

**CONSTRUCTION
SAFETY AND HEALTH PROGRAM
FOR
(B.A.M Builders LLC)**

Updated
July 19, 2011

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EMERGENCY RESPONSE PLAN

This must be filled out BEFORE beginning work on each site.

FOR Innisbrook in Greensboro, NC, Kilnsea in North Charleston, SC, Povner in Raleigh, NC, JStonewater in Cary, NC

CITY/LOCATION: _____

SUBDIVISION: _____

STREET NAME: _____

JOB ADDRESS: _____

JOB PHONE CONTACT: _____

EMERGENCY PHONE CONTACT NUMBERS

LOCAL FIRE DEPT/EMS AREA: _____

AMBULANCE SERVICE: _____

NEAREST MEDICAL TREATMENT: _____

DIRECTIONS (EMS/Clinic/Dr.): _____

DIRECTIONS TO WORKSITE: _____

EMERGENCY RESPONSE TO HAZARDOUS SUBSTANCES

If any substance is found of unknown origin, company policy is to **LEAVE IT ALONE!** Immediately evacuate the area, and contact the nearest hazardous material response team. Do not allow employees on site until declared safe by the response team.

FIRST AID

- Arrangements must be made BEFORE starting the project, to provide for prompt medical response in the event of an emergency
- In areas where severe bleeding, suffocation, or severe electrical shock can occur, a 3 to 4 minute response time is required
- If medical attention is not available within 4 minutes, then a first aid trained person must be available on the jobsite at all times
- An appropriate, weatherproof first aid kit must be on site. It must be checked weekly
- Provisions for an ambulance or other transportation must be made in advance.
- Contact methods must be provided
- Telephone numbers must be posted where 911 is not available.

(**B.A.M. Builders LLC**) has designated (**Bill Christman Jr**) as having adequate training to render first aid in the event of a medical emergency in areas where emergency response time is in excess of 4-min. They will maintain appropriate first aid kits and check them weekly to assure they are properly stocked.

First aid kits are located at the following locations:

- **Bill Christman Jr Tailgate of Truck**
- **Each crew leaders Tailgate of Truck**
- Every employee shall be trained in emergency procedures:
 - Evacuation plan
 - Alarm systems
 - Shutdown procedures for equipment
 - Types of potential emergencies

It is the Employer's responsibility to review their job sites addressing all potential emergency situations.

POLICY STATEMENT

It Is **B.A.M. Builders LLC**) belief that our people are our most important asset and the preservation of employee Safety and Health must remain a constant consideration in every phase of our business. We will provide the resources necessary to manage, control, or eliminate all safety and health hazards.

All employees are responsible for working safely and productively, as well as recognition and awareness of hazards in their work areas. Employees are also responsible for following safe work practices, including the use of Personal Protective Equipment (PPE) where necessary.

It is our belief that any safety and health program must have total employee involvement. Therefore, this program has management's highest priority, support, and participation.

PRODUCTION IS NOT SO URGENT THAT WE CANNOT TAKE TIME TO DO OUR WORK SAFELY.

Billy Christman

(**B.A.M. Builders LLC**) President

GOAL

Safety begins at the top and goes downward throughout the company. The primary goal of **(B.A.M. Builders LLC)** is to continue operating a profitable business while protecting employees from injuries, illness or harm. This can be achieved in part by delegating responsibility and accountability to all involved in this company's operation.

- **Responsibility:** Having to answer for activities and results.
- **Accountability:** The actions taken by management to insure the performance of responsibilities.

In other words, to reach our goal of a safe workplace everyone needs to take responsibility and be held accountable.

Benefits of achieving our goals are:

- Minimizing of injuries and accidents
- Minimizing the loss of property and equipment
- Elimination of potential fatalities
- Elimination of potential permanent disabilities
- Elimination of potential OSHA fines
- Reductions in workers' compensation costs
- Reductions in operating costs
- Having the best Safety and Health conditions possible in the workplace.

Enter Additional Company Goals and Objectives As Necessary.

