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| **Test Name LLC.**  Safety, Health and Environmental Manual |

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# Section One: Policies and Procedures

## Acknowledgement Form

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name)

Of, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Company)

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

(Work Location)

I hereby acknowledge that I have received a copy of the Test Name LLC.Safety Manual Handbook.

I understand that it is my responsibility to read and understand the policy and procedures contained in the handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Recipient’s Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)

I have explained or answered any questions or concern that contractor or employee had after reviewing the Safety Manual Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Supervisor’s Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

Please forward this form to the EHS Department

## Access to Medical Records

1. **Purpose**

The purpose of this policy is to provide employees and their designated representatives a right of access to their personal medical records and relevant exposure records.

1. **Employee Notification**

All employees shall be informed of their right to access medical and exposure records, the existence, location and availability of employee exposure and medical records maintained by or for the Company and the person responsible for maintaining and providing access to these.

* Initial notification should be covered in the new employee orientation. A copy of the bulletin board notification and/or copy of this standard can be used and should be documented.
* Annual notification can be made by posting a notice where the employees gather outlining the program.
* A copy (can be from OSHA website) of CFR 1910.1020 shall be maintained at each location and it shall be made available to employees for review.

1. **Access**

* The employee may access his/her records by making a request to the Human Resources Manager.
* A written request must be provided to the Human Resources representative to initiate access to these records.
* Employees, previous employees and designated representatives have the right to review and/or copy relevant Company exposure and medical records. There shall be no cost for this service.
* OSHA has the right to review and/or copy relevant exposure and medical records provided an access order is presented. The Access Order must be posted with a cover letter on an employee bulletin board and the affected employees must be informed.
* Access to an employee record shall be provided by the Company within 15 working days from receipt of the request. If the records cannot be provided within 15 working days, the employee or designated representative requesting the record shall be informed with the reason(s) for the delay and the earliest date when the record(s) can be made available.

1. **Transfer of Records**

Whenever an employer is ceasing to do business, the employer shall transfer all records subject to this section to the successor employer. The successor employer shall receive and maintain these records. Whenever an employer is ceasing to do business and there is no successor employer to receive and maintain the records subject to this standard, the employer shall notify affected current employees of their rights of access to records at least three (3) months prior to the cessation of the employer's business.

1. **Recordkeeping**

The Human Resources Manager is responsible for maintaining and providing access to employees’ medical records. These records are kept separately from other employee records.

Employee exposure and medical records shall be maintained by the Company for the duration of employment plus at least thirty (30) years. The medical records of employees who have worked for less than (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.

These records shall include the following:

* Exposure Records
  + Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained.
  + Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs.
  + Material safety data sheets indicating that the material may pose a hazard to human health. Material Safety Data Sheets. In the absence of an MSDA, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.
* Medical Records - a record a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including:
  + Medical and employment questionnaires or histories (including job description and occupational exposures).
  + The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purpose of establishing a base-line or detecting occupational illnesses and all biological monitoring not defined as an "employee exposure record").
  + Medical opinions, diagnoses, progress notes, recommendations, first aid records, Descriptions of treatments and prescriptions, and employee medical complaints.
* Analyses Using Exposure and/or Medical Records - a compilation of data or study based on information collected from individual employee exposure or medical records.

## Alcohol and Drug Policy

The purpose of this policy is to ensure a safe and productive work environment and to safeguard property of the company and its personnel.

Test Name LLC. strictly prohibits the use, sale, transfer, or possession of alcohol, drugs, drug paraphernalia or controlled substances on any premises of the Company or worksites. Company vehicles, as well as private vehicles parked on the Company’s premises or worksites, including parking lots, are locations included within this prohibition.

Additionally, the Company strictly prohibits the presence of any person with any detectable amount of alcohol, drugs, or controlled substances present in his or her body on Company property. Any employee found in violation of this policy is subject to disciplinary action, including immediate discharge. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any employee who violates this policy.

Any non-employee, including visitors, contractors, employees of contractors, consultants, etc., found in violation of the Company’s policy for a drug and alcohol free work environment, or suspected of having alcohol, drugs, or controlled substances present in his or her body, may be refused entry onto, or removed from, premises, or worksites, and denied future access. Furthermore, depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of the Company’s policy.

The Company will require all applicants for employment to submit to a urinalysis and/or blood test for drugs and/or alcohol as a precondition for employment. The Company may also require any employee to submit to urinalysis and/or blood test for drugs and/or alcohol in the following circumstances:

* Following an accident occurring within the course and scope of employment;
* Whenever there is reasonable suspicion to believe that an employee is using drugs or alcohol in violation of the Company’s policy;
* As part of periodic physical examinations; and,
* On a random selection basis and any other time deemed appropriate by the management of the Company, without prior announcement.

Failure to submit to the drug and/or alcohol test noted above will result in disciplinary action, up to and including termination.

## Environmental, Health & Safety Policy

Test Name LLC.values the safety of people and the protection of the environment while conducting its business operations. With this in mind, accident prevention in all areas of our company’s business is of utmost importance. Test Name LLC. recognizes its responsibility to provide a safe and healthful workplace. In turn, each employee of the company has a personal responsibility to conduct his or her job in a safe and environmentally sound manner. It is also the duty of each employee to report any perceived hazard, unsafe practice or conditions to his or her immediate supervisor. No employee is required to work at a job they know is not safe or healthful.

To provide and maintain safe working conditions for the safety of its employees, contractors and for the public Test Name LLC. Environmental, Health and Safety policy is:

1. To comply with all applicable safety and health laws, regulations, practices, or procedures as set forth by governmental authorities and industry standards.
2. To require environmental, health and safety management participation at all levels of the Company.
3. To plan and carry out all phases of operations as part of our continuous improvement process and in a manner that will effectively reduce or eliminate the possibility of accidents that could injure personnel or harm the environment.
4. To conduct frequent inspections of job sites, materials, and equipment to find and eliminate unsafe working conditions or practices and to control health hazards. Inspections shall be made by a competent person.
5. To develop reasonable safety rules and practices and to effectively communicate these rules and practices and provide appropriate training to all employees. Each employee must be instructed in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.
6. To provide leadership in safety and accident prevention by continuously improving safety performance and adhering to company and industry best and safe practices.
7. Ensure that only qualified employees by training or experience shall operate equipment and machinery.

## New Employee/Contractor Orientation

1. **Purpose**

To prevent occupational illness and injury by orienting new or contract employees to hazards present in the workplace and the necessary safety precautions.

1. **Responsibility**

The supervisor of a new hire is responsible for ensuring the new/contract employee completes the program.

1. **General**

* All newly hired personnel will be required to complete the New Employee or Contract Employee Safety Orientation as soon as possible after being hired.
* Ongoing training is provided according to the training matrix.
* Each new/contract employee, regardless of prior experience, shall have their job outlined and explained by the supervisor, or designated employee.
* Supervisors shall be responsible for the safety of their subordinates and the safe operation of equipment during normal operations and possible emergencies.
* Observation of the new employee’s work performance should be maintained until the applicable supervisor is satisfied that he or she can perform the duties and requirements in a safe and effective manner.
* The supervisor retains a completed copy of Appendix A and sends the originals to the Environmental, Health and Safety Department at the corporate office.
* All employees’ shall be trained in Stop Work Authority and shall be tested that they understand the Policy. This training shall be documented and kept in the employee’s personnel file.

Link to [NewEmployeeContractorOrientationForm](#NewEmployeeContractorOrientationForm) Appendix A

## Contractors

1. **Purpose**

To minimize injuries to Contractor personnel, property loss and equipment damage while working on behalf of company.

1. **General**

The company sets the minimum acceptable Contractor safety requirements in contractual documentation and in job specific hazard assessments. Visitors, contractors and subcontractors shall be informed of the facility emergency response procedures before they begin work or tour the facility.

Contractors are required to have an ongoing safety program. The program shall include at a minimum:

* Record keeping: Statistical data and analysis of accidents.
* Investigation of accidents: Policy of investigating accidents and implementing corrective measures.
* Training: An established training program which provides for the initial and continuing development of personnel in accordance with Company, OSHA, EPA and other regulatory requirements. Their workers will be trained to do their task(s) as would a regular employee. This training will be documented on the Safety Training Matrix.
* Job Planning: Appropriate procedures for the job(s) to be conducted.
* Safety Meetings: Regular safety meetings are conducted on the job.
* Appropriate regulatory required programs, records and licenses (e.g., code certified welders).

1. **Evaluation**

Prior to awarding the work, Test Name LLC. may compare the Contractor’s Safety Program and performance with that of other companies performing similar work. As the job progresses, the Company may:

* Periodically review the Contractor’s safety performance.
* Periodically review the visibility and execution of the Contractor’s Safety Program.
* Provide guidance as appropriate.
* Conduct post-job safety performance review using the Contractor Post Job evaluation form in Appendix B.

1. **Contractor Requirements**

* Contractor will require their personnel to know and follow Company safety procedures.
* Contractors must track all man-hours and incidents associated with their activities on Company facilities.
* Contractor personnel will report to the Company Person-in-Charge immediately upon arrival at the location for the first time. They will be briefed on emergency procedures and safety, including personal protective equipment requirements.

1. **Work Procedures**

* Contractor personnel will be invited to attend regularly scheduled safety meetings, as appropriate. Contract personnel will attend any pre-job safety meetings or Job Safety Analysis concerning their work when requested.
* Contractor is responsible for its employees and the safe conduct of its work.
* Contractor shall cease operations and secure the work site at any time the contractor believes it unsafe to precede with the work [Stop Work].
* Contractor shall at all times conduct its work in a safe manner and with equipment meeting acceptable industry standards.
* Smoking is limited to designated smoking areas.
* Contractor personnel shall comply with informational (warning) signs relating to safety that are posted throughout Company facilities.
* Contractor is responsible for furnishing personnel who have been trained and are qualified to work in the geographical work area. Contractor is also responsible for assuring that each worker is familiar with and has read this program.

1. **Personal Protective Equipment**

* Personal protective equipment will be furnished by Contractor for Contractor personnel.
* Hearing protection will be worn by all personnel while in designated high noise areas.
* As a minimum, contractor personnel and visitors will wear safety glasses with side shields when they are in work locations where the potential for eye injury exists.
* Contractor personnel shall wear hard hats while outside offices unless an area has been specifically designated otherwise (e.g., welding shop.)
* Safety-toe foot wear meeting ANSI requirements will be worn by all contractor personnel while in the work area.
* Contract personnel shall be fully and appropriately clothed for the job and the weather.
* Gloves shall be worn when appropriate and as required by a workplace hazard assessment.
* Jewelry will not be worn in work areas.
* Fall protection devices will be worn when the potential fall distance exceeds six feet. The device shall be a Class III full body harness that meets ANSI requirements. The harness shall be equipped with a one piece shock absorbing lanyard with double locking snaps on each end.
* Retracting life lines that reduce free fall to two feet or less may also be used.
* In circumstances where respiratory protection may be required (e.g., paint and blast), respiratory protection shall be worn and properly maintained by contractor.

1. **Substance Abuse/Contraband Control**

All Contractor personnel are subject to the Company Substance Abuse / Contraband Control program while on Company premises. Any individual found in violation of the Company policy will be subject to removal from the premises. Violation of the policy by Contractor employees may also cause contract cancellation.

Link to[ContractorPostJobEvaluationForm](#ContractorPostJobEvaluationForm)Appendix B

## Visitors

1. **Purpose**

The purpose of this procedure is to ensure visitor safety on Companyproperty.

1. **Responsibility**

The safety of visitors on Company facilities or property is the responsibility of the facility supervisor. The individual(s) bringing visitors to these locations must coordinate their activities with the operating supervisor(s) prior to the trip.

1. **General**

Visitor safety briefings should include:

* Smoking Policy.
* Facility alarms and emergency evacuation procedures.
* Hazardous conditions and substances that may be encountered.
* Personal protective clothing and equipment requirements.
* Reporting of injuries/accidents policy.
* Visitors may not tour work locations unescorted unless prior approval has been obtained.

1. **Personal Protective Equipment**

As a minimum, visitors must wear hardhats, safety toe footwear and safety glasses in work areas.

## Safety Meetings

1. **Purpose**

To promote safe working conditions through regularly scheduled and effective management-employee safety meetings.

1. **Responsibilities**

The Site Manager shall:

* Coordinate the safety meeting and require all employees to attend.
* Maintain attendance check in sheets.
* Follow up on any corrective items or suggestions that come up in the meeting.

Safety Department shall:

* Provide materials for safety meetings.
* Present or provide others to present safety meetings as requested.
* Assist the Site Manager in completing corrective actions as appropriate.

1. **Pre Job Safety Meetings**

Supervisors shall lead meetings to discuss specific hazards as required before work that requires safety consideration starts.

Link to [SafetyMeetingsAttendanceForm](#SafetyMeetingsAttendanceForm) Appendix C

## Incident Investigation, Reporting and Recordkeeping

1. **Purpose**

The purpose of this procedure is to provide a systematic approach to investigating and reporting incidents involving personal injury or property damage.

1. **Reporting Procedure**

An incident report shall be completed for all incidents including first aid, medical treatment, lost time, fatalities, near miss, fire and explosion, vehicle accident, theft, and equipment damage. Individual responsibilities for reporting and investigation shall be pre-determined and assigned prior to incidents.

Written incident reports shall be prepared and include an incident report form and a detailed narrative statement concerning the events. The format of the narrative report may include an introduction, methodology, summary of the incident, investigation board member names, narrative of the event, findings and recommendations. Photographs, witness statements, drawings, etc. should be included.

Incidents involving a fatality or the hospitalization of three or more people must be verbally reported to OSHA within 8 hours of their discovery. Incidents must also be reported to the owner client and immediate supervisor as soon as possible or in a timely manner (within 24 hours of incident). A copy of the incident report shall be forwarded to the EHS department within 24 hours.

1. **Investigation Procedure**

While all incidents shall be investigated, the extent of such investigation shall reflect the seriousness of the incident utilizing a root cause analysis process or other similar method. All major incidents that cause or have the potential to cause fatalities, hospitalizations, and significant property damage shall undergo a root cause analysis. Investigations should begin immediately following the incident.

The following guidelines shall be used for all investigations:

* Proper equipment such as pens/paper, tape measures, rulers, cameras, audio recorder, PPE, marking devices, equipment manuals, etc. shall be provided to assist in conducting the investigation.
* Witness interviews and statements shall be collected as soon as possible following an incident.
* Witness interviews shall be conducted by trained interviewers in a private location. Interviews shall be conducted as a fact finding and not a fault finding mission. Only open-ended questions should be asked. The investigation may require follow-up witness interviews.
* Inspect the site immediately following the incident to identify any evidence. This may include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and physical factors such as fatigue, age, and medical conditions.
* Evidence such as people, positions of equipment, parts, and papers shall be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.
* After all facts are gathered and analyzed causative and contributing factors of the incident should be identified.

1. **Corrective Actions**

Incident investigations shall result in corrective actions. Recommendations for corrective actions should be based on factors that have contributed to or have caused the incident. The incident report and changes to process shall be communicated to all employees.

1. **Training**

Personnel who conduct or participate in incident investigations shall be trained in their roles and responsibilities for incident response, incident awareness and incident investigation techniques. Training shall be provided initially and annually thereafter.

1. **Recordkeeping**

Records shall be retained for fatalities, injuries, and illnesses that is work-related, a new case and meets one or more of the general recording criteria.

Each recordable injury or illness shall be entered on an OSHA 300 Log and 301 Incident Report, or other equivalent form, within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.

The 300 log shall be signed by a company executive to certify that the log has been examined and that summary is correct and complete to the best of their knowledge.

A copy of the annual summary must be posted in each establishment in a conspicuous place or places where notices to employees are customarily posted. Ensure that the posted annual summary is not altered, defaced or covered by other material.

The annual summary must be posted no later than February 1st of the year following the year covered by the records and the posting kept in place until April 30th.

The OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms must be retained for five (5) years following the end of the calendar year that these records cover.

## Stop Work Authority

1. **Purpose**

The purpose of this procedure is to establish authority and guidelines to stop work when employees believe that a situation exists that place them, their coworker(s), contracted personnel, or the public at risk or in danger.

1. **Responsibility**

The Supervisor Shall:

* Ensure no actions are taken as reprisal or retribution against individuals who raise safety concerns or stop an activity they believe is unsafe.
* Create a culture where Stop Work Authority is exercised freely.
* Resolve any issues that have resulted in an individual stopping an activity and provide feedback.

The Employee Shall:

* Initiate a Stop Work Intervention when warranted.
* Have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist.
* Report to the supervisor in charge any activity or condition the employee believes is unsafe or for which they have initiated a Stop Work.

