Europe in people injecting heroin.

People at risk are people who handle animal products, veterinarians, livestock producers, travelers, laboratory professionals, mail handlers, military personnel, and response workers. The Anthrax vaccine is currently provided only to people who are at an increased risk of coming in contact with anthrax spores, such as members of the US military, certain laboratory workers, and some people who handle animals or animal products. The vaccine is not licensed for use in children under age 18, adults over age 65, or pregnant and nursing women.

Ebola
Ebola is a rare viral hemorrhagic fever in humans and non-human primates. The virus starts between 2 days and 3 weeks after contracting the virus. Symptoms show up as a fever, sore throat, muscular pain, and headaches. Vomiting, diarrhea, and a rash may follow along with decreased function of the liver and kidneys. An infected person may bleed both internally and externally and has a very high

risk of death, killing between 25-90% of those infected. Death often occurs from low blood pressure due to loss of blood. The virus spreads through direct contact with body fluids, such as blood, urine, feces, semen, breast milk, sweat, and vomit. An Ebola vaccine is currently being studied in Africa with promising factors, nothing current in the US thus far. No specific treatment is singled out for Ebola, however, supporting treatments will have to take place such as intravenous fluids, pain management, anti-nausea, and fever control. If infected, recovery depends on the person's immune response. Ebola survivors may carry the illness in their blood for up to 10 years post recovery.

Preparedness

Preparedness refers to those actions and measures taken before an event in order to better handle the emergency when it arises. The Centers for Disease Control and Prevention (CDC) plays a prevalent role in making sure states and local health departments are prepared for public health emergencies.

Public health officials recommend prior to and in the early phases of a pandemic or outbreak, to practice every day good health habits and to non-pharmaceutical interventions (NPIs) to prevent and protect the human population from the spread of a highly infectious illness. Everyday good health habits include the following:

- Social distancing and limits on meetings between personnel will occur, with teleconference and remote connections being utilized if possible.
- Stay home if sick, including if they have a fever (100.4° F [37.8° C] or greater). Collage does not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.

- Cover your mouth and nose when sneezing or coughing with a tissue and then throw away the tissue.
- Practice respiratory etiquette and hand hygiene, including cleaning hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or washing hands with soap and water for at least 20 seconds. Individuals should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

- Avoid touching eyes, nose, or mouth. Germs are often spread touching these body parts.
- Practice other good health strategies, including cleaning and disinfecting surfaces in homes and worksites, especially when someone is ill.
- Get plenty of sleep, manage your stress, and be physically active.

COLLAGE

Section 15: Construction Site Security Plan

CONSTRUCTION SITE SECURITY PLAN

Introduction

Providing and maintaining appropriate levels of site security benefits both Collage and our clients, as it will protect the site, reduce the potential for theft and restrict entry to only authorized personnel. Unless otherwise identified, the project superintendent is responsible for assessing, planning, implementing and maintaining site security efforts. Security evaluations and planning are to occur early in the project, including during the bidding phase of the project to enable budgeting for security concerns.

Proper site security and planning are imperative to preventing theft, vandalism, arson, public safety, fire and leak detection and proactive hazard identification. Builders Risk insurers have indicated that, when investigating many losses, a construction site security strategy and emphasis on security is a wise investment saving far more than it costs to implement.

Losses attributable to the lack of, or inadequacy of, construction site security may take many forms, but in all cases can result in delays in project completion, lost profits, reputational damage, rework and even injury to the public. Appropriate construction site security that considers the points outlined in Collage's Construction Site Security Plan in this is imperative to the prevention of construction related losses.

Security requirements can vary significantly from one project to another. For example, different security provisions will be required for a ground-up greenfield structure as compared to a renovation project that is within an occupied building. Additionally, security will be influenced by the local, legal, social and geographical exposures of the location. The purpose of this section of the Collage Safety and Security Manual is to provide a general introduction and benchmark for the requirement of construction site security. It contains best practice examples, assessment tools and checklists which are to be used to assess security needs and provide mitigation strategies across all sites.

Security Assessment Process

Security risks vary according to the construction type and site location and can originate not only from the external population but also from the project's own workforce. The following are security assessment suggestions; however, recognize that each site will be unique, requiring specific and thoughtful consideration and planning. Initial site security assessment should consider the following major factors:

- *Project location*: Exposures arising from neighboring properties and specific to urban or rural locations.
- *Project type*: Nature of the project (i.e. vertical or horizontal project) and value of equipment and materials utilized.
- *Location Specific Exposures*: Does the site location influence exposure to arson or intrusion?
- *Project Public Support*: Is the project a benefit or an inconvenience to the surrounding public in the area? Does the project enjoy public support or is it perceived as a detriment and a likely target for vandalism, theft or trespass?

This assessment should be periodically reviewed and revised to reflect changes such as security risks, project boundaries, progress of work, construction methodology, sequence, and logistics.

LOW LEVEL RISK	MEDIUM LEVEL RISK	HIGH LEVEL RISK
•Better economic and social condition	•Deteriorating economic and social condition •Crime level increasing	•Recent event in the vicinity •Socio-economic unrest

The risk assessment process is dynamic and encompasses changes to internal and external conditions throughout all phases of the project.

Identification of potential security risks and evaluation of security measure conditions shall be conducted on a regular basis and documented in the Superintendent's Daily Report. Collage has a variety of available to perform evaluations, including aerial drones.

Threats and Security Measures

Once the risk level and impact to the construction site is assessed, mitigation measures are to be devised. The next sections detail various threats and mitigation measures highlighted in the following topics:

- Security related threats to construction sites
- Main steps to develop a site security plan
- Practical suggestions for addressing the overall security risks
- Various site mitigation methods for typical threat or loss source types
- Cyber security considerations for the construction site
- Emerging technologies and security requirements

Security Related Threats to Sites

- Theft of equipment, tools and fuel
- Theft of materials from the site or off-site project storage areas
- Vandalism and arson
- Breaches of security into existing buildings or partially completed project areas.
- Robbery of or attacks on construction workers
- Reconnaissance of development to discover details of the in-process or completed project
- Trespasser, both accidental and intentional
- Cyber-attack or disabling closed circuit television (CCTV) security systems
- Protesters (either related to the site activity, civil unrest or for publicity)

Main Steps to Develop a Site Security Plan

1. Carry out the security assessment of the project and consider the utilization of a third-party security company if needed.
2. Based on assessment, set the requirements for site security.
3. Design the security system with consideration given to the inclusion of the following components:
   - *Video.* Identify the locations where risks are concentrated and determine camera types and quantity required.
   - *Audio*. Outline plan for audio alarms.
   - *Lighting.* Motion actuated lighting (white and infrared light).
   - *Physical barriers*. Delay the intruder's site access using multiple fences and making access indirect for areas of intruder interest.
   - *Response Mechanisms*. Devise an effective means to deter, delay and deal

with the risks if detected (such as, sirens, alarms, high beam lights, physical security) as permitted by local laws. If residual risks remain high, hire security guards.

4. Periodic review of the security plan as the site changes (necessary to identify gaps in the security plan).
5. Consider independent security audits for sensitive facilities.

Suggestions for Addressing Security Risks

All Collage project teams shall identify and address site security risks. Following are considerations in this process.

- Before the project commences create a site-specific security plan based on the assessment of the security risks.
- Coordinate with local law enforcement agencies to assess risks.
- Assign supervisory security responsibilities within the site/project management team and encourage security awareness among all workers. Unless otherwise assigned, Collage's Project Superintendent is responsible for overall site security planning and execution.
- Contact local police and fire departments before starting a project to establish coordinated efforts.
- Establish contact with management of neighboring properties and encourage them to report suspicious activities.
- Maintain a record of security risk assessments as part of Daily Reports and periodically review the security plan and update as needed.
- Secure the site perimeter with appropriate fencing as a first line of defense. If permitted by Owner and local municipalities, all fencing shall have Collage branded fence screen. Maintain a clear zone adjacent to fencing wherever practicable. Note that this clear zone may also benefit as a fire break.
- Install project identification designating the area of construction. Signage shall include Collage "No Trespassing" signs,[16] which are to be placed not more than 500 feet apart along, and at each corner of, the site boundary.
- Illuminate the job site perimeter fence, high value storage areas, building entrances and the site offices to effectively deter trespass, theft and vandalism.
- Identify key assets and property onsite and then produce an inventory to track them regularly. If appropriate, consider offsite storage and transit locations for mitigation against theft and vandalism. Remind subcontractors of requirement for them to perform inventories and properly secure their assets.
- Where practical, secure all available high value materials and secure / immobilize vehicles and equipment. Consider installing hidden ignition disable switches to prevent theft.

[16] No Trespassing Sign, Exhibit H.1

- Control site access by establishing the minimum practical number of access points and monitor those entry points.
- Restrict site entry only to authorized personnel.
- Provide guards at all entry points (personnel and vehicles)
- Consider limiting onsite vehicle access. Provide parking areas off site for employees and visitors.
- Ask employees and subcontractors to take personal responsibility for a secure site and engage them to immediately report any incidents of theft or vandalism.
- If appropriate, use a licensed and bonded security guard service to patrol the site both during and outside of working hours. It is suggested that guard rounds are digitally recorded to ensure they are actually being performed. Provide guards with an effective means of communication with local law enforcement agencies and project management 24 / 7.
- Periodically review the security plan with special attention to boundary changes and high-risk areas as the project progress. Be aware of how changes to the project scope affect security.
- Consider installing a video monitoring system with advanced video analytics capability designed to detect and alert in the event of intrusion, vandalism, theft, fire and even water leak detection.
- Consider layered security to mitigate any gaps in the security system.
- Review suggestions before and during extended suspension or slowdown of work due to holidays, weekends or planned and non-planned events.

Cyber Security

Every Collage project relies on Information Technology (IT) systems in all phases of construction, and it is vital that this digital information is adequately protected from malicious damage or theft by unauthorized persons.

Following are general considerations for Collage project sites. Not all items are applicable to all sites; specific IT security concerns are to be addressed with Collage's IT staff.

- Make use of privileged account security and limit access on a need basis for each device connected to the network.
- All data should be encrypted; especially media taken offsite. If data is stolen but encrypted the hackers will not be able to use the data.
- All Internet Protocol (IP) CCTV cameras are susceptible to hacking since they are connected to the internet and no longer simply part of a hard wired, isolated system.

- Consider operating IP and night vision cameras independently (air gapped) from rest of the project's IT system.
- Consider air gapping (islanding) to prevent hackers from infiltrating and accessing all company data and specifically all computers installed on the project site. The simplistic approach would be to disable access to personal email accounts, social media and giving "read only access" to project information, drawings, and specifications.
- Install firewalls and establish a two-level password access system to enable project team members to securely access project information.
- Limit the use of unnecessary data transfer and disable widespread use of USB and CD drives for laptops and office computers. File uploads from USB's, portable drives and FTP sites should be automatically scanned for malicious code / malware.
- All data systems should be protected by reliable and updated antivirus software.
- Sensitive project sites, where a data breach is critical, are advised to assess the robustness of security and IT systems through periodic external PEN (Penetration) testing conducted by third parties to identify potential weaknesses.

Emerging Technologies

Collage continues to evaluate new technologies that are being developed and, although these new tools are useful and beneficial, sometimes they can be used for negative intentions. Risks posed by some technologies are changing rapidly.

Unauthorized Drones

The benefit drones offer for some construction projects are well known. However, they may also pose different threats to civil engineering or construction projects.

For example, drones can be used to breach the site's security and provide intruders with information facilitating later theft or collecting non-public project information. Drones have the potential to distract equipment operators or interfere with critical lifting operations. They may also damage equipment if the drone impacts critical or sensitive equipment.

If uninvited drones are observed, mitigation efforts should be taken to safeguard against any such possible threats, including deterrents and contacting local law enforcement to prevent such violations.

