



2018 - CCIP Orientation

Safety/Jobsite Orientation Procedures: Below are general safety and jobsite policies outlined but not limited to these policies. All contractors are required to meet/exceed OSHA requirements and Andres Safety policies.

1. Hardhats, safety glasses and all other PPE must be worn and used where applicable and appropriate.
2. Daily reports and JHAs are due in the construction office at the end of the workday.
3. Originals or copies of all inspection tags must be turned into the Project Administrators office immediately following the inspection.
4. OSHA compliant clothing and footwear (i.e. no shorts, shirts must have minimum 4" sleeves, work boots and no ball caps worn under hardhats).
5. All hot work will require fire watch, fire extinguisher (placed within 5' of work being performed). **Fire Watch must remain in area for 1 hour after hot work complete concrete and 2 hours for wood.**
6. All accidents/injuries and near misses must be reported to Andres staff immediately. Documentation of said event must follow within 24 hours. **NO EXCEPTIONS.**
7. All cranes, lifts swing stages, earth moving and misc. engine driven/electrical driven equipment must be inspected by contractor that is using equipment. This information must be logged and made available upon request from Andres. **IF SAFTY CHECK LOGS ARE NOT PERFORMED AND AVAILABLE UPON REQUEST, ANDRES RESERVES THE RIGHT TO SHUT DOWN SAID PIECE OF EQUIPMENT AND NOT ALLOW USAGE UNTIL ALL INSPECTION ARE COMPLETE.**
8. 100% Fall Protection is required above 6 feet. **("6 Foot Rule" for ALL Trades)**
Guardrails must be in place to work in elevated areas unless fall protection equipment is not used. NO EXCEPTION! Guardrails are not to be removed unless coordinated with ANDRES.
9. All openings and must be covered, marked appropriately and maintained in work areas.
10. No smoking or tobacco use in the building at any time.
11. No food or drink allowed inside the building. Water is permitted. Andres will designate a lunch and break areas.
12. Housekeeping is everyone's responsibility and will be done daily. Trash must be completely removed from floor daily. ALL TRASH/DEBRIS OFF THE FLOORS AND PLACED INTO IMPROPER DUMPSTERS. Composite subcontractor crews may be utilized when necessary.
13. Any and all vandalism or theft in any form will be cause for termination and criminal prosecution. (No drugs, alcohol or unlawful carrying of firearms on jobsite.)
14. All tools and cords will be GFCI protected. All cords must be 10, 12 or 14 gauge and heavy duty.
15. Each subcontractor must have a representative to accept, unload and sign for deliveries. Subcontractors must also provide their own properly equipped flagmen.
16. Subcontractors must protect the adjacent work of other trades. Damage to the work of others will be repaired at the cost of contractor causing damage.
17. Radios or any items that broadcast sound are not permitted onsite.
18. A video/camera equipped UAV (Drone) is allowed on this project with the permission of Andres Management. Proper pre-flight checklist will be required to be completed before **EACH** use.
19. You have the right to a 10-minute break for every 4 hours worked. If you are not receiving your breaks, contact Andres Management in the construction field office immediately.

20. Before any employee is allowed to enter the jobsite they must first stop by the field office to pick up a jobsite sticker along with site specific rules.
21. REQUIRE A FULL TIME SAFETY PROFESSIONAL ONCE THE SUBCONTRACT MAN COUNT REACHES 25 OR HIGHER
22. Temporary toilets will be provided. Employees found not using the provided toilets will be removed from the job

ANY VIOLATIONS OF THE RULES LISTED ABOVE, ANDRES SAFETY POLICY, POLICIES AND/OR OSHA REGULATIONS ARE SUBJECT TO REMOVAL FROM THE PROJECT.

Site Specific information (time and location of weekly safety meeting, etc.) will be provided upon entering the jobsite office and receiving the jobsite sticker.

Name: _____

Signature: _____

Subcontractor: _____

Date: _____



2018 - GL Orientation

1. Hard hats must be worn at all times. No ball caps worn under hardhats.
2. Eye protection required as task dictates.
3. Clothing - 4" sleeves on shirts, Work boots/shoes, No tennis shoes, No short pants.
4. 100% tie-off above 6' unless protected by guardrails, fall restraint or working from ladders.
5. Floor holes 2" or greater to be covered when made, and maintained in work areas.
6. Step ladders must be opened fully. No standing on top two (2) rungs.
7. All ladders must be used according to manufactures recommendations and inspected before use.
8. Scaffolds shall be used according to manufacturer's recommendations and inspected by a competent person before each work shift.
9. No drugs, alcohol, or illegal firearms allowed on the jobsite.
10. Face shields or goggles required when grinding, chipping, or overhead percussion work is performed.
11. No eating inside the building.
12. No tobacco products inside the building.
13. All hot work will require a fire watch (one hour for concrete/steel, two hours for wood).
14. All hot work will require appropriate extinguishers. Wood will require water type extinguisher.
15. All power tools will have and use appropriate guards.
16. GFCI required for all electrical work.
17. Extension cords must be free of cuts and have in-tact ground prongs. Minimum of 14 gauge cords. No single insulated flatcords.
18. Equipment operators must have operator's license, wear seat belts, and operate machinery at a safe speed.
19. Housekeeping will be maintained daily.
20. Every drinking water cooler must have disposable cups and a trash receptacle with-it.
21. JHA's will be done daily. Each JHA must be signed, dated, and turned in by the end of the work day.
22. Notify superintendents immediately if any unsafe situation is observed.
23. Never operate any equipment, tools, or any apparatus without proper training.
24. Flaggers must have flagging certification on them at all times.
25. All deliveries must be scheduled with an Andres superintendent. Storage must comply with OSHA subpart H.
28. **Immediately report all accidents to ANDRES supervision.**

VIOLATION OF SITE POLICY MAY RESULT IN REMOVAL FROM THE PROJECT.

Name: _____

Signature: _____

Subcontractor: _____

Date: _____



EMPLOYEE NOTIFICATION AND CONSENT For Drug Test and Background Check

I understand that it is a condition of my initial and continued assignment to an ANDRES Construction Services, LLC job site that I be in compliance with the ANDRES Substance Abuse Policy. The policy was developed to ensure that all of the ANDRES job sites are drug free.

I hereby give my consent to, and authorize, any screening or medical procedures necessary to determine the presence and/or level of alcohol or drugs in my system and for a criminal background check.

I further give my consent to the testing authority to confidentially release information regarding the results of the tests to an authorized representative of my employer or ANDRES. I realize that my refusal to sign this form constitutes a violation of the ANDRES policy, and for that refusal, I cannot be assigned to an ANDRES job site.

During my assignment at an ANDRES job site:

- I hereby acknowledge and consent to abide by The ANDRES Substance Abuse Policy; and,
- I consent to pre-employment, post-incident, reasonable suspicion, and random drug and alcohol screenings.

Signature: _____

Date: _____

Print Name: _____

Employer: _____



LIBERTY HEALTHCARE NETWORK

Workers Compensation Network Acknowledgement

Only applies to jobsites that are CCIP Job Sites.

I have received information that tells me how to get health care under workers' compensation insurance. If I am hurt on the job and live in the service area described in this information, I understand that:

1. I must choose a treating doctor from the list of doctors in the network. Or, I may ask my HMO primary care physician to agree to serve as my treating doctor.
2. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go anywhere.
3. The insurance carrier will pay the treating doctor and other network providers.
4. I might have to pay the bill if I get health care from someone other than a network doctor without network approval.

(Signature)

(Date)

(Printed Name)

I live at _____
(Street Address)

(City)

(State)

(Zip Code)

Name of Employer: _____

Name of Network: **Liberty Mutual Care Network**

