

Worker's Decorum and Safety

Rules and Regulations

Subcontractors must recognize Shawmut Design and Construction's management commitment to actively drive a safe and injury-free environment. To achieve our goal of Zero Accidents, we shall conduct all construction operations in compliance with all Shawmut EHS Requirements as well as appropriate safety and health regulations. A complete copy of the Shawmut Design and Construction safety manual is available at: www.shawmut.com/services/safety. We also require the following:

1. Appendix A, Safety Commitment Policy for Subcontractors. All subcontractors must review, conform and comply to this policy.
2. All tradesmen shall enter and exit the jobsite in a professional, courteous manner. It is imperative that the conduct of all employees is such that we are accepted as guests within the neighborhood. Violation of the following rules will result in immediate dismissal from the project:
 - ▶ No abusive or inappropriate language of any kind.
 - ▶ Under no circumstances will any worker on a Shawmut site use, or be under the influence of alcohol or drugs during work hours. Work hours include lunch, dinner breaks and time between shifts, when applicable.
 - ▶ No unauthorized standing in lobbies.
 - ▶ No unauthorized riding in passenger elevators: any violators of this rule will be removed from the building.
 - ▶ No use of radios or music producing devices, including ear buds.
 - ▶ No stealing.
 - ▶ No one shall possess firearms or explosives while in the building.
 - ▶ No one shall physically abuse or harm any individual who works at or visits the building.
 - ▶ No smoking, vaping or other use of Tobacco products.
3. Personal protective equipment is mandatory on all Shawmut Design and Construction projects. This will include the following:
 - ▶ Hard hats
 - ▶ Safety glasses (if prescription, must meet ANSI Z87 standards and have side shields)
 - ▶ Long pants
 - ▶ Shirts with sleeves
 - ▶ Work boots
 - ▶ Respirators, if applicable (company respirator program submitted to Shawmut Design and Construction Safety Department)
4. Subcontractors written safety programs, including site-specific operations, must be submitted before work commences. The subcontractor will report to Shawmut Design and Construction any unsafe condition that comes to their attention. Safety meetings will be held weekly and all subcontractors must attend.

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5. Inform Shawmut Design and Construction of all injuries and provide copies of injury reports to the project superintendent and/or Shawmut Design and Construction's main office. The subcontractor may be required to cooperate in a comprehensive incident investigation conducted by Shawmut Management.
6. While on-site, the tradespeople are restricted to the construction area. They are not allowed in any tenant spaces or public areas unless authorized by Shawmut. The tradesmen are prohibited from loitering around the building or sidewalks.
7. The Subcontractor acknowledges that other construction activities may be taking place on site and will cooperate and not interfere.
8. Any work which requires access to an occupied space and/or restricted areas must be scheduled with Shawmut and requires 24 hours advance notice.
9. No materials will be stored outside the construction area without the prior approval of Shawmut. All work areas should be cleaned daily of trash, debris, and non-useful materials. Subcontractors are also responsible for keeping access to the Construction entrance free and clear. Failure to do so will result in Shawmut providing this service and charging each Subcontractor. Subcontractor will delivery material after coordinating location with the Shawmut Superintendent. All material will be on a mobile surface or pallet, to allow it to be moved easily. This mobile cart/ dolly/ pallet jack shall be provided by subcontractor.
10. All Subcontractors will use rubber wheeled carts when moving material or removing trash from the building. Any damage including tile, carpet or wall damage will be each subcontractor's responsibility and repairs will be back charged appropriately.
11. The subcontractor shall report to Shawmut Design and Construction supervisory personnel any unsafe condition or potentially hazardous situation that comes to their attention. This could include:
 - ▶ Painting and epoxy applications
 - ▶ Continuous loud noises (must be scheduled 48 hours in advance)
 - ▶ Plumbing/sprinkler drain down (will be coordinated 48 hours in advance)
 - ▶ Storage of flammable substances will be allowed in the building after approval by Shawmut Design and Construction and such storage will be in accordance will all Federal, State and Local regulations.
12. The following procedures shall be strictly adhered to when employing any method of welding, gas or electric, flame cutting or performing open flame soldering:
 - ▶ The subcontractor must contact Shawmut within 48 hours of any open flame work performed on the premises. Before any cutting, soldering or welding can take place, a hot work permit will be submitted. This permit will describe type and duration of hot work activity. Shawmut will make periodic inspections of all hot work. If at any time work practices differ from that of the hot work permit the operation will be suspended. Smoke eaters/ local exhaust shall be provided by subcontractor to adequately remove all fumes and vapors from the site.
 - ▶ A dedicated fire watch must be provided during all open flame work for at least one hour after completion of the operation to detect any possible fire, extinguish smoldering flames, and/or sound an alarm. The fire watch shall maintain and have readily available, a functional and charged fire extinguisher and the fire watch shall be fully trained in its use. The fire watch, and the person doing the welding or cutting, must be familiar with facilities as well as the protocol for sounding the alarm in the event of a fire.

