



# **Safety Manual**

Frontera Building Company, LLC  
*2850 E. Camelback Rd. suite 180 • Phoenix, AZ 85016 • Phone: 480-315-9600*  
*Fax: 480-315-9607*

## **INTRODUCTION**

One of the major objectives of Fronera is to protect the health and safety of individuals involved in work on all projects. To attain this goal Fronera has established a comprehensive Safety and Loss Control program.

This manual is developed to coordinate job site safety between contractors, subcontractors, delivery personnel, and visitors. The efforts outlined in this program require the safety awareness and active cooperation of each person on the job.

The Subcontractor should become familiar with the contents and use this manual as a guide to help carry out your work. It is impossible to include safety procedures to meet all contingencies; therefore, in such instances not provided for, you will be expected to use your companies specified safety procedure manual or OSHA standards, whichever is more stringent.

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*2850 E. Camelback Rd. suite 180 ● Phoenix, AZ 85016 ● Phone: 480-315-9600*

*Fax: 480-315-9607*

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## 1) General Safety Rules

### a) Frontera Requirements

- i) Keep a first aid kit on hand at each jobsite
- ii) Make sure all postings for Local, State, Federal and OSHA are maintained and in a conspicuous location
- iii) Verify there is proper amount of trash receptacles and potable toilets for work space and manpower on site
- iv) If any violation of the safety manual is being violated by any personnel on site take immediate action to cease activity of the violation and notify responsible parties.
- v) If any injury, other than minor, occurs the responsible party is required to fill out accident injury report.

### b) Subcontractor Requirements

- i) All Subcontractors shall provide a work place free of hazardous, unsanitary or conditions for all employees.
- ii) It shall be the responsibility of the Subcontractor to initiate and maintain such accident prevention programs, hazardous material programs, and other programs as may be necessary to comply with Federal, State, and Local regulations and any other requirements while performing work on the job sites.
- iii) Subcontractor's shall not bring any explosives, firearms, alcoholic beverages, or drugs on to job sites.
- iv) All personal should wear appropriate clothing at all times. Short pants and shirtless attire are prohibited. Sturdy shoes with steel toes are strongly recommended to be worn at all times. Safety glasses and hard-hats shall be worn at all times.
- v) Failure of any Subcontractor complying with these rules is a breach of contract and could result in contract termination. Specific Subcontractor employees could also be banned from any job site for failure to abide by these rules.
- vi) While the Contractor is on site, Frontera may perform a weekly Safety Audit. If safety deficiencies are found, the Subcontractor will rectify the deficiencies in a timely manner.

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## 2) Emergency, First Aid and Medical Services

- a) Should an emergency occur (fire, hazardous material spill, medical) the Subcontractor should immediately notify emergency services and Frontera personal.
- b) Subcontractors are expected to carry first aid kits and administer standard first aid treatment and for minor injuries for their own employees.
- c) Should a serious injury occur, the contractor should call for medical aid by calling 911 Operator. Do not move the injured person unless absolutely necessary.
- d) If an injury or illness, that is severe enough to warrant the attention of a physician, and it is determined by the Contractor to be worked related, the Subcontractor should supply a copy of an Employee injury report to Frontera Project Manager.

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### **3) Asbestos/Lead Paint**

#### a) Asbestos

- i) Asbestos, containing materials may only be removed by properly trained qualified individuals.
- ii) If any materials appears to contain asbestos removal or disruption of that material should cease immediately and notify Frontera personel.
- iii) If there is known asbestos material no work shall be performed until the abatement of the asbestos have been completed.

#### b) Lead Paint

- i) No lead containing substance may be removed, damaged, or disturbed by any contractors
- ii) Lead containing substances may only be removed by properly trained qualified individuals.

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#### **4) Personal Protective Equipment (PPE)**

- a) General PPE includes clothing and other accessories designed to create a barrier between the user and workplace hazards. It should be used in conjunction with standard work practices and/or administrative controls to provide maximum employee safety and health in the workplace. All Subcontractors are responsible for providing training and insuring the proper use of required personal protective equipment.
- b) Hard Hats are required for all subcontractor's employees, visitors, and delivery personnel in designated hard hat required areas.
- c) Eye and Face Protection are required for all subcontractors, visitors, and delivery protection where required by the Contractor as work being performed demands. All eye wear shall meet ANSI Z87.1-1968 standards.
- d) Respiratory protection that conforms to OSHA regulations shall be used when work areas are not adequate to protect employee from exposure to air contaminants.
- e) Foot Protection including steel toe safety shoes are highly recommended for all workers. Adequate foot protection for all Subcontractors, visitors and delivery personnel is required. Sandals or flip flops are prohibited.

## 5) Safety Harnesses

- a) Safety harnesses, lifeline, and lanyards shall be used only for employee safe guarding. Lifelines shall be secured above the point of operation to an anchorage or structural member capable of supporting a minimum dead weight of 5,400 pounds. A lanyard shall be a minimum of ½ inch nylon rope or equivalent with a maximum length to provide for a fall of no greater than 6 feet, or to keep the employee from contacting the next lower level.
- b) Safety Harnesses shall be worn when: Working on any structure, member, or device that is of a height greater than 6 feet above the next lower level, except when working on an approved scaffold.

