



HEALTH AND SAFETY POLICY

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**THIS POLICY MUST BE READ AND APPLIED IN CONJUNCTION WITH THE FOLLOWING
SUCON POLICIES AND PROCEDURES:**

APPLICABLE POLICIES:

1. Asbestos Safety Policy
2. Confined Space Policy
3. Contractor Safety Policy
4. Crane Safety Policy
5. Electrical Safety Policy
6. Emergency Evacuation Plan
7. Excavation and Trenching Policy
8. Fall Protection Policy
9. Fleet Safety Policy
10. Forklift Safety Policy
11. General Construction Safety
12. Hazard Communications + GHS Policy
13. Ladder Safety Policy
14. Lockout Tagout Policy
15. Noise in Construction Policy
16. Personal Protective Equipment Policy
17. Respiratory Policy
18. Scaffold Policy
19. Silica in Construction Policy
20. Spill Prevention Policy
21. Tool Safety Policy
22. Waste Management Policy

APPLICABLE PROCEDURES:

1. Confined Space Entry Procedure
2. Crane Safety Procedure
3. Excavation and Trenching Procedure
4. Fall Protection –Roofing Procedure
5. Fall Protection Procedure
6. LOTO Procedure
7. Precast Fall Protection
8. Residential Construction Fall Protection
9. Scaffold Safety Procedure

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1. APPLICATION

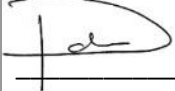
This policy applies to all paid, contracted and volunteering staff of the Sucon Consultancy Ltd (from here on referred to as 'Sucon'. This policy also applies to all Sucon associates, subcontractors and freelancers. This policy also extends to all business extensions of Sucon.

2 EFFECTIVE DATE: 29/02/2024

The Health and Safety Policy applies to all Sucon relevant operations from the effective date stipulated above. From the date stipulated above all previous Health and Safety Policy and practices are repealed.

3 POLICY IMPLEMENTATION, APPROVAL, MONITOR AND REVIEW

The Central Administration and the responsible officer(s) of Sucon via the authority of the President, Vice President, Director, Central Administration and Operations Manager are liable for the management and implementation of the Health and Safety Policy and ensuring that its provisions and records management are applied and adhered to. This includes the establishment of relevant record-keeping systems.

APPROVAL AND REVIEW	DETAILS
Policy Author	Eric Clem Groves, Vice President
Council Approval	 Lefaotogi Paletasala Faolotoi President
Next Review Date	March 2027

4 PURPOSE AND DEFINITION

The personal safety and health of each employee of our organisation is of primary importance. We believe that our employees are our most important assets and that their safety at the office or worksite is our greatest responsibility. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. Management will provide all mechanical and physical facilities required for the personal safety and health of each of its employees. To be successful, such a program must embody the proper attitude toward injury and illness prevention on the part of corporate management, supervisors, and employees. Cooperation between our employees and management in the observance of this policy will ensure safe working conditions, will minimize the risk of accidents, and will work to our mutual advantage. It will also assist in reducing workers' compensation costs (direct costs) and reduce jobsite downtime, material loss and regulatory agency fines (indirect costs).

Our goals are to reduce employee injury, prevent potential hazards through consistent safety management, and ensure compliance with relevant safety and health standards. Through the

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attainment of these goals, our company will remain competitive and viable in our industry. Management will procure the necessary resources to execute the objectives of our company's safety and health program. This policy will enable us to hold managers, supervisors and employees accountable for meeting their safety responsibilities.

5 LEGISLATIVE FRAMEWORK

This policy is guided by the following legislation:

- a) [Washington, USA – International Building Code 2021](#)
- b) [US Department of Labor OSHA Worker Rights and Protections](#)
- c) [Solomon Islands Workmen Compensation 2016](#)
- d) [Government of Samoa Occupation Safety and Health Policy](#)
- e) [Samoa Accident Compensation Act 1989](#)
- f) [2009 Accident Compensation No. 20](#)
- g) [Solomon Island Building Code Act 2022](#)
- h) [Samoa Fire and Emergency Service Act 2007](#)
- i) [Planning and Urban Management Act 2004](#)
- j) [National Building Code of Samoa 2017](#)
- k) [Solomon Islands Safety at Work Act 1996](#)
- l) Sucon Human Resource Policy (Internal document)
- m) Sucon Staff Benefits, Commission and Remuneration Policy (Internal document)

For non-compliance with this policy conducted or found outside of the scope and location of Samoa, the equivalent legislation of the respective host nation shall be adopted if the suspect cannot be brought back to the headquarters in Samoa.

6 MANAGEMENT SAFETY RESPONSIBILITIES

Management must meet the following Health and Safety must meet the following standards and criteria:

- a) Eliminate potential hazards by providing appropriate safeguards, personal protective equipment and safe work tasks.
- b) Provide necessary personal protective equipment and enforce its use and care.
- c) Provide effective safety and health training to all employees.
- d) Be familiar with and comply with applicable OSHA standards.
- e) Review, consider for approval, and execute appropriate action on safety policies.
- f) Ensure a high level of productivity and safety performance and hold project management staff accountable.
- g) Ensure that worksites have designated competent person(s) with the authority to enforce the safety program and take corrective actions.

Non-compliance with the Policy may result in criminal or civil penalties which will vary according to the offence. An employee acting in contravention of the Policy will also face disciplinary action up to and including summary dismissal.

7 PROJECT MANAGERS/SUPERINTENDENT/FOREMAN AND TECHNICAL SPECIALIST SAFETY RESPONSIBILITIES

Project Managers, Superintendent, Foreman and Technical Specialists must meet the following Health and Safety must meet the following standards and criteria:

- a) Know safety rules and work practices that apply to the work you supervise. Take action to confirm that all employees in your charge understand the safety rules that apply to them. Always take immediate action to correct safety rule violations. Unsafe acts or procedures cannot be tolerated.

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- b) Prevent bad work habits from developing. You are responsible for making daily observations of employees to ensure that they perform their work safely and continue this observation regularly once safe working habits are established.
- c) Take action to correct or control hazardous conditions within your work areas. If it is beyond your control, remove employees until conditions are safe
- d) Encourage workers to report unsafe conditions or procedures. Listen to your workers and don't take their safety complaints lightly. No job should proceed when a question of safety remains unanswered. Seek advice from your project manager when necessary.
- e) Lead by example. Demonstrate safety in your own work habits and personal conduct. Always wear personal protective equipment in areas where personal protective equipment is required.
- f) Train your employees on the proper safety procedures to follow, including the use of additional safeguards such as machine guards and personal protective equipment.
- g) Investigate and analyze every accident and near miss that occurs to any of your employees or on your worksites. Control the causes of minor incidents to help avoid potential accidents.
- h) Complete and file a report on each and every incident and accident that occurs at your job site. If you have questions or require reporting forms, contact the main office.
- i) Conduct safety toolbox meetings regularly.
- j) Make safety suggestions and solicit safety suggestions from employees.
- k) Serve on the safety committee, if requested.
- l) Take an active part and participate in safety meetings.

Non-compliance with the Policy may result in criminal or civil penalties which will vary according to the offence. An employee acting in contravention of the Policy will also face disciplinary action up to and including summary dismissal.

8 EMPLOYEE AND ASSOCIATES RESPONSIBILITIES

Employees, Labourers and Associates must meet the following Health and Safety must meet the following standards and criteria:

- a) Know safety rules and work practices that apply to the work you supervise. Take action to confirm that all employees in your charge understand the safety rules that apply to them. Always take immediate action to correct safety rule violations. Unsafe acts or procedures cannot be tolerated.
- b) Prevent bad work habits from developing. You are responsible for making daily observations of employees to ensure that they perform their work safely and continue this observation regularly once safe working habits are established.
- c) Take action to correct or control hazardous conditions within your work areas. If it is beyond your control, remove employees until conditions are safe
- d) Encourage workers to report unsafe conditions or procedures. Listen to your workers and don't take their safety complaints lightly. No job should proceed when a question of safety remains unanswered. Seek advice from your project manager when necessary.
- e) Lead by example. Demonstrate safety in your own work habits and personal conduct. Always wear personal protective equipment in areas where personal protective equipment is required.
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- g) Investigate and analyze every accident and near miss that occurs to any of your employees or on your worksites. Control the causes of minor incidents to help avoid potential accidents.
- h) Complete and file a report on every incident and accident that occurs at your job site. If you have questions or require reporting forms, contact the main office.
- i) Conduct safety toolbox meetings regularly.
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- k) Serve on the safety committee, if requested.
- l) Take an active part and participate in safety meetings.