1. **Procedure**

When an unsafe condition is identified the Stop Work Intervention will be initiated, coordinated through the supervisor, and initiated in a positive manner.

* Stop work if an activity or condition is believed to be unsafe, could adversely affect the safe operation or cause damage to the facility, or to clarify work instructions or to propose additional controls.
* Notify supervision/management and affected personnel when you stop work or decline to perform an activity.
* Resolve any issues that have resulted in an employee stopping work or an activity. It is the desired outcome of any Stop Work Intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.
* Once all issues have been resolved the work or stopped activity may resume. No work will resume until all stop work issues and concerns have been adequately addressed.

All Stop Work Interventions shall be documented for lessons learned and corrective measures to be put into place.

Stop Work reports shall be reviewed by supervision in order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learning’s.

1. **Training**

Employees shall receive Stop Work Authority training before initial assignment. The training shall be documented including the employee name, the dates of training and subject.

# Section Two: Safety Requirements

Aerial LiftsPurposeThe purpose of this policy is to provide guidelines for the safe use of vehicle mounted aerial devices used to elevate personnel to jobsites above ground such as extensible boom platforms, aerial ladders, articulating boom platforms and vertical towers.Safe Work ProceduresOnly authorized persons shall operate an aerial lift.Lift controls shall be tested each day prior to use to determine that brakes and operating controls are in safe working condition. All equipment will have a working back-up alarm or a spotter will be used when backing.Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position. An approved fall restraint system shall be worn when working from an aerial lift. The fall restraint system shall be attached to the boom or basket when working from an aerial lift. Belting off to an adjacent pole, structure, or equipment while working from an aerial lift is not permitted. Boom and basket load limits specified by the manufacturer shall not be exceeded. The brakes shall be set and outriggers, when used, shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial lift on an incline. An aerial lift truck may not be moved when the boom is elevated in a working position with men in the basket, except for equipment which is specifically designed for this type of operation. Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform upper and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls shall be plainly marked as to their function. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency. The insulated portion of an aerial lift shall not be altered in any manner that might reduce its insulating value. For lines rated 50 kV. or below, minimum clearance between the lines and any part of the equipment or load shall be at least 10 feet.Use outrigger pads when necessary to provide firm footing. Aerial lifts may be "field modified" for uses other than those intended by the manufacturer provided the modification has been certified in writing by the manufacturer or by any equivalent entity. CranesPurposeThe purpose of this policy is to provide safety measures for use during crane operations.General Requirements / Assembly / DisassemblyOnly persons qualified by training or experience will be allowed to operate equipment or machinery.All manufacturer procedures applicable to the operational functions of equipment, including its use with attachments, must be complied with.The manufacturer's procedures and prohibitions shall be complied with when assembling and disassembling equipment. The assembly/disassembly of equipment must be directed by a competent and qualified person. The manufacturer must approve all modifications or additions that may affect the capacity or safe operation of the equipment in writing. A registered professional engineer must be qualified with respect to the equipment involved, and must ensure the original safety factor of the equipment is not reduced.Each member of the assembly / disassembly crew must have a clear understanding of their part in the process prior to any assembly or disassembly tasks commence. These specific directions must come from the competent/qualified person. Each crew member must be informed of the specific hazards of the assembly / disassembly process. This information must also come directly from the competent/qualified person.All areas in the assembly / disassembly area that are restricted must be marked in a clearly visible fashion and all crew members must be shown these areas and instructed that they are never to enter these areas with specific instructions from the competent/qualified person.A post assembly inspection must be completed by a competent/qualified person prior to the commencement of operation of the mobile crane.During the assembly and disassembly process rated capacity limits shall not be exceeded for equipment components to include lifting lugs, rigging, accessory equipment and any other piece of the mobile equipment.Rated capacity limits for loads on the assembled equipment is not to be exceeded.Addressing Specific HazardsThe A/D Director that is in charge and or supervising the assembly or the disassembly operation must address each of the specific hazards that are associated with this process.Site and Ground Bearing Conditions: these conditions must be found to be adequate for the assembly or disassembly of the equipment. Cranes can not be used unless ground conditions are adequate for lifting operations. Ground conditions must be dry and firm and graded in such a manner that they fall within the manufacturers specifications.Blocking Material: blocking must be sufficient with regards to its size, condition, amount and the method of stacking that is used.Proper Location of Blocking: blocking must be appropriately place when used to support lattice booms or any components of the crane or lattice booms. The structural integrity of the lattice boom must be protected and proper blocking is necessary to prevent dangerous movement or a catastrophic collapse.Verifying Assist Crane Loads: when an assist crane is used, the loads that will lifted by the assist crane will be verified at each phase in accordance with 1926.1417(o)(3).Boom and Jib Pick Points: The rigging points of attachment to the boom must be suitable and not cause structural damage and they must enable safe handling of these components.Center of Gravity: must be identified. When there is insufficient data and information to adequately find the center of gravity, methods and measures must be used to prevent the unintended dangerous movement.Stability Upon Pin Removal: boom sections and components must be supported or rigged so that they remain stable upon removal of the pins.Snagging: all measures must be taken to ensure no snagging of the suspension ropes and pendants on the boom or jib connection pins.Stuck by Counterweights: the counterweights must be secured to ensure no unintentional movement and proper care must be used when hoisting counterweights.Boom Hoist Brake Failure: the boom brake must be tested prior to each time that reliance is placed on that system.Loss of Backward Stability: must be ensured before swinging the upperworks, travel and when removing or attaching equipment and or components. Wind Speed and Weather: the affect of wind speed and hazardous weather must be taken into account.Safe Work OperationsAll lifts shall be preplanned to determine