



**SITE ORIENTATION & PROCEDURES**

The objective of this handout is to provide contractors and their employees with basic information to perform their work at the \_\_\_\_\_ job site in \_\_\_\_\_, WI. These rules, procedures and requirements do not replace the contractor’s responsibility to comply with OSHA regulations or contract requirements.

**Safety:** All contractors are responsible for following OSHA regulations. In addition, hard hats and safety glasses with side shields will be required **at all times** – no exceptions. In addition, the 6’ tie-off rule applies for all trades unless other adequate fall protection such as guardrails are provided. Each trade should be aware of hazards in your working area.

- **Accident Reporting** – Immediately report all injuries and near misses to the CG Schmidt superintendent. A copy of the accident report is required **that day** to the CG Schmidt superintendent.
- **Protective Equipment** – Hard hats and safety glasses with side shields are required at all times. Protective equipment for ears and respiratory is required on an as needed basis.
- **Proper Dress** – Dress code requires long pants, shirtsleeves and work shoes.
- **Hazcom** – All contractors must submit their Hazcom program and products. This information will be kept in the CG Schmidt trailer.
- **Site-specific safety rules are attached.**
- **Have you completed an OSHA-30 Hour Training Course**    \_\_\_ yes    \_\_\_ no
- **Have you completed an OSHA-10 Hour Training Course**    \_\_\_ yes    \_\_\_ no

**Disciplinary Policy:** This project will utilize the 3 strikes and you’re out program. If a person is discharged from this project the foreman/supervisor of that individual will also be in jeopardy of being removed from the project.

Nothing in this policy *prevents* the immediate dismissal from the jobsite, of any worker whose conduct is a serious violation of the safety requirements and constitutes a grave danger to himself, co-workers, property or equipment.

**Parking:**

**Work Hours:** All trades will work from **7:00am until 3:30pm**. If overtime or Saturday work is necessary you must contact \_\_\_\_\_ for CG Schmidt approval.

**Smoking:**

I understand the basic rules and regulations as stated above and will follow these rules at the \_\_\_\_\_ job site and have received a copy of the site-specific safety rules.

Print Name: \_\_\_\_\_ Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once your orientation is completed you can pick up your hardhat sticker at the CG Schmidt trailer from \_\_\_\_\_.

Sticker No.: \_\_\_\_\_