

## OP-130.2 Jobsite Rules and Regulations

### Safety

1. Safety is a top priority on this project and will be strictly enforced. A weekly jobsite safety meeting will be held every Tuesday at 7:00 am at a designated area. Attendance is mandatory for all onsite personnel. Trade partner agrees to participate and cooperate with the Robins & Morton safety manager and to follow their recommendations.
2. Each trade partner shall ensure that all their employees, including sub-trade partners and vendors, complete project orientation prior to working on site. An orientation packet will be available in the Robins & Morton trailer and each worker will be issued a numbered sticker upon completion of the orientation. Any employee working on site without an orientation sticker will be removed from the project.
3. Hard hats, work boots, safety glasses/eye protection, and proper clothing are always to be worn while onsite.
4. All employees will adhere to the OSHA personal fall protection requirements. Safety harness and shock absorbing lanyards shall be used when working on suspended scaffolding, on sloped or flat roofs; and on **any** work location six (6) feet high or higher from ground or floor where guardrails are not provided. Safety belts will not be used for fall protection. Anchor points must be capable of supporting 5,000 lbs. per attached worker. Extension ladders will be tied off and extended at least three (3) feet above the roof or work level. The top two (2) steps shall not be used on any ladders. Do not lean A-frame step ladders.
5. Each employee on site shall have proper training for their assigned tasks.
6. No fires or burning is allowed onsite.
7. Devices used to play music (phones, tablets, earbuds, headphones, radios, CD players, etc.) are prohibited.
8. All electrical power is to be GFI protected.
9. Fall hazard protection is to be used and maintained by the responsible party.
10. All scaffolding is to be erected by trained and qualified personnel. Documentation substantiating this is to be provided to Robins & Morton prior to any scaffold erection.
11. All equipment operators must wear seatbelts. Riding in truck beds or on equipment designated for one operator is not allowed.
12. All trade partners are responsible for providing the Robins & Morton jobsite office with safety data sheets and instructions for all materials that will be used onsite for each trade partner. Information should be submitted in a labeled, three-ring binder or electronically.

## **Clean-up**

1. Each trade partner is responsible for clean-up and disposal of debris generated from their scope of work daily.
2. Trade partners are required to coordinate with the Robins & Morton and comply with infection control procedures mandated by the Owner which will be strictly enforced.
3. Trade partners will ensure all dust control measures are followed as required for their scope of work.
4. All public roads/streets will be kept clean daily, which includes cleaning up after trade partner's delivery trucks.

## **Material Storage/Deliveries**

1. Material laydown areas will be assigned by Robins & Morton. Each trade partner is to keep their material in their designated area(s). All material is to be stored in a neat, workman-like manner prior to close of business each day.
2. Large equipment/material deliveries are to be scheduled with Robins & Morton a minimum of forty-eight (48) hours prior to arriving onsite. Failure to do so will result in refusal of accepting that material on site.
3. Storage containers and trailers are to be utilized in order to keep from disrupting the flow of work
4. ~~Material allowed to be stored in the building is to be mobile (on cars, racks, pallets, etc.) to allow ease of moving for clean-up activities.~~ N/A - road project
5. ~~All materials, such as duct, domestic water pipe, medical gas pipe, etc., should be stored off the ground on risers or dunnage. Efforts should always be taken to keep the materials clean of dust and debris. Open ends of duct and medical gas piping are always to be capped.~~

## **General**

1. ~~No eating/drinking (lunch, breaks, etc.) or any form of tobacco is allowed inside the building. Food must be eaten in designated area. Designated smoking areas will be established if allowed.~~ N/A - road project
2. Water coolers are allowed in the building footprint. Each trade partner shall provide each cooler with a cup dispenser and a trash receptacle for their employees.
3. Construction personnel only are allowed onsite. Visitors are to report and sign in at the Robins & Morton office trailer.
4. The project normal working hours will be 7:00 AM to 3:30 PM Monday thru Friday. All deviations from the normal working hours must be approved by the Robins & Morton Superintendent. Workdays may need to be made up on Saturday or after 3:30 PM if weather or holidays keep you from completing a 40-hour week. It is intended that a minimum of 40 hours production each week be realized to meet the Overall Project Schedule.
5. Robins & Morton requests that all trades respect each other's work. Damage to other trades is to be reported immediately to Robins & Morton and trade partner shall be responsible for repairs.

6. Employee parking is to be in designated areas only. Parking outside these areas will result in towing of the violator's car at the owner's expense.
7. Attendance at the Daily Stand-Up Meeting is mandatory for all supervisors on-site.
8. Trade partner shall fully coordinate with Robins & Morton, other trade partners, and Owner prior to commencing work when shutting down, tying into, or otherwise disrupting any existing system and/or service.
9. Trade partner agrees to comply with phasing as required and mobilizations necessary to facilitate the Overall Project Schedule. Every trade partner will be required to maintain the Overall Project Schedule and attend bi-weekly Near-Term Schedule meetings. Trade partners and 2<sup>nd</sup> tier trade partners on site or within one month of starting on site are required to attend. Attendance at all scheduling meetings is **mandatory**. If non-attendance becomes a habit, it will be grounds for breach of contract and dismissal from the project. Each trade partner and 2<sup>nd</sup> tier trade partner shall have representatives who are qualified and authorized to make decisions regarding manpower, material deliveries and duration attend the meetings. The Overall Project Schedule will become a part of the Contract documents and may dictate after hours work.
10. Trade partner shall provide all barricades and flagging necessary for his work and material deliveries.
11. Each trade partner shall be responsible for all hoisting, rigging, and lifting equipment as required for their own work.
12. Prior to final execution of ROBINS & MORTON subcontract, trade partner will submit current resumes for his (her) superintendent, foreman, and project manager to ROBINS & MORTON for approval. A trade partner will not be permitted to start work until their supervision has been approved.
13. Lack of manpower will not be tolerated. If your company is too busy or do not have adequate manpower available to staff the work properly, do not submit a bid.
14. During any inspections, the appropriate trade partners will be notified to have competent supervisory personnel present to repair any deficiencies found by inspectors prior to their leaving the jobsite. Every trade partner is required to complete all punch list items with in one (1) week of issuance. Written confirmation is required after each item is completed.