**CONSTRUCTION POLICY PROCEDURE**

|  |  |
| --- | --- |
| **Company Name** |  **YOUR LOGO** |
| 123 Company Address Drive |
| Fourth Floor, Suite 412 |
| Company City, NY 11101 |
| 321-654-9870 |
|  |  |  |  |  |  |
| **POLICY NAME** |   | **POLICY NO.** |   |
| **EFFECTIVE DATE** |   | **DATE OF LAST REVISION** |   | **VERSION NO.**  |   |
|  |
| **ADMINISTRATOR RESPONSIBLE** |   | **CONTACT INFORMATION** |   |
| **APPLIES TO** Apply group names to define applicable areas of staff. |
| GROUP 1 |   | GROUP 2 |  | GROUP 3 |   |
| GROUP 4 |   | GROUP 5 |   | GROUP 6 |   |
|  |  |  |  |  |  |

| VERSION HISTORY |
| --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

IT POLICY TABLE OF CONTENTS

[Purpose and Scope 3](#_Toc514852215)

[Company Organization 3](#_Toc514852216)

[Missions and Objectives 3](#_Toc514852217)

[Structure 3](#_Toc514852218)

[Roles 3](#_Toc514852219)

[Customer Interaction 3](#_Toc514852220)

[Procedure 3](#_Toc514852221)

[Responsibilities 4](#_Toc514852222)

[Procedure 4](#_Toc514852223)

[Contracts, Contractors, and Subcontractors 4](#_Toc514852224)

[Procedure 4](#_Toc514852225)

[Signing Authority for Documents 4](#_Toc514852226)

[Procedure 4](#_Toc514852227)

[Communication 5](#_Toc514852228)

[Procedure 5](#_Toc514852229)

[Reporting 5](#_Toc514852230)

[Procedure 5](#_Toc514852231)

[Expenses 5](#_Toc514852232)

[Procedure 5](#_Toc514852233)

[Committees and Representatives 5](#_Toc514852234)

[Procedure 5](#_Toc514852235)

[Discipline 5](#_Toc514852236)

[Procedure 5](#_Toc514852237)

[Quality Policies and Compliance 6](#_Toc514852238)

[Procedure 6](#_Toc514852239)

[OSHA Hazcom 6](#_Toc514852240)

[Procedure 6](#_Toc514852241)

[Orientation and Training 6](#_Toc514852242)

[Procedure 6](#_Toc514852243)

[Onsite Safety Meetings 6](#_Toc514852244)

[Procedure 6](#_Toc514852245)

[Inspections 6](#_Toc514852246)

[Procedure 6](#_Toc514852247)

[Work Refusal 7](#_Toc514852248)

[Procedure 7](#_Toc514852249)

[Safety Incidents 7](#_Toc514852250)

[Procedure 7](#_Toc514852251)

[Accidents and Emergencies 7](#_Toc514852252)

[First Aid Requirements 7](#_Toc514852253)

[Fire Prevention and Control 7](#_Toc514852254)

[Emergency Response 7](#_Toc514852255)

[Procedures 7](#_Toc514852256)

[Safety Work Standards 8](#_Toc514852257)

[Procedures 8](#_Toc514852258)

[No Smoking Policy 8](#_Toc514852259)

[Procedures 8](#_Toc514852260)

[Workplace Violence and Harassment Policy 8](#_Toc514852261)

[Procedure 8](#_Toc514852262)

[Appendix 8](#_Toc514852263)

## **PURPOSE AND SCOPE**

Specify to whom these policies and procedures apply, such as all employees, specific employees, visitors, and contractors.

#

# COMPANY ORGANIZATION

##

## **MISSIONS AND OBJECTIVES**

|  |
| --- |
|  |

## **STRUCTURE**

How is the company organized? Is there an organization chart for the corporate office and for the field?

|  |
| --- |
|  |

## **ROLES**

What roles are involved in jobsites?

|  |
| --- |
|  |

## **CUSTOMER INTERACTION**

What is the approach to customer interaction?

|  |
| --- |
|  |

## **PROCEDURE**

|  |
| --- |
|  |

# Responsibilities

What are the responsibilities of each role in the company and each department?

|  |  |  |
| --- | --- | --- |
| **ROLE** | **DEPARTMENT** | **RESPONSIBILITY** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## **PROCEDURE**

|  |
| --- |
|  |

# CONTRACTS, CONTRACTORS, AND SUBCONTRACTORs

How will contracts be tendered? What are contractor and subcontractor responsibilities? How will your organization respond to or limit unsafe acts by contractors? What are contractor and subcontractor responsibilities?