High-Definition Cameras

High definition / high resolution cameras can be installed to take time lapse photographs or continual video when a problem is detected at a site location and can be viewed remotely. Remote camera stations can also be used to transmit the site videos to security centers on a continuous basis.

Smart phone Apps

Motion detectors and alarms can be connected to mobile devices to provide warning and facilitate a rapid response if unusual activity occurs at the site.

Project Identification

All Collage construction sites shall be designated as such by "No Trespassing" signs.[17]

It is important that all construction sites be properly identified, as laws provide for heightened penalties for trespassing on or theft from construction sites. Florida Statute 810.09(2)(d) states that persons commit a felony of the third degree if the property trespassed is a construction site that is legally posted and identified. Florida Statute 812.014(2)(c)(10) states that theft is grand theft of the third degree and a felony of the third degree if the property stolen is taken from a designated construction site identified by the posting of a sign as provided for in 810.09(2)(d).

Attractive Nuisance

Construction jobsites have been identified as "attractive nuisances", requiring special consideration and protection. The attractive nuisance doctrine applies to the law of torts, and states that a landowner may be held liable for injuries to those trespassing on the land if the injury is caused by an object on the land that is likely to attract them. Following are considerations to mitigate attractive nuisances, many of which are addressed in the overall security plan.

- Ensure perimeter fencing surrounds the entire jobsite. Check daily that there are no openings through which a child or other intruder could enter.
- Close and lock all gates when leaving the site.
- Notify local police of the jobsite and its hazards.
- At the end of each work shift, secure all materials and lock up tools and equipment.
- Do not leave keys in vehicles or construction equipment.
- Barricade trenches and excavations, and securely cover any holes or pits.
- Eliminate access to elevated fall hazard areas.
- Be sure dumpsters are kept covered/closed.
- Provide exterior lighting at night.
- Post Construction Area warning signs warning the public to keep out around the perimeter and at all entry points.

[17] No Trespassing Sign, Exhibit H.1

Section 16: Exhibits

COLLAGE

EXHIBITS

Included herein are copies of the following exhibits support efforts towards safety and security compliance. These documents are also available electronically on the Collage corporate server.

Exhibit	Description
A.1	Project Site Orientation (SAMPLE)
A.2	Subcontractor Safety Orientation
A.3	Project Orientation Log
C	Safety Hazard Notice
D	Safety Inspection Report
E.1	Accident Investigation Report
E.2	Accident Witness Statement
F	Project Safety Checklist
G	Construction Site Hurricane Action Plan
H.1	No Trespassing Sign
H.3	Construction Site Sign
H.3	PPE Sign
I	Hazard Communication Acknowledgement
J	Fall Protection Equipment Checklist
K	Hot Work Checklist
L	Scaffold Inspection
M	Job Safety Analysis
N	Confined Spaced Checklist

Project Name	**Project Name** Project Location	Project Number	00000

Following is project site orientation information for the above-referenced project as established by The Collage Companies (Collage) for the above-referenced project. All subcontractors, employees, and visitors are required to adhere to this information.

Safety Rules

General

- **BE ALERT!** This is an active construction site. Before entering the work area, make sure you are familiar with the site layout, areas of construction, parking, and restricted areas.
- Report any unsafe conditions to Collage representatives immediately. **No person is required to work under any unsafe condition. 1926.20.**
- All accidents or injuries, no matter how minor, shall be reported immediately to the Collage's project superintendent, giving full details and statements of any witnesses. Subcontractors are to provide a full written report to Collage within 24 hours of an accident.
- All subcontractors are to maintain their own Safety Data Sheets (SDS), aka Material Safety Data Sheets (MSDS) of chemicals being used on the project site, as well as provide these documents to Collage. Workers may contact Collage's superintendent if any information is needed regarding chemicals or compounds utilized on the project site.
- A First Aid Kit, Fire Extinguisher(s) and Eye Wash Station are available at the Collage site office for worker use as needed.
- Collage has the authority to remove any materials, equipment, tools, scaffolding, or other items deemed to be unsafe.
- Collage has the authority to remove any employee from the project that does not comply with these Safety Rules. Violations of these rules may also result in disciplinary actions or termination from the project.
- Employees must come to work on time, fit for duty and dressed in the attire suitable for construction work, including shirts with sleeves, long trousers and proper work shoes. Additional protective gear requirements will depend on the hazards associated with each task to be performed.
- Hard hat, safety vest or high-visibility shirt and safety glasses will be always worn correctly.
- Vehicles are to be parked in designated areas only. Parking anywhere else will result in being removed for site.

- Designated site access, parking, and any posted speed limits must be observed by all personnel. Familiarize yourself with and observe all posted signs and posters bearing warnings, directions and instructions.
- All construction equipment and vehicles must have an operational back-up alarm. Exercise slow speeds when operating on the jobsite.
- Employees must attend "Tool Box Talk" safety meetings and sign in attendance list.

Fall Protection

- All locations where a fall of over 6 feet is possible must have a 100% fall protection system at unguarded floor edges, floor openings and other fall hazards. This includes but is not limited to leading edge work, iron connecting and working off of elevated work platforms (scaffoldings). Only full-body harness (ANSI A10.14 and Z359.1 approved) with shock absorbing lanyard and secure anchorage points shall be used for personal fall arrest systems. "Monitors" or "safety zones" are NOT an acceptable means of fall protection unless there are absolutely no other options and only with prior approval from Collage, and those options must, at a minimum, meet OSHA requirements while providing the most effective employee protection possible.
- When guardrails, control lines or warning lines are removed, provisions to prevent unprotected employees from entering the area must be provided.
- Replace all guardrails that may have been removed before starting any work.
- Scaffolding must be inspected daily by a competent person and documented.
- Use all ladders in accordance with the manufacture's recommendations and OSHA standards.

Cranes & Hoisting

- Only trained and qualified employees may rig loads and signal cranes. Employees must be warned before loads are lifted overhead, and employees should stay out from under the crane loads when it is avoidable.
- Tag lines to help control loads are required on all suspended loads being lifted by the crane except for concrete buckets.
- Employees must not stand between crane loads and other objects and hands must be kept clear of rigging and pinch points as loads are lifted and removed.

Electrical

- Keep a minimum distance of 10 feet from all power lines when in operation with cranes, excavators and dump trucks.
- Electrical cords must be inspected daily for damage, including, but not limited to, missing ground prongs or frayed wirers. Use GFCI protected circuits at all times.
- Only authorized electricians shall perform electrical work.

- All persons shall comply with lockout/tag-out procedures when working on energized systems or equipment.

Excavations

- Excavations greater than 5' feet in depth must be sloped, shored or shielded, and must meet all other OSHA requirements. Before digging in any location, check to ensure that all underground utilities have been located and properly marked.
- Unless otherwise noted in the contract documents, all soil is to be considered as Type C (granular soils or cohesive soils with unconfined compressive strength less than 0.5 tsf (48 kPa) or any submerged or freely seeping soil or adversely bedded soils (with a lateral soil pressure of 80 psf per ft of depth)).
- Ladders must be provided in excavations at a depth of four (4) feet or greater and at 25-foot intervals.
- Properly protect all excavations by barricades or red/yellow caution tape.

Fire Protection

- Fire Extinguishers must be located throughout the project every 3,000 SF.
- Fire precautions must be in place prior to any Hot Work taking place.
- Know the location of fire extinguishers and make sure certification is current and extinguishers are fully charged.
- During welding operations, all welders must have the appropriate PPE. - No soft top welding is permitted.
- An ABC rated fire extinguisher must be readily available when any "Hot Work" is taking place.
- Fuel storage containers shall meet the requirements of OSHA 1926.152(a)(1). Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. Approved safety cans or Department of Transportation approved containers shall be used for the handling and use of flammable liquids in quantities of 5 gallons or less.

Housekeeping

- Good housekeeping is a prime concern and must be maintained at the highest level. Daily cleanup of construction debris and personal trash is mandatory. Pile materials so that safe clearances are maintained and keep all walkways and aisles clear.
- Place cords and air hoses to one side to allow safe passage.
- No materials can be stored within 10' feet of exterior floor openings or 6' feet of any interior floor openings.

- Protruding nails must be bent over or pulled as the work proceeds. Nails in the job built guardrails, ladders or handrails must be pounded flush with the surface of the wood.
- Materials, trash or other objects must not be thrown from buildings or structures. Anyone caught throwing material from upper levels will be subject to immediate dismissal.

Worker Conduct

- Proper behavior is always required.
- The Collage project-specific orientation sticker must be worn on hard hat.
- Any person who reports for work under the influence of intoxicants or narcotics or consumption of them during the workday will be removed from the project site. Any person who engages in horseplay, fistfights, unsafe acts, whistling, yelling at the public or obscene gestures, will be removed from the project site.
- No radios, ear buds or other potentially distracting audio/visual equipment permitted on the project.

Miscellaneous

- Floor holes two inches and over must be covered, covers must be secured and marked.
- Riding on trucks and heavy equipment is permitted only where a seat has been provided by the manufacturer, and seatbelts must be used when they are provided.
- Areas that are separated from the main work areas by warning lines, control lines or barricades must not be entered by unauthorized employees. These areas are blocked off for safety reasons and may contain hazards that are not obvious.
- Working above or below other operations creates a hazard from falling objects. Conflicting activities must be reported to a supervisor so that the activities can be coordinated.
- Guards must be attached on all grinders to meet manufacturer specifications.

Project Name	**Project Name** Project Location	Project Number	00000

Following is project site orientation information for the above-referenced project as established by The Collage Companies (Collage) for the above-referenced project. All subcontractors, employees, and visitors are required to adhere to this information.

Safety Rules

General

- **BE ALERT!** This is an active construction site. Before entering the work area, make sure you are familiar with the site layout, areas of construction, parking, and restricted areas.
- Report any unsafe conditions to Collage representatives immediately. No person is required to work under any unsafe conditions. 1926.20.
- All accidents or injuries, no matter how minor, shall be reported immediately to the Collage's project superintendent, giving full details and statements of any witnesses. Subcontractors are to provide a full written report to Collage within 24 hours of an accident.
- All subcontractors are to maintain their own Safety Data Sheets (SDS), aka Material Safety Data Sheets (MSDS) of chemicals being used on the project site, as well as provide these documents to Collage. Workers may contact Collage's superintendent if any information is needed regarding chemicals or compounds utilized on the project site.
- A First Aid Kit, Fire Extinguisher(s) and Eye Wash Station are available at the Collage site office for worker use as needed.
- Collage has the authority to remove any materials, equipment, tools, scaffolding, or other items deemed to be unsafe.
- Collage has the authority to remove any employee from the project that does not comply with these Safety Rules. Violations of these rules may also result in disciplinary actions or termination from the project.
- Employees must come to work on time, fit for duty and dressed in the attire suitable for construction work, including shirts with sleeves, long trousers and proper work shoes. Additional protective gear requirements will depend on the hazards associated with each task to be performed.
- Hard hat, safety vest or high-visibility shirt and safety glasses will be worn correctly at all times.
- Vehicles are to be parked in designated areas only. Parking anywhere else will result in being removed for site.

- Designated site access, parking, and any posted speed limits must be observed by all personnel. Familiarize yourself with and observe all posted signs and posters bearing warnings, directions and instructions.
- All construction equipment and vehicles must have an operational back-up alarm. Exercise slow speeds when operating on the jobsite.
- Employees must attend "Tool Box Talk" safety meetings and sign in attendance list.

Fall Protection

- All locations where a fall of over 6 feet is possible must have a 100% fall protection system at unguarded floor edges, floor openings and other fall hazards. This includes but is not limited to leading edge work, iron connecting and working off of elevated work platforms (scaffoldings). Only full-body harness (ANSI A10.14 and Z359.1 approved) with shock absorbing lanyard and secure anchorage points shall be used for personal fall arrest systems. "Monitors" or "safety zones" are NOT an acceptable means of fall protection unless there are absolutely no other options and only with prior approval from Collage, and those options must, at a minimum, meet OSHA requirements while providing the most effective employee protection possible.
- When guardrails, control lines or warning lines are removed, provisions to prevent unprotected employees from entering the area must be provided.
- Replace all guardrails that may have been removed before starting any work.
- Scaffolding must be inspected daily by a competent person and documented.
- Use all ladders in accordance with the manufactures recommendations and OSHA standards.

Cranes & Hoisting

- Only trained and qualified employees may rig loads and signal cranes. Employees must be warned before loads are lifted overhead, and employees should stay out from under the crane loads when it is avoidable.
- Tag lines to help control loads are required on all suspended loads being lifted by the crane with the exception of concrete buckets.
- Employees must not stand between crane loads and other objects and hands must be kept clear of rigging and pinch points as loads are lifted and removed.

Electrical

- Keep a minimum distance of 10 feet from all power lines when in operation with cranes, excavators and dump trucks.
- Electrical cords must be inspected daily for damage, including, but not limited to, missing ground prongs or frayed wirers. Use GFCI protected circuits at all times.
- Only authorized electricians shall perform electrical work.

- All persons shall comply with lockout/tag-out procedures when working on energized systems or equipment.

Excavations

- Excavations greater than 5' feet in depth must be sloped, shored or shielded, and must meet all other OSHA requirements. Before digging in any location, check to ensure that all underground utilities have been located and properly marked.
- Unless otherwise noted in the contract documents, all soil is to be considered as Type C (granular soils or cohesive soils with unconfined compressive strength less than 0.5 tsf (48 kPa) or any submerged or freely seeping soil or adversely bedded soils (with a lateral soil pressure of 80 psf per ft of depth)).
- Ladders must be provided in excavations at a depth of four (4) feet or greater and at 25-foot intervals.
- Properly protect all excavations by barricades or red/yellow caution tape.

Fire Protection

- Fire Extinguishers must be located throughout the project every 3,000 SF.
- Fire precautions must be in place prior to any Hot Work taking place.
- Know the location of fire extinguishers and make sure certification is current and extinguishers are fully charged.
- During welding operations, all welders must have the appropriate PPE. - No soft top welding is permitted.
- An ABC rated fire extinguisher must be readily available when any "Hot Work" is taking place.
- Fuel storage containers shall meet the requirements of OSHA 1926.152(a)(1). Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. Approved safety cans or Department of Transportation approved containers shall be used for the handling and use of flammable liquids in quantities of 5 gallons or less.

Housekeeping

- Good housekeeping is a prime concern and must be maintained at the highest level. Daily cleanup of construction debris and personal trash is mandatory. Pile materials so that safe clearances are maintained and keep all walkways and aisles clear.
- Place cords and air hoses to one side to allow safe passage.
- No materials can be stored within 10' feet of exterior floor openings or 6' feet of any interior floor openings.

- Protruding nails must be bent over or pulled as the work proceeds. Nails in the job built guardrails, ladders or handrails must be pounded flush with the surface of the wood.
- Materials, trash or other objects must not be thrown from buildings or structures. Anyone caught throwing material from upper levels will be subject to immediate dismissal.

Worker Conduct

- Proper Behavior is required at all times.
- The Collage project-specific orientation sticker must be worn on hard hat.
- Any person who reports for work under the influence of intoxicants or narcotics or consumption of them during the workday will be removed from the project site. Any person who engages in horseplay, fistfights, unsafe acts, whistling, yelling at the public or obscene gestures, will be removed from the project site.
- No radios, ear buds or other potentially distracting audio/visual equipment permitted on the project.

Miscellaneous

- Floor holes two inches and over must be covered, covers must be secured and marked.
- Riding on trucks and heavy equipment is permitted only were a seat has been provided by the manufacturer, and seatbelts must be used when they are provided.
- Areas that are separated from the main work areas by warning lines, control lines or barricades must not be entered by unauthorized employees. These areas are blocked off for safety reasons, and may contain hazards that are not obvious.
- Working above or below other operations creates a hazard from falling objects. Conflicting activities must be reported to a supervisor so that the activities can be coordinated.
- Guards must be attached on all grinders to meet manufacturer specifications.

COLLAGE
CONSTRUCTION ▪ INTEGRATED SERVICES

SUBCONTRACTOR ORIENTATION

v2, Rev 05.2022

Subcontractor Information	
Company Name:	
Subcontractor Name:	Subcontractor Signature:
Company Name:	Company Name Signature:
Date:	

Areas Reviewed

- ☐ General Requirements
- ☐ Concrete
- ☐ Masonry / Tilt-Wall
- ☐ Steel Erection
- ☐ Framing
- ☐ Roofing
- ☐ Electrical / Mechanical
- ☐ Painting / EIFS
- ☐ Site Work
- ☐ Demolition

General Safety Requirements: (MUST BE REVIEWED WITH EACH SUBCONTRACTOR)

1) Safety Manual, Hazard Communication Program, and SDS Book must be on site before work begins.

2) A Competent Person must remain on site at all times while work is being performed. The Competent Person must be English speaking and must hold an OSHA 10-hour Construction certification. (The Superintendent is to verify that copies of OSHA 10-hour certifications and first aid and CPR certificates are on file.)

3) Subcontractors must familiarize themselves with the emergency exits and the emergency action plan.

4) Subcontractors must complete safety inspections of their work areas, tools, equipment, and mobile equipment.

5) All workers must wear a hard hat, shirt with a 4-inch sleeve, long pants, and a sturdy work boot at all times. No exceptions! Eye and face protection must be worn when flying particles present a hazard.

Hi-Viz vest or shirt (Class I or higher ANSI 107 rated hi vis garments or vests) is required.

6) At least one fire extinguisher rated not less than 20-B shall be located not less than 25 feet and no more than 75 feet from any outdoor flammable liquid storage area.

7) When tools are designed with guards, they are to be in place and are not to be modified.

8) Extension cords must be in safe working condition and free of abrasions and cuts.

9) All portable generators must be equipped with GFCI protection.

10) Workers exposed to falls greater than six (6) feet must have documented fall protection training.

11) Ladders must be used in accordance with the manufacturer's recommendations. Step ladders must be used in the open position. No worker shall step or sit on the top cap or top step of a step ladder.

12) All ladders being used for access must extend three (3) feet above the landing and be secured (tied- off).

13) Articulating boom lifts and scissor lifts must only be used by trained operators. A full body harness is required at all times while operating an articulating boom lift. Mid-rail chains must be fastened at all times.

14) All fork truck operators must be trained and have their training certification available upon request.

15) All cranes must have an annual certification on site and must have trained operators.

16) All containers must be labeled as to their contents at all times.

17) No plastic fuel containers are allowed on site.

18) All rigging such as wire rope slings or synthetic slings must be inspected daily. Damaged rigging must be removed from service. A capacity tag must be affixed to all rigging slings (nylon, wire rope, chain) and shackles.

19) Housekeeping must be performed on a daily basis.

20) "Free rigging" or otherwise the direct attachment to or placement of rigging equipment (slings, shackles, rings) onto the tines of a fork truck for a below-the-tines lift is not allowed.

21) All accidents must be reported immediately to the project Superintendent.

Subcontractor Signature:	Date:

Concrete

1) All column isolations or similar holes must be covered (minimum Va" plywood), labeled ("HOLE" or "COVER"), and secured.

2) All reinforcing steel or form stakes must be protected from the hazard of impalement. Mushroom style caps may not be used for vertical impalement protection.

3) Employees cutting concrete must be protected with safety glasses, full face shield, and respiratory protection.

4) Pneumatic air-tools must be secured at each connection with a pin.

Subcontractor Signature:	Date:

Masonry/Tilt-Wall	
1) All scaffolds must be erected, used, and dismantled under the supervision of a Competent Person. 2) All scaffolds must have an attached scaffold tag (red, yellow, or green) to communicate its current condition. 3) Scaffolds must be fully planked on the working levels. 4) All guardrails, mid-rails, and end rails must be completely installed on scaffolds above 10 feet. 5) All scaffolds must be firmly supported with base plates and mud sills. 6)All scaffolds greater than a 4:1 (height to base ratio) must be secured to prevent overturning. 7) All scaffolds must have a safe access such as a ladder. No worker may climb scaffold braces for access. 8) No materials shall be placed on the outriggers of any scaffold without the approval of a Structural Engineer. 9) No tarps, visqueen, or similar type of material shall be placed around a scaffold without the approval of a Structural Engineer. 10) Block stacks stacked higher than six (6) feet shall be tapered back !4 block per tier above the six (6) foot level. 11) All workers cutting masonry units must wear safety glasses, full face shield, and respiratory protection. 12) All masonry walls over eight (8) feet must be braced at the end of the day. 13) A Limited Access Zone equal to the height of the wall plus four (4) feet should be installed until the wall is permanently supported. 14) Wall braces must not be removed until walls are permanently supported. 15) All reinforcing steel or form stakes must be protected from the hazard of impalement. Mushroom style caps may not be used for vertical impalement protection. 16) Lifting hardware for tilt-wall construction must be capable of supporting five (5) times the maximum intended load. 17) All welding lugs must be protected with insulated caps or covers. All welding leads must be free of cuts and abrasions. 18) Compressed gas cylinders must be stored in an upright position at all times. Fuel gas cylinders and oxygen cylinders must be stored a minimum of 20 feet apart or separated by a 30 minute-rated fire barrier. 19) All torches must have properly functioning gauges and be equipped with flashback arrestors. 20) Pneumatic air-tools must be secured at each connection with a pin.	
Subcontractor Signature:	Date:

Steel Erection	
1) All workers must have fall protection documentation. Training records for connectors and decking crew must be on site. 2) All rigging must be inspected daily, and damaged rigging must be removed from service. 3) A capacity tag must be affixed to all rigging slings (nylon, wire rope, chain) and shackles. 4) Bridging must be in place before decking operations begin. 5) Controlled Decking Zones (CDZ) must be erected. No exceptions! 6) All holes in the deck or roof deck must be covered or barricaded with a guardrail system. 7) Unsecured decking shall not exceed 3,000 square feet. 8) All perimeter cable must be installed at 42 inches from the working surface and be flagged every six (6) feet. 9) All materials, equipment, and tools aloft must be properly secured (For example metal decking and bolt buckets). 10) All welding lugs must be protected with insulated caps or covers. All welding leads must be free of cuts and abrasions. 11) Compressed gas cylinders must be stored in an upright position at all times. Fuel gas cylinders and oxygen cylinders must be stored a minimum of 20 feet apart or separated by a 30 minute-rated fire barrier. 12) All torches must have properly functioning gauges and be equipped with flashback arrestors. 13) Pneumatic air-tools must be secured at each connection with a pin. 14) "Free rigging'' or otherwise the direct attachment to or placement of rigging equipment (slings, shackles, rings) onto the tines of a fork truck for a below-the-tines lift is not allowed.	
Subcontractor Signature:	Date:

COLLAGE
CONSTRUCTION ▪ INTEGRATED SERVICES

SUBCONTRACTOR ORIENTATION

v1, Rev 04.2019

Framing	
1) All workers exposed to a fall greater than six (6) feet must be protected from falling by the use of guardrails or personal fall arrest system.	
2) Powder-actuated tools such as Hilti guns may only be used by trained workers who are carrying their certification.	
3) Mobile scaffolds such as a Baker scaffold or Perry scaffold must be used in accordance to the manufacturer's recommendations.	
4) All workers cutting metal studs with a chop saw must be protected with safety glasses and full face shield.	
5) All workers exposed to a fall greater than six (6) feet must be protected from falling by the use of guardrails or personal fall arrest system.	
6) Powder-actuated tools such as Hilti guns may only be used by trained workers who are carrying their certification.	
7) Mobile scaffolds such as a Baker scaffold or Perry scaffold must be used in accordance to the manufacturer's recommendations.	
8) All workers cutting metal studs with a chop saw must be protected with safety glasses and full face shield.	
Subcontractor Signature:	Date:

Roofing	
1) Warning line systems must be placed on roofs with a parapet height of less than 39 inches.	
2) Roofers conducting work between the warning line and roof edge must be protected by a personal fall arrest system or a safety monitoring system.	
3) Fire extinguishers must be available on the roof when using flammable products.	
4) Proper roof access must be used. Permanent ladders and stairways that are a part of the building may not be used unless they are 100% complete.	
5) At the end of the day, all materials on the roof must be secured in the case of inclement weather.	
6) Equipment, tools, or materials may not be thrown from the roof.	
7) Workers on a roof which has a slope greater than 4 in 12 must utilize personnel fall protection equipment.	
Subcontractor Signature:	Date:

Electrical / Mechanical	
1) GFCI protection must be installed on all temporary outlets.	
2) Panelboards shall be deadfront and blanks shall be in place where breakers are missing.	
3) Breakers within temporary panelboards shall be properly labeled.	
4) All 240-Volt cables must be ran overhead and not be subject to vehicular traffic.	
5) Temporary lighting must be a minimum of 10 footcandles.	
6) Temporary lights must be maintained with guards at all times.	
7) Powder-actuated tools such as Hilti guns may only be used by trained workers who are carrying their certification.	
8) Work on "live" electrical components is not allowed without the approval of the Trammell Crow Safety Director.	
9) All welding lugs must be protected with insulated caps or covers. All welding leads must be free of cuts and abrasions.	
10) All holes greater than two (2) inches must be covered, labeled ("HOLE" or "COVER"), and secured.	
Subcontractor Signature:	Date:

Painting / EIFS	
1) Workers using respirators must have a medical evaluation, training, and proper fit testing. Documentation must be available upon request	
2) Painting operations must be well ventilated.	
3) All scaffolds must be erected, used, and dismantled under the supervision of a Competent Person.	
4) All scaffolds must have an attached scaffold tag (red, yellow, or green) to communicate its current condition.	
5) Scaffolds must be fully planked on the working levels.	
6) All guardrails, midrails, and end rails must be completely installed on scaffolds above 10 feet.	
7) All scaffolds must be firmly supported with base plates and mud sills.	
8) All scaffolds greater than a 4:1 (height to base ratio) must be secured to prevent overturning.	
9) All scaffolds must have a safe access such as a ladder. No worker may climb scaffold braces for access.	
10) Rolling scaffolds such as a Baker scaffold or Perry scaffold must be used in accordance to the manufacturer's recommendations.	
Subcontractor Signature:	Date:

Site Work	
1) All utilities must be located in accordance with local and state guidelines.	
2) All excavations must be supervised by a Competent Person.	
3) Excavations greater than five (5) feet in depth must be sloped, benched, or protected with a shoring or shielding system such as a trench b	
4) All spoil piles must be a minimum of two (2) feet from the trench edge.	
5) Excavations greater than four (4) feet in depth must have proper access such as a ladder or ramp. Lateral access to a ladder must not exce	
6) All walkways or ramps over excavations must be a minimum of 18 inches wide.	
7) Where needed due to vehicular traffic or public safety, orange construction fencing must be erected around trenches and excavations.	
8) All equipment having an obstructed view to the rear must have a properly working back-up alarm.	
9) All fuel storage areas must be located at least 20 feet from any building or structure. A fire extinguisher must be placed between 25-75 fe	
Subcontractor Signature:	Date:

Demolition	
1) Utility shut-off must be verified (For example electrical, gas, water, sprinkler, steam, and phone). 2)An engineering survey shall be made by a Competent Person of the structure to determine the condition of the framing, floors, and walls and the possibility of unplanned collapse of any portion of the structure. 3) Walls and floors shall be shored and braced as determined by the above survey. 4) Hazardous materials such as chemicals, gases, explosives, and glass shall be removed before demolition work is started. All areas presumed to be containing asbestos or lead must abated by a certified contractor prior to demolition activities that could disturb such areas, thus creating exposure to workers. 5) Holes and wall openings must be protected with covers or guardrails.	
6) All reinforcing steel or form stakes must be protected from the hazard of impalement. Mushroom style caps may not be used for vertical i	
Subcontractor Signature:	Date:

ORIENTATION LOG
PROJECT NAME

COLLAGE
CONSTRUCTION / INTEGRATED SERVICES

NUMBER	PRINT NAME	SIGN NAME	COMPANY	TRAINING DATE
0001				
0002				
0003				
0004				
0005				
0006				
0007				
0008				
0009				
0010				
0011				
0012				
0013				
0014				
0015				
0016				
0017				
0018				
0019				
0020				

COLLAGE
CONSTRUCTION ■ INTEGRATED SERVICES

SAFETY HAZARD NOTICE

v1, Rev 04.2019

Safety Hazard Notice		
Superintendents name:		
Date:		Time: AM ☐ PM ☐
Address of hazard:	City:	Zip:
Job name:		
Issued to:		
Attention:		

Safety Hazard:

Safety Hazard Notice:
The Safety Hazard noted above is in violation of your Subcontract Agreement. This notice documents that the Subcontractor has been advised of the Safety Hazard and that the necessary corrective action must be immediately implemented by the Subcontractor.

Safety Hazard Response:
Please explain below the action taken to abate the non-compliance, and return a copy to Collage Project Superintendent within 72 hours.

Superintendent's Signature:	Date:
Subcontractor's Signature:	Date:

COLLAGE
CONSTRUCTION ▪ INTEGRATED SERVICES

SAFETY INSPECTION REPORT

v1, Rev 04.2019

Inspection Information	
Company:	Date:
Adress:	Project Name:

Key: (m) Meets Expectation (c) Corrected (x) Needs Improvement (-) Not Applicable

1	**Housekeeping**	
A	Stairs and exits clear	
B	Trash removal	
C	Street cleaning	
D	Portable toilets	
E	Nails removed or bent over	
F	Materials correctly stacked	
2	**Fall Protection**	
A	Guardrails at building edges	
B	Proper tie off, anchor point	
C	PFAS inspected and correct	
D	Floor openings and holes covered	
E	Over 6’ fall protection used	
F	Impalement protection	
3	**Scaffolds**	
A	Guardrails, fall protection	
B	Fully planked	
C	Access ladder	
D	Plum and level	
E	Correct assembly (no missing parts)	
F	Toe boards	
G	Competent person, documentation	
4	**Ladders /Stairs**	
A	Secured to prevent falling	
B	Ladders extended 36” above	
C	Condition of ladders	
D	Standing on top step of stepladder	
E	3-4 risers 30” needs 1 handrails	
F	Open stairs need handrail, midrail	

5	**Electrical Protection**	
A	Cords correct gauge, no damage	
B	Plugs 3 prong	
C	Temporary lightening	
D	Generator	
6	**Excavations and Trenches**	
A	Fall protection used at 6’	
B	Spoils min 2’ from edge	
C	Shoring, trench box at 5’	
D	Access, egress 25’	
E	Hazardous atmosphere	
7	**Cranes and Equipment**	
A	CAZ	
B	Outriggers, cribbing	
C	Proximity of power lines	
D	Inspections	
E	Rigging	
8	**Tools and Equipment**	
A	Guards in place	
B	Condition	
C	Purpose of use	
9	**Personal Protective Equipment**	
A	Eye/face protection	
B	Hard hat	
C	Fall arrest equipment	
D	Respiratory protection	
E	Foot protection	
F	Hearing protection	
G	Hand protection	

10	**Fire Protection**	
A	Fire extinguisher	
B	Smoking controls	
C	Fire hydrants clear 15’ radius	
D	Correct gas canisters	
11	**Public Protection**	
A	Signage	
B	Sidewalk protection	
C	Construction fence	
D	Traffic controls	
12	**Medical Program**	
A	First aid kits	
B	Emergency phone numbers	
C	Eye wash station	
D	Bloodbourn pathogen kit	
E	Reporting system, documentation	
13	**Administrative**	
A	Company safety policy	
B	Hazcomm, SDS	
C	Documentation of safety meetings	
D	OSHA, safety signage	
E	SWPPP program	
14	**Training**	
A	10 hourOSHA	
B	Scaffold	
C	First aid	
D	Fall protection	
E	Hazard communication	
F	Periodic safety training	

Comments/Instructions/Recommendations: (All corrected or needs improvments checked need a detailed account documenting)

Completed by:	Sign:	Date:
Superintendent:	Sign:	Date:

COLLAGE
CONSTRUCTION ▪ INTEGRATED SERVICES

ACCIDENT INVESTIGATION REPORT

v1, Rev 04.2019

Type of accident:	☐ Personal injury	☐ Property damage	☐ Other:
Date of accident:	Time: ☐ AM ☐ PM		Date Reported:
Address of accident:			Job name:

Personal injury (A separate injury accident investigation report must be completed for each injured person)				
Name of Injured:	Job title or occupation:		Employee: ☐ Yes ☐ No	
Home address:		City:	Zip:	
Cell:		Age:	Sex: ☐ Male ☐ Female	
Required:	☐ First aid only	☐ Medical treatment	☐ Hospital/Clinic	☐ OSHA recordable
Doctor's recommendations:	☐ Unknown	☐ Return to full duty	☐ Restricted duty	☐ Other
Doctor's name:		Name of medical facility:		
What injuries occurred?				
How did the injury occur?				
What was the person doing at the time of the injury?				
Describe events immediately preceding the injury:				
Who reported the injury?				
Did anybody see the injury happen, if so, complete witness statement. (Witness statement to be completed) ☐ Yes ☐ No				
Witness name:			Phone:	

Property damage:	☐ Does not apply	☐ Major	☐ Serious	☐ Minor
☐ Vehicle ☐ Equipment	☐ Private property	Equipment ID/ model:	Vehicle ID/Vin:	
Description of damage:				
Reported to police: ☐ Yes ☐ No		Police report included in investigation if reported ☐ Yes ☐ No		

Immediate Cause(s)		
☐ Equipment	☐ Personnel	Explain
☐ Environment	☐ MGT	
☐ Hazardous Condition	☐ Unsafe Act	

Please Indicate all of the following which contributed to the injury				
☐ Failure LOTO	☐ Improper PPE	☐ Maintenance	☐ Impairment	☐ Unsafe equipment
☐ Failure to secure	☐ Improper guarding	☐ Not authorized	☐ Poor housekeeping	☐ Unsafe position
☐ Horseplay	☐ Improper training	☐ Improper storage	☐ Poor ventilation	☐ Other

Immediate corrective action taken: ☐ Permanent ☐ Temporary
Explain:
Recommended action(s) to prevent recurrence:

Comments:

Accident investigation completed by:	Sign:	Date:
Corrective action/follow up by department manager:	Sign:	Date:
Reviewed by director:	Sign:	Date:

COLLAGE
CONSTRUCTION ▪ INTEGRATED SERVICES

ACCIDENT WITNESS STATEMENT

v1, Rev 04.2019

(To be completed by accident witness)

Accident information	
Injured person's name:	
Date:	Time: AM ☐ PM ☐
Address of accident:	
Job name:	

Witness information
Name of witness:
Job Title or Occupation:
Address:
Phone:

Accident Statement
Describe events prior to the accident:
Describe how the accident occurred:
Describe actions taken after the accident:

Recommendations
Recommended action(s) to prevent recurrence:

Signature of witness:	Date:

COLLAGE
CONSTRUCTION ▪ INTEGRATED SERVICES

PROJECT SAFETY CHECKLIST

v1, Rev 04.2019

Company:	Date:
Address:	Jobsite:

Items	Yes	No	Comments
OSHA Poster (employee rights, mimium wage, bacon davis, discrimination, child etc)			
Emergancy contact poster (call 911)			
Perimeter Construction Fence			
No trespassing sign, legal ramifications of trespassing			
Jobsite safety rules			
Company contact information posted			
Construction trailer			
Nearest medical emergency facility address posted and number			
First Aid kit (ANSI/ISEA Z308.1-2015)			
Bloodbourn pathogen kit			
5lbs abc rated fire extinguisher for every 3000 square feet			
5lbs abc rated fire extinguisher located adjacent to every stairway			
10lbs abc rated fire extinguisher within 50' of 5 gallon flammable liquid			
20lbs abc rated fire extinguisher postioned 25'-75' for fuel storage tanks			
OSHA 300A posted February 1st thru April 30th			
OSHA 300 log being used for incident reporting			
Company health and safety manual			
Hazard communication program (SDS)			
Emergency action plan			
Accident investigation form			
Witness statement form			
Safety audit form			
Safety notice form			
Hot work permit			
Confirmed space permit			
Scaffold inspection			
Personal fall protection inspection form			
Power industrial truck form			
Trench and excavation log			
Job safety anyalsis form (JSA, JHA)			
Toll box topics training book			
Safety orientation training			
Adequate illumination provided for working areas			
Adequate # of toilets provided at jobsite and maintained in a sanitary condition			
Adequate supply of portable water			
Are materials/debris removed or piled and stored correctly as to not creat a hazard			
Final Appraisal	**Yes**	**No**	**Comments**
Project is safe to start construction and meets OSHA requirements			

Comments/Recommendations:

Name:	Sign:	Date:

Onsite Safety **800-393-0980** **www.onsitesafety.com**	Notes: These forms are for use by an employee who has the training qualifications, expertise and ability to set up a jobsite correctly to meet OSHA standards. Oniste safety will be held harmless for any forms completed.

Construction Site Hurricane Action Plan

The Collage Companies operates in the “hurricane belt” and, as such, is very aware of the hazards that these storm events pose to project sites. The company is required to take special precautions to ensure that construction sites are rendered as safe as possible in the event a storm does strike. The company has developed this Construction Site Hurricane Action Plan (the Plan) to outline jobsite procedures in the event of a storm event. Such procedures shall be closely followed for the safety of personnel and reduction of damage the hurricane may produce.

General

A hurricane is a tropical storm accompanied by violent winds (74 mph or more) and heavy rains. The path of destruction can be as wide as 500 miles. The Atlantic hurricane season, which impacts the areas of operation for Collage, occurs from June 1 to November 30. The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 rating based on a hurricane’s sustained wind speed and provides an estimate of potential property damage. Below is an outline of the scale.

Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph 64-82 kt 119-153 km/h	**Very dangerous winds will produce some damage**: Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph 83-95 kt 154-177 km/h	**Extremely dangerous winds will cause extensive damage**: Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph 96-112 kt 178-208 km/h	**Devastating damage will occur**: Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph 113-136 kt 209-251 km/h	**Catastrophic damage will occur**: Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher 137 kt or higher 252 km/h or higher	**Catastrophic damage will occur**: A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

THE COLLAGE COMPANIES

OUR MISSION IS TO BUILD PROJECTS THAT STRENGTHEN THE FOUNDATION AND FABRIC OF OUR COMMUNITY

■ Headquarters: Florida | SERVING OUR CLIENTS AT THEIR POINT OF NEED
■ HQ - 585 Technology Park ■ Lake Mary, FL 32746 ■ 407.829.2257 ■ Fax 407.829.2258
■ **COLLAGE**: The Art of Integration ■ www.collage-usa.com ■ FL: CGC020818

Phases of Hurricane Action Plan

Collage's Hurricane Action Plan consists of five (5) phases. Each phase has specific conditions that will cause activation. The following outline provides information relating to the activities to be considered in each phase. Note that each project site is unique, requiring a site-specific evaluation to determine which actions should be implemented.

Phase I: Preliminary Preparation

Activate at beginning of project.

- All individuals should become familiar with the governmental resources that are available for National Hurricane Center (noaa.gov)
- Establish a Person-in-Charge (unless otherwise noted, this will be the Project Superintendent) who will take control during an emergency, initiate the established plan and assign emergency responsibility roles. This person should also be responsible for ensuring all roles are filled and team members are trained regularly.
- All jobsites shall have access to a hurricane tracking map.
- Each project is required to have a site-specific plan. Use this Hurricane Action Plan as a guide for the individual project, making sure to list contact information and verify that the plan complies with project-specific contract requirements.
- All site office trailers and storage trailers are to be anchored as required.
- Sites are to be kept clean *at all times*. The cleaner the job, the less will need to be cleaned up before (and after) a storm event.
- Project Managers are to make sure that required Builders Risk policy is in place with all appropriate coverages (including wind damage).
- Review hurricane preparation procedures with all subcontractor foremen.
- Develop, maintain and distribute a list of emergency telephone numbers and email addresses for employees.
- Monitor the weather during the hurricane season in potentially affected areas. The Person-in-Charge will assign responsibility for monitoring the weather and tracking the storm once it reaches tropical storm strength and becomes a "named storm." The National Oceanic Atmospheric Administration National Hurricane Center website (https://www.nhc.noaa.gov/) can be used for this purpose.
- Be aware of your location (i.e. proximity to ocean, lakes and rivers; adjacent properties; geographic elevation, etc.) and how transportation problems may slow or prevent evacuation.
- Determine project-specific measures required to minimize damage during a hurricane. If the facility is in a flood area, consider measures that would be taken to mitigate losses during construction.
- Project Superintendents are to have the contact information of labors and/or carpenters (or staffing agencies) that can be reached in an emergency situation.

THE COLLAGE COMPANIES
OUR MISSION IS TO BUILD PROJECTS THAT STRENGTHEN THE FOUNDATION AND FABRIC OF OUR COMMUNITY

■ Headquarters: Florida | SERVING OUR CLIENTS AT THEIR POINT OF NEED
■ HQ - 585 Technology Park ■ Lake Mary, FL 32746 ■ 407.829.2257 ■ Fax 407.829.2258
■ COLLAGE: The Art of Integration ■ www.collage-usa.com ■ FL: CGC020818

THE COLLAGE COMPANIES

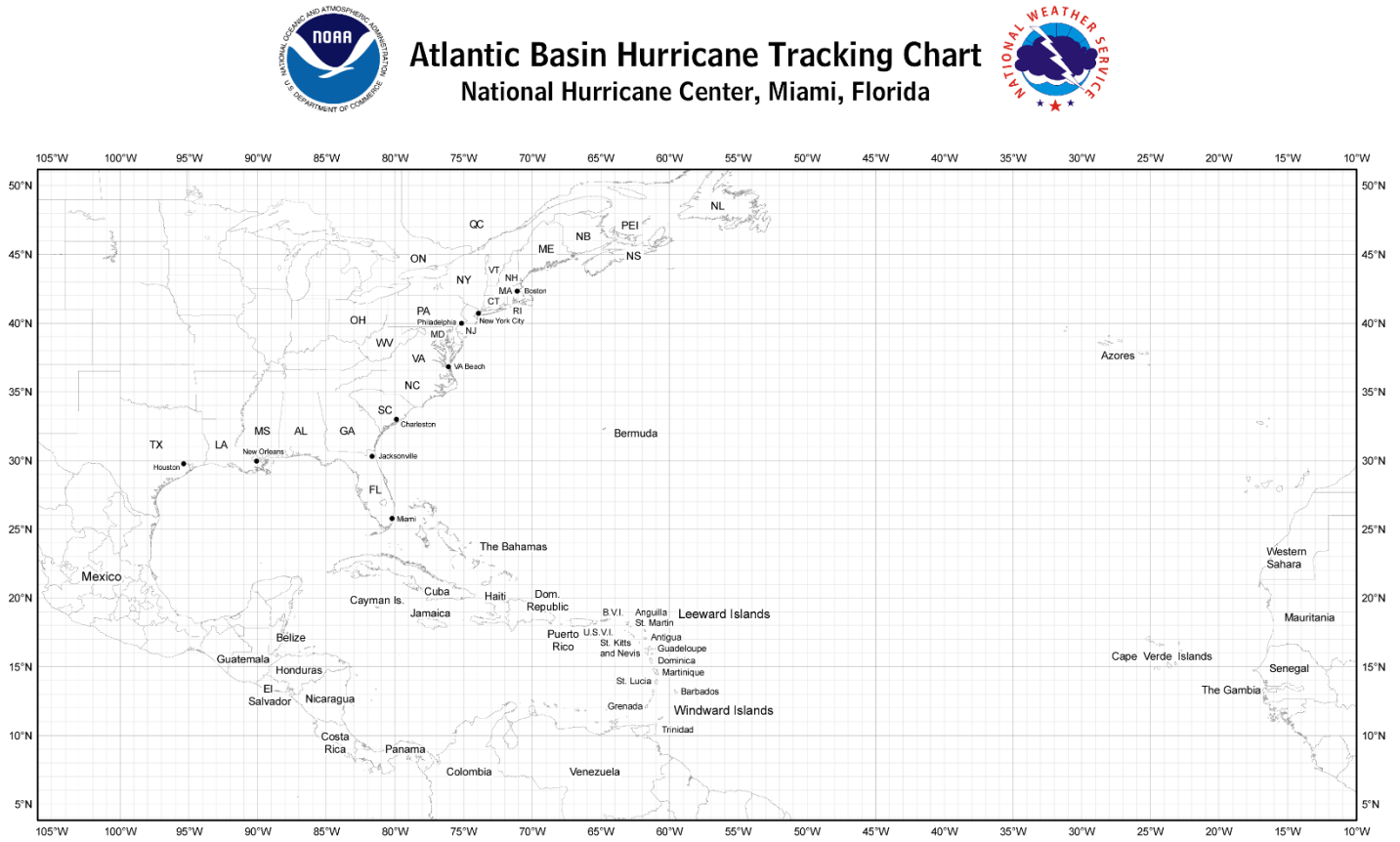
OUR MISSION IS TO BUILD PROJECTS THAT STRENGTHEN
THE FOUNDATION AND FABRIC OF OUR COMMUNITY

■ Headquarters: Florida | SERVING OUR CLIENTS AT THEIR POINT OF NEED
■ HQ - 585 Technology Park ■ Lake Mary, FL 32746 ■ 407.829.2257 ■ Fax 407.829.2258
■ **COLLAGE**: The Art of Integration ■ www.collage-usa.com ■ FL: CGC020818

Phase II: Tropical Storm or Potential Hurricane (named storm)

Activate when a tropical storm is named.

- A tropical storm is an organized system of strong thunderstorms with a well-defined circulation and maximum sustained winds of 39 to 73 mph.
- Review the overall Hurricane Action Plan and update if required.
- Monitor material deliveries and begin to consider the impact of material deliveries and the potential of stopping deliveries (especially for non-critical deliveries).
- Determine material requirements (plywood, netting, banding, plastic sheeting, trailer anchors and tie-downs, concrete anchor screws) for protecting the site in its current state of completion and determine the material source and availability.
- Prepare to secure the site (protect/secure materials and equipment, cover exterior openings, complete structures, brace equipment, clean site, etc.).
- Evaluate need to make buildings as watertight as possible. Cover all openings with plywood and caulk. Windows which may be affected shall be taped or boarded. Larger windows may be broken by high winds, while smaller windows may be broken by wind-blow objects.
- Consider updating the project's Critical Path Method (CPM) Schedule Logic Diagram. This will be useful for reflecting the project's pre-storm status and later establishing impacts caused by the storm, damages and subsequent repairs.



THE COLLAGE COMPANIES

OUR MISSION IS TO BUILD PROJECTS THAT STRENGTHEN THE FOUNDATION AND FABRIC OF OUR COMMUNITY

■ Headquarters: Florida | SERVING OUR CLIENTS AT THEIR POINT OF NEED
■ HQ - 585 Technology Park ■ Lake Mary, FL 32746 ■ 407.829.2257 ■ Fax 407.829.2258
■ **COLLAGE**: The Art of Integration ■ www.collage-usa.com ■ FL: CGC020818

Phase III: Hurricane Watch

Activate less than 48 hours in advance of a hurricane

- A hurricane watch is an announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected somewhere within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued less than 24 to 36 hours in advance of the anticipated onset of tropical storm-force winds.
- Schedule a meeting with staff to review the Hurricane Action Plan, contingency plans and emergency roles and responsibilities and provide contact information.
- Stop all material deliveries. Have subcontractors move any uninstalled materials to a safe location.
- Place any concrete (slabs, etc.) that are available and ready to be placed to keep formwork from blowing away.
- All unfinished masonry walls and forms for concrete walls shall be additionally braced.
- Discontinue work on projects that would be vulnerable to damage by the event.
- Complete work if it would minimize the impact from storm (i.e., complete the roof, install doors, etc.).
- Prepare to protect materials or equipment that cannot be moved.
- Obtain materials to cover exterior openings (such as doors, windows, roof openings, etc.).
- Obtain netting, banding materials and self-tapping concrete anchoring screws to secure and anchor materials that cannot be removed or securely stored.
- Close all doors and windows.
- Remove, secure, isolate or neutralize chemicals to prevent their release
- Ensure that construction trailers and shipping containers/storage boxes are properly anchored and tied down. If anchors are not available, use concrete filled drums with embedded reinforcing steel loops and tether at least at three locations for each trailer or storage container.
- Remove loose jobsite materials and debris that could become projectiles and clean the jobsite daily.
- Have garbage in dumpsters and other containers consolidated and properly disposed. Prepare to remove dumpsters/garbage containers. If it's not possible to remove the containers, secure them with nets to prevent debris from becoming airborne.
- Move important documents and records to a safe location.
- To minimize damage, finish work on partially completed structures. For example, complete sheathing nailing to code requirements; secure decking; install hurricane straps and required tie-straps; complete permanent connections to the extent possible; repair roof deficiencies (such as flashing, drains, gutters, scuppers, penetrations), etc.
- If completion of structures is not possible or new construction is not fully strengthened, install and fortify temporary bracing to the greatest extent possible. Brace/secure all roof-mounted equipment or any other equipment prone to movement by high winds.
- Band and bundle building materials that cannot be removed.
- Move materials that cannot be relocated or secured otherwise to shipping containers/storage boxes. Cover all materials that cannot be relocated and elevate them to at least 4 inches above the floor to reduce water damage exposure.
- Remove and secure formwork if it cannot be filled with concrete. In some situations, it may be possible to secure formwork using materials such as heavy structural steel components and banding.
- Consider preparations to prevent water damage to the structure, such as grading, sandbagging materials, ensuring roof is clear of debris that could block scuppers, arranging for dewatering pumps and generators if required, etc.
- Remove scaffolds when possible. If removal of scaffolds is not feasible, remove and secure all boards from scaffolds. Secure all mobile scaffolds to columns or place in shipping (e.g., Conex) boxes.
- Contact the crane subcontractor regarding preparing the crane for adverse weather.
- Keep evacuation routes open for all vehicles.
- Fully charge all devices and batteries.

THE COLLAGE COMPANIES

OUR MISSION IS TO BUILD PROJECTS THAT STRENGTHEN THE FOUNDATION AND FABRIC OF OUR COMMUNITY

■ Headquarters: Florida | SERVING OUR CLIENTS AT THEIR POINT OF NEED
■ HQ - 585 Technology Park ■ Lake Mary, FL 32746 ■ 407.829.2257 ■ Fax 407.829.2258
■ **COLLAGE**: The Art of Integration ■ www.collage-usa.com ■ FL: CGC020818

Phase IV: Hurricane Warning

Activate less than 24 to 36 hours in advance of a storm

- A hurricane warning is an announcement that hurricane conditions (sustained winds of 74 mph or higher) are possible within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical storm-force winds.
- Upon issuance of a hurricane warning, the Project Manager shall be responsible for monitoring the hurricane's path. The Operations Manager shall maintain a weather chart indicating the path and progress of the storm and note projections furnished by the Weather Service advisories.
- Secure all exterior building openings, doors and windows. Consider temporary bracing for large doors which are not designed for high wind loads.
- Install protective measures to minimize the infiltration of water into the building and excavations (e.g., grading, berms, sandbags, pipe caps, etc.). If necessary, protect trailers to minimize the infiltration of water.
- Deploy portable de-watering equipment. Note that municipal power may not be available.
- Address housekeeping items; Remove all debris from site and roof; Secure materials that cannot be moved by placing them in interior building locations or bind them to secure structures; Remove or safely store all hazardous and flammable materials; Make sure that all roof drains are operational, roof caps/ strainers are in place and scuppers are free of obstructions.
- Back up all important critical computer data. Store data backup offsite.
- Secure all jobsite items, including files, computers, printers/copiers, levels, transits, and all other equipment. Check with leadership to determine whether items are to be taken to the main office or to some other secure location. For items that cannot be relocated, cover all office equipment (computers, copiers, phones, filing cabinets, etc.), move them to the most secure area possible.
    - Unplug and move computers to as high an elevation as possible, in the middle of a room and away from windows.
    - Raise computer off the floor and cover with plastic in case of roof leaks.
    - Take a picture of the BACK of the computer so users know how to reassemble their computer after the storm event.
    - Unplug any technology like copiers, printers, and cover with plastic
    - Do NOT unplug the server(s). DO NOT COVER SERVERS WITH ANYTHING.
- Move project drawings and specifications to a protected and secure location on- or off-site.
- De-energize power (especially temporary electrical service) at the circuit breakers, as close to the main power breaker as possible. Unplug all electrical equipment.
- Shut down all gas lines as far back to the main as is feasible to prevent a gas release or a fire.
- Shut down all water lines that are not used for fire protection as far back to the supply point as is feasible.
- Secure/protect fuel tanks and drums to prevent movement and damage.
- Remove/secure portable toilets. Toilets can be banded together, anchored to the foundation, secured to walls or weighted down with concrete blocks or sand.
- All construction equipment mats should be tied together and anchored.
- All cranes should be removed from barges.
- Flood cofferdams, if determined to be the best option for damage reduction.
- Implement building code requirements governing hurricane and high-wind preparations for cranes and hoisting equipment. Some municipalities establish fines and penalties for not following hurricane and high-wind-event precautions for hoisting equipment.
- Ensure hoisting equipment abides by all manufacturers' recommendations, including the placement and removal of advertisement banners and the use and/or removal of rigging.

THE COLLAGE COMPANIES

OUR MISSION IS TO BUILD PROJECTS THAT STRENGTHEN THE FOUNDATION AND FABRIC OF OUR COMMUNITY

■ Headquarters: Florida | SERVING OUR CLIENTS AT THEIR POINT OF NEED
■ HQ - 585 Technology Park ■ Lake Mary, FL 32746 ■ 407.829.2257 ■ Fax 407.829.2258
■ **COLLAGE**: The Art of Integration ■ www.collage-usa.com ■ FL: CGC020818

- Remove portable equipment from the jobsite or store it in shipping containers. For large portable equipment welding machines, compressors, etc., that cannot be placed in shipping containers or stored inside a structure, band the equipment together and protect/secure it as well as possible.
- Implement manufacturer's instructions for cranes and other equipment. Small, lightweight equipment shall be placed in warehouses, buildings, or weighted down.
- All crane booms, buckets and blades should be lowered to the ground. Hydraulic cranes should have booms retracted and stored. Any counterweighted hoist should have the counterweight locked below the top tie-in. Inspect all crane counterweights and crane components to ensure they have the greatest likelihood to survive the storm.
- Generally, tower cranes should be allowed to "weathervane", or move with the wind to minimize the forces acting on the crane (slew brakes released, trolley left in the inner position, hook raised with no load, etc.). Check with engineers on all tower cranes to see if additional shoring or bracing is necessary. Lubricate the tower crane turntable prior to the event. All power at the base of the tower should be disconnected.
- Backfill excavations if feasible.
- Fuel all vehicles and emergency equipment (such as generators).
- Remove fence screening, signs, banners, etc.
- Secure essential traffic control devices using anchors, sandbags and "tie downs." Remove the devices only if their absence will not create unsafe driving conditions. Collect and remove nonessential barricades.
- Ensure fire protection systems are operational to the extent possible and that adequate fire extinguishers are available.
- Construction equipment should be moved to a location as far as possible from trees, structures or electrical wires, which could fall on them during a storm. Equipment, with brakes set, should also be relocated to as high an elevation as possible to reduce the likelihood of water damage and improve future access to equipment.
- In addition to monitoring the progress of the storm via the Internet, the use of lightning detection equipment can provide valuable information regarding the impending storm. It is considered prudent to take shelter in the interior of a building (taking shelter in construction field trailers should be a last resort) when lightning detectors indicate that lighting is within 8 miles of the site. Work should be immediately stopped in the event of lighting.
- Protect incomplete underground utilities, processes and drainage piping from flotation and the infiltration of sand and silt.
- Fill water coolers and place inside gang boxes for additional weight and for the water needs of recovery personnel. Water may not be available following a storm or municipal water may be contaminated.
- Inform employees and subcontractors about whom to contact regarding a resumption of site activities. If employees are to remain onsite to operate pumps or minimize damage, safety is critical. Consideration must be given to the security of the shelter taken during the storm from a structural, flooding, storm-surge and projectile-impact standpoint. Consult a structural engineer to verify that the shelter protection is adequate. Depending on the severity of the storm, onsite personnel must be self-sufficient (potentially for several weeks) and will require provisions. The choice to remain during the storm, if absolutely necessary, must be entirely voluntary, well considered and not taken lightly.
- Make a video/photographic record of the jobsite and surrounding properties to document the project condition and status prior to the storm.
- Establish a meeting place, if possible, for key recovery members.
- Inform construction personnel regarding when to leave the project site and how to determine when to return. If authorities require evacuation, immediately vacate the site.
- Once the site is secure, instruct subcontractors and employees to vacate the jobsite and not to return until the danger has passed.

THE COLLAGE COMPANIES

OUR MISSION IS TO BUILD PROJECTS THAT STRENGTHEN THE FOUNDATION AND FABRIC OF OUR COMMUNITY

■ Headquarters: Florida | SERVING OUR CLIENTS AT THEIR POINT OF NEED
■ HQ - 585 Technology Park ■ Lake Mary, FL 32746 ■ 407.829.2257 ■ Fax 407.829.2258
■ **COLLAGE**: The Art of Integration ■ www.collage-usa.com ■ FL: CGC020818

Phase V: Hurricane Recovery

Activate after the storm

- Immediately after the storm, each employee is to contact (via phone, text or email) their immediate supervisor. Collage has developed an employee "Contact Tree" that will be updated and distributed prior to an event to aid in the accounting of all team members. If the employee cannot get through to their supervisor, they should contact the supervisor's supervisor and other employees. The supervisor is responsible for accounting for all of the personnel that directly report to them. If any employee has not contacted the supervisor within 12 hours after the end of the storm and the supervisor cannot contact the employee, the supervisor should contact the emergency contact person for that employee and try to go, or send someone, to the employee's home. All efforts shall be made to locate the employee and make sure that they and their family are safe. If any employees are planning to leave the area for the duration of the storm, they should notify their supervisor before the storm.
- A thorough inspection of the project shall be made after the storm. This inspection team, appointed by the Project Superintendent, will go through the entire site to assess any damage and determine what repairs are needed. The site review will identify any safety concerns resulting from the storm.
- Take photographs of the site after the storm event to document status of site and any damage that has occurred.
- Despite the disruptive nature of the event, before making repairs, ensure that all safety procedures have been implemented including the permitting of Hot Work, fall protection, lockout tag-out, smoking prohibitions (safe areas), etc.
- Determine if the site is safe to enter and what hazards are present. Also, determine what trades and personnel should return to the site.
- Determine what medical facilities are currently handling emergencies in the event of an injury. Some facilities may have been evacuated or heavily damaged in the storm.
- Recovery personnel must be equipped with appropriate personal protective equipment (PPE). This should include, but not be limited to, hardhats, boots, eye protection, gloves, respirators, chemical protective suits, etc. (Enforce all typical work safety practices).
- Recovery workers should have proper immunization if they are working in areas where there is a potential for disease exposure. Contact your local medical provider or the Centers for Disease Control (CDC) for assistance.
- Maintain proper first aid equipment and clean water to aid in disinfection.
- Workers should take extra care when walking through standing water, as it can mask hidden hazards, such as depressions, sharp debris, tripping hazards, etc., and can contain chemicals and harbor disease.
- If you or your employees encounter hazardous materials, stay upwind, isolate and secure/guard the area, and notify local experts of the incident for proper remediation.
- Have insecticides to protect against insects, which can carry disease.
- Repair roads, as needed, to allow unencumbered site access.
- Evaluate structures before entering (if required, utilize a structural engineer). Repairs may be required to make the structure safe prior to entry.
- Use caution when removing damaged building components so as not to further compromise and possibly collapse the structure.
- Use caution regarding protruding materials that could injure employees.
- Barricade and clearly identify unsafe areas to prevent entry. If a barricade is not feasible, post a guard to prevent unauthorized entry until the hazard is eliminated.
- If tower cranes, hoists or scaffolds have been damaged, notify the appropriate subcontractors and engineers.
- Investigate the site for dangerous conditions, such as collapse, live wires, leaking gas, piping damage or situations that could start a fire.

THE COLLAGE COMPANIES
OUR MISSION IS TO BUILD PROJECTS THAT STRENGTHEN THE FOUNDATION AND FABRIC OF OUR COMMUNITY

■ Headquarters: Florida | SERVING OUR CLIENTS AT THEIR POINT OF NEED
■ HQ - 585 Technology Park ■ Lake Mary, FL 32746 ■ 407.829.2257 ■ Fax 407.829.2258
■ COLLAGE: The Art of Integration ■ www.collage-usa.com ■ FL: CGC020818

- Be aware of displaced wildlife that can be a hazard to personnel following a storm event and carry disease.
- Documenting damage (before cleanup and repair):
    - Carefully inspect the construction project and determine the extent of storm- related damage.
    - Document damages in writing, using photos or videos if necessary. Involve subcontractors, owner's representatives, design professionals, electricians and other staff, as required.
    - Notify the owner and insurer before making repairs. However, make immediate reasonable repairs to minimize damage or prevent personal injury.
    - Submit damage reports to risk management personnel.
    - Consider the duration of repairs and their impact on the schedule critical path.
- Establish repair priorities. Identify critical hazards that must be abated prior to allowing the entire construction staff to resume construction.
- Repair damage to fire protection systems as quickly as possible and maintain permitting of hot work, smoking prohibitions and a clean project site to prevent potential fire.
- Salvage and protect the structure by securing breaches in the roof (tarp if needed) and building envelope (cover broken windows and exterior building damage). Remove materials from and/or pump out water as required. Clean roof drains and debris to prevent drainage problems.
- Have each Subcontractor prepare a damage assessment report in writing within 24-28 hours of returning to site and providing these reports to the General Contractor.
- Use care as electrical devices and conductors may be energized. Have qualified electricians inspect all electrical systems and ensure that they are safe to be energized.
- If power lines are down, consider them as energized "live" until verified to be de-energized. Beware of electrical lines in standing water.
- Extension cords should be in good condition and should not be submerged in standing water.
- When operating fuel powered equipment such as, generators, pumps, compressors, etc., ensure that proper ventilation is provided.
- Remove water from structures as quickly as possible to minimize the potential for mold and fungus growth.
- Restore HVAC System to maintain or restore building interior environment.

THE COLLAGE COMPANIES

OUR MISSION IS TO BUILD PROJECTS THAT STRENGTHEN THE FOUNDATION AND FABRIC OF OUR COMMUNITY

■ Headquarters: Florida | SERVING OUR CLIENTS AT THEIR POINT OF NEED
■ HQ - 585 Technology Park ■ Lake Mary, FL 32746 ■ 407.829.2257 ■ Fax 407.829.2258
■ **COLLAGE**: The Art of Integration ■ www.collage-usa.com ■ FL: CGC020818

NO TRESPASSING

THIS AREA IS A DESIGNATED CONSTRUCTION SITE
ANYONE WHO TRESPASSES ON THIS PROPERTY
COMMITS A FELONY. FS 810.09(2)(d)

THEFT FROM THIS SITE IS A FELONY.
FS 812.014 (2)(c)(10)

POSTED BY

COLLAGE

CONSTRUCTION ▪ INTEGRATED SERVICES

CGC020818

CONSTRUCTION SITE
ÁREA DE CONSTRUCCIÓN

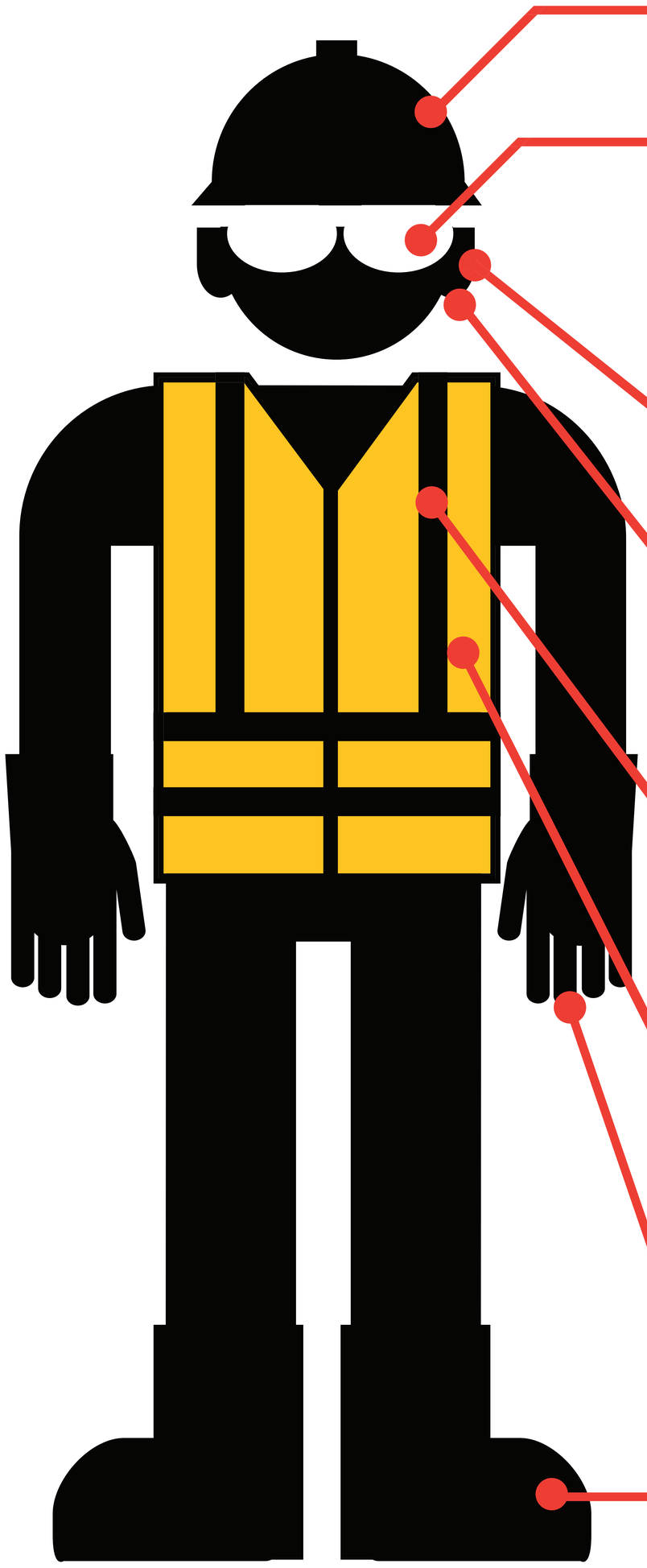
- **AUTHORIZED PERSONNEL ONLY**
  PERSONAL AUTORIZADO SOLAMENTE
- **VISITORS CHECK IN AT OFFICE**
  VISITANTES REPORTENSE A LA OFICINA
- **SAFETY FIRST!**
  ¡SEGURIDAD PRIMERO!
- **PERSONAL PROTECTIVE EQUIPMENT REQUIRED**
  SE REQUIRE EQUIPO DE PROTECCIÓN PERSONAL
- **NO RADIOS, EARBUDS OR HEADPHONES ALLOWED**
  NO SE PERMITEN RADIOS, AUDÍFONOS O AURICULARES
- **NO TOBACCO USE**
  LOS PRODUCTOS DE TABACO SON PROHIBIDOS

COLLAGE

CONSTRUCTION ▪ INTEGRATED SERVICES

CGC020818

SAFETY FIRST
SEGURIDAD PRIMERO



HARD HAT REQUIRED
SE REQUIRE CASCO PROTECTOR

EYE PROTECTION REQUIRED AT ALL TIMES
PROTECCIÓN DE LOS OJOS ES REQUERIDO TODO EL TIEMPO

EAR PROTECTION AS REQUIRED
PROTECCIÓN DE LOS OÍDOS COMO REQUERIDO

NO RADIOS, EARBUDS OR HEADPHONES ALLOWED
NO SE PERMITEN RADIOS, AUDÍFONOS O AURICULARES

WEAR ID BADGE IF REQUIRED
ES REQUERIDO, USE UNA ETIQUETA DE IDENTIFICACIÓN

HIGH VISIBILITY VESTS &/OR SHIRTS REQUIRED
CHALECOS Y/O CAMISAS DE ALTA VISIBILIDAD SON REQUERIDOS

SAFETY GLOVES AS REQUIRED
USE GUANTES DE SEGURIDAD COMO SEAN REQUERIDOS

PROTECTIVE FOOTWEAR REQUIRED
PROTECCIÓN DE CALZADO ES REQUERIDO

COLLAGE
CONSTRUCTION ▪ INTEGRATED SERVICES

CGC020818

COLLAGE
CONSTRUCTION ▪ INTEGRATED SERVICES

HAZARD COMMUNICATION ACKNOWLEDGMENT

v1, Rev 04.2019

Hazard Communication Information:
Company Name:
Date:
Subcontractor's Name:
Subcontractor's Signature:
Witness Name:
Witness Signature:

- ☐ I know where the Safety Data Sheets for my work are kept
- ☐ I understand the safe work procedures and precautions to be taken when working with these products including use of personal protective equipment and/or apparel.
- ☐ I know where emergency supplies are kept.
- ☐ I know where the emergency phone numbers and Hazard Communication information are posted.
- ☐ I am aware that I may review copies of the hazardous chemical list, the company's written program, and SDS.
- ☐ Acknowledgment

COLLAGE
CONSTRUCTION ▪ INTEGRATED SERVICES

FALL PROTECTION EQUIPMENT CHECKLIST

Inspector's Name: **Date:**

Inspector's Signature:

Company:	Item Description:	Date:
User:	Model/Serial #:	DOM:

Impact Indicator	YES	NO	Comments
Damaged			
Missing			
Deployed			

D-ring	YES	NO	Comments
Cracked/bent/corroded			
Welded			
Sharp edges			

Buckle	YES	NO	Comments
Cracked/bent/corroded			
Missing parts			
Damaged			
Poor function			

Connectors	YES	NO	Comments
Cracked/bent/corroded			
Missing parts			
Doesn't open/sticky gate			
Doesn’t lock			
Excess dirt/grease/grime/paint			

Shock absorbers	YES	NO	Comments
Cuts/tears/abrasions			
Deployed			
Plastic covers missing			
Holes/burns/UV damage			
Grease/grime/dirt/paint			

Labels and markings	YES	NO	Comments
Present and legible			
Appropriate ANSI/CSA/OSHA			

Webbing	YES	NO	Comments
Cuts/tears/holes/abrasions			
Burns/heat damage/frays			
Knots			
Grease/grime/paint			
Discoloration/mold			
Missing/damaged stitch pattern			

Stitching	YES	NO	Comments
Cut			
Broken			
Pulled			
Missing stitching pattern			
Burned			

Ropes	YES	NO	Comments
Splice loose/thimble loose			
Fraying/pulls in fibers			
Cuts/tears/abrasions			
Knots/stretched/kinked			
Grease/grime/dirt/paint			

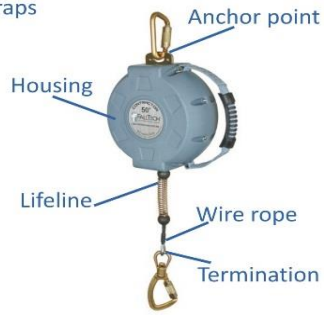
Wire ropes	YES	NO	Comments
Broken wires/strands			
Distortion/corrosion			
Separation of wires/kinks/caging			
Loose termination			
Grease/grime/dirt/paint			

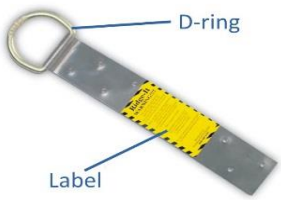
Additional comments

FINAL APPRAISAL	YES	NO	Comments
Remove from service			
Return to service			

OVERALL PASS OR FAIL	YES	NO	Comments
Clean and re-inspect			
PASS			

Fall Protection Equipment Inspection Visual Aid:





Onsite Safety
800-393-0980
www.onsitesafety.com

Notes: These forms are for use by a competent inspector having the training qualifications, expertise and ability to detect faults in fall protection equipment and correctly pass equipment as safe to use. Onsite Safety offers training in equipment inspecting to ensure only serviceable items are offered for use. The training includes instruction on how to fill out this form. Maintenance records/service history shall be kept for items of equipment in accordance with OSHA standards. Onsite Safety will be held harmless for any forms completed.

COLLAGE
CONSTRUCTION ▪ INTEGRATED SERVICES

HOT WORK CHECKLIST

v1, Rev 04.2019

This Checklist is to be used prior to any Hot Work, which may oftentimes require a permit according to Owner or facility requirements. Hot Work is any operation that generates heat, spark or open flame. This includes, but is not necessarily limited to CAD welding, brazing, grinding, soldering and similar activities.

Procedures	Yes	No	Comments
Fire suppression sprinklers, fire hoses or fire extinguishers are available and operable			
Hot work equipment is operable and in good repair.			
Smoke/fire detectors in the immediate area of the hot work have been temporarily disabled until the hot work is complete.			
Building occupants have been protected or isolated from the hot work area.			
Drums, barrels and tanks have been cleaned and purged of flammables and toxics, all tank feeds are closed, and the tank is vented.			
Work area is NOT a Confined Space.			
Is the wind direction satisfactory for hot work to be done?			
Is a fire watch provided?			
Area within 35 feet of the work area has been properly swept to remove any combustible debris.			
Flammable and ignitable materials and debris have been moved at least 35 feet from the hot work area or covered and protected with fire resistant materials.			
Cracks or holes in floors, walls and ceilings (including ductwork) are covered or plugged.			
Combustible construction covered with fire-resistive material.			
Explosives, compressed gas cylinders or stored fuel have been moved at least 50 feet from the hot work area or have been protected from the hot work.			
Construction is noncombustible and has no combustible covering or insulation.			
Areas adjacent to walls being worked on are checked for combustibles and any combustibles are either removed or protected.			
Other:			
Other:			
Comments/Recommendations:			

Workers is to sign in below after attending meeting and reviewing Hot work pemit information:	
Name:	**Sign:**

Final Appraisal and Authorization	Yes	No	Comments
I verify that the above location has been examined and the necessary precautions have been taken to prevent the outbreak of fire due to Hot Work.			

Authorization Name:	Sign:	Date:
Cancellation Name:	**Sign:**	**Date:**

Onsite Safety **800-393-0980** **www.onsitesafety.com**	Notes: These forms are for use by a competent inspector having the training qualifications, expertise, and ability to correctly issue Hot work permit. Onsite Safety offers training in Hot work requirements to ensure all Hot work meets the OSHA standards or recommendations are made to bring Hot work to code. The training includes instruction on how to fill out this form. Onsite Safety will be held harmless for any forms completed.

COLLAGE
CONSTRUCTION ▪ INTEGRATED SERVICES

SCAFFOLD CHECKLIST

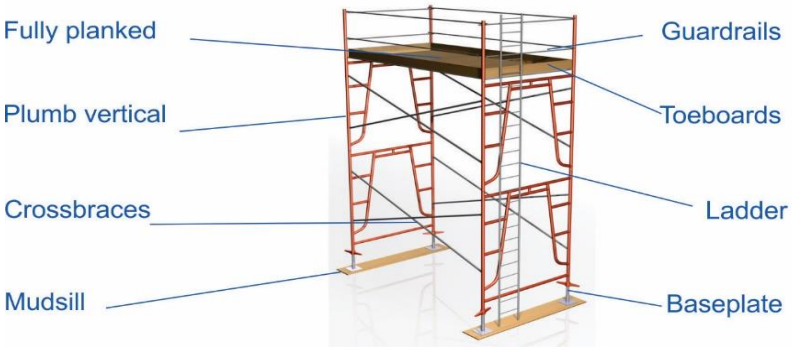
v1, Rev 04.2019

Type of Scaffold:	Date:
Company:	Jobsite:

Procedures	Yes	No	Comments
Clearance between the scaffold and power lines is adequate			
Surface free from debris			
No damaged welds or cracking			
No bends or kinks in scaffold components			
Locking devices and braces in good condition			
Coupling pins straight			
Cross bracing straight with center, and pivot in place			
Casters in good condition with operable brake			
Guardrails in good repair and components in place			
Toeboards installed			
Platforms fully planked			
Gaps less than 1 inch between platform and uprights			
Platforms at least 18 inches wide			
Front edge of platform less than 14 inches from face of work			
Ends of platform extend over support rod by 6 inches unless cleated or hooked			
Support legs rest on secure foundation			
Footing is level and rigid and capable of supporting scaffold without settling			
Support legs are plumb and braced to prevent swaying			
Ladders, stairways, or ramps are used			
Cross bracing is not being used as a means of access			
Snow, ice, or other slippery material is not on the scaffold			
Debris on the scaffold is not excessive			
Correct tags are in place on scaffold (do not use, safe to use)			
Area beneath the scaffold is barricaded and toe boards are in place			
If material is piled higher than the toe board, screening has been erected			
All workers have been properly trained for certified scaffold work			

Final Appraisal	Yes	No	Comments
Scaffold is safe for use and meets OSHA requirements			

Comments/Recommendations:



Top of scaffold platform uppermost tie not to exceed 4 to 1 ratio

20' max distance between tie for 3', 26' for over 3'

Tie required at both ends and every 30' horizontally

Competent Person:	Sign:	Date:

Onsite Safety **800-393-0980** **www.onsitesafety.com**	Notes: These forms are for use by a competent inspector having the training qualifications, expertise, and ability to detect faults in scaffold equipment and pass scaffolds safe to use. Onsite Safety offers training in scaffold inspections to ensure all scaffolds meet the OSHA standards or recommendations are made to bring scaffold to code. The training includes instruction on how to fill out this form. Onsite Safety will be held harmless for any forms completed.

COLLAGE
CONSTRUCTION ▪ INTEGRATED SERVICES

JOB SAFETY ANALYSIS

v1, Rev 04.2019

Job Safety Analysis Job Information			
Worksite/Project name:	Address:	City:	Zip:
Job/Activity name:	Date:	Weather conditions:	
Primary contractors name:	Sub-contactor's name(s):		
Task/Actgivities:	Permit required? ☐ Yes ☐ No	LOTO required? ☐ Yes ☐ No	
JSA reviewed and authorized by:	Position:	Sign:	

Check all applicable anticipated or potential hazards: (ensure all hazards identified - are addressed in the JSA below)

☐ Caught between (SB)	☐ Electrical (ES)	☐ Noise (NS)
☐ Confined space entry (CSE)	☐ Equipment handling (EH)	☐ Respirtory (RS)
☐ Crane (CS)	☐ Excavation (ET)	☐ SDS (SDS)
☐ Cutting, Grinding (CG)	☐ Extreme weather (EW)	☐ Struck by (SB)
☐ Demolition (DS)	☐ Heavy machinery (HM)	☐ Traffic (TS)
☐ Drilling (D)	☐ Hot work/Fire (HW)	☐ Work at heights (WH)

Minimum personal protective equipment required

☐ Safety glasses	☐ Resporitary protection
☐ Face shield	☐ Gloves
☐ Safety shoes	☐ Welding PE
☐ Hard hat	☐ Other:
☐ PFAS	☐ Other:
☐ Hearing protection	☐ Other:

Sequence of basic job steps	Potential hazards	Risk Score	Safety controls to eliminate/reduce hazard
1)			
2)			
3)			
4)			
5)			
6)			

I understand and will adhere to steps, hazards and controls as described in this JSA. Any changes will be reported to the supervisor prior to continuing work. I understand I have the authority and responsibilty to stop work I believe unsafe.

Worker Name	Sign	Date

Risk factor score calculation		Risk level consequence				
		Insignificant	Minor	Moderate	Moderate	Major
liklihood	Certain	Medium	High	High	Extreme	Extreme
	likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	High	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	High

Note: For tasks / acitivities beyond a single day, use a new JSA to review tasks and hazards with workers. Where necessary - insert additional pages to complete this JSA

COLLAGE
CONSTRUCTION ▪ INTEGRATED SERVICES

CONFINED SPACE CHECKLIST

v1, Rev 04.2019

Permit Information	
Company:	Date:
Address:	Project name:
Confined space location/Description/ID number:	
Purpose of entry:	
Time in:	Time out:
Permit canceled time:	Reason permit canceled:

Personnel: enter names of qualifies personal
Superisor:
Entrant(s):
Attendent(s):
Emergency responders:

Hazards of confined space	**Yes**	**No**	**Special requirements**	**Yes**	**No**
Oxygen deficiency			Hot work permit required		
Combustible gas/vapor			Lock out tag out		
Combustible dust			Lines broken, capped, or blanked		
Carbon monoxide			Purge-flesh and vent		
Hydrogen sulfide			Secure area-post and flag		
Toxic fumes			Ventilation		
Skin-chemical hazard			Breathin apparatus respirator		
Electrical hazard			Escape harness		
Mechanical hazard			Tripod emergency escape unit		
Engulfment hazard			Lighting		
Entrapment hazard			PPE - googles, gloves, glasses, clothing etc		
Thermal hazard			Fire extinguisher		
Fall Hazard			Other		

Communication procedure outlined:

Ventilation procedure outlined:

Rescue procedure outlined:

Monitoring (test instrument used - included name, model and serial number and last date calibrated)		
% of oxygen (19.5% to 23.5%)	Start:	End:
Explosive (%LEL)	Start:	End:
Toxic (ppm)	Start:	End:

Comments/Instructions/Recommendations: (All corrected or needs improvements checked needs detailed documentation)

Permit Authorization (I certify that all actions and conditions necessary for safe entry have been performed)	
Completed by:	Sign:
Superintendent:	Sign:

These forms are for use by a competent person having the training qualifications. OSHA standards for confined space must be followed in a qualifying event. Record keeping requirement, keep completed copies on file for 1 year from date of entry.