Non-compliance with the Policy may result in criminal or civil penalties which will vary according to the offence. An employee acting in contravention of the Policy will also face disciplinary action up to and including summary dismissal.

9 GENERAL WORK AND PROJECT SITE RULES

Below are the general rules for work and project sites:

- a) Report potentially unsafe conditions to your supervisor/foreman immediately.
- b) The use, possession, or sale of alcohol or illegal drugs is prohibited.
- c) If asbestos, lead, PCBs or other potentially hazardous materials are encountered during operations, stop work immediately and notify a supervisor.
- d) Be aware of the emergency action plan. Know the alarm signals, evacuation routes, and locations of emergency numbers.
- e) All injuries, no matter how minor, should be immediately reported to the supervisor/foreman.
- f) Do not enter barricaded areas and obey all warning signs.
- g) Proper clothing should be worn at all times on site. Proper clothing includes long pants and shirts with at least 4-inch sleeves below the shoulder.
- h) Protruding nails should be removed from material and forms. Stack clean lumber in orderly piles.
- i) Do not stand under or beside suspended loads.
- j) Horseplay of any kind is forbidden.
- k) Firearms and weapons are forbidden.

9.1 Housekeeping

- a) Materials should be kept in neat stockpiles for easy access. Aisles should be kept clear of loose materials, tools, cords and waste.
- b) Remove waste from the site frequently and dispose of it suitably.
- c) Remember that no materials or debris will be stored in the path of other employees or the public.

9.2 Tools

- a) Every tool is designed for a certain job and should only be used for that purpose.
- b) Keep tools in peak condition. Worn tools are dangerous and should be tagged and removed from service.
- c) Don't force tools beyond their capacity or use cheaters to increase leverage.
- d) Do not use power tools unless you are completely familiar with them.
- e) Before using a power tool, examine it for damaged parts, loose fittings, and frayed or cut electrical cords. Tag and remove defective tools from service.
- f) Do not use tools with improper or damaged guards, or with guards removed.
- g) Powder-actuated tools will not be used on-site without management approval.

9.3 Electrical Safety

- a) Ground fault circuit interrupters are required to be used for electrical tools and equipment.
- b) Examine all cords before use. Cords which are frayed, worn, or contain exposed wires should not be used and should be tagged and removed from service immediately.
- c) All cords should be of the three-wire type and designed for hand or extra-hard usage. Flat yellow extension cords and Romex extension cords are prohibited.
- d) All live electrical installations such as receptacles, switches, and panel boxes, should be

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- protected by a faceplate or cover. Cardboard is not an acceptable cover.
- e) Bulbs used for temporary lighting should be covered by protective cage guards.
 - f) Cords should be kept clear of walkways and other locations where they may be subject to damage or present a tripping hazard.
 - g) Protect cords from foot and vehicle traffic, and sharp corners and edges.
 - h) All electric equipment and metals should be of an approved type.
 - i) All plugs, outlets, switches and panel boxes should be installed according to the national electric code. This includes assuring that receptacle boxes are permanently affixed, Romex type NM cable is not used in damp or wet locations, and that temporary wiring is located where it will not be subject to damage.
 - j) Only qualified workers should be allowed to perform any type of electrical work.
 - k) All ground fault circuit interrupters should be inspected before each use.
 - l) Receptacles should be tested for polarity and continuity of the ground. Receptacles whose polarity is reversed or whose ground is not continuous should be tagged out until repaired.
 - m) Missing knockouts inside panel boxes, on receptacle boxes and all other equipment continuing live parts should be covered or otherwise protected.
 - n) When using an extension cord off of permanent power, the extension cord is considered to be temporary power and therefore must have GFCI protection.

9.4 Lockout/Tagout

- a) Locks and tags should be used to prevent the operation of a switch, valve, or piece of equipment in cases where someone may get hurt or equipment may be damaged.
- b) Never operate any tagged-out piece of equipment.
- c) Place your lock personally; never have someone else do it.
- d) Do not remove someone else's tag.
- e) All locks and tags should be labelled to identify their owner.
- f) Follow all switching and locking procedures to remove a piece of equipment from service.

10. MATERIAL HANDLING, STORAGE AND DISPOSAL

10.1 By Hand

- a) Know the weight of any object to be handled. If it is too heavy or bulky, get help.
- b) Ensure a safe path of travel.
- c) Establish firm footing, keep your back straight and lift with your legs. Lift gradually; do not jerk or twist. Reverse the motion when setting the object down.
- d) Know the weight of the object to be handled and the capacity of the equipment you intend to use.
- e) When placing blocks under raised loads, make sure the blocking material is large enough to support the load safely. Additionally, ensure that the load is not released until employees have moved away from the load.

10.2 Storage

- a) Store materials so as not to block exits, aisles and passageways, and access to fire extinguishers and electrical panels.
- b) Materials stored in tiers should be secured to prevent sliding, falling and collapse.
- c) Materials stored inside should not be placed within 6 feet of any hoistway or inside storage area, or within 10 feet of an exterior wall which does not extend above the materials stored.
- d) Brick stacks should not be more than 7 feet in height. Loose brick stacks should be tapered back 2 feet every foot above 4 feet level.
- e) When masonry blocks are stacked higher than 6 feet, the stacks should be tapered

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back ½ block for each tier higher than 6 feet.

- f) Lumber should not be stacked more than 16 feet high if it is handled manually; 20 feet is the maximum stacking height if a forklift is used.
- g) Bags and bundles should be stacked in interlocking rows to remain secure. Bagged material should be stacked by stepping back the layers and cross-keying the bags at least every 10 feet.
- h) Drums, barrels, and kegs should be slacked symmetrically. If stored on their sides, the bottom tiers should be blocked to keep them from rolling. If stored on end, put planks, sheets of plywood, or pallets between each tier to make a firm, flat, stacking surface.

10.3 Rigging

- a) Slings should be inspected before use.
- b) Slings and other rigging equipment should be removed from service if damage or defects are visible.
- c) Slings should not be shortened with knots, bolts, or other makeshift devices.
- d) Slings should not be loaded beyond their rated capacity, according to the manufacturer's instructions.
- e) Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, or other such attachments should not be used.
- f) When U-bolts are used for eye splices, the U-bolt should be applied so that the "U" section is in contact with the dead end of the rope.

10.4 Welding and Cutting

- a) You should be instructed in the safe use of welding equipment before using it. If working in NYC you must have the proper NYC FDNY Certificates of Fitness.
- b) Each welder is responsible for containing sparks and slag and/or removing combustibles to prevent fire.
- c) All employees engaged in welding and burning operations should use a face shield, goggles, or appropriate welding helmet and welding gloves.
- d) No arc or flame welding operation is permitted in areas where the application of flammable paints is taking place or where combustible dust or flammable liquids are present.
- e) A suitable fire extinguisher should be located in welding areas at all times.
- f) When practical, objects to be welded, cut, or heated should be moved to a designated safe location, or if the object to be welded, cut or heated cannot be readily moved, all moveable fire hazards in the vicinity should be taken to a safe place, or otherwise protected.
- g) Ensure that a hot-work permit has been obtained from the General Contractor if applicable.
- h) Fire Guards will maintain a log book.
- i) Fire Guards will be present during hot work with an extinguisher on hand and will inspect ½ hour after the completion of hot work and another ½ hour later.

10.5 Stairways and Ladders

A stairway or ladder should be provided at all points of access where there is a change in elevation of 19 inches or more and no ramp, runway, sloped embankment or personal hoist is provided.

Stairways

- a) Stairways should be kept free of hazardous projections such as nails and screws.
- b) Slippery conditions on stairways should be eliminated before the stairways are used.

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- c) Stairways greater than 30 inches high or with four or more risers should be equipped with at least one handrail and one stair rail system along each unprotected side or edge.

Ladders

- a) Inspect ladders before use. Ladders with broken or missing rungs, cleats or steps, broken or split rails, or corroded parts should be tagged out and removed from the job site immediately. Use the ladder inspection checklist (Appendix B).
- b) Ladders used to access an upper floor or platform should extend three feet above the upper landing surface.
- c) When in position, a ladder should be securely tied at the top to prevent slipping or secured at the base by a fellow employee.
- d) Ladders should be erected exercising the 4:1 ratio: for every four feet of working length off the ladder, the base will be placed one foot from vertical.
- e) The area at the top and bottom of the ladders should be kept clear at all times.
- f) Always face a ladder when ascending or descending and maintain at least three points of contact with the ladder at all times (e.g., two feet and one hand).
- g) Make sure ladders are free from ice, snow, mud, or other slippery materials before use.
- h) Never use a ladder in a horizontal position as a platform or scaffold.
- i) A double-cleated ladder or two or more separate ladders should be provided if ladders are the only means of access/exit from a working area of 25 employees, or if the ladder serves simultaneously two-way traffic.
- j) Ladders should be used only for the purpose for which they were designed. Ladder rungs should not be used to support the ends of planks or other similar work platforms.

Step Ladders

- a) Do not use ladders in the folded position as a straight ladder would be used. Open the legs and secure the locking mechanism.
- b) Do not stand on the top two steps of a step ladder.

11. MOTOR VEHICLE SAFETY

- a) Seat belts should be worn at all times by employees operating or riding on motor vehicles or machinery. (Exceptions: equipment designed for stand-up operation.)
- b) Vehicles used to transport employees should have seats firmly secured and adequate for the number of employees to be carried. Employees should not ride on fenders running boards or any other piece of equipment not meant for human occupancy.
- c) Horns should be in working order on all bi-directional machinery.
- d) Motor vehicle equipment with an obstructed view to the rear should not be operated unless the vehicle has a reverse signal audible above the surrounding sound or the vehicle is backed up only when an observer signals that it is safe to do so.
- e) Operators of all motor vehicle equipment are responsible for the safe operation of their vehicles at all times.

11.1 Forklift Operation

- a) Only the driver is permitted to ride on forklift trucks.
- b) Seat belts must be worn at all times.
- c) Operators must have the appropriate training certification available.
- d) Do not exceed the rated capacity of the forklift,

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- e) Keep forks down. Operate with forks just high enough to clear obstructions.
- f) Operate the truck in reverse if the load is too high or too wide to see around.
- g) Park with the forks down and the parking brake set.

11.2 Heavy Equipment Operation

- a) Heavy equipment such as backhoes and dump trucks will only be operated by authorized personnel.
- b) Unauthorised persons are not permitted to ride in the cabs of heavy equipment.
- c) Lower any movable buckets when you stop the vehicle.
- d) Always block any movable bucket if it is being inspected or having maintenance.
- e) Report all operating malfunctions immediately.
- f) If the operator's compartment is designated a high noise level area, hearing protection should be worn.
- g) Maintenance or repairs should not be done with the engine running.

12. SAFETY AND HEALTH TRAINING

Our employees will receive safety and health training following the job tasks they are required to perform, and for the hazards they may encounter on the job. If employees receive training through their union or their previous employer, their training credentials should be verified before any work activities. Toolbox talks of 5 to 10 minutes must be held by superintendents and/or foremen. The subject of each training talk should be chosen to relate to the type of work that is being performed. For example, the use of safety glasses when using circular saws, grinders, table saws, radial arm saws, jackhammers, power actuated tools, etc. A log of Tool Box Talks with employee attendance/sign-in sheets will be kept on site. Copies should be forwarded to the home office.

12.1 Retraining

When Sucon has reason to believe that an employee lacks the skill or understanding needed for working safely, management shall ensure that such employee is retrained so that the prerequisite proficiency is regained. Retraining is required in at least the following situations:

- Where changes at the job site present a hazard about which an employee has not been previously trained; or
- Where inadequacies in an affected employee's knowledge or skills indicate that the employee has not retained the requisite proficiency.

12.2 New Employee Training

All new employees will be trained by a member of the management staff before starting work. The "New Employee Safety Orientation Checklist" shall be used by trainers (managers, superintendents, foremen, safety professionals, etc.) as a reminder of the items that must be reviewed with the employee. All items must be initiated or identified as not applicable. The employee must sign the checklist and the management representative after the orientation is complete. This form will be given to the project manager or home office and kept in the employee's personnel file.

New Employee Safety Orientation Checklist

Instructions to Trainer: Initial each item as you discuss it with the employees. This checklist must be completed before the employee starts work.

ITEM	
1.	The employee received the Company Safety Program <input type="checkbox"/>
2.	<div style="background-color: #e67e22; color: white; padding: 2px 5px; margin-bottom: 5px;">REVIEW</div> Safety and Health Policy <input type="checkbox"/> Employee General Safety and Health Rules <input type="checkbox"/> Disciplinary Policy and Procedures <input type="checkbox"/> Employee Responsibilities <input type="checkbox"/>
3.	<div style="background-color: #e67e22; color: white; padding: 2px 5px; margin-bottom: 5px;">INSTRUCTION</div> How to report unsafe conditions <input type="checkbox"/> What to do in the event of an injury on the job <input type="checkbox"/> State when and where safety toolbox meetings are <input type="checkbox"/> Use of required personal protective equipment <input type="checkbox"/> Explain the Fire Evacuation/Emergency Plan <input type="checkbox"/> Proper lifting techniques and the importance of back fitness <input type="checkbox"/> Sucon Policy and provide training <input type="checkbox"/>
4.	Other (Please List)

I acknowledge that information on the above subjects was furnished to me during my orientation and that I understand this information and was given the opportunity to ask questions.

Employee Signature

Trainer Signature

Date [Click here to enter a date.](#)

Date [Click here to enter a date.](#)

12.3 Competent Person Designation

It is the responsibility of top management to appoint an individual as a competent person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. A competent person will be designated for each worksite and each operation requiring a competent person. The designation of the competent person will be in writing.

There is the possibility that more than one competent person may be necessary, depending on the range of hazards on the project, the size of the project, and the distance between operations on a project.

13. REPORTING UNSAFE CONDITIONS/BEHAVIORS

All site employees are responsible for reporting unsafe conditions or risky behaviour immediately to their supervisor/foreman. If the employee feels more comfortable reporting the condition or behaviour to upper management, the employee may do so. Employees are

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encouraged to report unsafe conditions and behaviours without fear of retaliation. Your Company Name will investigate all reports of unsafe conditions or behaviours and take corrective action as necessary.

13.1 Accident/Injury Reporting, First Aid, Bloodborne Pathogens

Our company will provide first aid supplies at each work location and all personnel are to know procedures to follow in case of an emergency.

- a) Report all injuries immediately, no matter how minor, to your foreman and job site office.
- b) Emergency phone numbers for fire, police and ambulance will be posted.
- c) Please note that if any employee renders first aid or uses a first aid kit to assist a co-worker (although such action is not required by anyone's duties) we would view this activity as a "Good Samaritan" act. Note: First aid kits are to be approved by a licensed medical doctor.
- d) In the rare occurrence that medical attention is not available within 3-4 minutes, Your Company Name will provide a trained first aider on each shift.
- e) Work-related fatalities must be reported to OSHA within 8 hours of finding out about them.
- f) Any inpatient hospitalisation, amputation, or eye loss must be reported to OSHA within 24 hours of learning about it.

13.2 Accident Investigation

Each superintendent or foreman will make a documented report of every incident, even those without injury, within twenty-four (24) hours of the occurrence. Reports are to be completed as soon as possible to avoid changes in physical conditions and witness reports. Note: Any accident that causes a fatality or three or more employees to be hospitalized must be reported to OSHA within eight hours of the incident.

Accident reports highlight problem areas. Through the use of good reports, accident patterns can be detected and resources directed toward prevention. Accident reports make excellent training tools. The cause and effect of accidents can be reviewed at safety meetings.

- Superintendents and foremen will be trained in accident investigation techniques.
- Accident investigation is a management function that must be executed at the superintendent/foreman level.
- All accidents/incidents must be investigated regardless of the extent of the injury or damage.
- Employees will never be allowed to fill out their accident investigation reports.
- Focus must be fact finding *not* fault finding.
- Superintendents and foremen must identify the unsafe act or unsafe condition.
- Superintendents or foremen should obtain witness accounts as soon as possible.
- Superintendents and foremen should provide recommendations for *corrective actions* and management will ensure implementation.
- The superintendent/foreman will be provided with an accident investigation form.

13.3 Recordkeeping

Records must be maintained and kept up to date by the superintendent or foremen at each work and project site and/or office. These records must be available for review at all times. The following records must be maintained. All records and reports must be passed on to the OHS Officer for record keeping, maintenance and enforcement.

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14. CONTRACTOR AND SUBCONTRACTOR COMPLIANCE

All contractors and subcontractors will comply with all government, federal, state, and local safety and health laws. Contractual agreements with subcontractors will state that they must provide the following:

Certificate of Insurance

Hazard Communication Plan, Chemical Inventory List, and Safety Data Sheets (SDS's) Safety Program Name and phone number of safety contact or competent person. The subcontractor will provide documentation that all of their employees have received all required safety and health training before working on any of our job sites. Safety and health training of the subcontractor's employees will be the sole responsibility of the subcontractor. All subcontractor employees will be required to arrive on-site with the required personal protective equipment. No subcontractor employee shall be granted access to the job site without the required PPE. It is the subcontractor's responsibility to ensure their employees adhere to the PPE policy of the job site. Any subcontractor's employee observed violating job site safety rules or other safety and health policies is subject to removal from the job site.