MANAGEMENT COMMITMENT

The management of **(B.A.M. Builders LLC)** is committed to the company's safety policy, and to provide direction and motivation by:

- Appointing (**Bill Christman Jr**) as our Safety Coordinator.
- Establishing company safety goals and objectives.
- Developing and implementing a written Safety and Health program.
- Ensuring total commitment to the Safety and Health program.
- Facilitating employees' safety training.
- Establishing responsibilities for management and employees to follow.
- Ensuring that management and employees are held accountable for performance of their safety responsibilities.
- Establishing and enforcing disciplinary procedures for employees.
- Reviewing the Safety and Health program annually, and revising or updating as needed.

SAFETY COMMITTEE and SAFETY MEETINGS

The Committee shall consist of representatives from management and non-management employees with (**Bill Christman Jr**) as the chairman. The committee is a forum, created for the purpose of fostering safety and health through communication.

The responsibilities of Safety Committee Members include:

- Discussing safety policies and procedures with management and making recommendations for improvements.
- Reviewing accident investigation reports on all accidents and “near-misses”.
- Identifying unsafe conditions and work practices and making recommendations for corrections.

All employees of (**B.A.M. Builders LLC**) shall attend and participate in the Weekly safety meetings. The Weekly safety meeting shall be conducted by (**Bill Christman Jr**). Problems that have arisen or that are anticipated shall be discussed along with any other safety and health topics. The meeting shall be kept a valuable educational experience by:

- Keeping the meetings moving.
- Starting and Stopping on time.
- Using illustrated material and demonstrations to make the point.
- Discussing each topic thoroughly, providing handouts if possible.
- Reviewing accidents, injuries, property losses, and “near misses”.
- Evaluating accidents, injuries, property losses, and “near misses” for trends and similar causes to initiate corrective actions.

The Safety Coordinator must document the meetings using the form in Appendix A.

ASSIGNMENT OF RESPONSIBILITY

SAFETY COORDINATOR **Bill Christman Jr**

(**B.A.M. Builders LLC**) has designated (**Bill Christman Jr**) as our Safety Coordinator. Their cell phone and office phone numbers are:

Office: (866) 934-8884

Cell: ((912) 401-5985

It shall be the duty of the Safety Coordinator to assist the Supervisor/Foreman and all other levels of Management in the initiation, education, and execution of an effective safety program including the following:

- Introducing the safety program to new employees.
- Following up on recommendations, suggestions, etc., made at the Weekly safety meetings. All topics of safety concerns must be documented accordingly.
- Assisting the personnel in the execution of standard policies.
- Conducting safety inspections on a periodic basis.
- Addressing all hazards or potential hazards as needed.
- Preparing monthly accident reports and investigations.
- Maintaining adequate stock of first aid supplies and other safety equipment to insure their immediate availability.
- Making sure there is adequate number of qualified first aid certified people on the work site.
- Becoming thoroughly familiar with OSHA regulations and local and state safety codes.
- Defining the responsibilities for safety and health of all subordinates and holding each person accountable for their results through the formal appraisal system and where necessary, disciplinary procedures.
- Emphasizing to employees that accidents create unnecessary personal and financial losses.
- **ENTER ADDITIONAL RESPONSIBILITIES AS NECESSARY**

SUPERVISOR/FOREMAN

The Supervisors and/or Foremen will establish an operating atmosphere that insures that safety and health is managed in the same manner and with the same emphasis as production, cost, and quality control.

- Regularly emphasizing that accident and health hazard exposure prevention are not only moral responsibilities, but also a condition of employment.
- Identifying operational oversights that could contribute to accidents which often result in injuries and property damage.

- Participating in safety and health related activities, including routinely attending safety meetings, reviews of the facility, and correcting employee behavior that can result in accidents and injuries.
- Spending time with each person hired explaining the safety policies and the hazards of his/her particular work.
- Ensuring that initial orientation of "new hires" is carried out by (**Bill Christman Jr**).
- Making sure that if a "Competent Person" is required, that one is present to oversee, and instruct employees when necessary.
- Never short-cutting safety for expediency, nor allowing workers to do so.
- Enforcing safety rules consistently, and following company's discipline and enforcement procedures.
- Conducting a daily, job-site safety inspection and correcting noted safety violations.
- **ENTER ADDITIONAL RESPONSIBILITIES AS NECESSARY**

EMPLOYEES

It is the duty of each and every employee to know the safety rules, and conduct his work in compliance with these rules. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination. It is also the duty of each employee to make full use of the safeguards provided for their protection. Every employee will receive an orientation when hired and receive a copy of the Company Safety and Health Program.

Employee responsibilities include the following:

- Reading, understanding and following safety and health rules and procedures.
- Signing the Policies and Procedures Acknowledgement included in Appendix B.
- Wearing Personal Protective Equipment (PPE) at all times when working in areas where there is a possible danger of injury.
- Wearing suitable work clothes as determined by the supervisor/foreman.
- Performing all tasks safely as directed by their supervisor/foreman.
- Reporting ALL injuries, no matter how slight to their supervisor/foreman immediately, and seeking treatment promptly.
- Knowing the location of first aid, fire fighting equipment, and other safety devices.
- Attending any and all required safety and health meetings.
- Not performing potentially hazardous tasks, or using any hazardous material until properly trained, and following all safety procedures when performing those tasks.
- STOPPING AND ASKING QUESTIONS IF EVER IN DOUBT ABOUT THE SAFETY OF ANY OPERATION
- **ENTER ADDITIONAL RESPONSIBILITIES AS NECESSARY**

DISCIPLINE/ENFORCEMENT

The (**B.A.M. Builders LLC**) seeks to establish and maintain standards of employee conduct and supervisory practices which will support and promote safe and effective business operations. These supervisory practices include administering corrective action when employee safety performance or conduct jeopardizes this goal. This policy sets forth general guidelines for a corrective action process aimed to document and correct undesirable employee behavior. Major elements of this policy include:

- A. Constructive criticism/instruction by the employee's supervisor/foreman to educate and inform employees of appropriate safety performance and behavior.
- B. Correcting employee's negative behavior to the extent required.
- C. Informing the employee that continued violation of company safety policies may result in termination.
- D. Written documentation of disciplinary warnings and corrective action taken.

Depending on the facts and circumstances involved with each situation, the company may choose any corrective action including immediate termination. However, in most circumstances the following steps will be followed:

- 1. **VERBAL WARNING** informally documented, by supervisor/foreman or safety coordinator for minor infractions of company safety rules. Supervisor/foreman or safety coordinator must inform the employee what safety rule or policy was violated and how to correct the problem.
 - 2. **WRITTEN WARNING**, documented in employee's file. Repeated minor infractions or a more substantial safety infraction requires issuance of a written warning. Every attempt should be made to re-educate the employee on the desired performance. The employee should acknowledge the warning by signing the document before it is placed in their personnel file.
 - 3. **SUSPENSION**, for three (3) working days. If employee fails to appropriately respond or management determines the infraction is sufficiently serious.
 - 4. **TERMINATION**, for repeated or serious safety infractions.
-
- 5. **1st infraction \$ 50.00 Dollar fine**
 - 6. **2nd infraction \$100.00 Dollar Fine**
 - 7. **3rd Three days off**
 - 8. **4th The Employee will be Terminated**

CONTROL OF HAZARDS

Where feasible, workplace hazards are prevented by effective design of the job site or job. Where it is not feasible to eliminate such hazards, they must be controlled to prevent unsafe and unhealthy exposure. Once a potential hazard is recognized, the elimination or control must be done in a timely manner. These procedures include measures such as the following:

- Maintaining all extension cords and equipment.
- Ensuring all guards and safety devices are working.
- Periodically inspecting the worksite for safety hazards.
- Establishing a medical program that provides applicable first aid to the site, as well as nearby physician and emergency phone numbers.
- Addressing any and all safety hazards with employees.
- **ENTER ADDITIONAL RESPONSIBILITIES AS NECESSARY**

FIRE PREVENTION

Fire prevention is an important part of protecting employees and company assets. Fire hazards must be controlled to prevent unsafe conditions. Once a potential hazard is recognized, it must be eliminated or controlled in a timely manner. The following fire prevention requirements must be met for each site:

- One conspicuously located 2A fire extinguisher (or equivalent) for every floor.
- One 2A conspicuously located fire extinguisher (or equivalent) for every 3000 sq/ft
- A conspicuously located, 10B fire extinguisher for everywhere more than 5-gallons of flammable liquids or gas are stored.
- Generators and internal combustion engines located away from combustible materials.
- Site free from accumulation of combustible materials or weeds.
- No obstructions or combustible materials piled in the exits.
- No more than 25-gallons of combustible liquids stored on site.
- No LPG containers stored in any buildings or enclosed spaces.
- Fire extinguishers in the immediate vicinity where welding, cutting or heating is being done.
- **ENTER ADDITIONAL REQUIREMENTS AS NECESSARY**

TRAINING AND EDUCATION

Training is an essential component of an effective safety and health program addressing the responsibilities of both management and employees at the site. Training is most effective when incorporated into other education on performance requirements and job practices.

Training programs should be provided as follows:

- Initially when the safety and health plan is developed
- For all new employees before beginning work
- When new equipment, materials, or processes are introduced
- When procedures have been updated or revised
- When experiences/operations show that employee performance must be improved
- At least annually

Besides the standard training, employees should also be trained in the recognition of hazards - be able to look at an operation and identify unsafe acts and conditions. A list of typical hazards employees should be able to recognize may include:

- **Fall Hazards** - Falls from- Floors, Roofs and roof openings, Ladders (Straight and Step), Scaffolds, Wall openings, Tripping, Trenches, Steel Erection, Stairs, Chairs
- **Electrical Hazards**- Appliances, Damaged cords, Outlets, Overloads, Overhead High Voltage, Extension cords, Portable Tools (broken casing or damaged wiring), Grounding, Metal Boxes, Switches, Ground fault circuit interrupters(GFCI)
- **Housekeeping Issues** - Exits, Walkways, Floors, Trash, Storage of Materials (Hazardous and Non-Hazardous), Protruding Nails etc.,
- **Fire Hazards**- Oily-Dirty Rags, Combustibles, Fuel Gas Cylinders, Exits (blocked) Trips/Slips Stairs, Un-even flooring, Electrical cords, icy walkways
- **Health Hazards**- Silicosis, Asbestos, Loss of hearing, Eye injury due to flying objects

Employees trained in the recognition and reporting of hazards and supervisors/foremen trained in the correction of hazards will substantially reduce the likelihood of a serious injury.

RECORDKEEPING AND OSHA LOG REVIEW

In the event of a fatality (death on the job) or catastrophe (accident resulting in hospitalization of three or more workers) contact (**Bill Christman Jr.**). Their office and cell-phone numbers are:

Office: (866) 934-8884

Cell: (912) 401-5985

If an injury or accident should ever occur, you are to report it to your supervisor/foreman as soon as possible. A log entry and summary report shall be maintained for every recordable injury and illness. The entry should be done within 7 days after the injury or illness has occurred. The OSHA 300 or equivalent shall be used for the recording.

An OSHA recordable injury or illness is defined as an injury resulting in loss of consciousness, days away from work, days of restricted work, or medical treatment beyond first aid.

First Aid includes:

- Tetanus shots
- Band-aids or butterfly bandages
- Cleaning, flushing or soaking wounds
- Ace bandages and wraps
- Non-prescription drugs at non-prescription strength (Aspirin, Tylenol, Etc.)
- Drilling fingernails/toenails
- Eye patches, eye flushing and foreign body removal from eye with Q-tips
- Finger guards
- Hot or cold packs
- Drinking fluids for heat stress

An annual summary of recordable injuries and illnesses must be posted at a conspicuous location in the workplace and contain the following information: Calendar year, company name-establishment name, establishment address, certifying signature, title, and date. If no injury or illness occurred in the year, zeroes must be entered on the total line.

The OSHA logs should be evaluated by the employer to determine trends or patterns in injuries in order to appropriately address hazards and implement prevention strategies.

ACCIDENT INVESTIGATION

Supervisors/Foreman

- Provide first aid, call for emergency medical care if required.
- If further medical treatment is required, arrange to have an employer representative accompany the injured employee to the medical facility.
- Secure area, equipment and personnel from injury and further damage.
- Contact Safety Coordinator.

