

# INJURY & ILLNESS PREVENTION PROGRAM REQUIREMENTS

The following represents an overview of the Cal/OSHA requirements for an Injury & Illness Prevention Program as presented in this Manual

## IN COMPLIANCE WITH

### TITLE 8 INDUSTRIAL RELATIONS GENERAL INDUSTRY SAFETY ORDERS

#### SECTION: 3203 INJURY & ILLNESS PREVENTION PROGRAM

California Legislation requires all employers to establish and maintain an effective injury and illness program. The program must be in writing and must include specific elements as codified in the General Industry Safety Order and the California Labor Code. The requirements of an effective injury and illness prevention program are:

- **Responsibility** - *Identification of the person(s) responsible for implementation*
- **Hazard Assessment** - *A system for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and unsafe work practices*
- **Hazard and Instruction**- *Methods and procedures for correcting unsafe and unhealthy conditions and work practices in a timely manner*
- **Training and Instruction**- *A training program designed to instruct employees in general safety and health work practices upon hiring, and throughout the scope of their employment, and when new programs, processes or job descriptions change, when new substances, processes, procedures, or equipment is introduced which represents a new or previously recognized hazard, and whenever a new unrecognized hazard is identified.*
- **Communication** - *A system for effectively communicating with all employees regarding safety and health issues, including provisions designed to encourage employees to inform management of hazards at the worksite without fear of reprisal*
- **Compliance** - *A system for ensuring that employees fully comply with safe and healthful work practices, which may include disciplinary action to assure compliance*
- **Accident Exposure/Investigation** -*A system or procedure to investigate occupational injuries and/or illnesses and implement appropriate corrective action.*
- **Record Keeping** – Safety Manager is responsible for Maintaining records of steps taken to implement the safety program.

# Turner Construction Company INJURY & ILLNESS PREVENTION PROGRAM

## Southern California Business Unit/San Diego Business Unit

### 1. POLICY STATEMENT

Turner Construction Company has developed and implemented this *written* **INJURY & ILLNESS PREVENTION PROGRAM (Safety Program)**. The work performed by Turner Construction Company is varied, in both nature and location. Under all circumstances, it is the intent of Turner Construction Company to: (1) provide a safe and healthful environment for our employees and subcontractors and (2). Comply with the requirements and intent of *California Code of Regulations, Title 8*, accordingly, effective July 1, 1991; Turner Construction Company has implemented this Safety Program in compliance with *Senate Bill 198, encoded as Labor Code 6401.7 (SBI98)* and the *California Code of Regulations (CCR), Title 8, Section 3202*. The safety of our employees and subcontractors is our paramount concern, and we urge all employees and supervisors to familiarize themselves with the Safety Program set forth in this manual. Turner Construction Company expects and requires all employees and subcontractors to follow the requirements set forth in this Injury & Illness Prevention Program.

Title 8 of the California Code of Regulations, consist of the following listed eight elements and are included in this section.

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

#### **BASIC OBJECTIVE:**

1. Provide a Safety Program consistent with good construction practices.
2. Reduce the number of injuries/illnesses to an absolute minimum.
3. Create an attitude of safety consciousness in general management, field supervision and all employees.
4. Provide for assignment of specific responsibilities for effective implementation and continuation of Turner's Safety Program.
5. Provide a basis for continuing Safety education and training.

**IN ORDER TO ACCOMPLISH THESE OBJECTIVES, OUR INJURY & ILLNESS PREVENTION PROGRAM INCLUDES;**

**I. Pre-planning for injury/illness prevention in Turner Construction Company's operation through an analysis of tasks performed.**

1. Utilizing management experience and expertise to anticipate and mitigate or eliminate potential hazards.
2. Ensuring that mechanical and physical safeguards are provided.
3. Conducting a program of safety inspections to identify and correct any potential unsafe working conditions or practices.
4. Training all employees in good safety practices.
5. Providing and enforcing the use of necessary personal protective equipment.
6. Developing and enforcing safety rules and requiring that all employees and subcontractors adhere to these rules as a condition of employment.
7. Investigating every incident promptly to find its cause and take any corrective action needed to prevent recurrence.

**II. PERSONS WITH RESPONSIBILITY/AUTHORITY FOR IMPLEMENTATION**

The position with *overall technical responsibility and authority for implementing* Turner Construction Company's Injury & Illness Prevention Program (Safety Program) is:

**Safety Director, Anaheim Business Office 714-940-9000  
Safety Director, San Diego Business Office 858-337-9498  
Safety Director, Arizona Business Office 480-557-4716**

The person with *overall responsibility and accountability for this Project's Injury & Illness Prevention Program* is the **Project Manager** (see Section 1, Site Specific Information)

All employees, supervisors, and managers are responsible for assisting and supporting in this collective effort. If any worker is aware of an unsafe or hazardous condition, it must be brought to the immediate attention of a supervisor or other management person immediately. Only through a team effort of all employees can Turner maintain a safe work environment.

## **RESPONSIBILITIES**

### **MANAGEMENT**

The ultimate responsibility for implementation and administration of the Safety Program for Turner Construction Company employees and subcontractors rests with Business Unit Management, from the General Manager to field supervision. These specific areas of responsibility are as follows:

1. Actively participate in the development, establishment and implementation of an effective Safety Program.
2. Assign appropriate persons to administer and enforce the program.
3. Periodic review and evaluation of incident records.
4. Periodic field inspections to assess safety compliance.
5. Periodic participation in safety meetings.
6. Set policy for the hiring and training of new employees.
7. Give continuing strong support to all safety policies, procedures and incentives to ensure that employees work in a safe and healthful manner.