items such as condition of rigging equipment, load orientation, swing path, load placement, designated signal man (if necessary) etc. A pre-operation hazard assessment will be performed to identify the work zone and determine if any part of the equipment could reach closer than 20 feet to a power line. If it is determined that any part of the equipment, load line or load could get closer than 20 feet to a power line then at least one of the following measures must be taken: Ensure the power lines have been deenergized and visibly grounded. Ensure no part of the equipment, load line or load gets closer than 20 feet to the power line. Adhere to the line's voltage and minimum approach distance permitted in Table A. All rated load capacities, recommended operating speeds, special hazard warnings or instructions and operator’s manual must be available and in the cab of the crane at all times.The crane operator has the authority to stop and refuse to handle loads whenever there is a safety concern until a qualified person has determined that safety has been assured.A signal person must be provided for the following situations: The point of operation is not in full view of the operator. The view is obstructed when the equipment is traveling. The operator or the person handling the load determines it is necessary due to site specific concerns. The competent person on site will ensure that the flooring on which equipment may be placed is substantial enough to safely hold the weight of the load per the manufacturer's specifications. If the strength of the floor is unknown and / or cannot be determined, a professional engineer will determine the pounds per square foot required and, if necessary, the appropriate shoring to be installed to sustain the weight. Cranes will not be used unless grounding conditions can support the equipment and all supporting material and all conditions meets manufactures requirements.Do not allow personnel get on or off the crane while it is in motion, or to ride the hook block, bucket or grapple. Mobile cranes are intended to lift objects and not people. Care must be taken to ensure that areas within the swing radius of the rear of the rotating superstructure of the crane are barricaded to prevent a person from being struck or crushed. An accessible fire extinguisher of “5-ABC” rating or higher, shall be available at all operator stations or cabs. All personnel shall stand clear while loads are lifted and lowered. No person shall be allowed under a suspended load or allow a load to be suspended over their head. All safety devices must be in proper working order before operation begins. If any of the devices are not in proper working order the equipment must be taken out of service and operations must not resume until the device is working properly again. Safety devices may include, but are not limited to, crane level indicator, boom stops, jib stops, foot pedal brake locks, swing locks, horn and anti two-blocking device.Inspections and MaintenanceInspections as described below shall be performed on all mobile cranes. Deficiencies found during an inspection shall be documented and corrected before use. Cranes with identified hazards shall be tagged “Out of Service”. All inspections shall be conducted by a competent designated person.A competent person must conduct a visual inspection for apparent deficiencies of equipment prior to each shift each day. Daily inspection items shall include, but not limited to:Control mechanisms for proper use and function.Control mechanisms for excessive wear and contamination by lubricants or foreign matter.All safety devices for proper function.Deterioration or leakage in air or hydraulic systems.Crane hooks and latches for deformation or cracks.Rope reeving for noncompliance with manufacturer's recommendations.Electrical apparatus for malfunction, sign of excessive wear, dirt or moisture accumulation.Equipment must be inspected monthly and annually and shall be documented by a competent person. Documentation must include the date and results of the inspection, unit identification, name and signature of the inspector, and corrective actions taken. Documentation must be retained for a period of at least 3 months. Documented monthly and annual inspections shall include, but are not limited to: Deformed, cracked or corroded members in the crane structure or boom.Loose bolts or rivets.Excessively worn or damaged tires.Cracked or worn sheaves or drums.Worn, cracked, or distorted parts such as pins, bearings, shafts, gears, rollers and locking devices.Excessive wear on brake and clutch.Load, boom angle, and other indicators over their full range for accuracy.Gasoline, diesel, electric or other power plants for improper performance or noncompliance with safety requirements.Excessive wear of chain-drive sprockets and excessive chain stretch.Travel steering, braking, and locking devices for malfunction. Critical LiftsCritical lifts are those that are non-routine, greater than 80% rated capacity of the lifting equipment, unknown or difficult to estimate weight, a dynamic lift, up-ending an object, require special rigging, are required to be performed without line of sight, involve lifting an object of substantial value or one-of-a-kind items, and/or designated by a manager as a critical lift. All critical lifting operations require a lift plan. The lift plan must include a drawing showing: The position of the load.The weight of the load.The position of the crane at the pick up location and the position of the crane at the set down location.The distance from the center of the crane to the center of the load at the pick up and set down locations must be measured and recorded.The height of the load is to be recorded on the drawing.The length of rigging and the SWL is to be recorded on the drawing.The hook height of the crane at the pick up and set down radius is to be recorded. The percentage of the cranes capacity at the pick up and set down locations must be calculated by dividing the weight of the load by the crane’s capacity. Lifts greater than 75% of the crane’s load chart require a manager’s approval. A foreman is required to be present during all critical lifting operations. The crane operator and the signal man must be in radio communications if outside of each other’s line of sight. If communication between the signal person and crane operator is broken, all crane operation must cease immediately. The communication devices must be tested on-site, and before work is to commence. During lifting operations, only the designated signal person will give directions to the crane operator except in an emergency, where anyone has the right to signal the cease of lift operations by activating the “halt operations” signal. If hand signals are used between the signal person and the crane operator, they must follow the Standard Method in Appendix A of Subpart CC as denoted in 29 CFR.Each signal person must have the following qualifications:Must understand the Standard Method for hand signals and know and understand the different types of hand signals.Must demonstrate competency in hand signaling to the site foreman before any lift operations.Must demonstrate that they have the necessary qualifications either by producing a certificate of qualification from a certified training facility or by passing our company written and practical test.Must have a basic understanding of the type of crane being used, its load limitations, load stopping, boom deflection and load swinging. This understanding must be demonstrated to the crane operator and the site supervisor before the lifting operations commence.A JSA must be prepared for every crane lift operation whether critical or