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13. Shawmut Design and Construction projects will maintain a strict lockout/tagout program. The electrical contractor will submit their safety program and work practices to Shawmut Design and Construction's Safety Department before work commences.
 - ▶ All electrical power tools/equipment used by this Subcontractor are required to have ground fault circuit interrupters, supplied by this Subcontractor.
 - ▶ It is the policy of Shawmut Design and Construction to prohibit work on energized electrical equipment greater than 50volts. This includes energized electrical lines, breakers, transformers, or other electrical equipment. In the event that the project team determines that it is infeasible to work in a de-energized mode, a live work permit shall be issued and completely filled out 24 hours before work is to commence.

14. Shawmut Design and Construction is committed to the philosophy of continuous fall hazard control wherever the potential exists for falls from heights of six feet or more. According, all subcontractors shall take measures to eliminate, prevent and control fall hazards. This 100% fall protection requirement is mandatory for all trades; including, but not limited to, structural steel erection, re-bar assembly, concrete forming, pre-cast erection, roofers, scaffolding erection & dismantling. Shawmut has a strict 6' fall protection rule with an exception for Ladders and Baker/ Perry Scaffolding. Provided you are working properly on a ladder, fall protection is not required. Mobile Scaffolds with a base width less than 30" require guardrails or fall protection over 4'. Acceptable fall protection will be fall arrest or fall prevention only. Alternative fall protection will not be permitted.

15. Any employee operating equipment on Shawmut Design and Construction jobsites will maintain a state operators hoisting license. A copy of the license will be submitted to the project superintendent.
 - ▶ It shall be the responsibility of each subcontractor performing rigging operations to submit a crane and rigging lift plan to Shawmut Design & Construction for approval 48 hours in advance of these operations. Rigging equipment used must have a 100% safety factor in place; meaning that every component of the rigging system shall be capable to support the entire load by itself. Proof of competency in rigging and signalperson shall be provided before operations begin.

16. A written hazard communication program must be established and implemented. A hazard communication training program must be in effect while working on all Shawmut Design and Construction projects, including:
 - ▶ Submit a hard copy of SDS for each hazardous chemical prior to bringing it on site to the Safety Station in the supers office.
 - ▶ Keep an inventory list of all hazardous chemicals stored on site.
 - ▶ Train all employees in proper use of such chemicals.
 - ▶ Provide proper container labeling of hazardous chemicals on site.
 - ▶ Provide proper protective equipment and training to use such equipment.
 - ▶ Report any overexposure spillage to the site superintendent immediately.

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17. All subcontractors are required to provide a named Competent Person as defined by OSHA 29 CFR 1926.32(f), for each project. If the named Competent Person should change, whether temporary or permanent, during the course of the project it is the responsibility of the Subcontractor to inform Shawmut's project supervisor of the new named Competent Person.
- 18. Subcontractor and supplier supervisors unable or unwilling to cooperate with their safety obligations will be removed from the project.**
19. Subcontractor shall plan on attending a 1 hour safety training per day if they are on site during Shawmut's annual Safety Week.
20. All Subcontractors are required to attend a weekly safety meeting and provide Shawmut Design & Construction Site Superintendent with a signed copy of the meeting sign in sheet. This document shall be placed in the Safety Station by the trade foreman.
21. All contractors working on site shall attend the Shawmut Safety Orientation before beginning their work. This orientation will last up to 1 hour. Start time for safety orientations is 30 minutes after the work day begins. All Subcontractors will provide proof of training for all workers to Shawmut Design & Construction Site Superintendent.
22. Silica Compliance – all trades creating respirable crystalline silica shall:
 - Provide trained employees to our site trained in Silica Awareness
 - Provide a competent person in Silica to develop a Written Exposure Control Plan for this particular site and activity(ies)
 - Provide tools, equipment, containment as necessary to control Silica dust below OSHA Action Level (AL) for untrained staff that are uninvolved workers
 - Provide full compliance with 29 CFR 1926.1153 including Table 1
 - Should you deviate from requirements in Table 1 you will provide Objective Data and/ or air monitoring to support these decisions.