

Workplace Rules & Regulations Employees & Subcontractors (Revised April 2019)

HEALTH AND SAFETY

- Contractors and workers shall perform their work safely by following the requirements of OSHA, state and federal standards and the subcontractor's own health and safety program.
- The subcontractor must submit their health and safety program to Meridian Development & Construction Services prior to work commencement. **If the subcontractor does not have their own written health and safety program they agree to abide by Meridian's.**
- The subcontractor must submit a list of all chemicals or hazardous materials brought onto the premises. These chemicals or hazardous materials must be accompanied by **Safety Data Sheets (SDS – MSDS has been replaced by SDS per OSHA's new GHS as of 2013). MSDS or SDS will be accepted.** All chemicals or hazardous materials brought onto the premises must be appropriately labeled.
- Personal protective equipment (**PPE**) hard hat, safety glasses, work boots, sleeved shirts and long pants must always be worn by all personnel **while in the work area**. Violation will result in immediate removal from jobsite **until proper PPE is obtained**.
- High visibility clothing identifying the subcontractor's company is preferred on all projects – such as high-vis t-shirts or vests. **On all projects with site work and/or activities outside of the building, high-visibility clothing will be required.**
- Any injuries/accidents which occur must be reported to Meridian Development immediately.
- Keep fire exits, extinguishers and alarms clear of obstructions at all times.
- Any and all unsafe conditions or hazards encountered during performance of work must be reported to Meridian Development immediately.

JOB MATERIAL STORAGE

- There will be no storage of materials, tools or equipment allowed inside the building or in the workspace beyond the shift in which they are being used **unless specifically coordinated and approved in advance by Meridian Development**. Each subcontractor shall utilize separate or joint storage containers, trailers or transport the required materials daily to the job site **and only placed in an area approved by Meridian Development**. **Materials shall be delivered to the jobsite on an as-needed basis. All Subcontractor containers, trailers and transportation on site will be clearly marked with their company logo.**

SUBCONTRACTORS' RULE OF CONDUCT

1. All subcontractors and their employees are to conduct themselves in a professional manner. Attire must be neat, clean and in good repair.
2. No food or beverages other than hard thermos are permitted in the building, tenant space and/or work areas or within 50 feet of a building door.
3. No music is permitted in the work areas.
4. No alcoholic beverages, illegal drugs, narcotics or weapons are permitted on the premises.
5. No smoking is allowed in the building or within 50 feet of a building door; a designated smoking area will be identified by Meridian Development and will be the only smoking point on site.
6. Public restrooms or other existing services such as cafeterias in the building shall not be used by construction personnel.
7. Abusive language or swearing will not be tolerated.
8. Meridian Development and/or owner reserve the right to have uncooperative workers removed from the jobsite with no penalty to Meridian Development or the owner.
9. All subcontractors must have and maintain a separate garbage can with an identifiable label for their specific use and it must be emptied daily to dumpster provided by Meridian Development.
10. Proper housekeeping is a condition of working on a Meridian Development project. All subcontractors must cooperate proportionately to maintain a clean and orderly work site environment which includes sweeping and disposing of all construction debris on a daily basis into the project dumpster provided by Meridian Development. If at any time Meridian identifies poor housekeeping conditions and unidentifiable debris, all subcontractors working on-site will participate in a composite crew to clean-up the project.
11. All cardboard boxes will be broken down prior to disposal in a Meridian Development dumpster. Cardboard boxes not broken down could result in a "Dump and Return" fee for the subcontractor.
12. All subcontractors must abide by the rules and regulations as detailed within this document.
13. Signature below indicates agreement to the above rules and regulations.

Subcontractor

Date