Safety Coordinator

- Investigate the incident (injury)--gather facts, employee and witness statements; take pictures and physical measurements of incident site and equipment involved.
- Complete an incident investigation report form (Included in Appendix C) and the necessary workers' compensation paperwork within 24 hours whenever possible.
- Insure that corrective action to prevent a recurrence is taken.
- Discuss incident, where appropriate, in safety and other employee meetings with the intent to prevent a recurrence.
- Discuss incident with other supervisors/foremen and other management.
- If the injury warrants time away from work, insure that the absence is authorized by a physician and that you maintain contact with your employee while he/she remains off work.
- Monitor status of employee(s) off work, maintain contact with employee and encourage return to work even if restrictions are imposed by the physician.
- When injured employee(s) return to work they should not be allowed to return to work without "return to work" release forms from the physician. Review the release carefully and insure that you can accommodate the restrictions, and that the employee follows the restrictions indicated by the physician.

SAFETY RULES AND PROCEDURES

- No employee is expected to undertake a job until that person has received adequate training.
- All employees shall be trained on every potential hazard that they could be exposed to and how to protect themselves.
- No employee is required to work under conditions which are unsanitary, dangerous or hazardous to their health.
- Only qualified trained personnel are permitted to operate machinery or equipment.
- All injuries must be reported to your supervision/foreman.
- Manufacturer's specifications /limitations /instructions shall be followed.
- Particular attention should be given to new employees and to employees moving to new jobs or doing non-routine tasks.
- All OSHA posters shall be posted.
- Emergency numbers shall be posted and reviewed with employees
- Each employee in an excavation/trench shall be protected from cave-ins by an adequate protective system.
- Employees working in areas where there is a possible danger of head injury, excessive noise exposure, or potential eye and face injury shall be protected by Personal Protection Equipment (PPE).
- All hand and power tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.
- All materials stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse.
- The employer shall insure that electrical equipment is free from recognized hazards that are likely to cause death or serious physical harm to employees.
- All scaffolding shall be erected in accordance with the CFR 1926.451 subpart L. Standard guardrails for fall protection and ladders for safe access shall be used.
- All places of employment shall be kept clean, the floor of every workroom shall be maintained, so far as practicable, in a dry condition; standing water shall be removed. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats or other dry standing places or appropriate waterproof foot gear shall be provided.
- To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and holes and openings.
- All floor openings, open sided floor and wall openings shall be guarded by a standard railings and toe boards or cover.
- The employer shall comply with the manufacturer's specifications and limitations applicable to the operation of any and all cranes and derricks.
- All equipment left unattended at night, adjacent to a highway in normal use, or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the equipment.
- No construction loads shall be placed on a concrete structure or portion of a concrete structure or portion of a concrete structure unless the employer determines, based on information received from a person who is qualified in structural design, that the structure or portion of the structure is capable of supporting the loads.
- A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.
- **ENTER ADDITIONAL SAFETY RULES/PROCEDURES AS NECESSARY**

EMPLOYEE EMERGENCY ACTION PLAN: FIRE & OTHER EMERGENCIES

1. **Emergency escape procedures:** Immediately leave the building through the closest practical exit. Meet up at the foremen's truck.
2. **Critical plant operations:** shut off the generator on your way out if possible, otherwise evacuate the building.
3. **Accounting for Employees:** Foreman/Supervisor is to account for all employees after emergency evacuation has been completed and assign duties as necessary.
4. **Means of reporting fires and other emergencies:** Dial 911 on the cell-phone, report the location of the emergency and provide directions to the responders.
5. **Further Information:** Contact the Safety Coordinator for further information or explanation of duties under the plan.

ALARMS SYSTEMS/EVACUATION: (B.A.M. Builders LLC) establishes the call: Fire, Fire, Fire: (el fuego, el fuego, el fuego) by any employee, as the signal to immediately evacuate the building/facility for: fire and other emergencies.

TRAINING: Before implementing the emergency action plan, a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees will be designated and trained.

The plan will be reviewed with each employee covered by the plan at the following times:

1. Initially when the plan is developed or upon initial assignment.
2. Whenever the employee's responsibilities or designated actions under the plan change.
3. Whenever the plan is changed.

The plan will be kept at the worksite and made available for employee review.

**APPENDIX A
SAFETY MEETING MINUTES**

Date:

Job Name:

Topics:

Action Items:

Meeting Attended By:

Print Name

Signature

APPENDIX B
POLICIES AND PROCEDURES ACKNOWLEDGEMENTS

I have read and understand the attached company policies and procedures and agree to abide by them. I have also had the duties of the position which I have accepted explained to me, and I understand the requirements of the position. I understand that any violation of the above policies is reason for disciplinary action up to and including termination.

Employee Signature

Date

APPENDIX C – ACCIDENT INVESTIGATION FORM

Date of Accident	Time	Day of Week ↑ S ↑ M ↑ T ↑ W ↑ T ↑ F ↑ S	Shift ↑ 1 ↑ 2 ↑ 3	Job Site
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INJURED PERSON				
Name:		Address:		
Age:	Phone:			
Job Title:		Supervisor/Foreman Name:		
Length of Employment at Company:		Length of Employment at Job:		
Employee Classification: ↑ Full Time ↑ Part Time ↑ Contract ↑ Temporary				
↑ Strain/Sprain	↑ Bruising	↑ Dislocation	↑ Other (specify)	Injured Part of Body:
↑ Fracture	↑ Scratch/Abrasion	↑ Internal		
↑ Laceration/Cut	↑ Amputation	↑ Foreign Body	Remarks:	
	↑ Burn/Scald	↑ Chemical Reaction		
Name and Address of Treating Physician or Facility				
↑ First Aid				
↑ Emergency Room				
↑ Dr.'s Office				
↑ Hospitalization				

DAMAGED PROPERTY	
Property, Equipment, or Material Damaged	Describe Damage
Object or Substance Inflicting Damage:	

INCIDENT DESCRIPTION
Describe what happened (attach photographs or diagrams if necessary)

ROOT CAUSE ANALYSIS (Check All that Apply)			
<input type="checkbox"/> Improper work technique	<input type="checkbox"/> Poor work area design or layout	<input type="checkbox"/> Lack of written procedures or policies	
<input type="checkbox"/> Safety rule violation	<input type="checkbox"/> Congested work area	<input type="checkbox"/> Safety rules not enforced	
<input type="checkbox"/> Improper PPE or PPE not used	<input type="checkbox"/> Hazardous substances	<input type="checkbox"/> Hazards not identified	
<input type="checkbox"/> Operating without authority	<input type="checkbox"/> Fire or explosion hazard	<input type="checkbox"/> PPE unavailable	
<input type="checkbox"/> Failure to warn or secure	<input type="checkbox"/> Inadequate ventilation	<input type="checkbox"/> Insufficient worker training	
<input type="checkbox"/> Operating at improper speeds	<input type="checkbox"/> Improper material storage	<input type="checkbox"/> Insufficient supervisor training	
<input type="checkbox"/> By-passing safety devices	<input type="checkbox"/> Improper tool or equipment	<input type="checkbox"/> Improper maintenance	
<input type="checkbox"/> Guards not used	<input type="checkbox"/> Insufficient knowledge of job	<input type="checkbox"/> Inadequate supervision	
<input type="checkbox"/> Improper loading or placement	<input type="checkbox"/> Slippery conditions	<input type="checkbox"/> Inadequate job planning	
<input type="checkbox"/> Improper lifting	<input type="checkbox"/> Poor housekeeping	<input type="checkbox"/> Inadequate hiring practices	
<input type="checkbox"/> Servicing machinery in motion	<input type="checkbox"/> Excessive noise	<input type="checkbox"/> Inadequate workplace inspection	
<input type="checkbox"/> Horseplay	<input type="checkbox"/> Inadequate guarding of hazards	<input type="checkbox"/> Inadequate equipment	
<input type="checkbox"/> Drug or alcohol use	<input type="checkbox"/> Defective tools/equipment	<input type="checkbox"/> Unsafe design or construction	
<input type="checkbox"/> Unnecessary haste	<input type="checkbox"/> Insufficient lighting	<input type="checkbox"/> Unrealistic scheduling	
<input type="checkbox"/> Unsafe act of others	<input type="checkbox"/> Inadequate fall protection	<input type="checkbox"/> Poor process design	
Other:	Other:	Other:	

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