



15800 SE 135th Ave., Clackamas, OR 97015

P: (503) 650-1720 F: (503) 650-1902

A Service-Disabled Veteran-Owned Small Business

Date: _____

Project: _____

In an ongoing effort to keep Safety First at Glen/Mar, we wish to communicate our Safety Program and Policies to everyone on our projects. Attached are copies of our:

“AWARENESS STATEMENT”, “SAFETY STATEMENT” and “WORKPLACE VIOLENCE PREVENTION PROGRAM”.

Please provide these to ALL YOUR EMPLOYEES at your next job site safety meeting, and make them available to ALL NEW WORKERS as the project progresses. In addition, these Statements will be posted around the project site as a constant reminder to work safely.

We **REQUIRE** that **ALL SUBCONTRACTORS**, have their company Safety Policies and Procedures in place, (i.e. on the job site, or readily accessible) before work may commence.

We **REQUIRE** that **ALL SUBCONTRACTORS** and **SUPPLIERS** submit in writing, before work may commence, a list of all hazardous materials and chemicals that may be used in the construction of this project. Please complete the following **“CHEMICAL INVENTORY SHEET”**, attach any Material Safety Data Sheets (MSDS), and return it to our office prior to starting work. If at any time throughout the job, any additional hazardous materials or chemicals will be used, you must be sure to notify the superintendent or myself in writing before using the products.

To be sure that all cords are tested every three months for continuity and continuous flow, we require that you follow the **AGC ASSURED GROUNDING PROGRAM**.

Thank you for your cooperation. Please contact me at (503) 650-1720 if you have any questions.

Sincerely,

Project Manager



Chemical Inventory Sheet

Subcontractor Name: _____ **Project:** _____

All subcontractors, suppliers and owners must provide a list of all hazardous materials and chemicals that may be used in the construction of this project. ALL MATERIAL SAFETY DATA SHEETS (MSDS) must include the following information.

- | | |
|------------------------------------|-------------------------|
| a. Name of the product | f. Location |
| b. Chemical name | g. Product use |
| c. Manufacturer's name and address | h. Trades involved |
| d. Container sizes | i. I.D. Number |
| e. Container counts | j. Any product warnings |

☐ **ALL MSDS are attached. We will notify you of any changes or additional hazardous materials/chemicals prior to delivery to the job.**

☐ **Other** _____

Signature: _____ **Date:** _____

Name Printed: _____

Please return to:

**Glen/Mar Construction, Inc.
15800 SE 135th Avenue
Clackamas, OR 97015**



*** SAFETY STATEMENT ***

In our efforts to create a safe working environment for all the people on our project site, we make the following Safety Statement:

“Imminent, Serious, or Willful” violations of the OR-OSHA or WISHA code, will not be tolerated.

Any such violation will invoke immediate and decisive action on the part of any Glen/Mar Construction Supervisor to correct the hazard.

In the event that an “Imminent or Serious” violation is recognized by a Glen/Mar Supervisor, all work in the immediate area will be stopped. This shall include all work activity by any and all trades working in the surrounding area until the violation and hazard has been eliminated and the individuals involved advised.

Should a previously advised individual again create the same or similar “Imminent or Serious” violation, Glen/Mar supervision will again stop all work activity in the surrounding area until the violation and hazard has been eliminated. This infraction will be considered a “Willful” violation - the individual will be removed from the project site.

The above statement covers everyone on our project site. All workers, supervisors, delivery people, owners subcontractors, owners employees, inspectors, Architects, Engineers, etc.

Definitions as defined by OSHA:

Chapter 437 Division 1

437-001-0015 (35)

Imminent Danger – A condition, practice or act which exists in any place of employment and could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided by the Act.

Chapter 437 Division 1

437-001-0015 (54)(a)(A)

Serious Violation – A violation in which there is a substantial probability that death or serious physical harm could result from a condition which exists, or from one or more practices, means, methods, operations or processes which have been adopted or are in use in a place of employment unless the employer did not, and could not with the exercise of reasonable diligence, know of the presence of the violation.

Chapter 437 Division 1

437-001-0015 (54)(b)(A)

Willful Violation – A violation that is committed knowingly by an employer or supervisory employee who, having a free will or choice, intentionally or knowingly disobeys or recklessly disregards the requirements of a statute, regulation, rule, standard or order.



Job Site Safety Program Awareness Statement

SAFETY – It's Everyone's Job

It is the policy of Glen/Mar Construction to monitor the safety and health of all workers on our job sites. Injuries and property loss from accidents are needless, costly and preventable. Glen/Mar Construction has established a safety and health program adapted to fundamental safety concepts that will help us prevent injury and loss. Our objective is to produce a quality project, in a productive and safe manner. **Unsafe workers and unsafe work habits will not be tolerated on this project.** Our safety policy is designed to change with the industry and be customized as needed for each project site. If you have a recommendation, have noted an unsafe condition, or have a complaint, you are requested to contact our onsite supervisor.

Management: All levels of Glen/Mar Construction's Management team take safety seriously. Management provides direction and support of all safety procedures, job training and hazard elimination practices. We strive to keep fully informed on health and safety areas throughout the company and constantly review the effectiveness of our safety and health program.

Supervisors: Glen/Mar Construction supervisors are directly responsible and accountable for job site safety. This includes preplanning each work activity with the use of a "Job Safety Analysis" to ensure proper procedures; work practices and safety methods are part of completing the task. Glen/Mar Construction supervisors will enforce the company safety policy and take immediate corrective action to eliminate hazardous conditions.

We take the safety of all workers on the job site very seriously. Bi-Weekly Safety Inspections will be conducted in order to monitor each projects safety program. Reports will be written and distributed to all Glen/Mar Construction supervisors and subcontractor supervisors for immediate corrective action.

Remember:

Each worker has a personal responsibility for their own safety as well as the safety of co-workers. Safety is a part of our culture at Glen/Mar Construction. If everyone does their part by doing what is necessary to ensure workplace safety, we all benefit. No job is so important that we cannot take time to do it in a safe manner.



Workplace Violence Prevention Program

Glen/Mar Construction is committed to preventing workplace violence and maintaining a safe work environment. Glen/Mar Construction has adopted the following guidelines to deal with intimidation, harassment, hostile threats or actual violence that may occur during business hours or on facilities under Company control.

All employees of the Company, as well as others associated with a project (subcontractors, inspectors, owners, and the general public) should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to themselves and others. Weapons are strictly prohibited from being on company facilities, project sites, or in company owned vehicles or equipment. This prohibition includes personal private vehicles brought onto project locations.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at anytime, including off duty periods will not be tolerated. This prohibition includes all acts of harassment; including harassment that is based on an individual's sex, race, age, or any characteristic protected by Federal, State, and local law.

Any and all acts or threats of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, subcontractors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible to a supervisor.

Glen/Mar Construction will promptly and thoroughly investigate all reported acts or threats of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as practical. In order to maintain workplace safety and the integrity of its investigation, Glen/Mar Construction may suspend employees, with or without pay, pending completion of the investigation. Anyone determined to be responsible for acts or threats of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. Any unlawful behavior will be immediately reported to the appropriate authorities.

Glen/Mar Construction encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or management of Glen/Mar Construction before the situation escalates into potential violence. Glen/Mar Construction is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.