## **PROCEDURE**

|  |
| --- |
|  |

# Signing Authority for Documents

Who in your company has signing authority for bids and contracts?

## **PROCEDURE**

|  |
| --- |
|  |

# Communication

What principles for communication should apply? How should messages and correspondence be saved and archived?

## **PROCEDURE**

|  |
| --- |
|  |

# Reporting

How do employees, contractors, and others report time and other information?

## **PROCEDURE**

|  |
| --- |
|  |

# Expenses

Do you have guidelines for expenses and forms for reporting?

## **PROCEDURE**

|  |
| --- |
|  |

# committees and representatives

Do you have a safety committee? What is the composition of the committee? How often must it meet? Any guidelines about taking and keeping minutes?

## **PROCEDURE**

|  |
| --- |
|  |

# Discipline

What is the protocol for dealing with unsafe behavior by employees? Describe the procedure, from warnings to punishments.

## **PROCEDURE**

|  |
| --- |
|  |

# quality policies and Compliance

Describe any definitions of quality and standards that apply. Include checklists as required.

## **PROCEDURE**

|  |
| --- |
|  |

# OSHA Hazcom

Occupational Safety and Health Administration Hazard Communication Standard | Do you have all the appropriate MSDS for your projects? How are these stored and available to staff? What is your training plan?

## **PROCEDURE**

|  |
| --- |
|  |

# Orientation and training

Who conducts health and safety orientations and training? What is your process? How frequently do you conduct training?

## **PROCEDURE**

|  |
| --- |
|  |

# Onsite Safety Meetings

Do you need onsite safety meetings to discuss specific issues or events with teams in the field?

## **PROCEDURE**

|  |
| --- |
|  |

# Inspections

Do you have a procedure for conducting hazard inspections? Do you have an audit and reporting form? Is there a workflow diagram for reporting issues?

## **PROCEDURE**

|  |
| --- |
|  |

# Work Refusal

What is the procedure if a worker refuses to complete a task out of safety concerns?

## **PROCEDURE**

|  |
| --- |
|  |

# Safety Incidents

Describe the detail-collection and investigation process for accidents, including injuries. Do you have an accident investigation form?

## **PROCEDURE**

|  |
| --- |
|  |

# accidents and emergencies

## **FIRST AID REQUIREMENTS**

What are your requirements for the location and loading of first aid kits? How many team members are required to be certified in first aid?

|  |
| --- |
|  |

## **FIRE PREVENTION AND CONTROL**

What equipment and fire prevention routines are in place? What is the procedure in the event of fire?

|  |
| --- |
|  |

## **EMERGENCY RESPONSE**

What is your emergency response plan? Who is responsible for creating one? How are emergencies communicated to management and other team members? What are emergency contact numbers for staff and emergency teams?

|  |
| --- |
|  |

## **PROCEDURES**

|  |
| --- |
|  |

# Safety WORK STANDARDS

Do you describe what fitness for duty means? What are your company’s general safety policies and procedures covering worksite housekeeping, fire prevention, material handling, manual lifting and back care, electrical safety, and any other aspects of field work that require safety practices?

## **PROCEDURES**

|  |
| --- |
|  |

# NO SMOKING POLICY

Is your company smoke free? Does this also apply to contractors and subcontractors? Do you provide designated smoking areas?

## **PROCEDURES**

|  |
| --- |
|  |

# WORKPLACE VIOLENCE AND HARASSMENT POLICY

Detail your organization’s definition of what workplace violence and harassment entail. Describe the procedure to respond to incidences of alleged violence or harassment.

## **PROCEDURE**

|  |
| --- |
|  |

# Appendix

Attach health and safety checklists, diagrams, and other supporting documents, or include with pertinent procedures.

| DOCUMENT NAME | DESCRIPTION | LOCATION |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |