



**Project Name**

**ORIENTATION & PROCEDURES MANUAL**

**CORPORATE OFFICE**

8005 SE 28<sup>th</sup> Street  
PO Box 9004  
Mercer Island, Washington 98040  
Office: (206) 621-8884  
Fax: (206) 343-7728

**REGIONAL OFFICE**

Office:  
Fax:

**PROJECT FIELD OFFICE**

Phone:  
Fax:

**PROJECT DESCRIPTION**

Bayley Construction is honored to be a team member for the restoration and modernization of the INSERT PROJECT NAME. We want to promote a team attitude throughout the construction of this project that demonstrates the sincere and honest commitment to quality, which surpasses any other General Contractor in this area. In the years following the completion of the project, we want to look upon it with admiration and pride.

The INSERT PROJECT NAME is INSERT PROJECT DESCRIPTION/SCOPE OF WORK.

The INSERT PROJECT NAME is located INSERT PROJECT LOCATION. Special Care will need to be taken to eliminate any impact that construction may cause to the lake. It will be everyone's responsibility to make sure that our impact is only on our specific site.

In order to meet our high standards of quality, and conduct this project in a safe and timely manner, a spirit of cooperation and dedication will be required from all personnel.

**(REWRITE ACCORDINGLY)**

**FIELD OFFICE**

The field office for Bayley Construction is located [redacted]. A full set of plans and specifications are available there for your review. A Project Bulletin Board is located [redacted]. Check it for safety notices, emergency response plans, emergency phone numbers, OSHA Posters, a list of First-aid trained personnel and other important issues. The office is not intended to be a gathering place for on-site personnel. Please keep the field office area clean and refrain from damaging or defacing any of the materials provided for your benefit.

**(COMPLETE ACCORDINGLY)**

**HOURS OF WORK**

The work at the mall will be performed during two shifts. The exterior work will be performed during the day. All interior work will be performed at night when the mall is closed to the public. Normal exterior work hours are between 6:00am and 2:30pm with a lunch break between 11:30am and 12 noon. The interior mall work hours are between 10:00pm and 8:30am with a lunch break between 2:00am and 2:30am. These times are subject to change per the jobs requirements. Confirm actual working times with your supervisor or with the Project Superintendent. All trades will work during the same specified work shift.

**(REWRITE ACCORDINGLY)**

**HOUSEKEEPING**

All trades are required to clean-up *daily*. It is the responsibility of each trade to legally dispose of all their construction debris.

A clean job is a safe job; and a safe job enhances productivity and quality. It is imperative that the premises be kept clean. Trash receptacles are provided at convenient locations - please use them for wrappers and paper cups. Littering is strictly prohibited. Areas for coffee and lunch breaks will be designated. Eating in areas where finishes are being installed will not be allowed. Smoking is not allowed on the premises.

**PARKING**

Construction parking is in designated areas only, and is located at \_\_\_\_\_. Parking in fire lanes is not allowed. Any vehicles found parking in non-designated areas will be towed immediately.

**(COMPLETE ACCORDINGLY)**

**SAFETY MEETINGS**

All contractors on this project must conduct weekly safety meetings. On the \_\_\_\_\_ project, Bayley Construction plans to hold its weekly safety meetings on \_\_\_\_\_. All project personnel must attend either Bayley Construction's meetings or their employers. If an employer holds their own meeting, the foreman must attend Bayley Construction's meeting also. These meetings are your opportunity to discuss safety issues.

**(COMPLETE ACCORDINGLY)**

**FIRST-AID**

For your protection, all injuries *must* be reported to your supervisor IMMEDIATELY. Your company is required to have a first-aid kit on site, familiarize yourself with its location. Bayley Construction has a first-aid kit located in our field office. All contractors on this project are required to have a first-aid/CPR trained supervisor on-site at all times.

**HEALTH AND SANITATION**

Bayley Construction will supply toilet and hand washing facilities in the type and quantity prescribed in the applicable State/Federal OSHA regulations.

Each employer is required under OSHA to supply potable drinking water for their own employees. This water supply must meet all current applicable OSHA requirements with regard to quantity, storage and dispensing.

**REPORTING INCIDENTS**

You are required to immediately report *all* injuries, accidents, near misses and unsafe conditions to your supervisor. Also, if you notice unauthorized person(s) on this project, please notify your supervisor or an Bayley Construction representative as soon as possible.

**EMERGENCY RESPONSE**

In case of an emergency, render assistance to any person in immediate danger and then ensure that the following steps are taken:

- a) Alert all personnel in the area of the emergency
- b) Notify Bayley Construction project personnel.
- c) Bayley Construction's Project Emergency Response Plan(s) will be implemented.
- d) Your supervisor will advise you of location of the nearest telephone, stretcher basket and exit routes. **If you do not know, ask!**
- e) Emergency phone numbers:

AMBULANCE .....911  
POLICE .....911  
FIRE DEPT .....911  
HOSPITAL .....?  
CLINIC .....?

**(COMPLETE ACCORDINGLY)**

**WORKER RIGHT TO KNOW**

Per Federal/State regulations, Bayley Construction has a Hazard Communication Program, also known as the "Worker Right to Know". This program is located in the field office. It is required for every contractor to:

- a) Have a written Hazard Communication Program

- b) Furnish Bayley Construction with a list of all Extremely Hazardous Materials as defined by State/Federal regulations
- c) Provide a "Material Safety Data Sheet" (MSDS) to Bayley Construction for every material before it is used
- d) Provide Hazard Communication Training to all their employees on this project.

**ASBESTOS AND/OR LEAD**

**THIS SECTION MUST BE COMPLETED FOR ALL PROJECTS WITH LEAD / ASBESTOS ISSUES**

Bayley Construction has complied with all applicable Federal/State/Local laws and regulations concerning asbestos and lead. An asbestos and lead survey was conducted in this building before the project began. All construction areas have been tested and no asbestos or lead were found. **OR**

Asbestos was found in quantities above the allowable limits in the following areas:

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Lead was found in quantities above the allowable limits in the following areas:

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A licensed abatement contractor [has removed/ will be removing] all the [asbestos/lead] containing materials. **WARNING SIGNS AND/OR TAPE WILL BE POSTED AT ALL AREAS WHERE ABATEMENT ACTIVITIES ARE BEING CONDUCTED. YOU ARE NOT ALLOWED TO ENTER ANY AREA THAT IS SO POSTED.** These areas [will be/have been] cleaned and sampled per State and Federal regulations to ensure your safety. All areas that you will be working in are [asbestos / lead] free. Please contact our Project Superintendent if you have any questions or concerns.



**SAFETY - EVERYONE IS RESPONSIBLE**

Your input regarding safety is welcomed and may be directed to the Bayley Construction Safety Coordinator or your supervisor. If you report what you know to be a safety violation and it remains unattended for twenty-four (24) hours, report it to the Bayley Superintendent immediately.

**PROJECT SAFETY PROGRAM REQUIREMENTS**

Bayley Construction is responsible for constructing this project in a safe, efficient and timely manner. We believe you, the tradespeople, are the most important element in meeting these objectives. Your well being, as well as that of the general public, is extremely important to us. In cooperation with your representatives, we have established a safety program aimed at protecting everyone who comes in contact with our construction operations.

**All employees of every firm participating in this project will be *required* to read and sign a copy of this Orientation and Procedure Manual. Additionally, all employees will be given a brief orientation by their employer.**

**SAFETY ENFORCEMENT**

The safe practices described in this manual are for your protection. Read and observe them. Safety requires continual emphasis, inspection and enforcement. No one “plans” to have an accident. However, 98% of ALL accidents are caused by unsafe acts. All project personnel are required to follow all applicable Federal/State OSHA safety regulations *and* Bayley Construction Safety Policies.

**Any person who chooses not to comply will be subject to disciplinary action, up to and including removal from the project.**

**SAFETY TRAINING**

Each contractor is responsible to provide adequate safety training for all their employees. Per OSHA regulations, this shall include instructions regarding the hazards they may be exposed to and the proper safety methods, processes & procedures they should follow to avoid injury or illness while performing their job duties.

**PERSONAL PROTECTIVE EQUIPMENT**

1. All project personnel who are on site, including vendors and visitors, shall wear:
  - A. 100% Hard hats and Safety glasses.
  - B. Appropriate attire, including: long trousers, shirts with sleeves and leather work shoes  
NO EXCEPTIONS!
  - C. Orange safety vests, or its equivalent, must be worn whenever heavy equipment is operating. Additional use of safety vests may be required if the Bayley Construction Project Superintendent deems it necessary for project safety.
2. Additional eye, ear, hand, foot, respiratory and protective clothing must be worn when performing, or working around hazardous operations including, but not limited to: chipping, grinding, welding, cutting, hazardous materials, and using compressed air.

**MECHANIZED EQUIPMENT**

This includes forklifts, earth moving equipment, motor vehicles & all others as defined by OSHA:

1. Seatbelts MUST be worn when riding in vehicles and/or operating mechanized equipment.
2. Only trained, qualified persons are permitted to operate, maintain and service mechanized equipment.
3. Obey all public and/or project speed limits and traffic rules.
4. Riding in the back/bed of pick-up trucks is not allowed.

**FALL PROTECTION**

This applies to all project personnel exposed to fall hazards as defined by State/Federal OSHA. Each subcontractor is responsible for providing the appropriate fall protection system that is necessary to protect their employees. This includes, but not limited to:

- A. Guardrail System

- B. Fall Arrest or Fall Restraint System
- C. Overhead Protection System
- D. Excavations

**HOLES & OPENINGS: FLOOR – WALL - ROOF**

ALL openings and holes MUST be protected by a guardrail system or by a strong cover. All covers must be secured and marked “**HOLE- DO NOT REMOVE**”. **Under no circumstances will any person permit a hole or an opening to be left unprotected.**

**LADDERS**

All ladders must be inspected daily before use. This includes steps, rungs, siderails and all hardware. Defective ladders must be red- tagged and removed from the project. Extension ladders must be secured top and bottom and extend three feet above all landing areas. Step ladders must have spreader bars open and locked. All ladders must be used according to OSHA and manufacturer’s requirements.

**SCAFFOLDS**

All scaffolding must be erected, used and dismantled per manufacturer’s and OSHA requirements. A Competent and/or Qualified person is responsible for erecting/dismantling scaffolds, conducting documented daily inspections before use, and conducting scaffold user training. Fall & Overhead Protection must be installed per OSHA regulations.

**HARASSMENT AND WORKPLACE VIOLENCE**

1. Harassment and/or violence of any sort \_ verbal, physical, visual \_ will not be tolerated. Harassment includes, but is not limited to: words, signs, pictures, jokes, pranks, intimidation or physical contact. Absolutely no firearms are allowed on project property. Any person found violating this policy will be immediately removed from the jobsite.  
**NO EXCEPTIONS!**

**GENERAL SAFETY REQUIREMENTS**

2. The use of any equipment that plays music is prohibited. They are proven safety hazards.
3. Cell phones are for emergency use and for conducting business. The use of cell phones for personal business is strongly discouraged. **Any use of cell phones** at inappropriate times such as operating equipment, working at heights, etc., can create hazardous conditions and is not allowed except for brief, business-related conversations.
4. Housekeeping, safety and efficiency go hand-in-hand. All areas must be cleaned on a daily basis.
5. There is a copy of the Hazard Communication Program and Material Safety Data Sheets in the project field office.
6. Familiarize yourself with the locations of all fire extinguishers. Notify your supervisor immediately if an extinguisher is damaged or not properly charged. Anyone caught stealing or using an extinguisher inappropriately will be removed from the jobsite!
7. Possession, and/or consumption of alcoholic beverages or illegal substances on this jobsite are strictly prohibited. Any person found violating this policy will be immediately removed from the jobsite. **NO EXCEPTIONS!**
8. Do not perform any task that could be hazardous to your health. If you have any medical or physical restrictions, inform your supervisor immediately. Every effort will be made to accommodate you.
9. You *must* read and follow your company's Project Specific Safety Plan prior to starting work on this project.
10. All projecting nails, bolts, wire, etc shall be removed or turned down immediately.
11. For your protection, Signs, Tape and Posters shall be used to convey warnings, directions and instructions. The observance of these signs shall be required of all jobsite personnel and visitors.
12. Only electricians shall work on electrical equipment. Assume all wires and electrical equipment are HOT.
13. Defective electrical extension cords are not allowed on site. Electrical tape cannot be used to repair cords.

14. No plastic fuel containers are allowed. All containers must be metal and be "OSHA safety can" type.
15. Use the proper tools and equipment for any job you do. Red-tag and return all defective tools and equipment to your supervisor immediately.
16. Do not attempt to lift or move heavy loads without adequate assistance. Learn to lift properly. Use material handling equipment if necessary.
17. Do not place speed above SAFETY - if each worker is watchful of themselves and everyone else, accidents and injuries will be prevented.
18. Stay clear of moving equipment, swinging buckets, and overhead loads. Never walk on the blind side of mobile equipment. Always use proper hand signals.
19. Absolutely no horseplay or scuffling is permitted. Offenders are subject to disciplinary action.
20. All visitors must check in at the Bayley Construction Field Office before going on site.
21. All contractors on this project are required to have a designated safety representative on site at all times.

### **SPECIAL PROJECT REQUIREMENTS**

This section devoted to any project specific conditions such as mandatory safety vests, safety barbecue information, owner requirements, etc.

**If this is not needed, delete it before printing.**

### **BAYLEY CONSTRUCTION RESPONSIBILITIES**

1. This Orientation and Procedures manual will be a condition of all subcontracts.
2. Ensuring all their employees have read and signed this Orientation and Procedures manual.
3. Managing this Projects Safety Program. This includes:
  - a) Adhering to all State/Federal OSHA regulations.

- b) Holding each subcontractor responsible and accountable for: implementing their own safety program, complying with Federal/State OSHA regulations and Bayley Construction project safety policies.
- c) Conducting weekly inspections of all project construction activities.
- d) Enforcing safety regulations and policies. This includes issuing "Notice of Non-Conformance" to subcontractors for safety violations. Continued safety violations will be considered breach of contract and will lead to removal from the project.

**SUBCONTRACTOR RESPONSIBILITIES**

- 1. Ensuring all their employees working on this project have read and signed this Orientation and Procedures manual.
- 2. Implementing and enforcing :
  - a) Their own site specific safety plan.
  - b) Their own corporate safety programs.
  - c) All applicable Federal/State OSHA regulations.
  - d) Bayley Construction safety policies and procedures.
  - e) Conducting DAILY clean-up of their debris.

Revised 2/2000, 3/2001, 9/200 3, 2/2004, 1/05, 3/06,5/06,8/07

**EMPLOYEE ACKNOWLEDGEMENT PAGE**

I, \_\_\_\_\_  
Print Name

HAVE READ THIS ORIENTATION AND  
PROCEDURE MANUAL. I AGREE TO  
FOLLOW THE RULES AND CONDITIONS  
AS STATED.

I UNDERSTAND THAT FAILURE TO  
COMPLY WITH ALL SAFETY AND  
HEALTH RULES WILL RESULT IN  
DISCIPLINARY ACTION, UP TO AND  
INCLUDING REMOVAL FROM THIS  
PROJECT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

**THIS PAGE TO BE REMOVED AND KEPT IN JOBFILES**  
**COPY TO EMPLOYEE IF REQUESTED**