14.1 Project Manager, Superintendent, Foreman and Technical Specialist Self-Inspection

It is our policy to reduce and eliminate hazard exposures that can lead to employee injury or property damage. Self-inspection is one way to provide a safe workplace for our employees. Project Manager/Super/foreman is required to make daily visual inspections of their work areas and to test all equipment safety devices before the start of the work shift. Corrective action must be provided immediately if any hazards exist or if any safety devices are not functioning properly. If the equipment cannot be repaired before being used so that it is safe to use, then it must be removed from service. Project Manager/Super/foreman is required to complete a weekly inspection of the work site using a checklist. If any hazardous conditions are noted, corrective action must be taken.

If the corrective action is beyond our authority and/or capability, keep all employees away from the hazardous condition until it is corrected or controlled. Notify the project manager in writing to request corrective action. The project Manager/super/foreman is expected to follow up on reported hazards to make sure they have been eliminated or controlled. All completed checklists, signed and dated by the super/foreman where indicated must be turned into the home office on or before the last work day of each week. Lack of appropriate inspections as well as falsification of inspections is a violation of company procedure and may be a civil and/or criminal violation of federal and/or state laws and/or regulations.

15. DISCIPLINARY POLICY PROCEDURES

All employees are expected to comply with job site rules and regulations and to follow established operating procedures set forth by this company. Violations will not be tolerated and the superintendent/foreman will be held accountable for the conduct of their employees. Superintendents and foremen are required to take action when a violation is observed. Immediate action to control or eliminate a hazard is required. In the event a violation is observed, the following procedures have been established to place an employee on notice.

First Offense

A written warning addressed to the employee and a copy placed in the employee's file referencing the violation and warning, including the date and time.

Second Offense

A written warning addressed to the employee concerning the violation including the date

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and time of the occurrence. A copy of this warning will be given to the employee, and the union shop steward, and another copy will be placed in the employee's file.

Third Offense

A written warning similar to the second notice will be prepared and distributed in the same manner. This warning will be followed by a meeting with the employee, union shop steward, foreman and/or project manager and senior management to determine whether the employee will be suspended without pay or terminated depending upon the nature of the violation.

Fourth Offense

Termination

- Within any consecutive 12-month period.
- This policy is in effect unless there is a policy in our labour/management agreement.

The above procedure has been prepared so that there is no question about how violations of rules, regulations, and procedures will be handled by management and so that employees will know what to expect if they do not comply with the established rules, regulations, and procedures. Management knowledge of unsafe behaviour and lack of appropriate documented discipline may be a violation of federal, and state laws and regulations.

15.1 Drug and Alcohol Programme

Sucon Consultancy Ltd will not tolerate or condone substance abuse. It is our policy to maintain a workplace free from alcohol and other drug abuse and its effects. It is the policy of Sucon that employees who engage in the sale, use, possession or transfer of illegal drugs or controlled substances, or who offer to buy or sell such substances; the use of alcohol during working hours; or the abuse of prescribed drugs will be subject to disciplinary action up to and including termination.

16. WHISTLE BLOWER PROTECTION AND RETALIATION PREVENTION

All Sucon staff, Council, and affiliate members are responsible for protecting the identity, security, and employment of the whistle-blower to prevent confrontation and retaliation from the alleged suspect and violator. Sucon staff, Council and affiliating members found to have leaked the identity of the whistle-blower are subject to suspension or termination by the Council or Administration depending on the level and severity of the case. Sucon staff, Council and affiliating members found to have participated directly or indirectly in retaliation are subject to suspension or termination by the Council or Administration depending on the level and severity of the case.

Whistle-blowers who are found to have falsified claims in an attempt for defamation are also subject to suspension or termination by the Council or Administration depending on the level and the severity of the case.

17. POLICY FEEDBACK

All Sucon employees and students may provide feedback about this document by emailing info@sucon.ws

SUCON Consultancy Ltd

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website <https://sucon.ws/>

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Samoa

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