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**ORIENTATION & PROCEDURES**  
**FOR SUBCONTRACTOR PERSONNEL**

Rules & Regulations to be followed on all projects for Anthony Amiano Construction

Please read this booklet completely, sign the acknowledgement on the back cover, and return the signed page only to Amiano Construction.

Thank you for your anticipated cooperation.

## ORIENTATION & PROCEDURES FOR SUBCONTRACTOR PERSONNEL

Welcome to Amiano Construction's worksite. Although worksites vary from company to company, at AACCI we strive to make each site as safe as possible.

Whether it be a one day or a two year project, all safety precautions will be observed. If a contracting company has different rules, the stricter of the two will be followed.

Please park in the designated areas and observe the "no speeding" rules.

Removal of items from demolition or construction projects without expressed written permission from the job foreman is strictly forbidden. Using company tools or equipment without permission is also forbidden.

All Areas will be kept broom clean. Each contractor is responsible for their own rubbish, including break and lunch rubbish. Most job sites have dumpsters available for certain types of rubbish, so please observe these or your privilege of dumping or working can be terminated.

## **SAFETY PROGRAM**

Amiano Construction has been charged with the responsibility of constructing this and every project we are awarded in a safe, efficient, and timely manner. We believe you are the most important ingredient in meeting those objectives. Therefore, your well being, and the well being of personnel and visitors, is extremely important to us. We have established a safety program aimed at protecting the well being of everyone coming in contact with our construction operations.

## **EMERGENCIES:**

Before any work is performed on site, it is the responsibility of the Subcontractor to be aware of where the first aid supplies are located. Also be aware that some areas do not have 911 emergency numbers, so please find out the numbers for the ambulance, police, and fire department prior to commencing with your operations. Remember: Any accident, no matter how small or insignificant, must be reported to the Safety Manager.

## **SAFETY: EVERYONE IS RESPONSIBLE**

Your input regarding safety is welcomed and may be directed to the Safety Manager or your supervisor. If you report what you know to be a safety violation and it remains unattended for 24 hours, report it to the Safety Manager. Any persons not committed to safety and who endangers themselves and / or others will be escorted from the site.

## **PRIORITY SAFETY REQUIREMENTS**

It is required that all Contractors and Subcontractors comply with all policies, including OSHA Regulations and any State, Local or any Amiano Construction safety regulations. The following are part of, or in addition to, the requirements of OSHA and the safety manual. The full manual is available upon request.

1. All construction personnel shall wear hard hats and eye protection at specified time and conditions. Violators are not permitted on site.
2. All employees shall wear appropriate dress; specifically, long trousers, steel-toed work shoes, and t-shirts (as a minimum.) Violators are not permitted on site.
3. The use, possession, sales, concealment, transfer or presence in the body of illegal drugs (or their metabolites), controlled substances, marijuana, mood or mind substances, designer and synthetic drugs, alcoholic beverages, or drug paraphernalia on site is strictly prohibited. Violators will be escorted off site immediately, and the appropriate law enforcement agencies will be notified.
4. The use of radios, Ipods, MP3 players or similar devices are prohibited. They are proven safety hazards.
5. Floor openings will be covered. Under no circumstances will any person permit an opening to be left uncovered.
6. Guardrails and barricades will be erected and maintained. If removed for access, the removing party will replace them immediately.
7. Signs and posters, bearing pertinent regulations, shall be used to convey warnings, directions, and instructions to personnel, and the public, as required by the contractor or the client. The observance of warning signs shall be required by company personnel and visitors while on the job.
8. All employee accidents, no matter how slight, must be reported to the Safety Manager and your foreman immediately.

9. Housekeeping, safety and efficiency go hand in hand. **Always keep your job site clean.**

10. All projecting nails shall be removed or turned down immediately.

11. Familiarize yourself with the fire extinguishers and first aid locations.

12. Do not use defective or broken tools and equipment. Use the proper tool or equipment for any job you do. Turn all broken tools in to the foreman immediately.

13. Goggles, ear protection, protective clothing and footwear must be worn when chipping, grinding, welding, cutting, and working with compressed air or when necessary to be close to such an operation being performed by another employee.

14. Riding on equipment or trucks is forbidden.

15. Do not attempt to lift or move heavy loads without adequate assistance. Learn to lift properly. Lift with your leg muscles, not your back.

16. Do not try to place speed above safety. If each worker will be watchful of everyone else, as well as themselves, accidents can be held to a minimum.

17. Always face ladders when ascending or descending. Tie off all ladders and report broken or unsafe ladders immediately.

18. Keep clear of swinging buckets, loads, and counterweights. Never walk on the blind side of equipment.

19. Any authorized persons are permitted to operate specific equipment. Follow these regulations; no one but qualified personnel or electricians are to make repairs and service electrical equipment.

20. **No horseplay or scuffling is permitted.** Offenders are subject to disciplinary action.

21. Familiarize yourself with the various materials used in your work and any potential health and safety hazards associated with them. Proper health and safety procedures shall be followed when dealing with hazardous substances.
22. Make sure visitors check in at the field office.
23. All tools or material subject to damage from freezing are to be removed from trucks each night and put in garage or designated area.
24. Fall protection is required when operating or using scaffolding or man-lifts.
25. All electric tools will be plugged into GFI outlets.
26. Lockout protection procedures will be followed as per company requirements at all times.

## ENFORCEMENT

Safety requires continual emphasis, inspection, and enforcement. Each worker must strive to live up to the standards set forth in this booklet. To accomplish this, the following is necessary:

1. The Safety Programs are a condition of all subcontractors.
2. Safety Manager will conduct weekly inspections of all construction activity and serve deviation notices of violations to the responsible subcontractor. Corrective action then must take place within 24 hours. Failure to respond will result in Amiano Construction taking necessary corrective action and back-charging any resultant cost plus 25% to the offending party.
3. Subcontractors are required to designate a foreman and their safety representative. This individual will be responsible and accountable for safety as it pertains to their company's job site operations. The foreman is to remind the crew of all safety procedures and requirements.

## CLEAN UP

Because 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 will be provided at convenient locations. Wrappers, paper cups, and the like are to be placed in the proper receptacles. Do not throw food and drink debris in paper-waste-only cans. Use recycling receptacles as posted. Littering is strictly prohibited. Areas for coffee and lunch breaks will be designated. Eating and smoking in finished areas is not allowed.

## DELIVERIES

All construction deliveries are to be made via a delivery access road. Deliveries should be scheduled, in advance, with Amiano Construction, who will designate the area for unloading and storage of material.

## SITE VISITORS

All site visitors **MUST** check in before entering the work area. This includes all labor representatives. All visitors, if granted permission to enter the work area, must wear appropriate safety equipment.

## TELEPHONES

Public pay telephones have been installed on work sites for your convenience. Use of property owner's or Amiano Construction phones will not be permitted, with the only exception of calling 911 in an emergency.

**REGULAR HOURS OF WORK FOR AMIANO CONSTRUCTION  
EMPLOYEES ARE AS FOLLOWS:**

7:00am to 4:30pm Monday through Thursday  
& 7:00am to 11:00am on Friday

It is important that we be as productive as possible, therefore, the hours of work will be strictly enforced.

1. At 7:00am all workers are to report to their workstations and be ready to work. (This may be earlier, if designated by the employer.)
2. All employees shall have a 10 (ten) minute paid morning "coffee break". If job circumstances permit, this break shall be scheduled between 9:30am and 9:50am. Any coffee or food items that need to be purchased can be ordered through and delivered to each employee by the foreman or a designated apprentice.
3. All workers shall leave their workstations for lunch break at 12:00pm (provided job circumstances permit.) All employees are to be finished with their lunches and back to their workstations at 12:30pm.
4. A second paid "coffee break" shall be scheduled between 2:30pm and 2:50pm.
5. No worker shall stop work and leave their workstation prior to 4:30pm to secure tools and / or clean up.
6. If schedule commitments require modification of these hours, suitable arrangements will be made.
7. Each employee shall have in his possession, and each company truck shall have, at least the tools listed at the back of this booklet. Failure to have the proper tools will cause a fine or nonpayment of time to pick-up or purchase such tool.



The following is a list of tools required by each worker.

1. Hammer
2. Tool pouch and belt
3. Utility knife and blades
4. Combination square
5. Sheetrock saw
6. Measuring tape 20' or 25'
7. Small wrecking bar
8. Handsaw
9. Air plane shears
10. Lineman pliers 8" of 9"
11. Phillips and regular screw drivers
12. Laser
13. Chalk line
14. Wood chisel
15. Stud crimper
16. Safety glasses and hard hat
17. Steel-toe work shoes
18. Framing Square
19. Level

The following is a list of tools to be carried in each truck.

1. Power saw
2. Two cables
3. Jig saw and drill
4. Sawzall
5. Wrecking bar
6. Personal tools
7. Caulk gun
8. Spackle knife
9. Assorted screws
10. Remington
11. Drop cloths
12. Square
13. First aid kit



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**ACKNOWLEDGEMENT OF  
ORIENTATION & PROCEDURES  
FOR SUBCONTRACTOR PERSONNEL**

I, the undersigned, acknowledge receipt of the Orientation & Procedures for Subcontractor Personnel. I have read and understand all the rules, regulations, and procedures contained in this booklet. I also understand compliance with these rules, regulations and procedures is a condition of my employment on this, and all other Anthony Amiano Construction Company, Inc. projects.

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

Authorized Signature & Date: \_\_\_\_\_

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

Please sign and return this one page only to Amiano Construction for our files, and keep the remainder of the booklet for your reference. Thank you.