



Company Policies • Emergency Action Plan

SECTION 1 — COMPANY POLICIES

1. Code of Conduct

- All workers must always behave professionally and respectfully.
- Harassment, discrimination, or abusive behavior is strictly prohibited.
- Workers must follow all supervisor instructions and posted signage.

2. Attendance & Site Access

- Only authorized personnel may enter the jobsite.
- All visitors must check in with the site supervisor.
- Daily sign-in/sign-out is required for all workers and subcontractors.

3. PPE Requirements

- Minimum PPE: hard hat, safety glasses, high-visibility vest, work boots.
- Additional PPE must be worn as required by task (gloves, hearing protection, respirators).
- Workers are responsible for maintaining their PPE in safe condition.

4. Drug & Alcohol Policy

- Drugs, alcohol, and impairment of any kind are strictly prohibited.
- Any worker suspected of impairment will be removed from the site immediately.

5. Equipment & Tool Use

- Only trained and authorized personnel may operate equipment.
- Damaged tools or unsafe equipment must be reported immediately.
- Lockout/Tagout procedures must be followed at all times.

6. Housekeeping

- Walkways must remain clean and unobstructed.
- Debris must be removed regularly to prevent tripping hazards.
- Materials must be stored safely and securely.

7. Safety Compliance

- All workers must follow OSHA regulations and Baires Construction safety rules.
- Unsafe conditions must be reported immediately.
- Repeated violations may result in removal from the jobsite.

8. Incident Reporting

- All injuries, near misses, and property damage must be reported immediately.
- Incident reports must be completed on the same day.

9. Anti-Harassment & Workplace Behavior

- Baires Construction maintains a zero-tolerance policy for harassment or discrimination.
- All workers must treat others with respect and professionalism.

10. Disciplinary Actions

- Verbal warning
- Written warning
- Removal from jobsite
- Termination of subcontractor agreement (if applicable)

SECTION 2 — EMERGENCY ACTION PLAN (EAP)

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1. Emergency Contacts

Emergency Services: 911

Company Contact: (786) 287-5802

Site Supervisor: _____

Nearest Hospital: _____

2. Evacuation Procedures

- Stop working immediately when an alarm or evacuation order is given.
- Follow posted evacuation routes.
- Proceed to the designated **Muster/Assembly Area**.
- Supervisor will conduct headcount and report missing personnel.

3. Fire Emergency

- Activate nearest fire alarm if available.
- Evacuate the area immediately.
- Only trained personnel may use fire extinguishers.
- Do not attempt to fight large or spread fires.

4. Medical Emergency

- Call 911 immediately.
- Notify the site supervisor.
- Do not move the injured person unless they are in immediate danger.
- Provide first aid only if trained.

5. Severe Weather

- Stop work and move to designated shelter area.
- Avoid windows, scaffolding, and loose materials.
- Remain sheltered until supervisor gives all-clear.

6. Hazardous Material Spill

- Evacuate the area.
- Notify supervisor immediately.
- Follow SDS instructions for spill response.
- Only trained personnel can handle cleanup.

7. Roles & Responsibilities

Supervisor:

- Lead evacuation
- Call emergency services
- Conduct headcount
- Secure the site

Workers:

- Follow instructions
- Evacuate safely
- Report hazards

Visitors:

- Must remain with supervisor at all times

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