



### 3.1 Policy Statement

Rules have value only if they are enforced. Responsibility for safety must be clearly defined. Who is responsible for what? It is everyone's responsibility to be on the lookout for unsafe acts and conditions and to immediately correct those within your scope of duties and report them to your supervisor.

Our safety program includes persons responsible for safety and their specific duties. This includes, but is not limited to, the responsibilities of everyone from senior management to department managers, safety managers, to field supervisors, and to employees. It identifies by title the person who shall be knowledgeable of site and task specific safety requirements and shall be accountable for their implementation and ongoing compliance.

The purpose of this section is to ensure that all employees in each organization know their responsibilities and know what is expected of them.

### 3.2 Management

- Establish policies, programs and procedures designed to promote safety and communicate them to all employees.
- Designate a Safety Manager(s) with enforcement authority over safety matters in the shops, field, plants, pits and quarries, job sites and other company properties.
- Impress upon all employees that they are responsible and accountable for their safety and to maintain a safe workplace.
- Provide training necessary for employees to do their tasks safely.
- Provide protective equipment for employees per Job Safety Analysis (JSA) and OSHA / MSHA standards. All PPE will meet appropriate standards.
- Provide all supervisors with copies of appropriate policies and regulations and make them responsible for enforcement.
- Require all subcontractors, as a matter of contract, and all material suppliers, through purchase order terms, to follow the safety policies of this organization and applicable regulations.
- Investigate and document all accidents, incidents and near-miss events in a timely manner.
- Conduct safety inspections of all the company's jobsites, maintain records, and continually monitor the program for effectiveness.
- Establish Safety Committees
- Discipline any employee disregarding this policy.

### 3.3 Project Superintendents / Managers

- Uphold the ASMG Safety Values (located at the front of the manual).



- Plan production so that all work will be done in compliance with established safety policies and regulations.
- Be responsible for on-the-job safety and health. Make sure that any safety deficiencies are immediately controlled.
- Ensure that proper safety materials and protective devices are available and used with all equipment and are in safe working order.
- Instruct foremen and Project Managers on the company safety policies.
- Review accidents and incidents, supervise correction of unsafe practices, file accident / incident reports and be part of the Accident Investigation Team.
- Conduct jobsite safety meetings and provide employees with proper instruction on safety requirements for specific tasks. (Including Toolbox Talks & Hazard Assessments)
- Require all subcontractors to follow safety policies and applicable regulations.
- Notify the ASMG Safety Manager(s) of unsafe conditions and/or request safety assistance.
- Provide safety for the public from company operations.
- Ensure safe performance by others present on the site, including the owners, architect/engineer representatives, the public, visitors, and the employees of other contractors.
- Facilitate prompt medical attention for any injured employees.

### **3.4 Job Foreman and Supervisors**

- Uphold the ASMG Safety Values (located at the front of the manual).
- Institute safety policies and procedures at the worker level.
- Understand all safety policies and safe working practices.
- Conduct weekly safety meetings (Toolbox Talks) with personnel and return the signed or electronic attendance records to the Safety Manager in a timely manner.
- Plan all work activities to comply with the safe working practices and applicable regulations.
- Instruct new employees and existing employees who are performing new tasks on the safe working practices relating to their new task. Conduct the company safety awareness training for all new employees and submit the signed training form to the Safety Manager.
- All new field employees shall obtain an OSHA 10-hour construction card, review the new hire orientation, and MSHA New Miner training if working in a MSHA regulated site and annual MSHA refresher training.



- Install and maintain safety devices, in accordance with policy, to protect the public from company operations.
- Ensure that proper protective equipment is available and used.
- Ensure that all work is performed in a safe manner, and no unsafe condition or equipment is present.
- Correct any hazards including unsafe acts and conditions that are within the scope of your position.
- Ensure that all employees are trained to operate the equipment they are expected to use.
- Immediately report to supervisor or controlling contractor any hazards that you have no authority to correct and take reasonable steps to protect employees from that hazard.
- Obtain immediate medical care for any injured employee.
- Immediately report all accidents, incidents, or near miss events to ASA Dispatch and the Project Superintendent or supervising manager.
- Conduct an immediate investigation into all accidents, incidents, or near misses, including taking photographs of the area and damage to any vehicles, equipment or property and submit the report to the Human Resources Manager and Safety Manager promptly.
- Enforce all health and safety rules.

### **3.5 Workers**

- Adhere to the ASMG Safety Values (located at the front of this manual). Follow all health and safety rules.
- Work safely in such a manner as to ensure your own safety as well as the safety of co-workers and others in your area.
- Request help when unsure about how to perform any task safely.
- Correct unsafe acts or conditions within the scope of your immediate work.
- Immediately report any uncorrected unsafe acts or conditions to the appropriate supervisor.
- Immediately report any accident, incident, near miss, injury or illness to your supervisor or if not available, a supervisor available at your job site; if none then call ASA Dispatch.
- Report for work in good mental and physical condition to safely carry out assigned duties.
- Take part in company and industry sponsored safety programs and training.
- Use and maintain all safety devices and tools provided.
- Assist fellow employees with adherence to safety requirements.



### **3.6 Subcontractors and Suppliers**

- Abide by and cooperate with the ASMG safety policies on any project.
- Written Health, Safety and Environmental programs, training documentation, incident/injury OSHA statistics should be reviewed prior to start of work.
- Ensure all employees comply with the ASMG safety policies, including wearing required PPE.
- Notify all other contractors when your activities could affect the health or safety of other company employees.
- Check in with job site supervision before entering the job site. Subcontractors shall be included in pre-job meetings and JSAs/hazard assessments.
- Immediately report to the ASMG Supervisor any injuries to workers, accidents, incidents, or near misses.
- Immediately report to ASMG Supervisor any unsafe conditions that come to your attention.
- If you have authority to correct the hazard, you must do so. If you have no authority to correct the hazard; you must protect your workers from the hazard.
- All contractors shall have site specific orientation that addresses health, safety, security and/or environmental concerns including but not limited to entering a quarry or pit, per MSHA regulations.
- Informal post-job performance reviews may be conducted for subcontractors including, but not limited to, housekeeping, cost, safety and quality of work.

### **3.7 Architects, Engineers, Owner and Visitors**

- Abide by all ASMG safety rules.
- Inform the construction site superintendent before entering a construction site.
- Check in with the job site supervisor so personal protective equipment such as hard hats, eye protection, hearing protection, and respirators, if necessary, may be provided.
- Wear the required personal protective equipment.
- Immediately report any hazards to the site superintendent, or other available supervisor.
- Immediately report any accident, incident, or near miss to the site superintendent or other available supervisor.