**Exhibit B:** **Job Site Rules & Regulations**



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**Introduction**

This packet will explain all safety requirements as a subcontractor or vendor for Builders by Design as a General Contractor or Construction Manager. These policies are to be utilized by all parties (subcontractors, lower tier subcontractors & vendors) as a baseline for safety precautions on all Builders by Design jobsites; this information is only setting the minimum standard. In addition, all Federal, State, and Local safety requirements shall be followed and implemented. Through the use of these safety standards and the performance of the subcontractors, a safe and successful project can be achieved.

**Subcontractor Compliance**

* **Subcontractor Company Policy**

It is expected that all subcontractors have their own company safety policy which should equal or exceed that of Builders by Design and any Federal, State, or local agency including OSHA. It shall be the subcontractor’s responsibility for implementing such policy and insuring that everyone is within compliance, which includes all subcontractors’ employees, lower tier subcontractors, vendors and suppliers. It is expected that a designated, competent individual from the subcontractor be on site, when workers are present, to insure a safe working environment.

If at any time a subcontractor feels that there is a significant safety hazard outside of their control they should immediately report it to the proper Builders by Design representative.

* **Violations**

While working on a Builders by Design jobsite, if any party associated with the subcontractor is found to be in violation, appropriate actions will be taken by a designated person(s) from Builders by Design, until compliance has been met. The subcontractor shall be given a reasonable amount of time to correct the violation(s). The reasonable amount of time will be determined by the severity of the violation(s). If designated personnel from Builders by Design deem that it is necessary to halt work, subcontractor shall follow such direction and immediately correct the outstanding issue.

If the violation has not been corrected within the reasonable amount of time as given by the designated Builders by Design representative, Builders by Design has the right to take action as needed, to resolve the issue and charge the cost back to the subcontractor.

If at any time, a subcontractor is found to be in violation by OSHA or governmental agency inspections, then said violation is expected to be reported to the designated personnel from Builders by Design, along with the corrective actions that will be taken to rectify the problem.

* **Incidents**

It is the subcontractors’ responsibility to report any incidents to Builders by Design which includes, but not limited to, all personal injuries, equipment damages and project/public damages. The subcontractor shall be required to write up an incident report and provide it to Builders by Design following such incident.

**Substance Abuse**

* **Drugs and Alcohol**

The illegal use of drugs and the consumption of alcohol will not be tolerated on any Builders by Design project. Any individual caught in the participation of any of these events, will be excused from the jobsite and will not be allowed to return to said project. Every subcontractor is expected to have a similar company policy in place.

* **Cigarette Use**

On every job site there will be a designated smoking area. That area will be determined by designated personnel from Builders by Design. Below is a list of prohibited areas. Builders by Design will have the right to expand upon these areas from job to job.

* Builders by Design Field office
* Within new structure after window installation has begun
* Within structure that is under renovation
* In other areas identified as “non-smoking”

**Inspections and Toolbox Talks**

The subcontractor agrees to hold and document “toolbox” safety meetings relevant to the work being completed on the jobsite. A copy of those meeting minutes should be readily available to Builders by Design, if needed.

Subcontractor is required to perform regular safety checks in accordance with all abiding safety documents and laws. A copy of this safety inspection should be kept on file and be readily available to Builders by Design, as needed. Upon receipt of that report, Builders by Design may on its own, complete a separate investigation.

**Cleaning/Housekeeping**

Each subcontractor is responsible for daily clean-up of their work area. This includes but not limited to:

* All materials returned to their assigned areas
* Construction debris disposed of properly
* Equipment returned to the proper place on site

If subcontractor fails to act, as required, Builders by Design will do so in their place and back charge the subcontractor for such expenses.

**Safety Components**

Below is a general outline for the use of the equipment listed, in no way does this constitute all guidelines for these tools/pieces of equipment. All ANSI and OSHA guidelines should be followed when these items are in use. Every subcontractor shall have a competent person that is to assure compliance within all defined parameters

* **Personal Protective Equipment**

Below are general PPE requirements for all jobsite, these are to be utilized as minimum standards:

* **Hard Hats** – shall be worn correctly at all times of the project until substantial completion or until site superintendent determines otherwise.
* **Clothing** – Long pants and shirts with sleeves are required. Anyone not in compliance will be excused from the job until these requirements are met.
* **Footwear** – Leather work boots are required at all times, any other shoes including tennis shoes will not be permitted.
* **Eye Protection** – ANSI approved eye protection is required as needed. Every worker is required to carry eye protection at all times.
* **Hearing Protection** – Protection is required per OSHA standards and all Federal, State, and Local regulations
* **Fall Protection** - Protection is required per OSHA standards and all Federal, State, and Local regulations
* **Ladders, Stairways, Scaffolds, Fall Protection**
* A ladder or stairway is necessary where the change of elevation is greater than 19”
* Damaged ladders must be removed from service
* No metal ladders
* Extension ladders must extend 3’ above the landing, with the feet set approximately ¼ distance from the wall as the working height
* All workers on scaffolds shall be protected by fall protection when working about 10’.
* All scaffold working surfaces should be fully decked
* All scaffolds require a solid base for which the scaffold base shall bare.
* All workers on elevated surfaces above 6’ are required to be protected from falling
* Floor openings over 2” shall be adequately protected
* All fall protection shall be inspected before use daily
* **Electrical Safety**
  + Temporary lighting should be provided to comply with OSHA standards
  + All power used on site shall be ran off of a GFCI breaker, and shall be tested by the electrical contractor periodically
  + All electrical equipment shall be inspected daily for defects and be tagged out of service if found to be non-compliant
  + All open conductors must be protected and clearances will be met as required by any governing body
  + If any of the above conditions or others, as required cannot be met the electrical subcontractor shall make all parties aware of any precautions or procedures that would need to be followed until the situation is resolved
* **Lockout/Tagout**
* Whenever work is to be completed on any equipment, related to the building, all necessary lockout/tagout procedures shall be followed
* If a subcontractor is planning on doing a lockout/tagout to equipment, qualified personnel from Builders by Design should be notified 24 hours in advance so that appropriate schedule adjustment or safety precautions may be met.
* **Fire Protection & Fire Emergency Procedures**
* Observe all open flame or no smoking signs
* Before any burning, welding or other hot work is done, the site superintendent should be made aware of the upcoming work so any necessary precautions may be taken
* All subcontractor’s employees working in such areas should be properly trained in the handling and maintenance of all equipment
* A fire watch should be executed following the completion of hot work; this watch should be done for up to an hour after the work has been completed. A final thorough check of the work area should be done before leaving the job site
* **Cranes and Rigging**
* All cranes must keep current and all inspections required. All operators of such equipment shall be properly certified. At any time Builders by Design could ask for this documentation and would expect it to be readily available
* Subcontractor is responsible for notifying Builders by Design if site conditions do not suit the use of a crane and the proper modifications will be made. This notice must be submitted no less than 48 hours before the equipment is to arrive on site
* All areas around any and all lifting equipment should be barricaded
* Subcontractor is required to insure that all OSHA requirements are met as it relates to cranes on site and any rigging work that is to take place. All rigging equipment shall be properly inspected and if deemed insufficient be tagged out of use
* Only one individual shall be permitted to signal the crane
* **Equipment Requirements**
* All equipment operators shall be properly trained in the use of their equipment
* All operators are expected to make a daily inspection of equipment before use
* In the use of any aerial equipment all individuals shall use the necessary safety equipment as required
* All equipment shall be operated within the manufacturers requirements and any deviation from that will not be permitted
* NO cell phones should be used when equipment is being operated
* **Traffic Control**
* When subcontractor is working near roadway, or having to interfere with traffic on roadway all state laws should be met.
* All signs and barricades should be sufficient to meet all required guidelines and be removed as soon as possible
* If a flagger is required to control movement of construction vehicles on roadways, they shall be properly certified by the state in which the jobsite is located

Builders by Design has written and prepared these Safety Requirements and Procedures to show its overall commitment to a safe jobsite. It is our expectation that every subcontractor that we work with shall have their own implemented safety policy that shall meet or exceed that of Builders by Design. This packet is to be used as an outline of necessary safety precautions and it is the subcontractor’s responsibility to manage its own safety requirements.

All contracts executed by Builders by Design to a subcontractor will include these safety requirements. Please email back to Kim Proctor ([kproctor@buildersbydesigncorp.com](mailto:kproctor@buildersbydesigncorp.com)). It is every subcontractor’s responsibility to review and make acknowledgment by signature. Failure to comply will result in necessary action from BBD Corp until requirements have been met.

With the signed acknowledgement below it is the understanding from Builders by Design that this packet has been reviewed, understood and accepted. Failure to return this signed acknowledgement may deem this contract null and void.

Subcontractor:

Date:

Signature:

Job Title: