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**A Field Guide for  
Project Safety Training**

# **BASIC PROJECT SAFETY REQUIREMENTS**

**HARD HATS, SAFETY GLASSES, PROPER FOOTWEAR, AND THE APPROPRIATE CONSTRUCTION CLOTHING REQUIRED AT ALL TIMES WHILE ON THIS SITE.**

ALL employees and visitors must wear hard hats while on the job site as a condition of employment or visitation. Impact resistant hard hats provide protection only when the inside web suspension is intact and is adjusted to correct head size with proper crown clearance.

ALL employees and visitors must wear eye protection when on this project.







ALL personnel must wear sturdy work boots with durable sidewalls, toes, and soles. Soft shoes or sneakers are never permitted. Visitors must wear appropriate sturdy shoes or be kept out of the construction area.

ALL personnel must wear high visibility shirts with at least four-inch sleeves and/or safety vests/jackets, as well as long trousers to protect against the elements and work site hazards. No sleeveless shirts or shorts will be permitted.



# GENERAL SAFETY AND EMPLOYMENT RULES

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## GETTING STARTED – GENERAL RULES

1. Report to work rested and physically fit to perform your job.
2. Wear clothing suitable for your work and the weather. Torn or loose clothing, cuffs, etc., are hazardous. Shirts with a minimum of 4” sleeves and full length pants are required.
3. Wear sturdy work shoes suitable for your trade that are in good condition. Tennis shoes are not allowed.
4. Jewelry (rings, bracelets, neck chains, etc.) should not be worn.
5. Fighting, “horseplay,” or “roughhousing” are not allowed. Employees who engage in such actions may be subject to discipline, including immediate termination. Remember, practical jokes can become painful injuries.
6. Recurring tardiness or irregular attendance may result in disciplinary action up to and including termination. Employees absent from work for two consecutive work days without notifying their supervisor are deemed to have voluntarily quit.
7. When assigned new job tasks, request the safety precautions that are required from your supervisor and follow them.
8. To prevent an injury or loss, report any unsafe conditions or equipment to your supervisor immediately (including those involving subcontractors).
9. Be alert and aware of the work going on around you. Keep clear of suspended loads, traffic areas, changes in elevations, etc.
10. Should any supervisor order you to stop work because of a safety hazard, you must comply with the order.
11. Report all injuries, accidents, or near-misses to your supervisor. If injured, report the injury to your supervisor at once and obtain appropriate first aid and/or medical treatment.
12. As an employee of Ferguson Construction, we value your safety and want to ensure timely reporting and treatment of injuries. In order to ensure that we are aware of any and all injuries occurring on the jobsite, please sign the Daily Safety Questionnaire at the end of each shift.
13. Report all deficiencies with, or damage to tools, equipment, or vehicles to your supervisor immediately.
14. Motorized equipment or vehicles shall be operated only by trained and authorized employees. Read the Operator’s Safety Manuals prior to use.



### **Sexual Harassment or Other Harassment Based on Protected Status**

Ferguson Construction expects employees to accomplish work in a professional, businesslike manner. Every employee is responsible for maintaining an environment free from sexual and other forms of harassment based on protected status. Harassment due to race, color, sexual orientation, marital status, religion, creed, age, national origin, disability, or any other status protected under applicable local, state, and federal law is strictly prohibited. Such harassment is unacceptable by, toward or between co-workers, supervisors, managers, vendors, and contractors. Violation of this policy is grounds for discipline up to and including immediate dismissal.

### **Definition of Sexual Harassment**

Sexual harassment may include unwelcome sexual advances, requests for sexual favors or other sexual language, conduct, or expression when:

- Submission to the conduct is an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct influences employment decisions affecting the individual.
- The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

More subtle forms of behavior, such as offensive posters, e-mails, display of sexually oriented reading material or pictures, cartoons, caricatures, comments, pranks, and jokes of a sexual or inappropriate nature, may also constitute sexual harassment when they contribute to a hostile work environment.

### **Definition of Other Harassment Based on Protected Status**

The Company also prohibits any kind of harassment based on race, color, sexual orientation, marital status, religion, age, national origin, disability, or any other legally protected status. As with sexual harassment, this includes all conduct that has the purpose or effect of interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment. It also includes more subtle forms of behavior, such as offensive posters, e-mails, cartoons, caricatures, comments, pranks, and jokes.

## **Reporting of Discrimination or Harassment Based on Protected Status**

If an employee witnesses or believes they are a victim of sexual or other forms of harassment or discrimination based on protected status, the employee should immediately report the circumstances to the employee's supervisor or manager. If this is inappropriate, or if the situation is not satisfactorily resolved, the employee should immediately notify Human Resources. If the employee feels uncomfortable reporting the matter to Human Resources, he or she should notify another corporate officer.

## **Investigation and Corrective Action**

All complaints will be investigated and the Company will take appropriate corrective action up to and including immediate discharge of employment if it determines that a violation of this policy has occurred.

## **No Retaliation**

The Company prohibits any form of retaliation against any employee who makes a good faith complaint regarding harassment or discrimination.



## **VIOLENCE IN THE WORKPLACE**

Ferguson Construction is committed to providing employees with a safe environment in which to work. It is with this in mind that we have adopted a policy which strictly prohibits threatened or actual violence by our employees. Violence in the workplace may be described as verbal or physical threats, intimidation, and/or aggressive physical contact. Prohibited conduct includes, but is not limited to, the following:

- Inflicting or threatening injury or damage to another person's life, health, well-being, family, or property;
- Possessing a firearm, explosive or other dangerous weapon on Company premises or jobsites, or using an object as a weapon;
- Abusing or damaging Company or employee property;
- Using obscene or abusive language or gestures in a threatening manner; or
- Raising voices in a threatening manner.

Because of the potential for misunderstanding, joking about any of the above conduct is also prohibited.



## PROTECTION OF THE PUBLIC

You are encouraged to be proactive in maintaining a safe working environment by reporting violent or harassing behavior. If you observe or experience these types of behavior, please report them immediately to your supervisor, the Safety Director, or by calling emergency 911, when appropriate.

Any employee who exhibits violence in the workplace may be disciplined up to and including immediate termination. Ferguson Construction may also choose to bring formal charges against anyone who endangers its employees.

1. Keep the public and all other unauthorized persons away from the work area.
2. When it is necessary to work in the vicinity of areas traveled by the public, ensure that suitable signs, warning devices, and barricades are provided, placed, and maintained to protect the public from any hazards created by the work.



## PROTECTIVE EQUIPMENT

1. Approved hard hats, appropriate footwear (no tennis shoes), and appropriate eye protection must be worn at all times.
2. Special safety equipment will be provided for your protection. Use it when necessary to safely perform your work. Keep equipment in good condition. Report loss of, or damage to, safety equipment immediately. Notify your supervisor immediately if you need additional equipment to safely perform your work.
3. Never remove, displace, damage, or destroy a safety device furnished for use on the job. Never interfere with its use.
4. Safety harnesses must be worn and properly anchored when working from elevated areas and when a fall hazard exists.
5. Shirts with at least four-inch sleeves and full length pants are required to prevent cuts and burns.
6. Personal protective equipment (such as safety goggles, face shields, and ear protection) will be provided by Ferguson Construction and must be utilized.

7. Do not look directly at welding or cutting operations unless you are wearing proper eye protection.
8. Use gloves, aprons, or other protective clothing when handling rough materials, chemicals, hot or cold objects, or other hazardous objects. Replace protective equipment if not in good condition.
9. Use eye protection and leg protection (chaps) when operating chain saws and demo saws.
10. Wear proper respirator when exposed to dust, fumes, smoke, or other toxic hazards.



## HOUSEKEEPING

1. Keep your work area neat and orderly. Provide and maintain safe access to work areas – the safe way is the right way.
2. Do not allow debris, scraps, dust, oil, or grease to accumulate. Good housekeeping is part of the job.
3. Immediately clean up oil, grease, and water spills and notify your supervisor of the spill.
4. Keep loose materials and debris off stairs, walkways, ramps, platforms, etc.
5. Do not block aisles, traffic lanes, firefighting equipment, or fire exits.
6. Notify your supervisor if there is insufficient lighting to safely perform your work.
7. Do not obstruct access to, or the area in front of, electrical switchgear.
8. Pile or stack materials in a stable manner. Provide necessary support to prevent stockpiles from falling or shifting.
9. Notify your supervisor immediately if you notice any sanicans or other sanitation devices in need of servicing.
10. Protect all floor or walkway openings. Use appropriate covers or 42” high guardrails (with midrail and toe board).
11. Prevent cords, leads, hoses, etc., from becoming tripping hazards or being damaged. Keep such objects away from oil, heat, chemicals, and other potential physical hazards.



12. Remove or bend all protruding nails or staples in used lumber.
13. Ensure that rebar caps are installed, and maintained, wherever protruding rebar could create a vertical hazard.



## **HAND / POWER TOOLS**

1. Do not use tools until you have been instructed in their use. Use the right tool for the job and use it in the proper way.
2. Keep tools in good condition. Do not use hand tools with split, broken, loose, or splintered handles.
3. Ferguson Construction tools are for the use of Ferguson Construction employees only. Do not loan Ferguson Construction tools to others.
4. Do not use tools with burred or mushroomed heads.
5. Report defective power tools or machinery to your supervisor immediately.
6. Keep cutting tools sharp – and carry in an appropriate container (not in your pocket).
7. Be sure you have adequate clearance around you before using a sledgehammer, other tools, or materials.
8. Never point an air hose at anyone or use it to clean clothing – it is extremely dangerous!



## **LIFTING, CARRYING & CLIMBING**

1. Bend your knees and keep your back nearly straight when lifting. Your leg muscles should do the work, not your back.
2. Avoid shortcuts – use ramps, stairs, walkways, ladders, etc. Check for a clear path first, then maintain a clear view of the travel route.
3. Get help lifting or carrying heavy or bulky materials to avoid dropping or getting thrown off-balance.
4. Only one person should give commands when team-lifting big loads. Before lifting, check for a clear travel route.

5. Use only sturdy ladders, and always on a stable or level base. Angle out the base of the ladder 1/4 of the ladder's working length. Keep the surrounding area clear of scraps, tools, cords, and hoses.
6. Ladders must reach at least 3' above landing for proper access. Tie off ladder at top, secure bottom, and brace.
7. Step ladders must be used only when fully opened and must not be used as extension ladders.
8. When climbing, face the ladder and use both hands on the rungs. Use a hand line or material hoist to lift tools or loads. Don't lift electric tools by the cord.
9. Use metal scaffolds if solid footing or safe ladder access is not possible: Use only approved planking materials.
10. Platform planks shall overlap supports by not less than 6" nor more than 12" and be secured to avoid shifting. Minimum platform width: two 12" planks or three 10" planks.
11. Keep all tools and materials away from edges of scaffolds, platforms, floor and deck openings, etc.



## **EXCAVATIONS / TRENCHES / CONFINED SPACES**

1. Locate gas, power, electric, and water sources before starting work. Contact local service or utility companies for assistance.
2. Properly brace, shore, sheet, or slope all excavation side walls over 4' deep. Consult with your supervisor for specific directions and take all appropriate safety precautions before entering trenches.
3. Never enter a confined space without prior approval from Ferguson Construction's Safety Director.
4. Place excavation spoils at least 2 feet away from the side of an excavation to avoid load strain on walls. Remove surface materials that may fall in.
5. Do not allow vehicles to travel or be parked near the edges of excavations.
6. Install stops or barricades when mobile equipment is used or allowed next to excavations, trenches, openings, or edges.



## FALL PROTECTION

1. Always be sure of your footing. Be on the watch for overhanging or broken planks, slippery spots, debris, loose objects, etc., and if observed, notify your supervisor of their existence.
2. When a potential fall hazard exists and other fall protection (such as guardrails, scaffolding, cables, etc.) is not available, use full body harness and properly tie off.



## BARRICADED AREAS

1. Place barricades and signs to conspicuously warn of overhead danger, traffic, excavations, sudden drops, openings, etc.
2. “Roped off areas” or areas enclosed by barricades are considered dangerous zones and must be respected as such. Admittance to, or passage through such areas is restricted to only those employees working within the barricaded area.



## DRUGS AND ALCOHOL

1. Being under the influence of drugs or alcohol, or being in a condition where you are unable to work safely, are grounds for immediate termination of employment. Notify your immediate supervisor or the project superintendent when taking a prescribed drug that may affect your work.
2. All bargaining unit employees shall be subject to pre-hire and subsequent urine testing for drugs and alcohol in accordance with the Substance Abuse Policy and Addendum thereto contained in their respective union’s bargaining agreement with Ferguson Construction, which provisions are incorporated by this reference. For bargaining unit employees, it is Ferguson Construction’s intent that this policy conform to the guidelines set forth in the current Substance Abuse Program.

3. All non-bargaining unit employees of Ferguson Construction, including all management employees, shall likewise be subject to both pre-hire testing for drugs and alcohol, as well as a program of subsequent mandatory urine testing for drugs and alcohol.

Random testing will include both bargaining unit and non-bargaining unit employees.

An employee that tests positive during a random test will be terminated and not eligible for rehire for ninety (90) days.

Ferguson Construction may, at its sole discretion, consider for rehire an employee who has been terminated as a result of failing his or her drug test prior to the ninety (90) day period described in this Section if said employee is satisfactorily participating in, or has completed, a supervised and recognized rehabilitation program, and can perform his or her duties without risk of injury or harm to him/herself or others.

4. Any violation of the above-stated conditions, as well as any refusal to complete, without alteration, a test consent form and to submit to a Ferguson Construction-requested drug test shall subject the employee or applicant to denial or termination of employment. Any such denial or termination shall be in accordance with either the applicable bargaining agreement, if any, or the non-bargaining unit employee portions of this policy.
5. Detailed policies and procedures are included in the Safety Program Manual.



## VEHICLE & EQUIPMENT SAFETY

1. At no time may anyone other than ***Ferguson Construction employees*** use any equipment or vehicles owned or rented by Ferguson Construction.
2. Each employee driving Ferguson Construction equipment or vehicles is responsible for its safe and legal operation.
3. Operators shall be trained and receive authorization prior to operation of any motorized vehicle or equipment. Only employees holding current, valid certifications are authorized to operate forklifts.

4. Inspect all equipment prior to use. Report any defective, unsafe, or malfunctioning equipment to your supervisor and discontinue its use immediately.
5. All employees are responsible for maintaining a clean cab in Ferguson Construction-owned or rented vehicles or equipment.
6. Mount and dismount all equipment in the proper manner. Face equipment when mounting and dismounting. Be careful and watch your step. Use handrails when ascending or descending mobile equipment or vehicles.  
**DO NOT JUMP!**
7. Employees must use seat belts while operating vehicles or equipment, which are so equipped.
8. Operate machinery and vehicles within rated capacities and at safe speeds.
9. Operators shall not allow other individuals to ride on any equipment unless it is designed to carry passengers.
10. Always be seated when riding in vehicles (unless designed and equipped for standing passengers).
11. In any vehicle, there are to be no more riders than there are seat belts.
12. Backup alarms shall be in proper working order on all bi-directional equipment and vehicles.
13. The parking brake (if provided) shall be set prior to leaving the equipment operator's station or cab. Report any defects in braking systems to your supervisor at once. Chock wheels as necessary.
14. Headlights, taillights, turn signals, and window glass shall be kept clean and free of obstructions that would interfere with the safe operation of the vehicle or equipment.
15. Prior to approaching any equipment, personnel on foot shall signal and receive acknowledgment from the operator.
16. All materials being transported must be secured so they will not roll, slide, or fall while in transit.



1. Ferguson Construction will ensure that an individual with First Aid and CPR Certification is available on the jobsite. Familiarize yourself with who this individual is in case of emergency. First aid kits are located, at a minimum, in each jobsite trailer. The superintendent and Safety Director will ensure that first aid kits are properly maintained and stocked. Emergency numbers are posted at the main jobsite trailer and noted inside the front cover of this Booklet.
2. You play an active role in job safety by being aware of potential hazards and knowing and using the proper job procedures. Each week a supervisor will conduct a “Tool Box Talk” meeting on the jobsite to review important safety tips and accident prevention ideas. Your participation in these sessions is essential. Ferguson Construction encourages, and always appreciates, your recommendations for improving jobsite safety.
3. If you are hurt on the job (regardless of severity) and it is physically possible, it is **YOUR RESPONSIBILITY** to report the incident to your supervisor immediately. Failure to promptly and properly report a work injury can result in complications and other problems.

**IMPORTANT:** *If you are seen by a physician for an on-the-job injury, it will be necessary for you to provide a signed written release at the time you return to work so that we can accommodate any restrictions suggested by your physician.*

4. Ferguson Construction is committed to employee safety and will do its utmost to keep this jobsite a safe place to work. An employee who engages in unsafe actions, violates recognized safety rules, or fails to properly report an injury or unsafe condition, will be subject to discipline up to and including discharge.
5. Report all unsafe acts by employees or subcontractors to your supervisor immediately.

Any employee who fails to comply with Ferguson Construction’s safety standards will be dealt with according to the procedures outlined below:

- a. The employee will usually be given a verbal or written warning, depending on the seriousness of the violation.
- b. If the employee does not heed a verbal warning, a written warning will usually be issued. A copy of this document, along with a full

explanation of the unsafe worker's actions, will be sent to Ferguson Construction's Safety Director.

- c. If the employee fails to comply with accepted safety procedures on the project, he or she may be terminated.
- d. Notwithstanding anything else in this section, serious violations or breaches of Ferguson Construction Policy may result in immediate termination of the employee.



## HEAT STRESS / HEAT EXHAUSTION

Ferguson Construction is committed to keeping its employees working safely in a safe environment. High temperatures, humidity, and limited air movement can lead to heat stress or heat exhaustion. First Aid and water are always available at the jobsite. The company's detailed heat stress program is found in the Corporate Safety Manual, which is available for your review at the jobsite. Employees who work in an environment that could result in heat stress or heat exhaustion will be trained to recognize these conditions. All Ferguson Construction supervisory personnel have been trained through our Heat Stress Training program.



## FIRE PROTECTION

1. Post "NO SMOKING – NO OPEN FLAME" signs near all fire dangers. ***Obey them – ALWAYS!***
2. Know the location and use of fire extinguishing equipment.
3. Flammable liquids shall be used only in small amounts and in approved, self-closing containers.
4. Flammable liquid containers shall be clearly labeled and stored in a protected, separate area. Flammable liquids of one gallon capacity or greater must be kept in a safety can or device approved for use by Ferguson Construction. Such cans must be clearly marked as to its contents.
5. Never use gasoline as a cleaner. DO NOT use gasoline or solvents to clean your hands.

6. Store oily wiping rags in covered metal containers or dispose of them safely.
7. Do not store flammable materials near electrical equipment such as motor controls or transformers.
8. Welding and cutting work should be closely supervised. Remove or shield nearby combustibles.
9. Use screens to protect nearby unprotected workers from the welding arc and sparks.
10. Keep a fire watch with adequate fire extinguishers, ready for instant use, during and after “hot work.”
11. After performing welding or “hot work,” check your clothing for hidden hot slag or metal. Do not wear oil-soaked clothing.
12. Always light torches with a “torch lighter” (never use a match or cigarette lighter). Never pass a lit torch over an open barrel filler hole or a drum opening.
13. Keep portable heating equipment, of any type, away from combustible materials.
14. Do not refuel a hot or running gasoline engine.
15. Make sure engines in buildings are located a safe distance away from combustibles and that their exhaust is properly ventilated.



#### HAZARDOUS MATERIAL COMMUNICATION

1. On this jobsite, there may be materials which, if not used properly, could cause serious injury or illness. These materials must be used in accordance with all safety procedures and manufacturer’s recommendations. A Safety Data Sheet (SDS) manual for all potentially hazardous materials on this jobsite is maintained by the superintendent in the jobsite trailer. If you have any questions regarding this data, please contact your supervisor.
2. Periodically, employees are required to perform nonroutine tasks that may involve a hazardous material. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity. Employees are responsible for reading and complying with all product warning labels.



This information will include:

- a. Specific chemical hazards.
- b. Protective/safety measures the employee should take.
- c. Manufacturer's recommendations to lessen potential hazards, including ventilation, respirators, presence of another employee, and emergency procedures.



## ELECTRICAL

1. **Electrical Problems – Equipment.** Be alert for, and immediately report to your supervisor, unusual noises, sparks, overheating, damaged or missing covers, loose or bare wires, or the absence of voltage markings.
2. **Electrical Grounding Inspection.** Before each use of cord-supplied equipment, visually inspect for proper grounding. Inspect for, and report immediately to your supervisor, any broken cover plates, damaged plugs, missing/bent third prongs, loose screw terminals, missing insulator discs, “taped” cords, cut/cracked cords, wire pulled out of plugs, or other grounding problems. Do not use until repaired.
3. **Receptacles, Cords, and Adapters.** Two-hole receptacles, two-wire cords, or two-prong adapters are prohibited.
4. **Cord Misuse.** Do not pull cords through walls, floors, or ceilings or over sharp edges. Do not staple cords to walls. Do not expose cords to traffic or physical damage.
5. **Live Electricity.** Consider all electric wires and machinery “live” until checked and “locked out.” Keep a safe distance from “live” electricity with crane booms, high loads, or raised dump boxes.
6. **Temporary Power Distribution.** All power distribution installations must be done by a licensed electrician. Only qualified personnel should make electrical repairs or installations.
7. **Electricity and Water.** Keep cords and connector ends out of standing water.
8. **Electricity and Ladders.** Do not use metal ladders near high-powered electricity.



## LOCKOUT POLICY AND PROCEDURES

**Policy.** Shut down and immobilize all equipment. Employees performing maintenance, repairs, or installations shall place “DO NOT OPERATE” tags at the control station, box, or main switch prior to performing work. Tags shall be placed in accordance with the following instructions:

### 1. **Electrical**

- a. Turn off, lock out in the “off” position, and tag with a “DO NOT OPERATE” tag, all electrical equipment involving the use of disconnect switches as a source of power for their operation.
- b. After the equipment has been locked out and tagged with a “DO NOT OPERATE” tag, attempt to start the equipment to ensure that the proper switch has been locked out and the equipment will not start.

### 2. **Pneumatic and Hydraulic**

- a. Render all equipment operated pneumatically or hydraulically inoperable by turning off the air or hydraulic supply to that piece of equipment and tagging the valve with a “DO NOT OPERATE” tag.
- b. After the equipment has been locked out and tagged with a “DO NOT OPERATE” tag, attempt to start the equipment to make sure that the proper switch or valve was locked out and the equipment will not operate.
- c. After equipment use, bleed all pressure from pneumatic or hydraulic lines to make sure equipment will not operate from residual pressure.



## A FEW WORDS ABOUT QUALITY

***Quality – It’s a matter of your attitude and commitment:*** We live in an “instant” society where emphasis is placed on “getting the job done, fast”! But, all too often, the result is second rate service and shoddy workmanship.

How many times would you allow a maternity ward nurse to drop **your** baby? How many bad brake jobs would you allow **your** mechanic to perform? What is an acceptable failure rate for the engineer who designs a bridge over which **your** family drives daily? How many mistakes do you allow **your** employer to make in your paycheck?

***As you can see, QUALITY is a matter of attitude and commitment and is at the core of what separates Ferguson Construction from its competition. QUALITY depends on you!!***

In our efforts to improve productivity, we may concern ourselves only with ways of doing the job faster while forgetting the most important question of all – ***How can we do a quality job right the first time?*** **Your** commitment to doing a quality job right the first time will provide long-term payoffs in lower costs, higher output, pride in workmanship, and customer loyalty and satisfaction.

***QUALITY is never an accident; it is the result of high intention, sincere effort, intelligent direction, and skillful execution; it represents the wisest choice of many alternatives.***



*We consider our employees to be our most valuable asset. Your safety is of primary and vital concern to us.* In recognizing our responsibility for the safety of our employees, we consider accident prevention an integral part of efficient production and product quality.

*Our safety and loss control programs concentrate on prevention.* Our primary goal is an accident-free workplace.

In addition to complying with applicable government regulations, we operate according to safety and loss control standards that protect and promote the safety of our employees and the environment.

*Each employee is responsible for promoting, implementing, and enforcing proper workplace safety.* Remember, our safety program is only as good as the people responsible for its implementation.

If you have questions or comments regarding anything in this booklet, please do not hesitate to talk to your supervisor.

**Have a Safe Day...Every Day!**



**Safety and Quality are matters of attitude, workmanship, and commitment. These core values and dedication separate Ferguson Construction from its competition.**

