

CM&B Form 7

Subcontractor Safety Manual Guidelines

The following are a set of the minimum standard elements that are required to appear in all subcontractor safety manuals filed on CM&B projects:

- **Administration** – This section states the company’s safety policy, resources necessary and available so that personnel safely perform tasks, administrative procedures to be utilized to ensure success of the safety program.
- **General Project Working Rules** – A set of minimum rules and requirements to be followed on the jobsite which ensure safe work practices. At a minimum these rules will be based on OSHA requirements.
- **Hazard Communication** – This section details how the company meets OSHA requirements for personnel working with chemicals. A separate document may be used or the full set of Hazard Communication (HazCom) requirements may appear in this section. **NOTE:** The Hazard Communication Program needs to include the new Safety Data Sheet and Pictogram information (GHS) to be current.
- **Job Safety Planning** – Those necessary activities that will take place to ensure the job is thought about and addressed safety wise before work begins (Tool Box Talks, early morning pre-work meetings, activity planning).
- **Elevated Work Locations** – Details about how and when fall protection will be used.
- **Ladders** – This section must include general ladder requirements as well as specific ladders requirements relative to the type used and purchased by the company.
- **Floor/Wall Openings** – Describes how the company treats floor/wall openings (minimum of OSHA requirements).
- **Leading Edges** – A set of requirements used to work leading edges safely. If your company does not do leading edge work, describe as a minimum that personnel are trained to stay back from leading edges and respect barricades and areas cordoned where leading edge work is taking place.
- **Scaffolding General Requirements** – Those requirements that apply to the type of scaffolding that your company utilizes (scissor lifts, boom lifts, baker scaffolding, etc.). If your company does not use scaffolding, make the appropriate statements regarding the non-use and that personnel realize they are not trained and will not use until the correct training has been provided.

- **Confined Space Entry** – If your company performs confined space work, including Permit Required Confined Space, procedures must be detailed in this section and reference made to the appropriate forms and paperwork required. If your company does not engage in confined space work, describe how your company is trained to recognize those work areas and regard barriers to those work areas.
- **Lockout/Tag out** – This section must describe those procedures necessary to safely perform lockout/tag out. If your company has no need to perform lockout/ tag out, at a minimum describe that your employees are trained to recognize those procedures and realize it is a hazard to defeat or interfere with that process.
- **Powder/Air Activated Tools** – If your company uses these tools, the policies and procedures for using them in a safe manner (training, PPE, storage, precautions, etc.).
- **Excavation Work** – If your company engages in creating excavations and/or works in excavations, those minimum OSHA requirements followed to remain safe while doing this work. Also any state requirements for those states where the majority of your work takes place (example: Jackie’s Law for MA) and other agencies (DigSafe).
- **Electrical Safety** – This section needs to describe the safe work practices required for the degree your company uses or works with electricity. Electric contractors, refrigeration, and HVAC contractors are expected to reference NFPA 70E safe electrical practices and requirements in their writings.
- **Welding and Hot Work** – If your company engages in Hot Work, those set of requirements and procedures used to safely perform Hot Work relative to the trade. This section should also reference the appropriate permits to be used (self-generated and those required by the city or town, fire department requirements). Another important piece in this section is safe fuel storage and fire watch.
- **Crane Operations and Hoisting** – If cranes are used to move materials for the work your company performs, this section must include as a minimum the OSHA requirements from 1926 Subpart CC. This section should also describe how personnel are qualified to signal the crane operator.
- **Personal Protective Equipment (PPE)** – This section must detail personal protective equipment used by company personnel and what training is given to recognize the hazard and select, use maintain PPE properly.

- **Asbestos and Lead** – Describe what training has been given to personnel to recognize materials that may have asbestos/ lead and what to do if they encounter them.
- **Silica** – This section must address how employees are made aware of the dangers of silica dust and silicosis. Employees that must work with silica must have the proper training and be supplied with the right tools, equipment, and Personal Protective Equipment.
- **Emergency Procedures** – This section must detail the minimum, general procedures for responding to emergencies. It must also reference Site Specific Emergency Action Plans.
- **Injury Management** – Describes the necessary procedures and documents required when there has been an injury. This includes any state forms such as; the MA **First Report of Injury** form that must be completed. There must also be an Incident Investigation process to determine the particulars about the accident to ensure it never happens again.
- **Employee Behavior** – This section must detail what the acceptable behavior is and those requirements relative to unsafe acts, alcohol, drugs, firearms, harassment. There should also be some language about rude gestures, certain language, and acceptable clothing standards.

*There should be a section including all the appropriate forms needed to administer the safety program.

**Other major hazards or exposures relative to the trade or the type of work being done must also be included in the program.