routine. The JSA must list the position of the signal-man and riggers during lifting operations and all rigging to be used on the lift. A JSA / Lift Plan review is required before the lift. Participation is mandatory by the operator, foreman, riggers, and any contract personnel that will be required to participate in the lift. A copy of the critical lift form, and lift plan shall be attached to the JSA and posted at the lift site for reference. TrainingAll Crane operators must be trained in accordance with the manufacturer’s operating and maintenance manual, the user’s work instructions, and the requirements listed in this policy before operating. Retraining, Certification, vision and medical condition evaluations for all Company employed Crane Operators shall be required every 4 years.Training shall incorporate the use of portable fire extinguishers. The HSE Manager will maintain a written record of all training conducted by qualified 3rd Party vendors including employees trained as well as the name and signature of the person conducting the training. CadmiumPurposeThe purpose of this plan is to ensure our employee's cadmium exposure level is below the OSHA Action Level (AL) and/or Permissible Exposure Limit (PEL). This plan must be made available to all employees.ScopeThis plan establishes requirements on how we will get into compliance with OSHA's cadmium standard. It includes engineering, work practice, and administrative controls. It will be reviewed an updated at least annually, or more often if necessary, until two consecutive exposure monitoring results are below the PEL. This plan can then be modified to include only those sections required when employees are exposed to cadmium above the Action Level.ResponsibilityThe Safety Department is responsible for implementation, enforcement and periodic review of this plan. All supervisors are responsible for understanding this plan and implementation of the plan in their area. All affected employees are also responsible for following the requirements outlined here as they apply to their job. The term "employee" as used in this plan refers only to those who are exposed to greater than the PEL.Cadmium MonitoringWe will complete an initial determination of employee exposure to cadmium in the workplace in all areas that may contain cadmium. Air sampling will be performed in all areas that may contain cadmium.We will conduct additional monitoring wherever there has been a change in raw materials, personnel, equipment, work practices or finished products that may result in an employee being exposed to cadmium above the AL of PEL.Each employee monitored will be notified of the results within 15 working days after receipt of the results. The air sample results are provided to the employee using the Employee Notification of Sampling Results form found in the Appendix. For employees exposed to cadmium above the PEL, we will provide a written notice that the PEL was exceeded and a description of the corrective action(s) to be taken to reduce employee exposures below the PEL.We request that all companies or sources used to conduct the air sampling use American Industrial Hygiene Association (AIHA) accredited laboratories. These laboratories have strict internal quality control procedures which will follow the accuracy of measurement requirements outlined in the Cadmium Standards.Regulated AreasWe will establish regulated areas in all areas where employee exposures to cadmium exceed the OSHA PEL. Access to these areas is restricted to authorized personnel only. Smoking, eating, drinking, chewing tobacco or gum, or applying cosmetics are prohibited in the regulated areas. Each employee will be required to wear the appropriate personal protective equipment and respiratory protection required to enter the regulated area.Work PracticePersonal protective equipment will be provided, at no cost to the employee, to each employee exposed to cadmium above the OSHA PEL. Employees will be provided with clean, dry protective clothing at least weekly. Cleaning, laundering, and disposal of the protective clothing will be provided at no cost to the employee. Repair or replacement of protective clothing and equipment will be provided at no cost to the employee. Employees will remove their protective clothing at the end of the work shift only in the change room. Employees will not be allowed to remove contaminated clothing from the facility. The protective clothing will be placed in marked containers. These containers will be closed immediately. The contaminated protective clothing container is marked with the label stated in 1910.1027(m)(3)(ii). Employees will not remove cadmium from protective clothing or equipment by blowing, shaking, or any other means that disperses cadmium into the air.To reduce employee exposures to cadmium a housekeeping schedule has been implemented. It is employee’s responsibility to help maintain the work area to reduce exposures to airborne cadmium. All surfaces shall be maintained as free as practicable of accumulated cadmium. Floors and other surfaces where cadmium accumulates may not be cleaned by the use of compressed air. High efficient particulate air (HEPA) or other equally effective filtration system should be considered for use in cleaning contaminated surfaces. Shoveling, dry or wet sweeping, and brushing may be used only where vacuuming or other equally effective methods have been tried and found not to be effective. Where vacuuming methods are selected, the vacuums shall be used and emptied in a manner which minimizes the re-entry of cadmium into the workplace.When filters and ventilation equipment must be maintained or worked on (changing filters etc.), all employees must vacate the area. The employees working on the ventilation equipment must wear the appropriate PPE.Employees will not have or consume food or beverages, chew tobacco or gum products or apply cosmetics in operations listed in part IV. Employees are responsible for washing hands and face prior to breaks and lunch. Change rooms are provided to all employees. All employees will use these change rooms and separate storage facilities for protective work clothing and equipment and for street clothes to prevent cross-contamination.All employees will shower at the end of the shift. Employees will not leave the facility wearing clothing or equipment worn in the work areas with cadmium airborne concentrations that are above the PEL or cause eye or skin irritation. Employees must use the designated lunchroom to consume food. The tables for eating will be maintained free of cadmium so that no employee in the lunchroom facility is exposed at any time to cadmium at or above a concentration of 2.5 ug/m3.Employees are required to wash their hands and face prior to eating, drinking, smoking, chewing tobacco or gum, or applying cosmetics. Employees will not enter the lunchroom facilities with protective work clothing unless surface lead dust has been removed by HEPA vacuuming or some other method that removes cadmium dust without dispersing it.Medical SurveillanceWe have implemented a medical surveillance program for all employees exposed or may be exposed to cadmium above the OSHA AL for more than 30 days per year. The medical surveillance program examinations will be performed under the supervision of a licensed physician. Medical surveillance is available for each affected employee and is provided at no cost to the employee and at a reasonable time and place. The medical surveillance program also includes biological monitoring. Medical examinations are made available at least annually and more often if required. The medical examinations and biological monitoring requirements for pre-employment, surveillance and medical removal as outlined in the medical surveillance section of the cadmium standard are the minimal examination criteria to be followed by the licensed physician performing the medical surveillance. For those employees assigned to an area where a respirator is required an examination will be provided. The examination is performed by the licensed physician. The examining physician will determine if the employee can wear a respirator. [If the employee can not wear a respirator, the employee will be assigned to an area where cadmium exposures are below the OSHA PEL.] Examinations are also provided to those employees acutely exposed to cadmium during an emergency procedure and at the time of termination. The following information will be provided to the physician: A copy of this Standard and Appendices. Description of affected employees former, current and anticipated duties as relate to occupational exposure to cadmium. Employees former, current and anticipated future levels of occupational exposure to cadmium. Description of personal protective equipment and respiratory protection used and how long used or anticipated to be used by employee. Results of previous biological monitoring and medical examinations. A physician will provide a written medical opinion for each medical examination performed on each employee. The medical opinion will contain the following information: Physician’s diagnosis for employee. Physician’s opinion of any detected medical condition(s) that would place employee at increased risks of impairment to health from further exposure to cadmium including any indications of potential cadmium toxicity. Results of biological, other testing or related evaluations that directly assess employee’s absorption of cadmium. The physician has been instructed to not reveal specific findings or diagnoses unrelated to cadmium exposure. Any recommended removal from, or limitation of activities or duties of employee or restriction on use of personal protective equipment. A statement that physician has clearly and carefully explained results of medical evaluation including biological monitoring and medical conditions related to cadmium exposure to the employee. Any limitations on the employee’s diet or use of medications will also be explained to the employee. We will medically remove employees from their current job when required by medical evaluations including biological monitoring. The employees will not be returned to their former job until the examining physician has determined that continued medical removal is no longer necessary. For employees medically removed from their current position, medical evaluation, including biological monitoring will continue at the required frequency until results indicate the frequency can be reduced or eliminated. Medical removal benefits protection will be provided to each employee medically removed. Each employee will be provided with the following information: A copy of the physician’s written medical opinion within two weeks of receipt. Copy of the biological monitoring results and an explanation sheet explaining the results within two weeks of receipt. The information the employer provided to the examining physician will be provided to the employee within 30 days of receipt of a request. A record will be kept of any abnormal condition or disorder caused by occupational exposure to cadmium on the OSHA 300 form.TrainingEach employee exposed or potentially exposed to cadmium will participate in the Cadmium Compliance plan. Employees will be trained at the time of initial assignment to a job potentially exposed to cadmium and annually thereafter. Employees will be informed of the information found in the Employee Information and Training Record. Each employee participating in the training will be required to sign the form upon completion of the training. A copy of the form will be provided to the employee. The original copy will be maintained in the Safety Department. Employees can request a copy of the information and training of this compliance plan.Emergency Action Plan (Sustained Cadmium Release)During a sustained cadmium release all non-essential employees will evacuate the property and assemble at the rally point upwind of the release. Please consult the Emergency Action Plan for additional details on the proper procedures in the event of a sustained cadmium release.SignageWe have established regulated areas where employee exposure to cadmium exceeds or are expected to exceed the permissible exposure limit. These signs are posted in the regulated area(s) as well as the approaches to the regulated area(s). The signs are illuminated and cleaned so they are readily visible. Warning signs contain the following information: DANGER CADMIUM CANCER HAZARD CAN CAUSE LUNG AND KIDNEY DISEASE AUTHORIZED PERSONNEL ONLY RESPIRATORS REQUIRED IN THIS AREA We have also established warning labels for containers containing cadmium components, contaminated clothing, equipment, waste, scrap, or debris. Warning labels contain the following information: DANGER CADMIUM CANCER HAZARD AVOID CREATING DUST CAN CAUSE LUNG AND KIDNEY DISEASERecordkeepingExposure monitoring will be maintained on file for at least 30 years. The exposure monitoring information will include the following information: Date, duration and 8-hour time-weighted average sample results. Name, social security number and job classification of monitored employee or employee’s assumed to have similar exposures. Sampling and analytical methodology used including accuracy of methodology.Respiratory protection utilized by employee if any. Notation of any conditions that might have affected monitoring results. The use objective data for exemption from requirements of initial monitoring, including information demonstrating product or material, process, operation or activity that can not release cadmium dust or fumes above the Action Level even under worse case release conditions. This information must be kept on file. This information can be from industry wide or laboratory product testing. The data must be obtained under work place conditions closely resembling processes, types of material, control methods, work practices and environmental conditions in current operations. Records of objectable data will be maintained for at least 30 years.Medical surveillance information on each employee will be maintained on file [or maintained by the medical clinic performing the surveillance] for the duration of employment plus 30 years. Medical surveillance records will include the following information: Employee name, social security number and description of duties. Copy of physician’s written opinion and explanation sheet of biological monitoring results. Copy of medical history, results of any physical examination, all test results required to provided, or obtained to further evaluate conditions related to cadmium exposure.Employee’s medical symptoms that might be related to cadmium exposure. Copy of information provided to the physician. Employees can request a copy of or examination of their medical records. The records will be provide within 15 days of the request. These records will be provided to the employee, designated representative, anyone having specific written consent or employee’s family members (after death or incapacitation). The Employee Information and Training Record form is used to certify that each employee with exposure or potential for exposure to cadmium has been trained. The form includes date of training, and an area for the trainer and employee to sign. The training form certification record will be maintained on file for at least one year beyond date of training of employee.

# Section Three: Forms

## Appendix A: New Employee/Contractor Orientation Form

Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All new employee’s must review all items listed below with a supervisor and must sign this form to verify their understanding. The following information was provided and or explained and understood by the person receiving it.

Employee Reviewer Initials Initials

1. Review HS&E Mission Statement \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

2. General HS&E requirements including designated \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

smoking areas, high noise areas, housekeeping,

jewelry, cell phones, etc. (Review

Basic Shop Rules posted in all shops)

3. Location of MSDS books, HS&E Manuals \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

4. Drugs, alcohol and weapons not allowed \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

5. Proper PPE \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

6. Adequate “department / position specific” safety \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

orientation

7. Location of any emergency equipment – fire \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

extinguishers, first aid boxes, etc.

8. Safety meetings explained \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

9. Explanation of how / where to receive HS&E \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

information (bulletin boards, training material,

safety meetings)

10. Reporting requirements for Incidents – All injuries \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

and incidents reported, who to report them to, etc.

11. Environmental awareness and waste management \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

procedures

12. Identify Mentor, Safety representative & HS&E \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Committee

13. Location of hazardous chemicals \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

14. Emergency preparedness, emergency exits, etc. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

15. Stop Work Authority \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Employee Signature & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Reviewer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Appendix B: Contractor Post Job Evaluation

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General | | | | | | | | | | | |
| *Evaluation Date:* | | *Evaluator Name:* | | | *Evaluator Title:* | | | | | | *Phone*: |
| *Contractor Company Name:* | | | *Contractor Director/Manager:* | | | | | | | *Contractor Site Supervisor:* | |
| *Project Name:* | | | *Contract Number:* | | | | | | | *Task Evaluated:* | |
| *Have you shared this evaluation with your contractor : Yes  No* | | | | | | | | | | | |
| # | Activity Description | | | Yes | | | No | N/A | Comments | | |
| 1 | Did the contractor take steps to reduce the risks and/or mitigate the potential impacts of his/her work? (JSA, JHA, etc.) | | |  | | |  |  |  | | |
| 2 | Did the Contractor's JSA adequately identify job safety and environment hazards? | | |  | | |  |  |  | | |
| 3 | Did the Contractor's JSA process identify each job step? | | |  | | |  |  |  | | |
| 4 | Did the contractor implement a work site inspection program for safety and environmental concerns? | | |  | | |  |  |  | | |
| 5 | Was there a behavior based safety observation in place? (crews knowledgeable about process, did regular observations, etc.) | | |  | | |  |  |  | | |
| 6 | Was Stop Work Authority used properly? Was it discussed and the issues resolved? If no, explain in the comments section. | | |  | | |  |  |  | | |
| 7 | Was there participation by contractor employees and management in meetings, in discussing and resolving HSE concerns, safety talks, etc.? | | |  | | |  |  |  | | |
| 8 | Did the contractor's employees have required training certifications (excavation, Operator Qualification, crane operator, welder, etc.)? | | |  | | |  |  |  | | |
| 9 | Did the contractor assure appropriate PPE, safety and spill clean-up equipment was available, used by workers, and properly maintained? | | |  | | |  |  |  | | |
| 10 | Did the contractor implement their HSE program components at the work site? (Lock Out Tag Out, Fall Hazard, Excavation, Confined Space, Hot Work, etc.) | | |  | | |  |  |  | | |
| 11 | Did the contractor follow our HSE program components when applicable? | | |  | | |  |  |  | | |
| 12 | Did the contractor comply with Safe Work Permits? | | |  | | |  |  |  | | |
| 13 | Were safety and environmental incidents and near misses reported and investigated properly? | | |  | | |  |  |  | | |
| 14 | Did the contractor have emergency response plans in place and implemented at the work site (plans posted, emergency numbers posted, drills held, etc.)? | | |  | | |  |  |  | | |
| 15 | Were SSE's identified? | | |  | | |  |  |  | | |
| 16 | Were mentors assigned to each SSE? | | |  | | |  |  |  | | |
| 17 | Was the worksite left clean after job was completed? | | |  | | |  |  |  | | |
| 18 | Was contractor's equipment maintained and suitable to perform the work assigned (PM, pre use inspections, etc)? | | |  | | |  |  |  | | |
| 19 | Did the contractor manage the project with quality workmanship? Did they estimate costs accurately, schedule work to meet time lines, provide sufficient manpower, maintain quality control, provide a good finished product, etc.? | | |  | | |  |  |  | | |
| *General Comments:* | | | | | | | | | | | |
| Recommendation | | | | | | | | | | | |
| *Recommend for re-hire* | | | | | | *Yes* | | | | | |
| *Recommend for re-hire with established plan to improve* | | | | | | *Yes* | | | | | |
| *Recommend for re-hire only after in depth evaluation* | | | | | | *Yes* | | | | | |
| *Do not recommend for re-hire* | | | | | | *Yes* | | | | | |
| *Recommendation Comments:* | | | | | | | | | | | |

## Appendix C: Safety Meetings Attendance Form

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOPIC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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## Appendix D: Hepatitis B Vaccine Declination

**I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to me; however, I decline the vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no cost to me.**

**If I choose to have a vaccination to Hepatitis B I will contact Human Resources to arrange for the vaccination.**

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

**NAME DATE**

## Appendix E: Job Safety Analysis (JSA)

|  |  |
| --- | --- |
| *Date:* | *Job:* |
| *Department:* | *Location:* |
| *Supervisor:* | *Participants:* |

|  |  |  |
| --- | --- | --- |
| *Basic Job Steps:* | *Potential Hazards:* | *Recommended Controls:* |
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