The Injury and Illness Prevention Program administrator, David McGee Director, Safety and Health has the authority and responsibility for implementing the provisions of this program for Turner Construction Company.

All Turner Construction managers and supervisors are responsible for implementing and maintaining the IIPP Program in their work areas and for answering worker questions regarding the IIPP Program. A copy of this IIPP Program is available from each Turner Manager and supervisor.

This **Business Unit Safety Director** has been identified by Management to have the authority and responsibility for:

1. Assisting Project Management in establishing and maintaining an effective Injury & Illness Prevention Program (Safety Program) by:
  - a) Developing techniques, ideas and topics for presentation of the Safety Program to all employees at all levels.
  - b) Acting as liaison between field management, supervisors, the work force, regulatory agencies, and insurance carrier(s).
  - c) Ensuring that incidents are reported and investigated promptly and that corrective action is taken.

- d) Providing office and field personnel with current information at monthly safety meetings.
2. Providing guidance to supervisors in enforcement of the Safety Program including being available for consultation.
3. Informing management of incidents, incident trends, specific problems, and the status of achieving targeted safety goals.
4. Review Incident Investigations to verify that the root causes of the incident are properly determined and any recommendations for corrective actions are implemented. In addition, a file of all incidents will be maintained in order to analyze incident frequencies and trends.
5. Promoting a continuing interest in safety activities through incentive programs, posters, meetings, suggestion boxes, handouts, etc.
6. Ensuring that safety inspections are performed on a regular basis and that necessary corrective actions are taken in a timely manner.
7. Providing a program for disciplinary action for violations of safe work practices/safety policy for all Turner Construction Personnel and all Trade partners, Subcontractors working in a Turner office or at a Turner project.
8. Assisting Turner Construction Company's Designated Project Safety Person/Representative for all OSHA inspections. Representing Turner Construction Company during any REGULATORY ACTIVITY, the Designated Turner Construction Company Project Superintendent shall accompany the Safety Director in any and all regulatory proceedings,

## **Compliance**

Turner Construction Managers are responsible for ensuring all safety and health policies and procedures are clearly communicated and understood by all Turner employees and everyone all Trade Partners/Subcontractors working on Turner projects. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees carry the responsibility of implementing, maintaining and enforcing the Safety Program at the Project. The front line supervisor is the Key to the success of any safety program. They have the ability to impact the cause of incidents directly at their level of occurrence.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment includes:

1. Informing workers of the provisions of our IIPP Program.
2. Evaluating the safety performance of all workers.
3. Recognizing employees who perform safe and healthful work practices.
4. Providing training to workers whose safety performance is deficient.
5. Disciplining workers for failure to comply with safe and healthful work practices.
6. Accounting for the safety of the employees and subcontractors under their supervision.
7. Promoting safe and productive work methods.
8. Ensuring that employees and subcontractors comply with established safety policies/procedures.
9. Providing proper safety instruction to employees prior to job assignments and any changes to operating procedures.
10. Monitoring of equipment and the work place to assure a safe and efficient environment.
11. Enforcing the use of required personal protective equipment.
12. Assisting in Investigation of Incidents to determine causes and corrective action is taken in a timely manner.
13. Training and safety orientation of employees and subcontractors.
  - a. Understanding requirements of the job. (Knowledge, Physical)
  - b. Proper clothing requirements.
  - c. Proper personal protective equipment.
  - d. First Aid and doctor's treatment.
  - e. Encourage safety suggestions from employees and subcontractors. Ask them to report any unsafe practices, conditions, equipment that may exist.
  - f. Ensure all workers are trained on any hazards or changes within the working environment to include the introduction of new equipment, substances, processes or procedures into the work place.
  - g. All training material/records must be maintained for a minimum of one year after the completion of the project.

## **Communication**

### **SAFETY ORIENTATION**

New Turner Construction Company employees and subcontractors, engaged in labor on Turner Construction Company projects, are trained in the Code of Safe Work Practices and

other safety procedures by the Site Superintendent or Site Safety Manager. Documentation of receipt of and training in Code of Safe Work Practices is to be completed by each employee on the form provided.

As part of Turner Construction Company's continuing safety education program, Field Supervisors are to conduct tailgate or "tool-box" safety meetings. It is directed that each Superintendent hold regular safety meeting every week (but no more than 10 working days), or, attend other subcontractor safety meetings, or, more often if job site circumstances warrant.

In addition, field supervision will conduct periodic site wide "Safety Stand Downs" to reinforce active participation in, and compliance with Turner's Safety IIPP Program.

#### CODE OF SAFE WORK PRACTICES (Environmental, Health & Safety Policy)

Turner Construction Company has developed a Code of Safe Work Practices, which sets forth general and specific rules and procedures for all employees. A copy of the Code of Safe Work Practices is given to each new employee and is posted on the Project Safety Bulletin Board at the jobsite.

#### ENCOURAGEMENT OF EMPLOYEE REPORTING

Turner Construction Company encourages and, indeed, requires all employees to inform any business unit management of any unsafe or hazardous conditions and/or practices. Swat Cards are used to report any unsafe act, conditions observed. Every employee is required to complete at a minimum 1 card a week. These cards may be given directly to a manager or supervisor or deposited in a locked box at the Turner project trailer.

#### TURNER CONSTRUCTION/ SUBCONTRACTOR SAFETY ADHERENCE POLICY - Enforcement Procedures

All Turner Construction personnel and all contractors performing work on Turner projects are subject to the Turner Construction/ Subcontractor Safety Adherence Policy. Disciplinary action can be exercised under this policy for safety non-compliance, failure to implement corrective action in a timely manner, or imminent danger.

### **SAFETY VIOLATIONS POLICY**

#### **PURPOSE:**

The purpose of this policy is to assist TURNER Supervisors in the uniform application of disciplinary action for violation of Health and Safety rules, and to facilitate a disciplinary system that is fair and consistent.

#### **POLICY:**

It is TURNER's goal to maintain a safe workplace for our employees and all contractors. Therefore, violations of TURNER's IIPP policies and procedures and standard safe work practices will not be tolerated. Supervisors are responsible for and shall be held directly accountable for the safety performance of their subordinates. Supervisors must accept the responsibility of discipline for their subordinates. All employees have equal authority and responsibility to correct an unsafe act and/or

condition. Any employee observing a policy violation, or unsafe act/condition, shall take immediate corrective action.

The Business Unit Safety Director shall administer disciplinary action that involves Turner Personnel that exceeds a verbal warning. Disciplinary action will be agreed to with Turner's Operation Manager; these actions may involve for 1<sup>st</sup> offense a verbal warning, 2<sup>nd</sup> and 3<sup>rd</sup> offense "1 – 2 week removal from the project and subsequent offense discharge.

The Project Safety Managers, Supervisors, Safety Managers or above may administer disciplinary action that involves discipline that exceeds an oral warning. Subordinates being disciplined shall be initially disciplined by his or her direct supervisor. Supervisors are expected to use reasonable judgment in applying the guidelines outlined below. Methods of discipline available to the supervisor consist of:

- a) Oral Warning with Documentation
- b) Written Warning
- c) Time Off Without Pay
- d) Probation
- e) Termination of Employment

All final decisions relating to disciplinary action shall be the responsibility of the Project Manager, Business Unit Safety Director, and Operations Manager. Whenever a decision has been made to take disciplinary action that requires more than a one shift suspension, the Manager shall be contacted prior to informing the involved employee. The Manager will advise the Supervisor of the proper method of administering discipline. If the Manager is not available, the Supervisor may suspend the employee and inform them to contact the Manager for an interview.

#### **Introduction to Disciplinary Action Guidelines:**

It is not possible to list all the potential violations of Health and Safety Rules. The following list is an effort to provide the Supervisor with an overview of potential violations and recommended progressive disciplinary action for employees violating Health and Safety rules. For violations that are not listed, use reasonable judgment and/or seek advice from the Project Manager, or the Business Unit Safety Director/Site Safety Manager, prior to taking action. Depending on circumstances, any violation can result in disciplinary action that is stricter or more lenient than the listed recommendations.

Remember to follow established company disciplinary action policies and procedures. The Safety Manager must document all events, interviews, witnesses etc. Any disciplinary action must be documented on the TURNER Safety Violation Form. The employee's past performance must be considered in determining appropriate level of progressive discipline, i.e. if the violation is a second or subsequent event, progressive discipline should be elevated. The form must be signed by the employee and others involved in the process. Should the employee refuse to sign, note that in the employee signature box. Forward copies of all documents to the Project Manager and Business Unit Safety Director.

Safety violations of Turner Construction Company or federal, state and local laws will result in disciplinary action to the worker and/or subcontractor in violation. Disciplinary actions will follow progressive steps: documented verbal warning, written warning, monetary fine, suspension from project for up to one week and removal from the project. (See Section 2 Document 17A of the Safety Manual)

*Action Level One* - If a Subcontractor fails to comply with an applicable safety standard, Project Management will issue a written Notice of Safety Non-Compliance to the



Subcontractors site safety representative. Site Management will also forward a Warning Letter (Safety Action Form) for Safety Non-Compliance and a copy of the Notice of Safety Non-Compliance to the Subcontractors President or Operations Manager. Copies of these two documents will also be maintained in the project safety files.

*Action Level Two* - If item(s) of safety non-compliance are not corrected by Action Level One, or the Subcontractor repeatedly fails to comply with the applicable safety regulations, the Construction Manager will issue Stop Work Order to the Subcontractor. The Subcontractors work may not resume until the Project Manager, Safety Manager and the Subcontractors Division Manager or equivalent have met and the Subcontractor has proposed corrective actions that are acceptable to the Project. Actions that may be considered include, but are not limited to:

- Removal of certain Subcontractor personnel from the project
- Alteration of the Subcontractors job procedures
- Have the Project implement the corrective action and back charge the Subcontractor

The Subcontractor shall not resume work until proposed corrective actions are accepted by Project Management. Project Management will document the meeting results in the form of meeting minutes which will be kept on file.

*Action Level Three* - If Action Levels One and Two do not result in the Subcontractors safety performance being brought into compliance, subcontract termination will result. Project Management may, after informing the Client that the safety adherence procedure has not been followed and after giving the Subcontractor applicable notice, terminate the subcontract. Subcontractors that have a contract terminated in accordance with this procedure will be ineligible to participate in future Turner projects until they have implemented and demonstrated corrective actions to improve their deficiencies. Only written approval from the Regional Operations Manager can reinstate Subcontractors eligibility.

#### WORKERS' SAFETY RESPONSIBILITY: (Per Cal/OSHA regulations)

Although the law places primary responsibility for occupational safety and health on the employer, certain responsibilities have been designated by safety regulations and are also placed on employees. These responsibilities include;

1. Obeying ALL occupational safety and health standards, rules, regulations, and orders issued according to the law.
2. Not removing, displacing, damaging, destroying, tampering with, or removing safety devices, safeguards, notices, or warnings.
3. Not interfering with the use of safeguards by others.
4. Using any equipment (i.e., hard hat, safety belt with full body harness, eye protection, breathing respirator, required clothing, and hand or foot protection) method or process adopted for employee protection.
5. To observe and follow Turner Construction Company's "Code of Safe Work Practices"
6. To set a good example for fellow workers.

7. To cooperate with Supervisors in preventing incidents.
8. To make safety suggestions to Supervisors.
9. To take good care of company equipment and report any unsafe or defective equipment to a supervisor.
10. To help keep the Project and work areas clean at all times.
11. To report all injuries, and/or known incidents (including "near miss" incidents) to Supervisors at once.

## **HAZARD ASSESSMENT**

### **SUBCONTRACTORS SIGNATORY TO TURNER CONSTRUCTION COMPANY**

When performing as General Contractors, Turner must secure and fully expect the Subcontractor's complete cooperation with the Safety Program. When this occurs, this Safety Program becomes the Project's Site-Specific Safety Program. All Turner Construction Company Subcontractors are responsible for:

1. Having an established written injury and illness prevention program and enforcing all rules and regulations.
2. Complying with all Federal, State, local and Owner/Client regulatory requirements.
3. Observing and following all safety rules established by Turner Construction Company, even though they may exceed current Federal or State regulations.  
**NOTE: Where conflicts exist between Turner, State, Federal or other regulatory requirements, the most stringent shall apply.**
4. Providing safety and personal protective equipment for their employees.
5. Taking immediate corrective action when notified of safety deficiencies.
6. Furnishing Turner Construction Company project management upon demand, with copies of all reports of injury to their employees, including copies of any other safety related documentation Turner Construction Company deems necessary.

### **SYSTEM FOR IDENTIFYING, EVALUATING, PREVENTING SAFETY AND HEALTH HAZARDS INCLUDES;**

1. Turner Construction Company Safety Director reviews the General Industry Safety Orders, Construction Safety Orders, and all other regulations that are applicable to Turner operations.
2. Turner Construction Company reviews the industry and general information (including Material Safety Data Sheets (SDS) for chemicals used) on potential

occupational safety and health hazards.

3. Turner Construction Company investigates and records all Turner Construction Company Project employee and subcontractor incidents, injuries, illnesses, and unusual events that occur at its work locations.
4. Turner Construction Company makes periodic and scheduled inspections of the general work areas and specific workstations, and records the results. These include;
  - a. Turner Construction Company Corporate Safety Director makes annual project visits to all projects where Turner Construction Company has safety responsibility, depending upon Corporate Safety Director's availability and schedule.
  - b. Project Executive and/or Project Manager shall audit their respective projects on a MONTHLY basis, noting any unsafe conditions and practices observed.
  - c. Turner Construction Company Safety Director (or designee) shall conduct frequent site inspections of all Turner Construction Company Projects.
  - d. Project Superintendent(s) conduct regular weekly site inspections of all project work areas and discusses site-conditions at weekly subcontractor safety meetings.
5. Turner Construction Company evaluates information provided by employees and subcontractors on safety and health matters. To this end, the Company encourages employees to report concerns regarding unsafe and hazardous conditions and has provided a written reporting system for this purpose.

## **SAFETY INSPECTIONS AND INCIDENT INVESTIGATIONS**

### **Incident Investigation and Reporting**

#### **I. Incident Reporting**

For an incident involving personal injury, the subcontractor shall complete and submit to the Turner Project Safety Manager the Turner Incident Report and Employer's First Report of Injury/Illness

The Project Safety Manager and/or Superintendent shall notify the Business Unit Claims Coordinator and BU Safety Director (BUSD) as soon as practical after the incident, but no later than 8 hours. A second Incident Investigation Report will also be completed by the Turner Project Superintendent and submitted within 24 hours to the Project Manager and BU Safety Director for their review.

#### **II. Responsibilities**

All incidents resulting in injury or property damage are to be reported at the time of occurrence to the Turner Project Superintendent. The contractor in charge of the person(s) involved or witnesses to the event will complete a TCCO incident investigation form and request each craft person involved to complete a written statement whenever such events take place. Turner and or the

Owner may require a more detailed investigation and the Contractor shall comply with their directions.

### **III. Incident Reporting Procedures**

#### **1. Near Miss/ Injury Free Event**

It is the responsibility of the prime contractor safety representative or Turner Project Superintendent to complete the investigation using the Turner Construction Company Incident investigation report. This report will include recommendations / implementation of corrective actions. The report will be submitted to the Turner Project Manager as soon as reasonably possible (same work shift) but no later than 24 hours. A gathering of all involved will take place within 24 hours of the incident to review the case and determine if the steps taken to remediate the incident were appropriate. If applicable a Lesson Learned will also be developed and approved by TCCO to relay any information gathered that may assist in the elimination of a future similar occurrence.

#### **2. First Aid Event**

Any first aid event will result in a full incident investigation. TCCO feels that no injury is minor but an opportunity to learn and eliminate like occurrences. Daily records of all first-aid treatments not otherwise reportable shall be maintained on the site first aid log.

#### **3. Medical Treatment Event**

If the injury is considered an emergency call 911. It is the responsibility of the each contractor to immediately notify Turner Project Superintendent, and the Turner Project Safety Manager of any event requiring medical treatment. Failure to do so may result in subcontractor. The Turner Safety Manager or Turner Project Superintendent will call in the claim to the assigned worker's compensation carrier.

#### **4. Serious Injury Event**

It is the responsibility of the each contractor's safety representative to immediately notify the Turner Project Superintendent of a serious injury requiring medical treatment. The Turner Safety Manager or senior TCCO project representative will oversee the completion of required Turner reporting forms. The Turner Business Unit Safety Director and Claims Manager shall be notified as soon as possible. The Turner Business Unit Safety Director will contact OSHA when required, regardless of the of the contractor's requirement to notify. The BUSD will call the Turner Crisis Hotline when appropriate.

#### **1. Fatality**

It is the responsibility of the contractor safety representative to notify the Turner Project Superintendent or the Turner Safety Manager of an event resulting in a fatality. The Turner Project Superintendent will then implement the Turner Crisis Management Plan. All notifications must follow in accordance with the Turner Crisis Management Plan notifications flowchart. The BUSD, BU Claims Manager, General Manager, and Operations Manager must be notified immediately. All media inquiries are to be referred to the Owner or as the Site Specific Crisis Plan dictates.

#### **2. Property/Environmental Damage**

It is the responsibility of the Turner Project Superintendent to notify the Turner Project Manager and Owner of the incident and assist in the assessment of damages. The Turner Project Manager will be responsible for notifying applicable insurance carriers in accordance with policy provisions. The Business Unit Safety Director and Claims Manager shall be notified in all cases.

### **3. General Liability Accident**

It is the responsibility of the subcontractor safety representative to immediately notify the Turner Project Superintendent of an event involving the general public. The Turner Project Manager will immediately notify the Owner. The subcontractor involved will complete an incident report and submit it to the Turner Superintendent or his designee. The Business Unit Safety Director and Claims Manager shall be notified. The BUSD and Claims Manager will determine if a Third Party Investigator will be needed.

In all cases of damage, an incident, or injury, a full investigation will be conducted by TCCO and the contractors to determine potential contributors to the incident in hopes of eliminating the conditions reoccurrence on this or any project. The intent of the investigation is not to affix blame but to learn from the event.

#### **IV. *Documentation for all Incidents Requiring Medical Treatment (Emergency and Non-Emergency)***

The following forms must be completed and delivered to the Project Safety Manager. These will be made available at the site.

- Turner Construction Company Report form
- Employee Incident Statement(s)
- Subcontractors Incident Report

All incidents, near misses, injuries, illnesses and unusual events that have occurred will be investigated thoroughly:

Projects are responsible to have onsite equipment to document the accident scene. Photos, sketches, schematics should be collected for report.

Except for rescue and emergency measures, the accident scene shall not be disturbed and should be barricaded until it has been released by the investigating official. The Contractor is responsible for obtaining appropriate medical and emergency assistance and to ensure timely response to injured worker or event.

***Incident reports are to be submitted to the Business Unit Safety Director and Claim Coordinator, within 24 hours even though supplementary information may be necessary but not available for a period of time.***

“Subcontractor” is intended to mean any contractor working under Turner’s inspection, supervision and/or direction whether under contract to Turner or the Owner as on Construction Management. This policy will be used on all projects at all times.

In all cases, the Site Specific Crisis Management Plan and the Site Specific Health and Safety Plan will be the guiding document.

# Turner Construction Company - Incident Investigation Report

(To be completed within 24 hours by Supervisor)

## GENERAL INFORMATION

Date: \_\_\_\_\_ Contract \_\_\_\_\_ Number: \_\_\_\_\_

\_\_\_\_\_ BU Name: \_\_\_\_\_ Project \_\_\_\_\_

Name: \_\_\_\_\_ Project \_\_\_\_\_

Address: \_\_\_\_\_ Program: \_\_\_\_\_  
CCIP CORP OCIP Other Explain (if other): \_\_\_\_\_

\_\_\_\_\_ Site Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_ Exec: \_\_\_\_\_ Superintendent: \_\_\_\_\_

\_\_\_\_\_ Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ Shift: \_\_\_\_\_

\_\_\_\_\_ Jobsite/Area (refer to columns/beams/drawings as

needed): \_\_\_\_\_ Weather Condition: \_\_\_\_\_

\_\_\_\_\_ Lighting Condition: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_ Male \_\_\_ Female Date of Birth: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Employee ID# : \_\_\_\_\_

Employee Job Title: \_\_\_\_\_ Length Employed: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Cell #: \_\_\_\_\_ Employer Address: \_\_\_\_\_

Shop Steward: \_\_\_\_\_ Cell #: \_\_\_\_\_

Speaks Fluent English: \_\_\_ Yes \_\_\_ No Language: \_\_\_\_\_

Describe in detail how the incident occurred and the task being performed by the involved party when he/she claims to have been injured or became ill including how long and with whom they were performing the task. Include specifics such as equipment, structure, tools, materials, objects (size, shape and weight), positions, distances, sequence of events, etc. [Facts Only]

Enter Description Here

Attach a diagram of the incident scene/site layout to better describe the incident

Date: \_\_\_\_\_ Prepared By: \_\_\_\_\_

# Turner Construction Company - Incident Investigation Report



Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Company: \_\_\_\_\_



Describe the nature and extent of all claimed injury(s) / illness (body part affected, type of injury, etc.)

Enter Description of Claimed Injury Here

Was First Aid Administered? Yes No By Whom? \_\_\_\_\_

Was Employee/Third Party taken to Hospital / Clinic? Yes No

If yes, list name, phone and address: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Is employee in a Trade Union? \_\_\_Yes \_\_\_No If yes, provide Trade & Local #: \_\_\_\_\_

Additional Comments:

Enter Any Additional Comments Here

All incidents need to be immediately reported to your BU Safety Director & Claim Coordinator.  
Copy to be submitted to BUSD and Claim Coordinator for filing. Original to be kept with job files.

Date: \_\_\_\_\_ Prepared By: \_\_\_\_\_





## **General Inspections**

As set forth, Turner Construction Company makes periodic and scheduled inspections of the general work areas and specific workstations. General inspections are the responsibility of the Project Superintendent or his designee. Reports of these inspections will be maintained in an electronic audit database (Safety Net/DBO2).

## **Project Superintendent Safety Inspections**

Project Superintendents shall insure that thorough documented inspections are conducted at a minimum weekly basis. All non-compliance with Turner Construction Company's Code of Safe Work Practices is to be corrected in a timely manner based on the severity of the hazard as described:

- **Imminent Danger.** If there is an immediate danger of serious harm, the result of the inspection must be an immediate correction of the problem, or removing the piece of equipment or work from service. This must be done in an obvious manner, including physical tag-out and lock-out with full knowledge of area employees, supervisors and managers.
- **Less Serious Hazards.** Although the standard is more flexible regarding less serious hazards, any problem that can be corrected immediately should be. All others will be corrected as soon as possible.

Employees who violate the Code of Safe Practices shall be disciplined and a record of the warning notice or other disciplinary action taken shall be maintained on the Turner Construction Company Project.

## **Employee Inspection and Reports**

Employees are responsible for inspecting their work areas, machinery, and equipment for unsafe or hazardous conditions. Employees should immediately correct all unsafe conditions and report them to their supervisors immediately. If the Supervisor fails to act upon a safety complaint, the employee should bring the matter to the attention of the Project Safety Manager or another Management Representative. Employees reporting an unsafe condition may also use any written means to communicate their concern to management. Employees may also make anonymous reports. No employee shall be disciplined or otherwise discriminated against for reporting or correcting an observed unsafe condition or practice.

## **Special Inspections**

In the event of an incident, illness or injury during work or at a Turner Construction Company location, the Project Superintendent or Safety Manager shall make complete investigation of the incident and inspect the area involved. A report of the investigation and/or inspection shall be made part of the documentation provided.

If new equipment, new substances, new procedures or a new process is introduced into the work place, it shall be investigated, inspected and a report shall be completed.

## INCIDENT REPORTING REQUIREMENT GUIDELINES

**Turner defines an “incident” as any unplanned event that results in, or could have resulted in, injury, illness, property damage or interruption of business continuity. This definition incorporates “near-miss” events.**

**All incidents regardless of severity, shall be reported immediately to the Business Unit Safety Director (or designee) and Claims Manager. Additional notifications shall be made at the direction of Safety and/or Claims.**

**Should a serious injury, death or serious illness occur on any project, which is work related and, requires Cal/OSHA and/or other regulatory agencies to be notified within a specified period of time, the employer having an employee(s) involved is required by law, to notify Cal/OSHA within 8-hours, from the time the injury/illness occurred**

**(Cal/OSHA employs recording equipment at each District office, to record calls after normal business hours).**

Employer of the injured employee shall complete a written report and submit promptly for any incident no matter how insignificant it may be at the time. If an incident occurs in the field, a copy of the "Supervisors Report of Injury" should be sent to the Safety Director, Claims Manager or other Management Personnel, in the Anaheim Office, within 24 hours.

### **Time Frame for Filing Reports**

6. The new Workers' Compensation Reform Act of 1989 requires the employers to furnish within 1-working day, the "Employee's Claim for Workers' Compensation Benefits Form". This form must be given to the injured employee (or their dependent) by the Project Supervisor. A complete copy of this form must be sent to the Safety Director's office.
7. At no time is Project Management to require the injured employee, to complete the "Employee's Claim for Workers' Compensation Benefits" paperwork.
8. The Project is responsible for obtaining all necessary information to complete the Employee's Report of Occupational Injury or Illness Form. California law requires an employer to file this report within 5-days of every industrial injury. Stringent monetary fines are imposed for failure to comply.

### **CONCLUSION**

After an incident has been reported to the Safety Director, it will then be followed up with the Superintendent to further investigate the cause of the incident and to take any necessary corrective measures to prevent recurrence.

The Safety Director, and/or Superintendent may then use all the known facts surrounding that incident as an example when discussing safety in training meetings.

### **SYSTEM FOR ENCOURAGING EMPLOYEES TO REPORT HAZARDS**

#### **ENCOURAGEMENT OF EMPLOYEE REPORTING**

Turner Construction Company encourages and, indeed, requires all employees to inform any business unit management of any unsafe or hazardous conditions and/or practices.

No employee shall be disciplined, reprisal taken or discriminated against for reporting an unsafe condition or practice to management or for correcting an unsafe condition.

Employees should report all unsafe conditions to their Supervisor or other management personnel. If an employee observes an employee or supervisor violating Turner Construction Company's Code of Safe Work Practices, they are encouraged to report that observation to upper management or the Safety Manager

## HAZARD ASSESSMENT

### SUBCONTRACTORS SIGNATORY TO TURNER CONSTRUCTION COMPANY

When performing as General Contractors, Turner must secure and fully expect the Subcontractor's complete cooperation with the Safety Program. When this occurs, this Safety Program becomes the Project's Site-Specific Safety Program. All Turner Construction Company Subcontractors are responsible for:

7. Having an established written injury and illness prevention program and enforcing all rules and regulations.
8. Complying with all Federal, State, local and Owner/Client regulatory requirements.
9. Observing and following all safety rules established by Turner Construction Company, even though they may exceed current Federal or State regulations.  
**NOTE: Where conflicts exist between Turner, State, Federal or other regulatory requirements, the most stringent shall apply.**
10. Providing safety and personal protective equipment for their employees.
11. Taking immediate corrective action when notified of safety deficiencies.
12. Furnishing Turner Construction Company project management upon demand, with copies of all reports of injury to their employees, including copies of any other safety related documentation Turner Construction Company deems necessary.

### **SYSTEM FOR IDENTIFYING, EVALUATING, PREVENTING SAFETY AND HEALTH HAZARDS INCLUDES;**

9. Turner Construction Company Safety Director reviews the General Industry Safety Orders, Construction Safety Orders, and all other regulations that are applicable to Turner operations.
10. Turner Construction Company reviews the industry and general information (including Material Safety Data Sheets ( S D S ) for chemicals used) on potential occupational safety and health hazards.
11. Turner Construction Company investigates and records all Turner Construction Company Project employee and subcontractor incidents, injuries, illnesses, and unusual events that occur at its work locations.
12. Turner Construction Company makes periodic and scheduled inspections of the general work areas and specific workstations, and records the results. These include;

- a. Turner Construction Company Corporate Safety Director makes annual project visits to all projects where Turner Construction Company has safety responsibility, depending upon Corporate Safety Director's availability and schedule.
  - b. Project Executive and/or Project Manager shall audit their respective projects on a MONTHLY basis, noting any unsafe conditions and practices observed.
  - c. Turner Construction Company Safety Director (or designee) shall conduct frequent site inspections of all Turner Construction Company Projects.
  - d. Project Superintendent(s) conduct regular weekly site inspections of all project work areas and discusses site-conditions at weekly subcontractor safety meetings.
13. Turner Construction Company evaluates information provided by employees and subcontractors on safety and health matters. To this end, the Company encourages employees to report concerns regarding unsafe and hazardous conditions and has provided a written reporting system for this purpose.

## **SAFETY INSPECTIONS AND INCIDENT INVESTIGATIONS**

### **General Inspections**

As set forth, Turner Construction Company makes periodic and scheduled inspections of the general work areas and specific workstations. General inspections are the responsibility of the Project Superintendent or his designee. Reports of these inspections will be maintained in an electronic audit database (Safety Net/DBO2).

### **Project Superintendent Safety Inspections**

Project Superintendents shall insure that thorough documented inspections are conducted at a minimum weekly basis. All non-compliance with Turner Construction Company's Code of Safe Work Practices is to be corrected in a timely manner based on the severity of the hazard as described:

- Imminent Danger. If there is an immediate danger of serious harm, the result of the inspection must be an immediate correction of the problem, or removing the piece of equipment or work from service. This must be done in an obvious manner, including physical tag-out and lock-out with full knowledge of area employees, supervisors and managers.

- Less Serious Hazards. Although the standard is more flexible regarding less serious hazards, any problem that can be corrected immediately should be. All others will be corrected as soon as possible.

Employees who violate the Code of Safe Practices shall be disciplined and a record of the warning notice or other disciplinary action taken shall be maintained on the Turner Construction Company Project.

### **Employee Inspection and Reports**

Employees are responsible for inspecting their work areas, machinery, and equipment for unsafe or hazardous conditions. Employees should immediately correct all unsafe conditions and report them to their supervisors immediately. If the Supervisor fails to act upon a safety complaint, the employee should bring the matter to the attention of the Project Safety Manager or another Management Representative. Employees reporting an unsafe condition may also use any written means to communicate their concern to management. Employees may also make anonymous reports. No employee shall be disciplined or otherwise discriminated against for reporting or correcting an observed unsafe condition or practice.

### **Special Inspections**

In the event of an incident, illness or injury during work or at a Turner Construction Company location, the Project Superintendent or Safety Manager shall make complete investigation of the incident and inspect the area involved. A report of the investigation and/or inspection shall be made part of the documentation provided.

If new equipment, new substances, new procedures or a new process is introduced into the work place, it shall be investigated, inspected and a report shall be completed.

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## **INCIDENT REPORTING REQUIREMENT GUIDELINES**

**Turner defines an “incident” as any unplanned event that results in, or could have resulted in, injury, illness, property damage or interruption of business continuity. This definition incorporates “near-miss” events.**

**All incidents regardless of severity, shall be reported immediately to the Business Unit Safety Director (or designee) and Claims Manager. Additional notifications shall be made at the direction of Safety and/or Claims.**

**Should a serious injury, death or serious illness occur on any project, which is work related and, requires Cal/OSHA and/or other regulatory agencies to be notified within a specified period of time, the employer having an employee(s) involved is required by law, to notify Cal/OSHA within 8-hours, from the time the injury/illness occurred(Cal/OSHA employs recording equipment at each District office, to record calls after normal business hours).**

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#### **Hazard Correction (Title 8 CCR §3203(a) (6))**

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

When observed or discovered; and

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.

We have a plan/policy for addressing the following hazards we have identified that may exist on our projects.

Slip and fall hazards and ladder safety

Chemicals covered under Cal/OSHA's Hazard Communication standard, including pesticides, cleaning products, lab chemicals, etc.

Lead paint

Asbestos

Ergonomic hazards

Infectious diseases, including blood borne and aerosol transmissible diseases

Outdoor heat

Violence

Indoor air quality

Power tools and machinery hazards, including electrical safety, lock-out tag-out of machinery, machine guarding, etc.

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## Training and Instruction

### Safety Training and Education Policy

#### I. Policy Statement

Turner believes a key component in driving an injury free environment is to develop and maintain a well-trained work force that understands basic safety and health principles. The following are minimal requirements that must be met by all Turner employees.

#### II. Procedure

##### 1. Required Course Work:

- a) **New Employee Orientation – On Day One**, the employee's supervisor shall provide critical safety and health training for all new or re-hired employees. Information provided shall include:
  - i. Hazards associated with their job and proper ways to perform the task safely.
  - ii. Chemical Management & Hazard Communication Program.
  - iii. Emergency Response Procedures.
  - iv. PPE Requirements
- b) The Supervisor shall schedule a meeting with the Business Unit Safety Director to discuss the following key topics: Turner Construction Safety Policies, Developing an Injury Free Culture, and Turner Strategic Safety Objectives.
- c) OSHA 30 - All Turner employees in safety sensitive positions are required to have a 30 hour card. It is preferred that Turner's web-based course is utilized to fulfill these requirements. Individual who already have a 30 hour card must take the Turner Web based OSHA 30 hour refresher (3-Year OSHA Refresher) course within the first six months of placement. All Turner Employees are required to take the refresher course once every three years.
- d) Subcontractor Substance Abuse Testing & Reasonable Suspicion Training - All Turner employees that interact with subcontractor workforce are required to attend training and adhere to the corporate policy regarding prescreening, random, post incident, and reasonable suspicion drug abuse testing.
- e) First Aid/CPR - All Turner employees who routinely are in the field are required to maintain an active CPR/FA card.
- f) Safety Net Auditing System - All Turner employees who are routinely in the field are required to attend the Safety Net overview training and may be required to perform compliance audits at their assigned jobsite.
- g) OSHA Specific Training - When needed, individuals will be required to attend specific training that will enable Turner to be fully compliant with all applicable regulations.

Scaffolds, Traffic Safety, Fall Protection, Hoists/Cranes, are a few examples of specific training.

## **RECORDKEEPING**

The Safety Manager shall maintain appropriate records of steps taken to implement this safety program. These records shall be available for inspection at all times. Turner Construction Company will follow 5- important steps required by the Cal/OSHA record keeping system:

Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form;

Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form. We also include the records relating to worker training provided by a construction industry occupational safety and health program approved by Cal/OSHA.

Inspection records and training documentation will be maintained according to the following checked schedule:

For one year, except for training records of employees who have worked for less than one year which are provided to the worker upon termination of employment; or indefinitely depending on the exposure a worker was exposed to.

Obtain a report of every injury and illness requiring medical treatment.

Record each injury or illness on Cal/OSHA Form #300/300A, according to the instructions provided. Project will also maintain this record keeping onsite as well.

Project Management will prepare a supplementary record of occupational injuries and illnesses on record able cases on OSHA Form No. 301 or Workers'

Compensation/Employer's First Report of Injury (Form 5020) providing the same information.

1. Project Management will prepare an annual summary of incidents on Cal/OSHA FORM No. 300. Project will post this form on employee bulletin Board no later than February 1st of each year, and keep it posted until April 1st of that year.
2. All records shall be maintained for five years.

The Safety Director shall periodically review these safety records to evaluate the safety program and formulate improved safety procedures.

**WARNING LETTER**

PROJECT MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_ PROJECT: \_\_\_\_\_

This letter is to inform you that \_\_\_\_\_ was seen performing the following unsafe act:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Turner Construction Company has a safety program with the goal of providing an incident free workplace. In order to meet this goal, it is essential that the people working on our jobsites perform their jobs in a safe and professional manner.

We require that workers observed performing an act that endangers themselves, other workers, or the public, or violates Turner Construction Company Safety Policy receive a warning in the form of this letter. With the exception of "ZERO" tolerance policies, the following will apply:

1. 1st violation will be a verbal warning with written notice placed in the employees personnel file.
2. 2nd violation will be a written warning and if within 2 months of the first warning letter, renders the employee ineligible to work for the remainder of that day and the following workday.
3. 3rd violation will render the employee ineligible to work, for Turner Construction Company for two weeks.
4. 4th violation: termination of employment.

Immediate termination may result when the nature of the violation exposes the employee, other workers or the public to a potentially serious risk of injury or property damage.

This letter is the \_\_\_\_\_ warning that this worker has received.

Sincerely,

\_\_\_\_\_

Project Safety Manager

Distribution:                      Project Manager  
   Personnel File  
   Project Superintendent  
   Foreman

Project: #- \_\_\_\_\_

-----  
EMPLOYEE CONSENT:

I \_\_\_\_\_ have reviewed the above warning letter in its entirety. Further, I acknowledge that I have been trained in Turner Construction Company's Safety Program, that I have personal responsibility to work at all time in a safe and professional manner in accordance with that policy and that failure to work within these policies may result in disciplinary action up to and including termination.

SIGNED: \_\_\_\_\_ DATED