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## 6) Fire Protection and Prevention

- a) Contract personnel will evacuate immediately to an area designated by Frontera personnel. Subcontract supervision is responsible for a roll call of all personnel and should report any missing personnel with last known location.
- b) All contract personnel shall practice good housekeeping and will not let combustible scrap or refuse accumulate in the areas they are responsible for.
- c) Obey all posted no smoking areas and do not smoke in areas where combustible or flammable material is in use.
- d) Store oily, paint soaked, or solvent soaked rags in AECI supplied covered metal containers.
- e) Cut or weld only when permitted to do so.
- f) Welding or cutting should not take place near locations where flammables are present. An approved fire extinguisher should be located at each welding or cutting area. Refer to the Welding, Cutting, and Other “Hot” Work section for more details.
- g) Store combustible or flammable liquids in proper containers, and use proper bonding and or grounding when transferring fuels.
- h) Report all fire hazards to the authorized Frontera representative.
- i) No material should be stored within 3 feet of an electrical panel, outlet or fire suppression system.

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## 7) Housekeeping

- a) Keep aisles clear for safe passage of people and material.
- b) Clean up slippery substances, such as grease or oil spilled on floors or other work surfaces.
- c) Keep tools in boxes, racks, or trays when not in use.
- d) Nails, pieces of wood with protruding nails, and other sharp objects should not be left on floors and walkways. Store them where they cannot be stepped on.
- e) Keep exits clear. Keep fire extinguishers readily accessible and free of obstruction.
- f) Do not let materials such as scrap lumber, metal, and debris accumulate which might cause a tripping hazard.
- g) Dispose of empty bottles, cans, paper, and other containers by depositing them into the approved Frontera supplied receptacles.
- h) The job site should be cleaned daily and debris must be disposed of onsite, or offsite, in accordance with all EPA regulations. Failure to maintain adequate housekeeping and clean-up may result in contractual action taken by Frontera.

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## 8) Material Handling

- a) Use proper lifting techniques when handling materials. Lift heavy objects as instructed.
- b) Material stored inside buildings or structures under construction must not be placed within 6 ft. of any hoist way or other inside floor opening or within 10 ft. of an interior wall which does not extend above the top of the material stored.
- c) Trash chutes are required for dropping materials.
- d) Protruding nails must be bent or pulled when stripping forms or uncrating material.
- e) All ropes, chains, cables, slings, etc., and other hoist equipment must be inspected each time before use.
- f) Properly stack and secure all materials prior to lifting or moving to prevent sliding, falling, or collapse.
- g) Materials must never be thrown or dropped from a distance of more than 20 ft. The drop area must be barricaded to protect personnel from being struck by falling materials. Trash chutes are required for dropping materials from heights above 20 ft.

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## 9) Hand and Power Tools

- a) All hand and power tools and similar equipment, whether issued by the employer or furnished by the employee, shall be maintained in safe condition and properly stored.
- b) Electric power operated tools shall either be of the approved double insulated type or grounded in accordance with OSHA requirements.
- c) Any power-operated tools designed with guards shall have the guard in place when in use.
- d) Only trained employees are allowed to operate powder actuated tools.
- e) All powder-actuated tools shall be tested daily, and all defects are corrected before use.
- f) All maintenance work on powder-actuated tools must be performed according to manufacturer specifications and must be done by qualified persons only.
- g) All defective tools and equipment must be reported immediately to your Supervisor and tagged "out of service". Temporary and makeshift repairs are prohibited.
- h) Abrasive wheels and tools shall comply with ANSI B7.1-1970, safety code for use, care, and protection of abrasive wheels.
- i) All employees using power tools shall be protected by eye protection equipment appropriate to the equipment and task being performed.
- j) Gas powered tools should not be used in unventilated areas and gas should be dispensed from U.L. approved cans only. All gas-powered tools must be turned off before being refueled.

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## 10) Electrical Safety

- a) All construction electrical installations and temporary wiring shall be made in accordance with the National Electric Code ANSI/NFPA latest edition of all Federal, State, and Local codes.
- b) Temporary lights will be equipped with guards. Broken burned out bulbs should be replaced.
- c) Extension cords used with portable electric tools and appliances must be heavy duty (no less than 12 gauge conductors) of the three wire grounding type, and must conform to OSHA standards. **NO FLAT ELECTRICAL CORDS ARE ALLOWED ON SITE.**
- d) Voltages must be clearly labeled on all electrical equipment and circuits.
- e) Circuits must also be clearly marked for the areas of service they provide.
- f) All temporary electrical circuits shall be periodically inspected and properly maintained.
- g) No Subcontractor shall permit an employee to work in such proximity to any part of an electrical power circuit that the employee could contact the electrical power circuit in the course of work unless the employee is protected against electrical shock by de-energizing the circuit and grounding or guarding it effectively by insulation or other means.
- h) In work areas where the exact location of underground electrical cables is unknown, employee using jackhammers, bars, or other hand tools, which may contact a line, shall be provided with insulated protective gloves, provided by the Contractor. All insulated protective gloves must be tested prior to use, in accordance with the National Electric Code. Before work is begun the Contractor shall ascertain by inquiry, direct observation, or instruments, whether any part of an energized electrical power circuit, exposed or concealed is located so that the performance of the work may bring any person, tool, or machine into physical contact with the circuit. The Contractor shall post and maintain proper warning signs where such a circuit exists. The Contractor shall advise employees of the location of such line, the hazards involved, and the protective measures to be taken.

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## 11) Floor and Wall Openings

- a) Floor openings shall be guarded by a standard rail and toe board or cover. In general the railing shall be provided on all exposed sides, except at entrances to stairways.
- b) Wall openings from which there is a drop of more than 4 feet and the bottom of the opening is less than 3 feet above the working surface will have a standard guardrail.
- c) Open sided floor or platforms 6 feet or more above the adjacent floors or ground level and runways 4 feet or more above the ground floor level shall be provided with standard handrails and toe boards.
- d) Stairways having four or more risers shall be equipped with standard stair railing on both sides.
- e) Guardings and/or covers are not to be removed until other means of fall protection are in place. Employees installing or removing guarding or covers should be protected by alternative fall protection.
- f) Employees are prohibited in any area that could expose them to a fall unless proper fall protection procedures are in place.

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## 12) Cranes, Hoist, Elevators & Conveyors

- a) All cranes must be operated and maintained in accordance with established standards, specifications, and limitations.
- b) Only trained, qualified employees are permitted to operate any crane or rigging equipment. Training includes an in-depth review of the operating characteristics and limitations of the equipment.
- c) A fire extinguisher is to be kept in the crane's cab at all times.
- d) "Shop-made" grabs, hooks, clamps, or other lifting devices are prohibited.
- e) Rated load capacities and recommended operating speeds, special hazard warnings, or instruments shall be conspicuously posted.
- f) Cranes shall be inspected prior to use each shift. Records of inspections shall be kept as required by law.
- g) Hand signals to crane operators shall be by ANSI standards for the type of crane in use.
- h) The use of a crane, forklift or other machinery not specifically designed to lift passengers is prohibited to be used to lift any personnel.
- i) Employees occupying the personnel platform shall use a body harness system with the lanyard attached to the owner load block, overhaul ball, or structural member within the platform.

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### **13) Excavations and Trenching**

- a) All excavations and trenching operations must conform to established regulations and standards.
- b) Sides of excavations in unstable or soft material or more than 5 feet in depth shall be shored, sloped, or otherwise supported. One of the following methods of support should be used to ensure worker safety: shoring-sheeting; tightly placed timber shores; bracing; trench jacks; piles; or other materials installed in a manner strong enough to resist the pressures surrounding the excavation.
- c) When employees are required to work in trenches 4 feet or more deep, an adequate means of egress shall be provided so as to require no more than 25 feet of lateral travel for employees.
- d) Never pile soil or material closer than 2 feet from the edge of excavations.
- e) Walkways with standard guardrails must be provided where employees are required to cross over excavations or trenches.
- f) Daily inspections of excavations shall be made by a competent person for evidence of a situation that could result in cave-ins, indications of protective systems, failures, hazardous atmospheres, or other hazardous conditions.
- g) Inspections shall also be conducted after every rainstorm or other hazard increasing occurrence. These inspections are only required when employee exposure can be reasonably expected.
- h) OSHA standards require that diversion dikes or ditches be used to prevent surface water from entering an excavation and to provide adequate drainage of the area adjacent to the excavation. Water should not accumulate in a trench or excavation as it causes erosion and soil softening.
- i) Locations of all underground utilities should be located before excavation begins.

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## 14) Ladders

- a) All ladders shall be inspected for defects prior to use. Any defective ladder shall be properly marked, removed from service, removed from the work area, and reported to your supervisor for repair or replacement.
- b) Portable ladders shall be placed on a substantial base at a 4 to 1 pitch, have clear access at top and bottom, and extend at least 36 inches above the landing and be secured against movement when in use.
- c) Always face the ladder and use both hands when climbing up or down. If you have to raise or lower tools, use a line.
- d) Do not use stepladders as straight ladders.
- e) Manufactured ladders must comply with OSHA, ANSI, manufacturer and job specifications.
- f) All ladders should be secured with a rope or other substantial device.
- g) Never work with another person on the same ladder.

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## **Acknowledgement Form**

The rules, programs, and procedures stated above in this safety manual are not intended to cover all the possible situations you will be faced with on the job. Fronera encourages you to act in a safe and responsible manner at all times, both on and off the job.

As the Subcontractor's representative, I have read this safety manual, understand it, and agree that all the contractor's employees and sub-contractors will abide by it. I understand that violation to these rules may lead to dismissal of the contractor and/or sub-contractor.

Vendor/Subcontractor: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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