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| SAMPLE Safety Manual  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 SAMPLE Safety ManualSafety 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.

SAMPLE Safety Manual 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

SAMPLE Safety Manualvalues 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. SAMPLE Safety Manual 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 SAMPLE Safety Manual 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, SAMPLE Safety Manual 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

## Assured Equipment Grounding

1. **Purpose**

Provide specific requirements for proper equipment groundingcovering all cord sets, receptacles which are not part of the building or structure & equipment connected by cord & plug which are available for use or used by employees. Ground-fault protection for personnel shall be provided on this equipment by using either ground-fault circuit interrupters or an assured equipment grounding conductor inspection program.

1. **General**

* Ground-fault protection for personnel shall be provided on this equipment by using either ground-fault circuit interrupters or an assured equipment grounding conductor inspection program.
* Supervisors are designated as the competent person responsible for implementing and enforcing the requirements of this program.

1. **Ground-fault circuit interrupters (GFCI)**

* Ground-fault protection will be provided for personnel on construction sites on all 120-volt single phase, 15 and 20 ampere receptacle outlets, which are not a part of the permanent wiring and which are in use by employees.
* Ground fault circuit interrupters will be used when an outlet is near a water source, or when damp or wet conditions exist and portable electrical equipment is being used.
* GFCIs shall be tested periodically to ensure their operability.

1. **Assured Equipment Grounding Conductor Inspection Program**

* Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except those that are fixed and not exposed to damage, shall be visually inspected before each day's use for external defects and for indication of possible internal damage. Equipment found damaged or defective may not be used until repaired.
* The following tests shall be performed on all cord and plug equipment used in a portable fashion or like equipment that is moved from site to site.
* Double insulated tools, equipment used in connection with ground fault circuit interrupters, or equipment used in a building permanent wiring system are not subject to these testing requirements.

1. **Testing for Continuity**

All tests, other than the visual inspections and periodic testing of the GFCI button, shall be documented and kept on file at the applicable field or plant location. All required tests shall be performed by the user or person responsible for maintaining the equipment:

* Before first use;
* Before equipment is returned to service following repairs;
* Before equipment is used after any incident which can be reasonably suspected to have caused damage (for example, when a cord set is run over);
* At intervals not exceeding three (3) months.
* Tests performed under the Assured Equipment Grounding Conductor Inspection Program must be documented. Test documentation shall identify each item of equipment tested and indicate the last date it was tested.
* Equipment found to be defective may not be used until repaired.

## Benzene Awareness

1. **Purpose**

The purpose of this program is to inform personnel of the dangers of benzene exposure, benzene permissible exposure limits, regulated areas, exposure monitoring, medical surveillance, personal protection, and basic emergency preparedness procedures

1. **Responsibility**

* Senior management will provide the resources, guidance, equipment, and enforcement necessary to protect personnel from exposure to benzene and ensure compliance with this policy.
* All personnel will comply with all elements of this program to prevent benzene exposure.
* Environmental, Health and Safety (EHS) Department will assist supervisors, managers, and other employees to implement and maintain the elements of this policy.

1. **Exposure Limits**

OSHA Permissible Exposure Limit (PEL), Subpart Z Tables Z-1-A

* 8-hour Time-Weighted Average **1 ppm**
* 12-hour Time-Weighted Average **0.67 ppm**
* Short-Term Exposure Limit (STEL) **5 ppm**
* Action Level **0.5 ppm**

1. **Regulated Areas**

Regulated area shall be established wherever the airborne concentration of benzene exceeds or can reasonably be expected to exceed the PEL or STEL. Access to regulated areas shall be limited to authorized persons.

1. **Physical and Chemical Characteristics of Benzene**

* Benzene can be found in locations such as petroleum refining sites, tank gauging, field maintenance, paint storage area, and areas where paint is being used and in the fuel storage area.
* Benzene is clear, colorless liquid with a distinctive sweet odor. Benzene is a flammable liquid. Its vapors can form explosive mixtures.
* Benzene vapors are heavier than air; thus the vapors may travel along the ground and be ignited by open flames or sparks at locations remote from the site at which benzene is handled.
* A concentration exceeding 3,250 ppm is considered a potential fire explosion hazard.

1. **Health Effects of Benzene**

Short term effects of overexposure may include irritation of eyes, nose and skin, breathlessness, irritability, euphoria, headache, dizziness, or nausea. Long term effects may result in blood disorders such as leukemia and anemia.

1. **Exposure Monitoring**

Each workplace with the potential for benzene exposure shall be monitored. Workplace exposure to benzene above the Action Level shall be carefully evaluated by the Environmental, Safety and Health Department to determine proper engineering controls, administrative controls, and PPE selection. Employees shall be notified of the monitoring results within 15 working days.

1. **Medical Surveillance**

A medical surveillance program shall be made available for employees who are or may be exposed to benzene at or above the action level 30 or more days per year; for employees who are or may be exposed to benzene at or above the PELs 10 or more days per year. If an employee refuses to take a medical examination, the employee will sign a release affirming that he or she had been offered the benefits and refused to participate.

1. **Methods of Compliance**

Engineering controls, work practices controls, shall be used to minimize employee exposure to or below the PELs. Wherever feasible engineering and work practice controls are not sufficient to reduce employee exposure to or below the PELs, it shall be documented why such types of controls are not feasible to reduce employee exposures.

The following are minimal work practices for protection from benzene exposure:

* Use only the amount needed for your work. Excessive chemicals produce increased risk to the work place.
* Store benzene in a vented flammable storage cabinet.
* Wear proper PPE: Respiratory, eye and face, boots, gloves and apron protection.
* Use only approved containers.
* Cleanup spills as quickly as possible.
* All ignition sources must be controlled when benzene is used, handled or stored.
* No smoking in work areas.
* Fire extinguishers must be readily available in work areas.

1. **Protective Clothing and Equipment**

The selection of PPE will be based upon the working conditions, amount and duration of exposure, and other environmental factors. Selection of PPE for protection from benzene will be conducted by the Environmental, Safety and Health Department or on-site safety professional.

1. **Communication of Benzene Hazards**

Signs, labels, and verbal (briefings, training) shall be used to communicate benzene hazards to employees. As part of the benzene communication strategy, material safety data sheets (MSDS) for benzene are available to employees. Benzene awareness training is provided annually to employees.

* Signs will be posted at entrances to regulated areas. The sign shall bear the legend:

**DANGER BENZENE CANCER HAZARD FLAMMABLE – NO SMOKING AUTHORIZED PERSONNEL ONLY RESPIRATOR REQUIRED**

* Labels for containers will have the following wording, as a minimum:

**DANGER CONTAINS BENZENE CANCER HAZARD FLAMMABLE**

1. **Recordkeeping**

In compliance with the OSHA benzene standard, records shall be maintained for employee exposure, medical surveillance, monitoring and sampling results, exposure levels and respiratory devices to be worn. Exposure records are kept for 30 years after employee termination or after the completion of the job or project.

Exposure and medical monitoring records are made available to the affected employees or their representatives and OSHA upon their request. Any transfer of the records will require written approval of the Environmental, Safety and Health Department.

1. **Site Specific Contingency and Emergency Plans**

All employees will be made aware of any Emergency or Contingency plans at off-site locations. In addition all employees will be made aware of any benzene that is located at a host facility and where specifically the benzene is located and used at the host facility. All employees must be made aware of any additional safety rules and requirements while at a host facility.

## Behavior Based Safety

1. **Purpose**

This procedure is to be used to identify behaviors (safe or at risk) on work sites at a peer level.

The purpose is to identify, evaluate, and modify behaviors to drive continuous improvement in our safety culture.

1. **Observation and Feedback**

All employees who have completed orientation and are authorized to perform work are also authorized to participate in the BBS program. Observations may be conducted by any employee at any time.

Observations shall be conducted of employees’ work behavior. Observations shall be recorded on the Safety Observation Checklist. Observers must provide direct, measurable, and specific information on employee’s work behavior identifying both safe and unsafe behaviors.

Employees will use the Safety Observation Checklist during performance of normal tasks, including travel to the job site. Employees shall professionally discuss the At Risk behavior with the person in order to avoid injury. Reinforcement for safe behaviors observed is encouraged.

Upon completion of an observation, the observer is expected to have a discussion with the observed to get feedback. The observer will:

* Review the observation with observed employee.
* Start with positive comments.
* Reinforce safe behaviors observed first.
* Describe and discuss unsafe behaviors observed.
* Solicit from observed employee an explanation of his/her unsafe behavior with open ended questions.
* Re-emphasize no consequence to observed employee.

1. **Trend Analysis**

The data from the observations is collected and used to determine where the greatest “at risk” behavior is taking place. Once identified, corrective actions, such as training, coaching and supervisory observations will be undertaken in order to encourage safe behavior.

Individual departments, as well as the company as a whole, will collect and compare data. The data shall be tracked so that numerical and statistical comparisons can be made over time.

Once the trend analysis is complete, appropriate action plans must be developed to address unsafe behaviors. Action planning will include:

* Evaluate unsafe behaviors from trend analysis and prioritize.
* Develop action plan for unsafe behaviors based on comments and feedback from data sheets.
* Designate responsible parties and timeframes within the action plan.
* Define who is responsible for action planning.
* Ensure management support.

1. **Training**

The company shall explain and communicate Behavior Based Safety process to all employees expected to use the process including manager, supervisors, employees and new hires. Training shall be conducted initially and periodically. Training on the observation process will include:

* How to conduct the observation.
* How to complete the observation form.
* The meaning of different behaviors.
* Feedback training and role play (mentoring and coaching).
* Employees shall be made aware that they may be observed at any time.

**Safety Observation Checklist**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Observer Name:** | | **Date:** | | | | **Time:** |
|  | |  | | | |  |
| **Work Group Observed:** | | | | | | **Location/Facility:** |
| **Drilling** | | **Completion** | | | |  |
| **Construction** | | **Production** | | | | **Job Task Observed:** |
| **Maintenance** | | **Workover/Simulation** | | | |  |
| **Office** | | **Plant** | | | |  |
| **1.0** | **Personal Protective Equipment (PPE)** | | **Safe** | **At Risk** | **Comments** | |
| 1.1 | Eye and Face Protection | |  |  |  | |
| 1.2 | Hand Protection | |  |  |  | |
| 1.3 | Body Protection | |  |  |  | |
| 1.4 | Hearing Protection | |  |  |  | |
| 1.5 | Fall Protection | |  |  |  | |
| 1.6 | Respiratory Protection | |  |  |  | |
| 1.7 | Head Protection | |  |  |  | |
| 1.8 | Foot Protection | |  |  |  | |
| **2.0** | **Body Use and Position** | | **Safe** | **At Risk** | **Comments** | |
| 2.1 | Walking | |  |  |  | |
| 2.2 | Climbing | |  |  |  | |
| 2.3 | Line of Fire | |  |  |  | |
| 2.4 | Hot Surface/Tight or Confined Space | |  |  |  | |
| 2.5 | Eyes on Work | |  |  |  | |
| 2.6 | Lifting/Pulling/Pushing/Carrying | |  |  |  | |
| 2.7 | Slipping/Tripping Hazard | |  |  |  | |
| 2.8 | Pinch Points | |  |  |  | |
| **3.0** | **Tools/Equipment** | | **Safe** | **At Risk** | **Comments** | |
| 3.1 | Selection/Condition/Inspection | |  |  |  | |
| 3.2 | Proper Use | |  |  |  | |
| **4.0** | **Procedure** | | **Safe** | **At Risk** | **Comments** | |
| 4.1 | Equipment Isolation/Line Clearing | |  |  |  | |
| 4.2 | Hazardous Energy Control | |  |  |  | |
| 4.3 | Work Permits | |  |  |  | |
| 4.4 | Job Preparation/Hazard Identification | |  |  |  | |
| 4.5 | Communication | |  |  |  | |
| 4.6 | HAZCOM | |  |  |  | |
| 4.7 | MSDS | |  |  |  | |
| 4.8 | Air Monitoring | |  |  |  | |
| **5.0** | **Working Environment** | | **Safe** | **At Risk** | **Comments** | |
| 5.1 | Facility/Area Condition | |  |  |  | |
| 5.2 | Guards/Barricades/Safety Devices | |  |  |  | |
| 5.3 | Obstruction of Safety Equipment | |  |  |  | |
| 5.4 | Housekeeping/Storage | |  |  |  | |
| **6.0** | **Mobile Equipment** | | **Safe** | **At Risk** | **Comments** | |
| 6.1 | Forklift/Manlift/Scissorlift | |  |  |  | |
| 6.2 | Crane/Rigging | |  |  |  | |
| 6.3 | Motor Vehicle | |  |  |  | |
| **Corrective Action Taken:** | | | | | | |
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## Bloodborne Pathogens

1. **Purpose**

To comply with the OSHA Bloodborne Pathogens Standard, Title 29 CFR 1910.1030 through the use of a written exposure control plan, appropriate employee training, personal protective equipment, record keeping, labeling and vaccination, and tracking procedures. This plan applies to all occupational exposures to blood or other potentially infectious materials which may occur while rendering first aid or medical services.

1. **Right of Access**

This plan is available upon request to employees, their designated representatives and to government agencies where required by law. A copy of the plan will be available at each reporting location where covered employees work, and to all First Responders at the time of their training.

1. **Methods of Compliance**

* Universal precautions shall be observed to reduce exposure by treating all human blood as if it is known to be infectious for HIV, HBV or other bloodborne pathogens. Employees are to use this approach when handling any blood or materials contaminated with blood. All employees face the same risk from bloodborne pathogens. Employees giving first aid or cleaning up bloodborne pathogens may have a higher risk. Housekeeping personnel may also have a higher risk in coming into contact with bloodborne pathogens.
* Exposure determination will be made without regard to the use of personal protective equipment.
* Engineering and work practice controls will be used to minimize employee exposure.
  + Hand washing facilities are readily available to all employees. In the event hand washing facilities are not available, antiseptic towelettes will be provided at no cost to the employees.
* Personal protective equipment will be used when employee exposure exist, after the implementation of engineering controls.
* Engineering controls are reviewed annually to insure their effectiveness.
* Employees with occupational exposure, regardless of whether the employee was using PPE, will observe the following control measures:
  + Employees must wash their hands or other skin with soap and water, or flush mucous membranes with water, as soon as possible following an exposure incident (such as a splash of blood to the eyes or an accidental needle stick).
  + Employees wash their hands and other skin surfaces with soap and water immediately or as soon as feasible after removing gloves or other personal protective equipment.
  + In the event that employees do not have access to washing facilities, they must wash their hands with an appropriate antiseptic hand cleanser and clean cloth or paper towels and wash with soap and water as soon as possible.
* Materials such as bandages etc. that become contaminated with blood to the extent they are regulated waste shall be placed in a leak proof biohazard bags.
  + Employees must handle contaminated needles and other sharps in the manner prescribed in their training programs in compliance with OSHA regulations.

1. **Personal Protective Equipment**

* Appropriate Personal Protective Equipment (PPE) will be provided for employee use at no cost to the employee.
* PPE shall be used unless the employer shows that employees temporarily declined to use PPE under rare circumstances.
* When rendering first aid, the employee is required to use PPE whenever the potential exist for blood to contact skin surfaces or mucous membranes.
* Contaminated PPE will be removed immediately or as soon as feasible and placed in an appropriately labeled container. The cleaning, laundering, repairing, replacement, and disposal of PPE will be provided at no cost to the employee.
* Gloves will be worn when handling or touching contaminated items or when it can be reasonably expected that the employee may have hand contact with blood or other potentially infectious materials.

1. **Housekeeping**

Decontamination will be accomplished by utilizing the following materials:

* 10% (minimum) solution of chlorine bleach
* [Lysol or other EPA-registered disinfectants](http://ace.orst.edu/info/nain/lists.htm)
* All contaminated work surfaces, tools, objects, etc. will be decontaminated immediately or as soon as feasible after any spill of blood or other potentially infectious materials. The bleach solution or disinfectant must be left in contact with contaminated work surfaces, tools, objects, or potentially infectious materials for at least 10 minutes before cleaning.
* Equipment that may become contaminated with blood or other potentially infectious materials will be examined and decontaminated before servicing or use.
* Broken glassware will not be picked up directly with the hands. Sweep or brush material into a dustpan.
* Known or suspected contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closeable, puncture-resistant, leak-proof on sides and bottom, and marked with an appropriate biohazard label. If sharps container is not pre-labeled, biohazard labels are available through EHS.
* When containers of contaminated sharps are being moved from the area of use or discovery, the containers shall be closed immediately before removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
* Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.

1. **Regulated Waste**

* Contaminated items such as bandages, dressings, needles, broken glass contaminated with blood, etc., are considered regulated waste and must be disposed of in appropriate containers.
  + Waste must be placed in biohazard bags.
  + If necessary, the biohazard bag shall be placed in containers which are closable, puncture resistant, leak proof and labeled as biohazard.
* Regulated waste should be sent to a medical facility along with the injured person if medical treatment is necessary. Otherwise, a local medical emergency agency should be contacted for disposal.

1. **Hepatitis B Vaccination, Post “Exposure Incident” Evaluation and Follow-Up**

Hepatitis B vaccine is available to all employees who have rendered first aid in any situation involving the presence of blood, whether they were wearing PPE or not. In addition, post exposure evaluation and follow-up will be available to an employee after an "Exposure Incident". These services will be provided at no cost to the employee and at a reasonable time and place.

1. **Hepatitis B Vaccination**

* The vaccination series will be offered to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood regardless of whether or not an "Exposure Incident" occurred. The vaccination series is to be made available at no cost as soon as possible, but no later than 24 hours after incident occurred and reported.
* Employees declining the vaccination are required to sign the statement in exhibit "A". The signed statement will be forwarded to the Safety Manager and filed in the employee's medical folder.
* In the event that a booster dose of Hepatitis B vaccine is recommended at a future date by the U.S Public Health Service, the booster will be made available as with the original vaccination.

1. **Post "Exposure Incident" Evaluation and Follow-up**

* Employees are required to report all "Exposure Incidents" to their immediate supervisor.
* The immediate supervisor will investigate each "Exposure Incident" and document the following information:
  + Exposed employee's name and social security number.
  + Date and time of exposure.
  + Job duty performed at the time of exposure.
  + Details of exposure including amount and type of fluid or material the employee was exposed to and severity of exposure (i.e. depth of injury and whether fluid was injected).
  + Description of the source of exposure including, if known, whether the source material contained HIV or HBV.
  + Details about counseling, post exposure management and follow-up
* The documented information will be submitted to the Safety Manager and filed with the employee's medical records.
* The exposed employee's blood will be collected as soon as feasible and tested for HIV and HBV as soon as consent is obtained.
  + If consent for testing is not obtained immediately, the blood shall be stored for 90 days.
  + The employee may request to have their blood tested within that 90 day period.
  + If the baseline tests are seronegative, the employee shall be retested at 6 weeks, 12 weeks, and 6 months after exposure.
  + The results of these tests are available only to the health care provider and the individual tested.

1. **Training**

Training will be conducted at time of hire, annually and when changes or procedures are modified that will affect the employee's occupational exposure. All employees with occupational exposure shall participate in the training program.

Training will contain the following elements:

* A copy of the OSHA Blood borne Pathogen standard shall be issued.
* A general explanation of the epidemiology and symptoms of blood borne diseases.
* A discussion of the modes of transmission of blood borne diseases.
* A discussion of this plan and the means by which an employee can obtain a copy.
* Recognition of tasks that may involve exposure to blood or other potentially infectious body fluids and materials.
* An explanation of the methods, work practices and protective equipment that will prevent or reduce exposure.
* An explanation of proper handling and disposal of personal protective equipment.
* Information on Hepatitis B vaccine.
* The basis upon which personal protective equipment is selected.
* Information on appropriate action to take and persons to contact in an emergency involving blood or other potentially infectious body fluids and materials.
* An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident, and the medical follow-up that will be made.
* Information on the post exposure evaluation and follow-up is required to be provided to the employee(s) following an exposure incident.
* An explanation of signs, labels, or color-coding required by OSHA’s Standard.
* An opportunity for interactive questions and answers with the person conducting the training session.

1. **Training Records**

* Training records will include the names of the employees attending, training date, contents or summary of training session and the name of the person conducting the training.
* Training records will be maintained for a minimum of 3 years following the date on which training occurred.

1. **Medical Records**

* Human resources will maintain an accurate record for each employee with a documented occupational exposure.
  + Human resources will maintain the confidentiality of all medical records.
  + Information will not be disclosed without the employee's written consent.
* Medical information maintained by Human Resources will include:
  + A list of first aid incidents involving occupational exposure.
  + Completed Hepatitis B vaccine Declination form.
  + Supervisor's report of any "Exposure Incident".
  + Name and social security number of the employee.
  + A copy of the employee's Hepatitis B vaccination status including dates as provided by Physician.
  + A copy of all results of examinations, medical testing follow-up procedures.
  + The employer's copy of the physician's written opinion.
  + A copy of the information provided to the physician as outlined under follow-up care.
* In accordance with CFR 1910.20, medical records for employees covered by this Plan will be maintained for the duration of employment plus 30 years.
  + Employee medical records required by this section shall be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, to the Director, and to the Assistant Secretary in accordance with 29 CFR 1910.1020.

Transfer of records will be done in accordance with 29 CFR 1910.1020(h).

Link to [HepatitisBVaccineDeclination](#HepatitisBVaccineDeclination) Appendix D

## Cold Weather Safety

1. **Purpose**

The purpose of this procedure is to ensure that employees are protected and precautions are taken from the hazards associated with cold weather injury and illness. An assessment will be conducted to identify the types of jobs or employees who are at risk for cold exposure.

1. **Responsibility**

The Supervisor shall:

* Ensure affected employees are knowledgeable in the signs and symptoms of cold stress.
* Ensure a warm area is accessible for employees to take frequent breaks while working in cold environments.

The Employee shall:

* Use proper engineering controls, safe work practices, and personal protective equipment (PPE) provided by your employer to prevent cold stress.

1. **Prevention**

* Employees will be continuously observed by a supervisor or designee for signs of cold stress.
* On larger worksites, the buddy system will be implemented so that the employees who are paired up stay in contact, observe one another and immediately report any signs or symptoms of cold stress.
* Employees should drink plenty of liquids to stay hydrated and warm sweetened liquids to help them stay warm, avoiding caffeine and alcohol.
* When possible, schedule heavy work during the warmer parts of the day.
* Employees will be allowed frequent breaks in warm areas. Radiant heaters may be used in outdoor security stations.
* If possible, shield work areas from drafts or wind to reduce wind chill.
* New employees and those returning after time away from work, should be acclimated by gradually increasing their workload, and allowing more frequent breaks in warm areas, as they build up a tolerance for working in the cold environment.
* Regularly used walkways and travelways shall be sanded, salted, or cleared of snow and ice as soon as practicable.
* Regular inspections on cold weather supplies (e.g. hand warmers, jackets, shovels, etc.) should be carried out to ensure that supplies are always in stock.

1. **Protective Clothing**

Proper cold weather protection must be worn when working in cold, wet and windy conditions.

* Wear at least three layers of loose fitting clothing.
  + An inner layer of wool, silk or synthetic to wick moisture away from the body.
  + A middle layer of wool or synthetic to provide insulation even when wet.
  + An outer wind and rain protection layer that allows some ventilation to prevent overheating.
* Wear a hat or hood to help keep your whole body warmer. Hats reduce the amount of body heat that escapes from your head.
* Use a knit mask to cover the face and mouth (if needed).
* Use insulated gloves to protect the hands (water resistant if necessary).
* Wear insulated and waterproof boots.
* Keep a change of dry clothing available in case work clothes become wet.

1. **Signs and Symptoms**

|  |  |  |
| --- | --- | --- |
| **Illness** | **Symptom** | **Treatment** |
| **Hypothermia** -occurs when body heat is lost faster than it can be replaced. When the core body temperature drops below the normal 98.6° F to around 95° F, the onset of symptoms normally begins. | The person may begin to shiver and stomp their feet to generate heat. Employees may lose coordination, have slurred speech, and fumble with items in the hand. The skin will likely be pale and cold. | Call for immediate medical assistance.  Move the person to a warm, dry area.  Remove wet clothes and replace with dry clothes, cover the body (including the head and neck) with layers of blankets; and with a vapor barrier (e.g. tarp, garbage bag). Do **not** cover the face. |
| **Frostbite** - is an injury to the body that is caused by freezing of the skin and underlying tissues. While frostbite usually occurs when the temperatures are 30° F or lower, wind chill factors can allow frostbite to occur in above freezing temperatures. | The affected body part will be cold, tingling, stinging or aching followed by numbness.  Skin color turns red, then purple, then white, and is cold to the touch.  Feels firm or hard.  Blisters may occur in the affected part, in severe cases. | Call for immediate medical assistance.  Loosely cover and protect the area from contact.  Do not try to rewarm the frostbitten area before getting medical help.  Do not rub the affected area.  Do not break blisters. |
| **Trench Foot or Immersion Foot** - caused by prolonged exposure to wet and cold temperatures. It can occur at temperatures as high as 60°F if the feet are constantly wet. | Symptoms usually consist of redness, swelling, numbness, tingling, itching or burning sensation. Blisters may also be present. | Call for immediate medical assistance.  Remove the shoes, or boots, and wet socks.  Dry the feet. |

1. **Training**

Effective initial and annual training in the following topics shall be provided to each supervisory and non-supervisory employee, before the employee begins work that should reasonably be anticipated to result in exposure to cold weather:

* How to prevent and recognize cold stress illnesses and injuries
* How to administer first aid treatment on cold induced illnesses and injuries.
* Appropriate engineering controls, personal protective equipment and work practices to reduce the risk of cold stress.
* Health effects of cold exposure.
* Proper use of warming shelters.
* The buddy system.
* Vehicle breakdown procedures.
* Proper eating and drinking habits for working in the cold.
* The dangers and destructive potential caused by unstable snow buildup, sharp icicles, and ice dams and know how to prevent accidents caused by them.

## Confined Space Entry

1. **Purpose**

This procedure has been established this to minimize the risk of exposure to employees who may enter into or work near confined spaces. These procedures establish requirements to ensure that personnel are aware of related hazards and responsibilities.

1. **Classification of Confined Spaces**

Confined spaces are categorized as either permit-required or non-permit required.

* **Permit Required Confined** Spaces - A permit-required confined spaceis any confined space that has one or more of the following characteristics:
  + Contains or has a potential to contain a hazardous atmosphere.
  + Contains a material that has the potential for engulfing an entrant.
  + Has an internal configuration such that an entrant could be trapped or asphyxia by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section.
  + Contains any other recognized serious safety or health hazard.
* **Non-Permit Required Confined Spaces** -A Non-permit Required Confined Space is a confined space that does not contain or have the potential to contain any hazard capable of causing death or serious physical harm.

1. **Roles and Responsibilities for Confined Space Entry**

**Site Managers/Supervisor Shall:**

* Provide resources and oversight necessary to enable compliance with the requirements of this program.
* Be directly responsible for ensuring the safety of their employees in confined spaces.
* Ensure that employees engaged in confined space entry operations receive the appropriate level of training prior to starting entry operations.
* Evaluate confined spaces within the facility, work sites, and project sites to ensure that the proper precautions are taken for safety, including clearly marking confined spaces.

**The EHS Representative will:**

* Assist Site Managers and Supervisors to achieve compliance with this program;
* Assist with identification and labeling of confined spaces;
* Audit the program effectiveness at least annually; and
* Review and update procedures at least annually and more frequently, as needed.

**Entry Supervisor shall:**

* Be available at the general workplace and on-call to the Attendant at all times while work is being performed in the confined space
* Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure and that all tests specified by the Permit have been conducted, and that all procedures and equipment specified by the Permit are in place before endorsing the Permit and allowing entry to begin.
* Terminate the entry and cancel the permit as required.
* Verify that rescue services are available and that the means for summoning them are operable as appropriate.
* Remove unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
* Determine whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the Entry Permit, and the acceptable entry conditions are maintained.
* Complete training for Authorized Employees under the Lockout/Tagout procedure in order to understand lockout/tagout concepts applied to confined space entry.
* Learn functions, use, and limitations of any monitoring instrumentation that will be used for entry.

**Authorized Entrants must:**

* Know the hazards that may be faced during entry, including information on the mode, signs, symptoms, and consequences of the exposure.
* Communicate with Attendant, as necessary, to enable Attendant to monitor Entrant status and to enable the Attendant to alert Entrants of the need to evacuate the space.
* Exit from the confined space as quickly as possible whenever:
* An order to evacuate is given by the Attendant or the Entry Supervisor.
* Entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
* Entrant detects a prohibited condition.
* An evacuation alarm is activated.
* Authorized Entrants shall alert the Attendant whenever:
* Entrant recognizes any warning sign or symptom of exposure to a dangerous situation;
* Entrant detects a prohibited condition.
* There shall not be more than one authorized person in any confined space. This will apply to all contract or third party workers.

**Attendants shall:**

* Know the hazards that may be faced during entry, including information on the mode, signs, symptoms, and consequences of the exposure.
* Be aware of possible behavioral effects of hazard exposure in Entrants.
* Continuously maintain an accurate count of Entrants.
* Remain outside the permit space during entry operations until relieved by another Attendant.
* Monitor activities inside and outside the space, including weather conditions, to determine if it is safe for Entrants to remain in the space.
* Provide pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards.
* Perform no duties that might interfere with the primary duty to monitor and protect Entrants.
* Order Entrants to evacuate the permit space immediately under any of the following conditions:
  + If Attendant detects a prohibited condition.
  + If Attendant detects a situation outside the space that could endanger Entrants.
  + If Attendant cannot effectively and safely perform all their duties.
  + Take the following actions when unauthorized entrants enter the confined space:
  + Warn unauthorized persons that they must stay away from the permit space.
  + Advise unauthorized persons that they must exit immediately if they have entered the confined space.
  + Inform Entrants and the Entry Supervisor if unauthorized persons have entered the permit space.
* Maintain understandable communication (by employer-specified means) with entrants to ensure their safety; communication must take into account possible language barriers.
* Immediately summon rescue and other emergency services as soon as the Attendant determines that Entrants may need assistance to escape from permit space hazards.
* NEVER enter any confined space for any reason, or to rescue an Entrant (only non-entry rescues are permitted, as applicable).
* The attendant shall only monitor one confined space at a time. If another confined space is entered, a separate attendant shall be required.

1. **Training Requirements**

Training shall be provided so that all employees whose work is regulated by this section acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned.

Training will be provided:

* Before the employee is first assigned confined space entry duties.
* Prior to a change in confined space procedures.
* Whenever a Supervisor believes either that there are deviations from the entry procedures or a new hazard is presented.
* When there are inadequacies in the employee's knowledge or use of these procedures.

As a minimum, training includes all OSHA-required elements in 1910.146, and the elements of this procedure. Testing of employees will occur through written and practical (demonstration) tests in order to evaluate the employee’s competency, and to determine the need for retraining. Retraining will be performed as necessary. This training shall be documented and retained in the employee’s personnel file.

1. **Training Records**

This training shall be documented and retained in the employee’s personnel files. The certification shall include the employees name, trainer signature and date of training. Copies of certification shall be made available to employees and their authorized representative.

1. **Rescue Training**

The local Fire Department rescue team has been designated as the outside rescue service for confined spaces. We have conferred with the Fire Department and informed them of possible situations that may require their services. They have been given the opportunity to visit the facility to look at possible rescue scenarios. They have been given an opportunity to examine the entry site, practice rescues, and decline as appropriate. The Fire Department will be onsite for any IDLH conditions while work is being performed.

1. **Entry Permit System**

**No one may enter a confined space until a confined space Entry Permit has been prepared and reviewed by the Entry Supervisor and the EHS department.**

A permit shall not be authorized until all conditions of the Entry Permit have been met. The completed permit shall be available at the time of entry to all Authorized Entrants, by posting at the entry portal or by any other equally effective means, so the Entrants can confirm that pre-entry preparations have been completed.

The duration of the permit may not exceed the time required to complete the assigned tasks or job as identified on the permit. The Entry Supervisor shall terminate entry and cancel the entry permit:

* When entry operations covered by the entry permit have been completed;
* At the end of each shift;
* When a condition that is not allowed under the entry permit arises in or near the permit space; or
* By the appearance of a new hazard (such as lightning in the area.)

Upon completion of work in a confined space:

* The entry permit will be canceled.
* The confined space will be mechanically sealed in such a way that no personnel can enter.
* If the confined space cannot be mechanically sealed then barricades must be erected around all openings with signage that indicates that entry is not allowed.

Each canceled Entry Permit will be retained by the site supervisor for at least one (1) year to facilitate the regulatory review of the permit-required confined space program. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit-required confined space program can be made.

1. **Multiple Employer Entry Procedures**

When employees from another employer arrange to perform work that involves permit space entry, the host employer shall:

* Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section.
* Apprise the contractor of the elements, including the hazards identified and the host employer’s experience with the space, that make the space in question a permit space.
* Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
* Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in or near permit spaces.
* Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

In addition to complying with the permit space requirements that apply to all employers, each contractor who is retained to perform permit space entry operations shall:

* Obtain any available information regarding permit space hazards and entry operations from the host employer.
* Coordinate entry operations with the host employer, when both the host employer’s personnel and contractor personnel will be working in or near permit spaces.
* Inform the host employer of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

1. **Atmospheric Hazards and Testing**

A hazardous atmosphere is one which may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (i.e., to escape unaided from the workspace), injury, or acute illness from one or more of the following:

* Flammable gas, vapors, or mists in excess of 10% of the LEL.
* Atmospheric oxygen concentration below 19.5% or above 23.5%.
* Atmospheric concentration of a toxic or hazardous substance which could result in a dose in excess of its Permissible Exposure Limit.
* Any other atmospheric condition that is immediately dangerous to life or health. Both natural and man-made processes create atmospheric hazards in confined spaces such as rusting, painting, welding and cleaning.

1. **Order Of Testing**

Before any employee enters the space, the internal atmosphere must be tested using a calibrated direct-reading instrument. Testing will be performed by a technically qualified person who has received training to effectively evaluate hazards and exposures. Entrants or their representatives are given the opportunity to participate in and review calibrated air monitoring before entry. Atmospheric testing must be done in this order:

* Oxygen content.
* Flammable gases and vapors.
* Potential toxic air contaminants.

1. **Continuous Monitoring**

As long as anyone is in the space, it must be tested frequently or monitored continuously to ensure that no new hazards are created. Employees and their representatives may request that a space be re-evaluated at anytime.

NOTE: After a long break, and before going back into a space, the atmosphere must be tested again.

1. **Unacceptable Entry Condition**

Employee Exposure Unacceptable Entry Conditions

Oxygen content above 19.5% or below 23.5%.

Flammable gas, vapors, or mist in excess of 10% of the LEL

Potential toxic air contaminants exposure in excess of its PEL

Supervisor can only allow workers inside the space under the following conditions. If conditions in the space exceed these conditions, all Entrants must be evacuated from the space immediately.

1. **Controlling Atmospheric Hazards**

Control methods must be documented on the Entry Permit, which must be reviewed by the Entry Supervisor.

The ways to control atmospheric hazards are:

* **Ventilation**

Ventilation replaces contaminated air with clean, breathable air. Two types of ventilation are natural or forced (mechanical).

* **Natural Ventilation**

Natural ventilation is often not adequate to achieve acceptable entry conditions, and therefore is usually combined with mechanical ventilation.

* **Mechanical Ventilation**

Mechanical ventilation (fans) supply air to the space or exhaust it from the space.

1. **Selection of Ventilation Devices:**

The Entry Supervisor must consider:

* Volume of air needed
* Type of atmosphere
* Power requirements and availability
* Source of clean air
* Length of time ventilation is needed
* Type of work to be done

1. **Use of Electrical Equipment**

If a confined space presents an electrocution hazard:

* Use grounded or double insulated tools.
* Make certain that all electrical equipment is in good repair.
* When dangerous air contamination is attributable to flammable or explosive substances, lighting and electrical equipment must be Class 1, Division 1 rated per the National Electrical Code and no ignition sources may be introduced into the area.

1. **Program Evaluation**

An annual review of this CSE procedure and its implementation will be directed by the Environmental, Safety and Health Department in order to ensure that the program meets OSHA and our requirements. This will include a review of all completed confined space Entry Permits. Each cancelled entry permit shall be kept on file in the issuing department for at least one (1) year to facilitate the review of the permit-required confined space program.

The following circumstances shall warrant a review of the program prior to the annual requirement:

* Unauthorized entry of a permit space,
* Detection of a permit space hazard not covered by the permit or detection of a condition prohibition by the Entry Permit,
* The occurrence of an injury or near-miss during entry,
* A change in the use or configuration of a permit space,
* Employee complaints about the effectiveness of the program,
* Any other circumstance the Environmental, Safety and Health Department feels should warrant review of the program.

Our employees are encouraged to provide input to this procedure, in order to help improve CSE operations. All comments and feedback should be directed to a Supervisor or the Environmental, Safety and Health Department.

## Disciplinary Program

1. **Purpose**

This policy provides guidelines to follow in addressing unacceptable HS&E behavior.

1. **Scope**

This policy applies to all employees. Discipline shall be dispensed fairly, consistently, and equally to all employees including supervisory and management personnel. Periodic safety inspections of the workplace and equipment will be undertaken to ensure that all personnel, including supervisory positions, are demonstrating the required commitment to safety.

Violation of safety rules will be grounds for disciplinary action up to and including termination. Safety violations include but are not limited to the following:

* Not following verbal or written safety procedures, guidelines and rules.
* Horse play.
* Failure to wear selected PPE.
* Abuse of selected PPE

1. **Procedure**

It is the responsibility of supervisory and management personnel to enforce the disciplinary policy. All warnings, disciplinary actions, and/or counseling shall be adequately documented and retained in the employee’s personal file for one year following the infraction.

Depending on the nature and seriousness of the employee’s actions, corrective action may begin at any step of the disciplinary process. The immediate supervisor of the employee will meet with the employee and inform him or her of the specific safety violation and the corrective action to be taken. If there is training related to the safety violation that would be beneficial to the employee to receive, training may be a remedial action.

Types of disciplinary action include but are not limited to the following:

* Verbal Warning
* Written Warning
* Final Written Warning
* Suspension
* Demotion
* Termination of Employment

## Driving Safety

1. **Purpose**

The purpose of this procedure is to establish rules and guidelines for the operation of company owned vehicles.

1. **Operators Licenses**

Employees shall be appropriately assessed, licensed, and trained to operate the vehicle. All employees shall possess a valid driver's license appropriate for the type of vehicle operated. Copies of driver's licenses will be retained in safety files and updated annually. An employee who is caught operating a vehicle which they are not licensed for or if their license has expired shall be disciplined.

1. **Authorized Employees**

Only authorized individuals may operate a company vehicle. Any employee who is uncertain if they are authorized to operate a vehicle must contact their direct supervisor.

1. **Safe Driving Practices**

All employees shall abide by these safe driving practices:

* Cell phone usage is prohibited while operating a company owned vehicle.
* Drivers shall abide by the posted speed limits.
* Drivers must maintain a safe distance between other vehicles.
* All drivers must be well rested.
* On long trips the driver should take a break at no more than 2 hour intervals.
* Be patient and courteous to other drivers.
* Only use a company owned vehicle for its' intended use. If unsure of a vehicles intended use consult your direct supervisor.
* Vehicles shall be of the correct size and designed for intended use
* Seat belts shall be worn by the driver and all passengers in a company owned vehicle. Any employee not wearing the provided seat belts shall suffer disciplinary action.
* Do not manipulate radios or other equipment which may cause distraction.

1. **Impairment**

Employees shall not operate a motor vehicle while under the influence of alcohol, illegal drugs, and prescription or over-the counter medications that might impair their driving skills. Before operation of a company owned vehicle, employees shall report to their supervisor if taking a prescription medication or over-the-counter medication. Only when you are given written permission may you operate a company owned vehicle while taking medication. Any employee that operates a company owned vehicle while impaired from alcohol or illegal drugs shall be disciplined.

1. **Accident and Traffic Violations**

Any accident or traffic violation that occurs while operating a company vehicle shall be reported immediately to the supervisor. The employee may be required to take a drug screen and may be relieved from their job while an investigation is performed to determine the cause of the accident or traffic violation. If it is determined that the employee is at fault they may be disciplined and/or required to attend a driving safety course. An employee must receive written permission from management to resume operation of a company vehicle after an accident or traffic violation.

1. **Secured Loads**

All loads in a company vehicle must be secured to ensure that the load will not leave the company vehicle under normal operation conditions. The driver must ensure that the load falls below the manufacturers load limits and legal limits. If an employee is uncertain if the load falls below the manufacturer or legal limits they shall contact their immediate supervisor for guidance.

1. **Vehicle Maintenance**

Vehicles shall be maintained in safe working order. All vehicles shall be inspected by the driver before use. If the vehicle is determined unsafe to use by the driver the supervisor shall be informed immediately. The vehicle will be "dead-lined" until it can be inspected by a certified technician to determine if the vehicle needs repair or is safe to operate. All company vehicles shall undergo preventive maintenance.

## Electrical Safety

1. **Purpose**

This section provides information and requirements for basic electrical safety. Work operations shall be conducted in a manner which, at a minimum, complies with applicable health and safety laws and regulations, including OSHA 29 CFR 1910.301-.399, Subpart S Electrical, and National Fire Protection Agency (NFPA) 70E *“Standard for Electrical Safety in the Workplace*”*.*

1. **Safe Work Practices**

Safety-related work practices will be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts, when work is performed near or on equipment or circuits which are or may be energized. The specific safety-related work practices will be consistent with the nature and extent of the associated electrical hazards and as follows:

* Non-qualified personnel are prohibited from working on or near exposed energized electrical circuits or systems. Non-qualified personnel will be trained in the recognition and avoidance of electrical hazards in the work area.
* Any exposed electrical systems will be de-energized and lockout/tagout procedures adhered to before unqualified personnel are allowed access to the work areas. The circuits energizing the parts shall be locked out, tagged out or both. Conductors and parts of electrical equipment that have been deenergized but not been locked or tagged out shall be treated as live parts.
* Only qualified persons may work on electric circuit parts or equipment that has not been deenergized. Such persons shall be made familiar with the use of special precautionary techniques, PPE, Insulating & shielding materials and insulated tools.
* If work is to be performed near overhead lines, the lines will be de-energized and grounded, or other protective measures such as insulating shielding will be provided before work is started.
* Vehicles or equipment working near overhead lines will be required to maintain a safe working distance of at least 10 feet. If the voltage is higher than 50 kV, the clearance will be increased 4 inches for every 10 kV over that voltage.
* Employees may not enter spaces containing exposed energized parts or work on energized parts unless illumination is provided that enables the employee to perform the work safely. Employees may not reach blindly into areas which may contain energized parts.
* When an employee works in a confined or enclosed space (such as a manhole or vault) that contains exposed energized parts the employee will use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts. Doors, hinged panels, and the like will be secured to prevent their swinging into an employee and causing the employee to contact exposed energized parts.
* Conductive materials and equipment such as long dimensional conductor objects will be handled in a manner to prevent them from contacting exposed energized conductors or circuit parts, or will be shielded to prevent conduction of electrical energy. Conductive articles of jewelry and clothing (such as watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts while performing work.
* Portable ladders will have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized parts. The employee will ensure that the placement of any ladder will allow a safe working distance from any energized parts or equipment.
* Synthetic clothing such as nylon or polyester should not be worn. Clothing worn while working on electrical systems should meet the risk requirements of the system being worked on and at a minimum be flame-resistant (cotton).

1. **Approach Distances**

When an unqualified person is working in an elevated position near overhead lines, the location shall be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than the following distances:

* 10 ft. for voltages to ground 50 kV or below.
* 10 ft. for voltages to ground over 50 kV. Add 4 inches of distance for every 10 kV over 50 kV.

When an unqualified person is working on the ground in the vicinity of overhead lines, the person may not bring any conductive object closer to unguarded, energized overhead lines than:

* 10 ft. for voltages to ground 50 kV or below.
* 10 ft. for voltages to ground over 50 kV. Add 4 inches of distance for every 10 kV over 50 kV.

When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts unless:

* The person is insulated from the energized part (gloves, with sleeves if necessary, rated for the voltage involved are considered to be insulation of the person from the energized part on which work is performed); or
* The energized part is insulated both from all other conductive objects at a different potential and from the person; or
* The person is insulated from all conductive objects at a potential different from that of the energized part.

|  |  |
| --- | --- |
| **Approach Distances for Qualified Employees – Alternating Current** | |
| **Voltage Range (Phase to Phase)** | **Minimum Approach Distance** |
| 300V and less | Avoid contact |
| Over 300V, not over 750V | 1 ft 0 in (30.5 cm) |
| Over 750V, not over 2 kV | 1 ft 6 in (46 cm) |
| Over 2 kV, not over 15 kV | 2 ft 0 in (61 cm) |
| Over 15 kV, not over 37 kV | 3 ft 0 in (91cm) |
| Over 37 kV, not over 87.5 kV | 3 ft 6 in (107 cm) |
| Over 87.5 kV, not over 121 kV | 4 ft 0 in (122 cm) |
| Over 121 kV, not over 140 kV | 4 ft, 6 in (137 cm) |

1. **Ground-fault circuit interrupters (GFCI)**

* Ground-fault protection will be provided for personnel on construction sites on all 120-volt single phase, 15 and 20 ampere receptacle outlets, which are not a part of the permanent wiring and which are in use by employees.
* Ground fault circuit interrupters will be used when an outlet is near a water source, or when damp or wet conditions exist and portable electrical equipment is being used.
* GFCIs shall be tested periodically to ensure their operability.

1. **Training**

The degree of training provided will be determined by the employee's respective job assignments.

Qualified employees who are allowed to work within the Limited Approach Boundary shall, at a minimum, be trained in and familiar with the skills and techniques necessary to:

* Distinguish exposed energized electrical conductors and circuit parts from other parts of electric equipment.
* To determine the nominal voltage of exposed energized electrical conductors and circuit parts.
* The approach distances and the corresponding voltages to which they will be exposed.
* The decision making process necessary to determine the degree and extent of the hazard and the personal protective equipment and job planning necessary to perform the task safely.

All other employees who may face a risk of injury due to electric shock or other electrical hazards will also be trained in and familiar with the safety related work practices and approach distances that pertain to their respective job assignments. Employees shall be trained to identify and understand the relationship between electrical hazards and possible injury.

Documentation shall be made when the employee demonstrates proficiency, be maintained for the duration of the employee's employment, and contain each employee's name and date of training.

## Fall Protection

1. **Purpose**

The purpose of this procedure is to establish policies to prevent falls.

1. **Responsibilities**

The safety director is the qualified person responsible for preparing the fall protection plan for the company’s property and reviewing this program. The safety director, as the qualified person, will prepare all fall protection plans at specified worksites off of the company’s property.

The Supervisor shall:

* Assure that 100% fall protection is used whenever employees or contractors must work more than 6 feet above the main working level in an area that is not provided with guardrails.
* Periodically inspect and document fall prevention and fall protection equipment.
* In the event of a fall, every effort will be made to promptly rescue the worker. Workers will use the buddy system so that there is always another worker available for rescue.

1. **General**

* 100% fall protection is required when workers are higher than 6 feet above the main working level in an area without guardrails. This includes work near and around excavations.
* No fall protection equipment will be purchased or used that does not meet the standards set by ANZI, ASTM, and OSHA.
* Controlled access areas are not permitted, a safety harness or guardrails must be used.
* All accidents, serious incidents, and near misses will be investigated, implementing changes to the fall protection plan as necessary.

1. **Procedure**

Fall arresting equipment shall be used when personnel are working in exposed areas where they might be subject to the force of a fall. A fall arresting system includes:

* Full body harness. Full body harnesses shall be used instead of safety belts.
* Lanyard.
* Fall brake.
* Tie off point (anchor).

**Lanyards**

Lanyards must be specifically designed for service as a lanyard. The minimum strength for a conventional lanyard is 5000 lbs.; the minimum strength of a self retracting lanyard is 3000 lbs.

**Snap hooks**

Double locking snap hooks must be used to connect the harnesses, fall brakes, and tie off points using double locking snap hooks.

**Fall Brakes and Self-Retracting Lanyard**

Fall brakes or self-retracting lanyards must be used with fall arresting systems.

**Tie Off Points**

* Tie off points must be capable of supporting 5000 lbs.
* Tie off points must be positioned as directly above and behind the worker if possible.
* Tie off points must incorporate a D-ring so that the lanyard can be connected.
* Do not connect to tie off points by attaching lanyards back onto themselves. When using man lifts, check the manufacturer’s operators manual for correct tie off points. Workers must stay on the floor of the man lift. They are not to climb the side rails.

1. **Inspection and Maintenance**

The job supervisor shall periodically inspect all components of fall arresting systems. All components of a fall arresting system must be inspected by the user before use.

Potential problems include but are not limited to:

* Damaged webbing.
* Chemical contamination.
* Broken stitching.
* Corrosion.
* Missing components.
* Damaged or defective equipment must be removed from service and replaced.

1. **Training**

All workers who might be exposed to fall hazards must be trained in the use of fall protection, how to recognize fall hazards and how to minimize these hazards. Any time there is a change in the conditions, deficiencies in the use of fall protection, or change in the equipment, workers will be retrained in the safe use of the fall protection system. Training will be documented in the Safety Training Matrix. A certification will be completed for each worker trained; this will include the date trained and the signature of the trainer.

1. **Personal Floatation Protection**

* All personnel who are suspended over the water or working on the water, such as a barge tender or dock where the danger of falling into the water exists, shall wear a U. S. Coast Guard approved work vest.
* When in use, the work vest shall be properly donned and securely fastened.

## Fatigue Management

1. **Purpose**

The purpose of this procedure is to provide guidelines to prevent and minimize fatigue in the workplace.

1. **Responsibility**

The Supervisor Shall:

* Know and recognize the signs and symptoms of fatigue.
* Ensure that fatigue management is considered in work planning and scheduling.
* Arrange alternate duties where possible and provide a rest area for persons impaired by fatigue.

The Employee Shall:

* Arrive to work fit for duty.
* Report signs and symptoms of fatigue to supervision.
* Refrain from chronically using over-the-counter, prescription drugs, and any other product which may affect the ability to perform work safely.

1. **Evaluation**

* Work tasks shall be periodically analyzed, evaluated and improved to control fatigue.
* The evaluation should include all factors of fatigue such as work schedules, job demands, sleep patterns, environmental conditions and personal issues.
* Once all factors of fatigue are identified, control measures shall be implemented to minimize or eliminate them.
* To help determine the best control measures, employees should be consulted when possible.

1. **Signs and Symptoms**

Any employee experiencing or observing the following signs and symptoms of fatigue should report to the on-site supervisor.

* A drowsy relaxed feeling
* Short temper
* Blurred vision
* Difficulty keeping your eyes open
* Head nodding
* Excessive yawning
* Headaches
* Muscle aches
* Breathing and digestive problems
* Distraction
* Nervousness
* Poor judgment
* Slow motor skills

1. **Work Hour Limitation**

* The company shall set work hour limitations and job rotation schedules to control fatigue, allow for sufficient sleep, and increase mental fitness to control employee turnover and absenteeism.
* No employee should work more than 12 hours per day and/or 24 days continuous.
* The following schedule shall be used as a guideline for periodic rest breaks:
  + 15 minutes each 2.5 hours
  + 30 minutes after 5 hours
  + 30 minutes after 10 hours

1. **Equipment**

* Ergonomic equipment will be used to improve workstation conditions such as anti-fatigue mats for standing, lift assist devices for repetitive lifting, proper lighting and control of temperature, and other ergonomic devices as deemed appropriate.
* Chairs will be provided for workers to sit periodically.

1. **Training**

Initial and annual Fatigue Awareness training shall be provided and documented. Training will include the following topics:

* How to recognize fatigue.
* How to control fatigue through appropriate work and personal habits.
* Reporting of fatigue to supervision.

## Fire Prevention

1. **Purpose**

To prevent injuries to personnel and property loss associated with fire.

1. **Prevention**

* Any fire, no matter how small, must be reported immediately to the supervisor. The formal report should include all known or reasonably surmised details as an additional report may be required by governmental agencies.
* Good housekeeping and equipment maintenance shall be practiced to keep fire hazards at a minimum.
* Smoking will be confined to areas specifically designated by management.
* Matches and cigarette lighters should not be carried into any area that may have an explosive atmosphere. In operating areas with non-explosive atmospheres, only safety matches and approved double-action cigarette lighters may be carried.
* Because paint, insect sprays, aerosol sprays and most paint removers are usually flammable, they should not be used near open flames or other sources of ignition. Read labels on the containers.
* Flammable liquids shall be kept in flame proof storage cabinets.
* A fire watch will be present with a CO2 or ABC-type of dry chemical fire extinguisher during welding and cutting operations if required in the Hot Work Permit.

1. **Fire Fighting Equipment**

* Fire fighting and all other safety equipment should only be used for their specific purpose.
* All fire protection equipment shall be located in designated areas clearly identified with appropriate markings. This equipment should be located near likely fire hazards and shall be accessible to personnel.
* Partially used fire extinguishers shall be discharged of pressure and recharged or replaced immediately.
* Extinguishers removed to be recharged shall be replaced with spare extinguishers.
* Fire extinguishers should be kept filled and maintained according to manufacturer's instructions to ensure operation at top efficiency the instant they are used. An empty, used or defective fire extinguisher shall not be re-hung until it has been serviced or repaired.
* Instruction labels on fire extinguishers should be protected.

1. **Inspection and Maintenance**

Inspection and maintenance of all fire equipment shall be performed in accordance with applicable regulatory and our requirements. Records of inspection and maintenance should be maintained. The following general guidelines should be observed:

* All portable extinguishers shall be inspected monthly to ensure that they are in their designated places, that they have not been tampered with, and to detect any obvious physical damage, corrosion or other impairments. In addition, all portable extinguishers shall be inspected annually for maintenance.
* Each extinguisher shall have a durable tag securely attached to show the  
  maintenance and recharge date.
* Records of inspections and tests shall be maintained.

1. **Drills and Training**

* Fire drills should be held at regular intervals to familiarize personnel with the location and operation of fire extinguishing equipment.
* All employees shall be instructed in the proper use of available firefighting equipment and hazards involved in incipient stage fire fighting prior to initial assignment and at least annually thereafter.
* If an area requires special precautions against fire, employees at that location shall be instructed in those precautions.

## First Aid

1. **Purpose**

The purpose of this policy is to provide provisions for first aid and/or medical services to employees and contractors when needed.

1. **Responsibilities**

The Site Manager shall:

* Ensure that there is at least one First Aid trained person(s) who has a valid certificate in first aid training, the American Red Cross or equivalent to render emergency first aid.
* Ensure that adequate First Aid supplies are provided. The First Aid kits shall be easily accessible when required.
* Ensure provisions are made prior to commencement of a project for prompt medical attention in case of serious injury.

The Environmental, Safety, and Health Department shall:

* Develop and update Evacuation and Emergency Plans.

1. **Emergencies and Injuries That Require Treatment Offsite**

For emergencies that require an ambulance to transport the injured worker to the hospital, call 911. In areas where 911 is not available, the numbers of physicians, hospitals, or ambulances shall be conspicuously posted. For non-emergency injuries, the injured worker will be transported to the proper medical provider by the Safety Coordinator or the worker’s supervisor.

1. **Training**

While it is not mandatory, it is recommended that every employee attend a First Aid course. Will periodically conduct First Aid courses and employees will be offered the opportunity to participate in the training.

1. **First Aid Kits**

First aid kits shall consist of appropriate items which will be adequate for the environment in which they are used. The contents of the first aid kit shall be checked at least weekly and the expended items replaced. The first aid kit shall be easily accessible when required.

A weather proof first aid kit shall be maintained containing at a minimum the following items:

* Gauze roller bandages, 1 inch and 2 inch.
* Gauze compress bandages, 4 inch.
* Adhesive bandages, 1 inch.
* Triangular bandage, 40 inch.
* Ammonia inhalants and ampoules.
* Antiseptic applicators or swabs.
* Burn dressing.
* Eye dressing.
* Wire or thin board splints.
* Forceps and tourniquet.

1. **Eyewash and Drenching**

Eyewash stations will be maintained so that employee’s have immediate access to flush material from their eyes. Where corrosive materials are used, water will be available to flush the worker if they get splashed or drenched in the corrosive material.

## Fit For Duty

1. **Purpose**

The purpose of this procedure is to establish guidelines for assessing fitness for duty of new hires and current employees.

1. **Responsibility**

Supervisors Shall:

* Observe the attendance, performance, and behavior of the employees they supervise to determine if employee should be removed from the work site.
* Follow this policy’s procedures when an employee may be unfit for duty.

Employees Shall:

* Not report to work in a condition as to endanger the safety of themselves or their fellow workers.
* Notify their supervisor when they are not fit for duty.
* Notify the supervisor when they observe a coworker acting in a manner that indicates the coworker may be unfit for duty. If the supervisor’s behavior is the focus of concern, an employee may inform the upper level manager.
* Report all medications they are taking including over-the-counter medications such as allergy or cold and flu medications to their immediate supervisor.
* Report to their supervisor if they are fatigued to the point that they cannot perform their work safely.

1. **Policy**

* Pre-employment physicals shall be included in the hiring process and conducted when employees change into certain job functions and/or different environments.
* Pre-employment drug and alcohol screens shall be included in the hiring process and conducted post-accident and at random intervals.
* Employees shall receive training specific to their assigned task. Training will include safe work practices specific to the job responsibilities.
* All information concerning an applicant's or employee's medical condition, test results or background investigation will be kept strictly confidential.
* All personnel shall abide by all safe work practices and procedures set forth by company.

1. **Procedure**

The supervisor who receives reliable information that an employee may be unfit for duty, or through personal observation believes an employee to be unfit for duty, will validate and document the information or observations as soon as is practicable. Actions that may trigger the need to evaluate an employee’s fitness for duty include, but are not limited to:

* Problems with dexterity.
* Coordination
* Concentration
* Memory
* Alertness
* Vision
* Speech
* Inappropriate interactions with coworkers or supervisors.
* Inappropriate reactions to criticism.
* Suicidal or threatening statements.

The supervisor will present the information or observations to the employee at the earliest possible time in order to validate them; and will allow the employee to explain his or her actions, or to correct any mistakes of fact contained in the description of those actions. The supervisor will then determine whether the employee should leave the workplace immediately for safety reasons.

An evaluation of the employee’s physical or mental health may be required to determine his or her ability to perform essential job functions. Such evaluations are conducted by an independent third party licensed health care professional. If the evaluation concludes that the employee is not able to perform the essential functions of his or her position, all efforts shall be made to make reasonable accommodations to allow the employee to continue working.

## General Safety – Health Provisions

1. **Purpose**

To establish requirements for General Safety.

1. **Requirements**

**Job Sites, Materials and Equipment** – All jobsites materials and equipment must be inspected by a competent person on a weekly basis. The company will decide the competent person for any given task but at a minimum the competent person must fit the following definition as defined by OSHA:

* OSHA definition of a Competent Person: One who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them.

In the event that the company does not have a competent person for a given task, we will retain the services of a competent person for the duration of the given task.

**Operation of Equipment** – Only qualified operators are allowed to operate equipment. The company will decide which employees are allowed to operate which pieces of equipment but the company’s decision will follow the guidance of OSHA’s definition of a “qualified person.”

* OSHA Definition of a Qualified Person: “One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.”

**Safe Working Environment** – It is the duty of the company to provide a safe working environment for all of our employees, permanent or part time. In this endeavor it is the job of the supervisors:

* To control or remove any hazard the could pose a risk to our employees.
* To control or eliminate any hazardous exposures to our employees.
* To make every employee recognize any dangers in the work area.
* To instruct the employees in the proper avoidance procedures for any dangers in the area.
* To inform the employees of any regulations and provide any SDS with regards to the work area.

## Hand and Power Tools

1. **Purpose**

To establish guidelines for the safe use of hand and power tools. All hand and power tools, whether furnished by the employer or the employee, shall be maintained in a safe condition.

1. **Responsibility**

* Supervisor will periodically inspect hand tools in their work area.
* Employees are responsible for ensuring tools are maintained in a reliable and safe condition and properly stored and that proper PPE is used.

1. **General**

* Small tools shall be kept in an orderly fashion on the tool bench or in the tool chest.
* Crowbars, chain tongs, pipe cutters, and similar tools shall be placed in racks.
* All tools and equipment shall be inspected before use. Defective and unsafe tools or

equipment shall be set aside and promptly reported to the supervisor.

* Chisels, sledge hammers, and other impact tools shall be kept free of mushrooming by

filing/grinding.

* Hand or power tools shall be used only in the manner for the work for which they were designed.
* The handle of all sledges, hammers, mauls, axes, picks, and similar tools shall be securely wedged into the head.
* Files shall not be used without handles.
* Wooden handles shall not be painted. Cracked or split handles shall not be taped. Cracked or split handles shall be replaced.
* Use Proper PPE such as safety glasses, hearing protection, respiratory masks, gloves or other types of equipment necessary.
* Any tool which is not in compliance with any applicable requirement of this part is prohibited and shall be identified as unsafe by tagging or locking the controls to render them inoperable.
* Extensions, or "cheaters", shall not be used until efforts to break the connection with the largest wrench available have failed.
* If a cheater must be used, place it on the largest wrench available.
* Never use a cheater on a "crescent-type" wrench.
* Extension shall not be longer than 1 1/2 times the handle length.

1. **Power Tools**

* Guards must be in place at all times and they shall not be modified.
* Electric tools showing worn, deteriorated or inadequate insulation, etc. shall be tagged

"DO NOT USE" and remove from service.

* Persons using air-operated tools shall make certain the air supply pressure cannot exceed the working pressure of the tool.
* All electric tools shall be grounded by means of a third wire or be a U/L listed double

insulated tool.

* Electric tools shall not be used on tanks, lines, etc., unless the tanks or lines are gas free.
* Where there is danger of explosion or fire, only air-operated power tools shall be used.
* Safety washers shall be used on all abrasive wheels.
* Non-portable abrasive wheels shall have a protective shield and a tool rest adjusted to

maintain a clearance no greater than 1/8".

* When operating a non-portable grinder, the operator shall wear goggles or safety shield

and stand to one side of the plane of rotation.

* Grinding wheels shall not be mounted on a grinder whose spindle speed is greater than

the wheels rated speed (RPM).

* The connections shall be pinned or a lanyard used on air hoses with “Chicago” type

fittings.

* Compressed air shall not be used to blow dust off of clothing. When compressed air is to

be used for cleaning purposed, it must be less than 30psi and safety glassed and a face shield must be used.

## Hazard Communication

1. **Purpose**

The purpose of this program is to ensure that workers have access to information on the hazards associated with the exposure of hazardous chemicals present in the workplace.

1. **Scope**

This program applies to all work locations in the company where employees could be exposed to hazardous chemicals under normal working conditions or during an emergency situation. This program has been developed to comply with the Hazard Communication Standard 29 CFR 1910.1200.

1. **Responsibility**

All Employees shall:

* Follow all safe work practices and precautions pertaining to chemical handling and usage as required by the guidelines of the program.
* Participate in all required training.

The Safety Coordinator shall:

* Implement and administer the hazard communication program.
* Periodically review the effectiveness of the written hazard communication program and update it as necessary.
* Monitor the work place to determine employee exposure and safe use of hazardous chemicals.
* Maintain a list of all hazardous chemicals in the workplace and a master file of SDSs.
* Ensure that all containers are clearly and properly labeled.
* Ensure that training of the Hazard Communication program is provided to workers upon hire, annually, and as needed.
* Identify hazardous chemicals used in non-routine tasks and assess their risks.
* Ensure that contractors who are performing work on company property are informed about hazardous chemicals they may be exposed to.

1. **General Information**

A list of hazardous chemicals, SDSs, and a written hazard communication program will be developed, implemented & maintained at each work location. Copies of the written hazard communication program are available in the main office for review upon request.

1. **Labeling**

All hazardous chemical containers shall be labeled by the manufacturer or importer according to the Hazard Communication Standard and Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

The Receiving Department will verify that labels on all incoming hazardous chemical containers include:

* Product Identifier: How the hazardous chemical is identified such as batch number.
* Pictogram(s): Graphic symbols used to communicate specific information about the hazards of a chemical.
* Hazard Statement(s): Describes the nature of the hazard(s) of a chemical.
* Signal Word: indicates the relative level of severity of the hazard.
* Precautionary Statement(s): Recommended measures to minimize or prevent adverse effects.
* The name, address, and telephone number of the chemical manufacturer, importer or other responsible party.

The Safety Coordinator will ensure that all secondary containers are labeled with the original supplier’s label or with an alternative workplace label to include:

* Product Identifier
* Pictogram(s)
* Hazard Statement(s)
* Signal Word
* Precautionary Statement(s)

Example: Label

**HS85**

Batch number: 85L6543



**Warning**

Harmful if swallowed

Wash hands and face thoroughly after handling. Do not eat, drink or smoke when using this product. Dispose of contents/container in accordance with local, state and federal regulations.

**First aid:**

If swallowed: Call a doctor if you feel unwell. Rinse mouth.

GHS Example Company, 123 Global Circle, Anyville, NY 130XX Telephone (888) 888-8888

**HCS Pictograms and Hazards**

|  |  |  |
| --- | --- | --- |
| Health Hazard  Health Pictogram   * Carcinogen * Mutagenicity * Reproductive Toxicity * Respiratory Sensitizer * Target Organ Toxicity * Aspiration Toxicity | Flame  Health Pictogram   * Flammables * Pyrophorics * Self-Heating * Emits Flammable Gas * Self-Reactives * Organic Peroxides | Exclamation Mark  Health Pictogram   * Irritant (skin and eye) * Skin Sensitizer * Acute Toxicity * Narcotic Effects * Respiratory Tract Irritant * Hazardous to Ozone Layer (Non-Mandatory) |
| Gas Cylinder  Health Pictogram   * Gases Under Pressure | Corrosion  Health Pictogram   * Skin Corrosion/Burns * Eye Damage * Corrosive to Metals | Exploding Bomb  Health Pictogram   * Explosives * Self-Reactives * Organic Peroxides |
| Fire Over Circle  Health Pictogram   * Oxidizer | Environment (Non-Mandatory)  Health Pictogram   * Aquatic Toxicity | Skull and Crossbones  Health Pictogram   * Acute Toxicity (fatal or toxic) |

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

Secondary containers that are intended for the immediate use of the employee who performs the transfer do not require a label.

Employer or employees shall not remove or deface labels on incoming containers of hazardous chemicals.

Workplace labels or other forms of warning shall be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift. If employees speak languages other than English, the information in the other language(s) should be included.

Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area should be labeled with a warning placard.

Pipes that contain hazardous chemicals should be labeled in accordance with ANSI/ASME.

1. **Safety Data Sheets (SDS)**

Chemical manufacturers are responsible for developing SDSs. An SDS will be obtained for each chemical used and/ or purchased.

The Purchasing Agent will obtain SDSs and secondary labels from the manufacturer for hazardous chemicals used or stored in the workplace. Hazardous chemicals will be held in the receiving area until receipt of the SDS for the product.

Copies of SDSs for all hazardous substances to which employees may be exposed will be kept in the SDS books located at posted Hazard Communication Stations.

Copies of all SDSs will be available to all employees at all times at those locations. If an SDS is not available, contact shipping/receiving immediately and an SDS will be obtained and distributed as necessary.

SDSs for new products or updated SDSs for existing products will be obtained by the Purchasing Agent and forwarded to the Safety Coordinator. When a new or revised SDS is received, the Safety Coordinator will remove the old SDS from the master file and all Hazard Communication Stations and replace it with the new one.

1. **Chemical Inventory List**

A list of hazardous chemicals in the workplace shall be compiled, maintained, updated, and attached to the Hazard Communication program.

The chemical inventory list must include the name of each chemical and the work area(s) in which each chemical is used. The name of each chemical must match the product identifier that is referenced on the appropriate SDS.

Further information on each listed chemical can be obtained from the appropriate SDSs.

The Safety Coordinator will review and update chemical inventory list annually and whenever a new chemical is introduced to the workplace.

1. **Non Routine Tasks**

Prior to the start of a hazardous non-routine task, the direct Supervisor of the work to be performed will gather all information concerning any hazardous chemicals involved with the task.

The Supervisor will then inform the affected worker(s) of the hazardous chemicals they may encounter to include:

* Specific chemical hazards.
* Protective measures the worker should use.
* Emergency and spill procedures.
* Methods to detect the release or presence of chemicals.
* Steps the company is taking to reduce the hazards, such as ventilation, respirators, and the presence of another worker.
* The identity, hazards, and precautionary measures associated with the chemicals that are transferred through unlabeled pipes in areas where work activities are to be performed.

1. **Coordination with Other Employers and Contractors**

Prior to beginning work at a multi-employer worksite, the Safety Coordinator will inform other employers and contractors with information about hazardous chemicals that their workers may be exposed to by this company’s operations.

The Safety Coordinator will provide other employers and contractors with:

* A copy of SDSs and information on precautionary measures to protect workers exposed to hazardous chemicals generated by this company’s operations.
* Information on the hazard labels used by the company.

Where employees must travel between work places during a work shift (multi job sites), the written program may be kept at a primary job site. If there is no primary, then the program should be sent with employees.

The Safety Coordinator will obtain information about hazardous chemicals used by other employers and contractors to which our workers may be exposed.

1. **Employee Training Information**

Prior to starting work or introducing new chemical hazards into the work area, each employee will receive information and training on the following:

* Requirements of the Hazard Communication Standard 29 CFR 1910.1200.
* Operations in the work area where hazardous chemicals are present and their physical and health effects.
* Measures employees can take to protect themselves from hazards, such as appropriate controls, work practices, emergency and spill cleanup procedures, and personal protective equipment to be used.
* Location and availability of the written hazard communication program, listing of hazardous chemicals present, and SDSs.
* Methods and observation techniques used to determine the presence of release of hazardous chemicals in the work area.
* How to read labels received on shipped containers.
* Workplace labeling system.
* How to read and interpret SDSs to obtain and use appropriate hazard information.

## Hazard Identification & Risk Assessment

1. **Purpose**

The purpose of the Hazard Identification and Risk Assessment Procedure is to provide a systematic and objective approach to assessing hazards and minimizing risk associated with those hazards.

1. **Responsibility**

Managers and supervisors are responsible for ensuring that:

* Hazards are identified and assessed in consultation with employees.
* Control measures are implemented where appropriate based on the hierarchy of control.
* Records are maintained of all risk assessments.

Employees are responsible for providing input to risk identification and assessment and following risk control procedures.

1. **Hazard Identification**

Hazard Identification is the process of identifying all situations or events that may expose people to injury, illness, disease or death or may cause damage or loss of equipment and property, or damage to the environment.

The hazard identification process shall be used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable.

Employees and sub-contractors shall be continually involved in the identification of hazards. Unidentified hazards are to be reported immediately and assessed for risk.

Hazards can be identified through the following methods:

* Internal Audits
* Employee reporting
* Incident and near miss report forms
* Material Safety Data Sheets
* JSA’s
* Manufacturer Recommendations
* Permits to Work

1. **Risk Assessment**

Each hazard that is identified shall be assigned a priority ranking to determine how likely it is that someone could be harmed by the hazard and what the consequence of the resulting injury or illness could be. Each identified hazard shall be recorded on the Hazard Assessment Checklist.

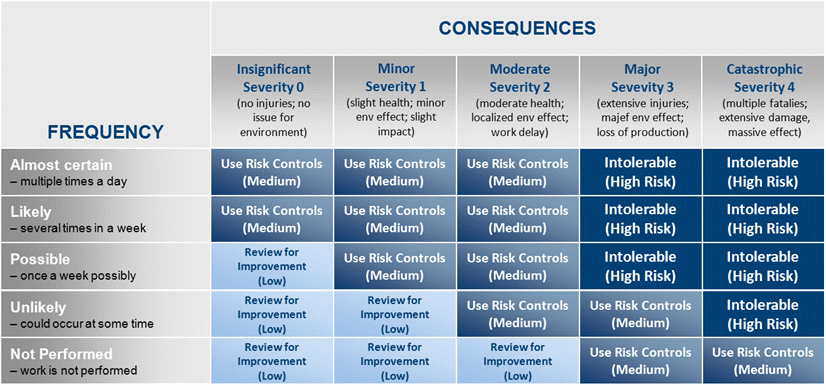
When determining how likely it is that a person could be exposed to a hazard or hazardous event, consideration shall be given to these “exposure factors”:

* Whether there are any other risk factors that increase the likelihood of exposure?
* How often the person is exposed (frequency)?
* For how long is the person exposed (duration)?
* How many people are exposed?
* The likely dose to which the person is exposed?
* Any recommended exposure levels required by standards or codes.

When assessing the risk associated with any hazard, it is necessary to ask the following questions:

* Who is exposed to the hazard?
* How often are people near the hazard?
* Has this hazard already caused any problems?
* How easily could someone be hurt?
* How common is it for the hazard to cause problems in other workplaces?
* Which factors relating to the hazard need to be taken into account, according to health and safety procedures?
* Which factors or specific aspects of the work are increasing the likelihood of injury or illness?

Following risk assessment steps each risk assessed becomes classified as low, medium or high in accordance with the Risk Assessment Matrix shown below.

****

1. **Risk Control**

Risks shall be mitigated using the following controls in the order as listed:

* Eliminate the hazard: remove it from the workplace
* Substitute the hazard: substitute a substance, method or material to reduce the risk or the hazard
* Isolate or enclose the hazard: separate the hazard from the workplace.
* Lock out procedures on faulty equipment.
* Appropriate guarding for machinery.
* Use engineering solutions: modify existing machinery or purchase different machinery.
* Administrative Procedures: develop work methods to reduce the conditions of risk
* (Written Safe Operating Procedures )
* Job rotation to restrict hours worked on difficult jobs.
* Employer and Employees trained in the correct operating procedures.
* Use Personal Protective Equipment (PPE) and training where the hazard cannot be removed or reduced by any other means.

Each measure must have a designated person and date assigned for the implementation of controls using the Hazard Assessment Corrective Action form.

1. **Training**

Managers, supervisors, and employees shall receive training in hazard and risk management procedures prior to performing work. Training shall include the following:

* Proper procedures for performing job.
* Proper use and care of any PPE which may be required to perform work.
* While performing work periodic review of the hazard assessment and
* Any other training that maybe required while performing work.

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| **Hazard Assessment Checklist** | | | |
| **Assessment Location: Date & Time:** | | | |
| **Conducted By:** Name Position  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Item # | Status Priority | Identified Hazards | Specific Location of Hazard |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| **Hazard Assessment Corrective Action** | | | | | |
| **Assessment Location: Time/Date:** | | | | | |
| **Department/Areas Covered:** | | | | | |
| **Assessment Team:** | | | | | |
| Item # | Priority | Recommended Action | Action Taken/Date/Time | By Whom |  |
|  |  |  |  |  |  |
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| **Action Items Sent To :** | | | **Information:** | | |
| **Safety Coordinators Signature:** | | | **Date:** | | |

## Heat Illness Prevention

1. **Purpose**

To ensure that employees are protected and precautions are taken from the hazards associated with heat-related injuries and illnesses.

1. **Responsibility**

Supervisors shall take into consideration personal factors that contribute to heat related illness before assigning a task where there is the possibility of a heat-related illness occurring. Personal factors that can contribute to heat related illness are age, weight/fitness, drug/alcohol use, prior heat-related illness, etc.

Supervisors must receive training in the prevention of heat related illnesses prior to supervising employees working in heat.

1. **Prevention**

Adequate shade, water, and rest periods shall be provided to protect the employee against environmental factors such as temperature, humidity, radiant heat sources and air circulation. Employees shall have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity throughout the work shift. The following guidelines shall be followed:

* Drink plenty of water throughout the work shift. Do not wait until you are thirsty to hydrate.
* Avoid liquids that contain alcohol, caffeine, or large amounts of sugar.
* Pace yourself and take regular breaks in shaded areas.

Physical factors that contribute to heat related illness should be taken into consideration before performing a task. The most common physical factors that can contribute to heat related illness are type of work, level of physical activity and duration, and clothing color, weight and breathability.

* Schedule the most physically demanding activities during the morning or evening hours.
* Wear lightweight, light-colored, loose fitting clothing and a wide-brimmed vented hat or use an umbrella.
* Clothing should be of loosely woven fibers such as cotton and linen as they are cooler than knits and synthetic fabrics.
* Employees who are returning to work from a prolonged absence or recent illness, recently moved from a cool to hot climate, or are working during the beginning stages of a heat wave shall allow time for their bodies to adjust to the change.

1. **Recommended Work Regimen**

The ACGIH recommends the following Work-Rest Regimens for work in hot (outdoor) environments.

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Load** | | | |
| **Work-Rest Regimen** | **Light** | **Moderate** | **Heavy** |
| Continuous Work | 86 °F | 80 °F | 77 °F |
| 75% Work  25% Rest, each hour | 87°F | 82°F | 78°F |
| 50% Work  50% Rest, each hour | 89°F | 85°F | 82°F |
| 25% Work  75% Rest, each hour | 90°F | 88°F | 86°F |

These TLV's are based on the assumption that nearly all acclimatized, fully clothed workers with adequate water and salt intake should be able to function effectively under the given working conditions without exceeding a deep body temperature of 38°C (100.4° F). They are also based on the assumption that the Wet Bulb Globe Temperature Index (WBGT) of the resting place is the same or very close to that of the workplace.

1. **Signs and Symptoms**

Heat illness can affect a person’s awareness of their own symptoms. Work in coordination with other employees to monitor each other’s condition.

Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling. Such access to shade shall be permitted at all times.

|  |  |  |
| --- | --- | --- |
| **Illness** | **Symptom** | **Treatment** |
| **Heat Stroke** -caused by a rapid rise in the body’s temperature and the body is unable to cool down. Can cause death or permanent disability. | Extremely high body temperature  Red, Hot, Dry Skin  Rapid Strong Pulse  Throbbing Headache  Dizziness  Nausea  Confusion  Unconsciousness | Call for immediate medical assistance.  Move the victim to a shady area.  Cool the victim down any way you can.  Do not give the victim fluids to drink. |
| **Heat Exhaustion** - caused by excessive loss of the water and salt contained in sweat. | Heavy Sweating  Paleness  Muscle Cramps  Tiredness / Weakness  Dizziness  Headache  Nausea / Vomiting  Fainting | Help the victim to cool off.  Remove unnecessary clothing.  Seek medical attention of the symptoms worsen of continue for more than an hour. |
| **Heat Cramps** - caused by excessive loss of the water and salt contained in sweat. Could be a symptom of Heat Exhaustion. | Muscle pains or spasms, usually in the abdomen, arms, or legs. | Sit in a cool place.  Drink water or sports beverage.  Do not return to strenuous activity for a few hours. This could lead to heat exhaustion.  Seek medical attention if they do not subside within an hour. |

1. **Training**

Supervisors and employees shall be trained in the heat illness procedures to prevent heat illness and procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

## Hydrogen Sulfide (H2S)

1. **Purpose**

To establish hydrogen sulfide safety requirements for facilities where H2S gas is present or potentially present.

1. **Responsibilities**

The Field Foreman shall:

* Review the Hydrogen Sulfide Policy with affected personnel.

The Environmental, Safety, and Health Department shall:

* Coordinate the overall Hydrogen Sulfide Program.
* Assist in the development of a site-specific contingency plan.
* Provide Hydrogen Sulfide Safety training and training materials.

1. **General**

* Exposure to H2S can occur in job functions such as drilling operations, recycled drilling mud, water from sour crude wells, blowouts, tank gauging, field maintenance and tank batteries and wells, etc.
* Each operating location with hydrogen sulfide (H2S) concentrations above 10 ppm in atmosphere or 100 ppm when measured level with the thief hatch of tanks shall have a written (H2S) safety program to govern activities that may expose personnel to H2S.
* H2S concentrations shall be measured level with the thief hatch opening on all manually-gauged sour crude and condensate tanks.
* Each operating location that is considered sour, as described above, shall comply with all aspects of governmental regulations regarding operations where H2S may be present.
* No person shall enter an area where H2S concentrations are known or suspected to be ten (10) parts per million (ppm) by volume in air at the employees breathing zone without wearing a self-contained breathing apparatus.
* All contract personnel shall be required to comply with the H2S safety requirements in this safety program.

1. **Health Effects**

H2S poisoning results in affecting the nerve centers in the brain which control breathing causing paralysis of that system; the lungs stop working and the person is asphyxiated.

1. **Training**

Safety training shall be provided for all personnel who may be required to work in a known or suspected H2S environment. This training must be given prior to working in an H2S environment. The following areas must be covered in the training program:

* Hazards and characteristics of H2S and sulfur dioxide (SO2) gases.
* Toxicity and properties of H2S and SO2.
* Use of H2S detection devices.
* Use and limitations of respiratory protection equipment.
* Symptoms of exposure.
* First aid procedures and equipment.
* Use of the buddy system and emergency rescue procedures.
* H2S alarms and contingency plans.
* Our policy and procedures and H2S locations.
* All personnel who work in or may be required to work in an H2S area shall complete a refresher course in H2S safety annually.
* All training shall be documented.
* Contractors shall document and provide verification of such training of their employees upon request.

1. **Respiratory Protection**

* Only positive pressure self-contained breathing apparatus (SCBA) or positive pressure airline units will be used in any known or suspected H2S environment of 10 ppm or greater in the breathing area.
* 5.1.2 The use of canister type gas masks for protection against H2S is prohibited.
* 5.1.3 All SCBA and supplied air face pieces shall be fitted with a nose cup where temperatures may drop below 32 degree F. and operated in the positive pressure mode.

1. **Signs**

* All field locations, production facilities, and platforms that present potential H2S exposures shall be so designated at their access points with danger signs that warn personnel of potential H2S exposures.
* Fields with limited public road access may use one H2S sign at each given access point to a group of well locations rather than placing a sign at each location. However, all tank battery access roads must have a sign in place.
* Sign wording should be: Danger: Poison Gas. Signs already in-place that convey the same meaning does not have to be replaced with signs that have this exact wording.

1. **Specific Work Procedures**

* No tank, line, valve, flange, etc. which may create a H2S concentration of 10 ppm or greater in the employees breathing zone shall be opened to the atmosphere unless proper respiratory protection is worn by personnel performing the job.
* When possible, the equipment should be depressured, isolated and purged/cleaned before opening.
* After opening equipment to atmosphere, the potential H2S source area shall be sampled to determine the H2S level.
* Respiratory protection must be worn when opening the equipment to atmosphere and during testing.
* If concentrations exceed 10 ppm in the breathing zone, respiratory protection must be worn for the duration of the job or until the H2S level drops below 10 ppm in breathing zone.
* Personal monitoring equipment shall be used by personnel working without respiratory equipment where during the course of their work there is a reasonable possibility that the H2S levels may rise above 10 ppm in the breathing zone, i.e. catwalks at sour tanks, header buildings or water stations.
* Personal monitoring devices must be set to alarm at 10 ppm so the employee is alerted to vacate the area to get respiratory equipment.
* If the area is equipped with a fixed detection system then personal monitoring devices are not required.
* Monitoring devices and fixed detection systems shall be calibrated prior to use in accordance with the manufacturers specifications.
* A standby person is required when an employee may be exposed to 300 ppm H2S in their breathing zone during the course of his/her work. This may include additional riders with pumper personnel.
* The standby person must be equipped with an SCBA.
* Has ruled that the breathing zone shall be considered being level with the thief hatch for tank gauging operations.
* Relief valves venting dangerous concentrations of (> 300 ppm) H2S vapors must be vented to flare or where personnel will not be exposed.
* Personnel shall not leave wells being blown down unattended.
* All employees must be aware of the company's emergency plan and they must be aware of any site specific emergency or contingency plan.

1. **Emergencies**

* Personnel responsibilities during an H2S alarm or emergency shall be established in writing by each operating location. These responsibilities shall include personnel accounting, securing the area, isolating the leak, etc.
* Personnel will not respond to an H2S alarm/leak alone. The buddy system must always be used in response to alarm situations.
* All personnel shall be trained in their responsibilities regarding H2S alarms or emergencies.
  + Training shall be documented.
  + This training may coincide with annual H2S training.
* Contractors and visitors shall be informed of their responsibilities during an H2S alarms before they begin work on any potential H2S location. Generally, their responsibilities shall be to evaluate the area and report to a safe briefing area.
* Safe briefing areas shall be established for all manned H2S locations. Safe briefing areas shall be designated by conspicuous signs.
* The supervisor in charge or the ranking employee on-site has the authority to decide whether an H2S leak is to be ignited. However, some state law enforcement agencies may have jurisdiction whether to ignite an H2S leak.

1. **H2S Detection Equipment**

* Fixed H2S detection systems shall be considered for areas that may experience H2S leaks where personnel are present on a daily basis.
* The system shall activate distinctive audible and visual alarms. Sensors shall be set to annunciate at 10 ppm for a low alarm and a maximum of 20 ppm for a high alarm.
* The system shall be calibrated at least every 90 days or sooner if required by regulation.
* All H2S alarms shall be treated as an actual gas release.
* H2S alarms shall be distinctive from all other alarms and shall be consistent throughout the facility.
* Hand held detection instruments shall be utilized for spot checking areas.
* All electronic hand held instruments shall be calibrated before use.
* All calibrations shall be documented and retained on file.

1. **First Aid Treatment**

* Activate the Emergency Response Plan.
* Always don an SCBA before entering a potential H2S area, then remove victim to a safe area and begin artificial resuscitation.
* Request mechanical resuscitator (continue mouth to mouth resuscitation until it arrives).
* Resuscitators shall be made available to employees working at all H2S locations with employees trained in their proper use.
* Resuscitator training can occur during the CPR training.
* Initiate CPR if circulation has stopped.
* Treat for shock (keep the victim warm).
* Ensure personnel overcome by H2S are examined by a physician.

1. **H2S Characteristics**

* H2S is colorless.
* H2S is heavier than air and will accumulate in low areas.
* H2S has a strong "rotten egg" smell but also H2S will quickly deaden your sense of smell.
* H2S is extremely flammable. If H2S catches on fire it will produce toxic by-products such as SO2.
* H2S will dissolve in water.
* H2S is extremely toxic. A single breath of H2S concentrations of 1000 ppm or higher can cause death.

## Job Competency

1. **Purpose**

The purpose of this procedure is to ensure that all employees and new hires are competent to perform a given job.

1. **Procedure**

An organizational chart and job descriptions listing minimum qualifications for each job have been established.

Competence to perform a job shall be assessed upon hire and periodically using any of the following sources that apply:

* Licensure
* School records
* Work history
* Reference checks
* Practical tests
* Skills checklist
* Personal interview by the hiring manager to determine that the new hire has the qualifications to meet the minimum job requirements.

A new hire Initial Competency Assessmentwill be completed for each new hire. The same process is used for employees who transfer to new jobs.

An ongoing evaluation of role competencies will be conducted on all existing employees. Periodic evaluations will look at areas such as job efficiency, proper application of knowledge, punctuality, and ability to work well with others.

1. **Job Specific Training**

All new employees and transferred employees will be given job specific training as outlined by management for that particular job.

A competent person (Supervisor, Lead Hand, etc) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently.

## Journey Management

1. **Purpose**

The purpose of this program is to provide guidelines for safe operations by all employees driving on company business while operating owned, leased or borrowed vehicles.

1. **Responsibility**

The Safety Manager Shall:

* Develop and maintain the journey management program.

The Supervisor Shall:

* Implement the journey management program and ensure all assets are available for compliance with the program.

The Employee Shall:

* Be familiar with the journey management program.
* Notify another individual who is not traveling with them of their travel plans to include where they are going, when they should arrive at their destination, and when they plan to return.
* Carry a reliable method of communication (cell phone, CB radio, etc.) in case of an emergency.
* Obtain driving directions before traveling to an unfamiliar destination. A GPS device (not a smartphone) may be used, but printed directions should be kept as a back-up.

1. **Journey Management Plan**

The Journey Management Plan should be reviewed with road travelers before they perform any driving on company business. A copy of the plan must be readily available at the workplace. Road travelers should carry a copy of the plan.

Potential journeys involving driving and road transport should be assessed and completed relative to hazards, risk and costs such as the following:

* Road travel should be limited whenever practicable. Road journey should only be taken when necessary.
* Try to complete multiple tasks in single trips to reduce the amount of driving for improved safety and efficiency.
* If the trip is being taken to meet with someone, determine if the meeting can be done over the phone instead.
* Consider safer methods of travel (air, train, etc) where practicable.
* Consider if the business requirement for potential journey can be combined with a later trip. Share or combine the journey with others employees.
* Driving during adverse weather conditions should be avoided, whenever practicable. Before leaving on a trip, ensure that weather conditions are safe for driving. Ensure the vehicle being used is adequate for the weather conditions.
* Driving should be done during daylight hours rather than after dark whenever possible. Reduce speed when driving at night. Be aware of the potential for wildlife to be on the road, especially when driving at dusk or dawn.
* When driving long distances, sufficient breaks should be taken to prevent fatigue. When driving alone and having trouble staying awake, pull off the road and get out of the vehicle for fresh air, or take a power nap. If driving late at night, consider getting a hotel room and starting fresh the next day. If two licensed drivers are in the vehicle, take turns driving. Get plenty of rest before beginning your journey.
* Roadside emergency kits should be kept in all vehicles used for highway travel. These kits shall include equipment to assist in a roadside emergency such as water, booster cables, first aid supplies, warning triangles, flashlights, etc. If there is a potential for snow and ice, carry sandbags and a shovel.

## Ladder Safety

1. **Purpose**

To establish requirements for the safe use of ladders.

1. **Requirements**

All ladders used by company employees must meet OSHA/ANSI specifications.

Fixed ladders:

* An approved climber system can be substituted for cages on fixed ladders over 20 feet.
* Fixed ladders shall extend at least 36 inches above the landing.

Portable ladders:

* The condition of the ladder must be checked before each use.
  + A comprehensive visual inspection of the entire ladder must be made before each use.
  + Broken or damaged ladders shall not be used.
  + Ladders to be repaired shall be tagged "DO NOT USE" and removed from service.
  + Portable ladders shall be equipped with safety feet or securely fastened to prevent slipping.
* Ladders shall be used only for the purpose for which they were designed and the load capacity of the ladder should never be exceeded.
* Only metal or fiberglass ladders shall be used, all other types shall be discarded. Only fiberglass ladders will be used near exposed energized parts.
* All straight ladders shall be tied off at the top or held by another person.
* Ladders shall extend at least 36 inches above the top landing. When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect.
* Ladders shall not be placed in front of doors which open toward the ladder.
* The base of a ladder shall be set back a safe distance from the vertical, approximately one fourth (1/4) of the working length of the ladder.
* No more than one person shall be on a ladder at any time and the person and equipment must not exceed the load capacity of the ladder.
* Ladders shall be placed on a stable and level surface.
* Employees shall not stand on top two rungs or top of step ladder.
* Employees must maintain 3 point contact with the ladder at all times and face the ladder when ascending or descending.
* Employees shall not carry anything in hands that could cause injury in case of fall. Ropes and/or baskets shall be used to raise and lower tools, parts, etc.
* Employees shall not be working off of ladders without a spotter/helper present.
* Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use.

## Manual Lifting

1. **Purpose**

This procedure is to establish safe guidelines for employees and contractors to prevent injury while handling materials.

1. **Responsibility**

The Supervisor Shall:

* Periodically evaluate work areas and employees' work techniques to assess the potential for and prevention of injuries. New operations should be evaluated to engineer out hazards before work processes are implemented.
* Enforce the use of provided manual lifting equipment by employees.

1. **Inspection and Preparation**

Before manual lifting is performed, a hazard assessment must be completed. The assessment must consider size, bulk, and weight of the object(s), if mechanical lifting equipment is required, if two-man lift is required, whether vision is obscured while carrying and the walking surface and path where the object is to be carried.

* Study the object to be lifted and moved.
* Check for jagged or sharp edges, slippery surfaces and weak or damaged containers.
* Read all labels for special handling procedures.
* Estimate the weight of the object by “hefting” it slightly and determine if it is appropriate for one person to lift the object.
* Inspect the route to be used for transporting and clear the path of any obstructions and tripping hazards.

1. **Technique**

The following safe lifting techniques should be used when lifting or moving materials, especially heavy and/or bulky objects.

* Feet should be parted, with one foot beside the object to be lifted and one behind.
* Use the sit-down position and keep the back straight, but remember that straight does not mean vertical.
* Tuck in the chin so the neck and head continue the straight back line.
* Extend the fingers and the hand around the object to be lifted using the full palm.
* Draw the load close, with arms and elbows tucked into the sides of the body.
* The body should be positioned so that its weight is centered over the feet.
* If the object is too heavy to be handled by one person, get help. When two or more employees are handling the same object, one employee should be designated to call signals. All the workers on the lift should know who this is and should warn him/her if any one of the crew is about to relax his grip.

Manual lifting equipment such as dollies, hand trucks, lift-assist devices, jacks, carts, hoists shall be provided for employees. Where the use of lifting equipment is impractical or not possible, two man lifts shall be used.

1. **Injuries**

Musculoskeletal injuries caused by improper lifting must be investigated and documented following the Incident Investigation Procedures. Incorporation of investigation findings into work procedures must be accomplished to prevent future injuries. Injuries must be recorded and reported as required by 29 CFR Part 1904.

1. **Training**

Employees shall be trained in safe work practices and safe lifting techniques. Training shall include general principles of ergonomics, recognition of hazards and injuries, procedures for reporting hazardous conditions, and methods and procedures for early reporting of injuries. Additionally, job specific training shall be given on safe lifting and work practices, hazards, and controls.

## Noise Exposure

1. **Purpose**

The purpose of this procedure is to protect the hearing of employees from damage caused by exposure to occupational noise.

1. **Responsibility**

The Person-in-Charge shall:

* Strictly enforce the use of hearing protection.
* Post warning signs in high noise areas.

Safety Department shall:

* Schedule personnel employed in high noise areas for annual audiograms.
* Conduct sound level surveys and noise dosimetry in potential high noise areas and maintain documentation.
* Provide training materials.
* Maintain the audiometric records.

1. **Procedure**

A continuing effective hearing conservation program shall be administered when employees are exposed to sound levels greater than 85 dbA on an 8 hour time-weighted average basis. When information indicates that employee exposure may equal/exceed the 8 hr time-weighted average of 85 decibels, a monitoring program shall be implemented to identify employees to be included in the hearing conservation program.

All employees whose exposure equals or exceeds an eight hour time weighted average of 85 decibels will receive a baseline audiogram. This test will be conducted within six months of the employee’s first exposure at or above the action level. Before testing, the employee must have at least 14 hours without exposure to workplace noise. Hearing protection may be used to meet this requirement.

All employees exposed at or above an 8 hour time weighted average of 85 decibels shall receive an annual audiogram. This audiogram will be compared to the baseline test to determine if the employee has had a standard threshold shift. If a threshold shift has occurred, the employee shall be notified, in writing, of the results within 21 days of the determination. Also, in the event of an employee threshold shift, the hearing protection being used shall be reviewed and modified if necessary and a medical evaluation may be required. All test and exposure records shall be maintained as required by state and federal regulations.

1. **Hearing Protection**

* Hearing protector attenuation shall be evaluated for the specific noise environments in which the protector will be used.
* Appropriate hearing protection is provided at no cost to the employee and MUST be worn by all personnel in areas where signs are posted warning of excessive noise levels.
* Hearing protection should also be worn in un-posted areas where temporary excessive noise may exist.
* Radios and headsets are not allowed on the work site unless being used for work related communications.
* In the event that ear plugs cannot be worn by an employee for medical reasons, a written excuse, signed by a medical doctor must be furnished. Another type of hearing protection will be provided.
* Hearing protection shall be required at locations where personnel are exposed to noise at or above 85 dB averaged over an eight hour work period. These locations will be identified by the safety department and employees working in these areas are required to wear the appropriate hearing protection.
* Employees shall be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided by the employer.
* Hearing protection is provided to employees at no cost.

1. **Training**

A training program shall be provided initially for all employees who are exposed to a noise action level or work in high noise areas. The training shall be repeated annually for each employee.

Re-training shall be provided consistent to changes in PPE and work processes to include the proper techniques of wearing hearing protection.

## Personal Protective Equipment and Clothing

1. **Purpose**

The following guidelines for the proper utilization of Personal Protective Equipment (PPE). All employees, contractors and visitors shall adhere to the PPE policy.

1. **Responsibility**

The supervisor shall:

* Ensure proper utilization of PPE for the specific job.
* Train employees in the proper use and care of required PPE.

The employee shall:

* Adhere to the PPE policy at all times.

1. **General**

Before the start of each job a hazard assessment shall be performed to determine if hazards are present or are likely to be present, and which necessitates the use of PPE. The hazard assessment shall be documented with certifier’s name, signature and date.

When hazards are present, PPE will be selected for each affected employee. Selection and reasons for selection should be given to the employee. Selected PPE must be fitted to each affected employee.

All PPE must be provided used and maintained in a sanitary and reliable condition. The equipment should be properly cleaned, inspected after use, and stored in clearly marked and properly designated areas. It is the employer’s responsibility to ensure that employee owned equipment is adequate, properly used and maintained.

Any equipment that no longer provides adequate protection should be repaired or replaced immediately. Defective or damaged equipment shall not be used.

1. **Training**

Each employee who may need to wear PPE shall be trained on the following:

* When PPE is necessary.
* What PPE is necessary.
* How to properly don, doff, adjust & wear PPE.
* The limitations of PPE.
* The proper care, maintenance, useful life & disposal of PPE.

Re-training is required when:

* When the workplace changes, making the earlier training obsolete.
* The type of PPE changes.
* When the employee demonstrates lack of use, improper use, or insufficient skill or understanding.

All PPE training shall be documented and certified to include the employee name, the dates of training and the certification subject.

1. **Hand and Arm Protection**

Wearing gloves prevents many minor injuries resulting from rough materials or irritating substances. Wear gloves whenever possible. Leather or leather-palm gloves should be worn when wire rope is being handled. Cloth gloves afford adequate protection when pipe is handled.

* Appropriate gloves MUST be worn when acids, caustic soda and soda ash are handled.
* Appropriate gloves are also necessary in certain situations that involve electrical work.
* Insulated or heat-resistant gloves MUST be worn when regular work gloves cannot adequately protect against burns.
* Standard welding gloves are to be worn while performing all types of hot work.

1. **Foot Protection**

Foot Protection is required for employees who are exposed to falling, rolling, crushing or penetrating objects. Foot protection worn by employees shall conform to ASTM F2412, ASTM F2413, 29 CFR 1910.136 and 29 CFR 1926.96.

Protective footwear shall be replaced when damage could affect its ability to provide protection. Foot protection shall be inspected regularly for:

* Cracks in the soles.
* Breaks in the leather.
* Exposed toecaps.

1. **Head and Face Protection**

Head protection is required for employees and visitors in areas where there is a potential for injury to the head from impact, flying or falling objects (e.g., working below other workers who are using tools and materials which could fall through grates), or electrical shock and burns. Head protections shall conform to ANSI Z89.1, 29 CFR 1910.135 and 29 CFR 1926.100.

Head protection should be inspected, cleaned, and maintained at regular intervals or as directed by manufacturer instructions. Examine the shell for cracks, brittleness, discoloration or chalky appearance. The suspension should be examined for cracks, breaks, or frayed straps.

Drilling holes in the shell of a hard hat for ventilation is forbidden. Doing so eliminates the electrical insulation protection and the degree of impact resistance. Covering hardhats with stickers, emblems, decals or paint is prohibited.

Hair long enough to constitute a hazard while a person is working near moving machinery or rotating tools and equipment MUST be secured by a net or tied back. Hair styles that make it impossible for a person to properly wear a safety hat are not permitted. Beards that constitute a hazard, while a person is near moving machinery or rotating tools, are not permitted.

1. **Fire Retardant Clothing (FRC)**

Fire Retardant Clothing (FRC) is required for employees and contractors who are at risk of exposure to flash fire hazards. Employees shall be instructed in the use, care, and maintenance of their FRC. FRC shall be worn according to manufacturer’s instructions.

* Flame-resistant garment collars shall be worn closed.
* Sleeves and cuffs shall be worn down and secured.
* Other personal protective equipment (PPE) shall be worn if determined as necessary from a review of the potential hazards to which workers are exposed from the hazard assessment.
* Employees are not permitted to wear non–flame-resistant clothing over flame-resistant garments.
* FRC shall be inspected after each cleaning and replaced or repaired according to manufacturer’s instructions.
* FRC shall be laundered before first use and regularly thereafter to prevent build up of contaminants.
* FRC shall be stored in a well vented area away from direct sunlight.

1. **Protective Clothing**

* Clothing suited to the work, weather and environment in which the employee works MUST be worn.
* Highly flammable fabrics such as nylon, rayon, dacron, etc. are not recommended.
* Long sleeve shirts are required for persons engaged in grinding, welding, or cutting processes where the possibilities of burns exist. Shirt sleeves must be rolled down and buttoned while conducting these operations.
* Any person engaged in, or around, welding, cutting, or grinding operations shall not be allowed to tuck pant legs into safety footwear because of the burn hazard presented if hot slag enters the footwear.
* Oil soaked, greasy, excessively loose fitting, or ragged clothing shall not be worn.
* A person working around moving machinery MUST NOT wear neckties or neck chains, gauntlet gloves or gloves that fastens around the wrist, or baggy, loose or ragged clothing. NEVER tie or otherwise attach a rag or handkerchief to your person in such a manner that it cannot be removed with one quick, easy pull.
* If clothing becomes saturated with oil, fuel or chemicals, the employee should immediately wash the exposed skin area with soap and water and change clothes to prevent skin irritation. The employee MUST avoid all sources of fire, including cigarettes, pipes or cigars, before changing clothes and washing the affected skin with soap and water. The Supervisor should be consulted if a skin rash develops.
* Disposable clothing is made available for special work situations.

1. **Other Protective Equipment**

Chemical goggles, full-face shield, protective gloves and an acid-proof apron should be worn for handling chemicals that may be harmful to the skin or eyes when exposure to spillage is possible.

Certain materials, such as acids and caustic soda, REQUIRE additional protection, such as rubber apron and gloves.

## Respiratory Protection

1. **Purpose**

The purpose of this program is to protect worker health by providing guidelines for the proper use of respiratory protection in hazardous work environments. All training, medical evaluations, and respirators will be provided at no cost to the workers.

1. **Responsibility**

* The Director of the Safety Department is responsible for administering and maintaining the respiratory protection program.
* Supervisory personnel shall monitor and ensure that all employees abide by the respiratory protection program. Specifically, local supervisory personnel will ensure that the:
  + Correct respirators are being used.
  + Respirator users have been properly trained.
  + Respirators are being worn properly.
  + Respirators are in good working condition. That the respirator has not been modified by the worker that will prevent a seal from occurring and that the worker is clean shaven.
  + Respirators are repaired when necessary.
  + Workers do not remove their respirator while in work area. They must leave it to wash, change filters, or if the respirator quits working properly.
  + Respirators are regularly cleaned and disinfected.

1. **IDLH Atmospheres**

Under no conditions are any employees to enter an area or vessel where the atmosphere is IDLH (immediately dangerous to life and health.)

1. **Respirator Selection**

Respiratory equipment will be provided to all employees that may be exposed to harmful vapors and oxygen deficient atmospheres. Respirators shall be used when engineering control measures are not feasible and during emergency situations. Respirators will be selected based on the hazards present. Respirators must be one of the following types approved by the National Institute of Occupational Safety and Health (NIOSH):

* Dust respirators - used to protect from nuisance and toxic dusts. Not to be used for vapors, mists or fumes unless specified by the manufacturer or supplier.
* Chemical cartridge respirators - used to protect from mists or vapors, such as paint spray. Not to be used for dusts or fumes unless specified by the manufacturer or supplier.
* Blower masks - not to be used in environments considered immediately dangerous to life or in confined spaces.
* Canister gas masks - used for specific gases based on canister type. Not to be used for dusts, mists or vapors unless specifically approved by the manufacturer or supplier.
* Supplied air breathing airline apparatus - used in almost all hazardous situations. Not to be used in environments considered immediately dangerous to life. An escape bottle must also be included when used in a confined space.
* Self-contained Breathing Apparatus (SCBA) - For use in high concentrations of toxic gases, in oxygen-deficient atmospheres or in any environment considered immediately hazardous to life.

1. **Medical Evaluation**

Employees who are either required to wear respirators, or who choose to wear a half face piece APR voluntarily, must pass a medical exam provided before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

A licensed physician will provide the medical evaluations. Medical evaluation procedures are as follows:

* The medical evaluation will be conducted using the questionnaire provided in Appendix C of the OSHA Respiratory Protection Standard 1910.134. The Program Administrator will provide a copy of this questionnaire to all employees requiring medical evaluations (See HSE Department for a copy of Appendix C of the OSHA Respiratory Protection Standard. Appendix C is the OSHA Respirator Medical Evaluation Questionnaire). A Spanish version is available.
* To the extent feasible, assistance will be provided to employees who are unable to read the questionnaire. When this is not possible, the employee will be sent directly to the physician for medical evaluation.
* All affected employees will be given a copy of the medical questionnaire to complete, along with a stamped and addressed envelope for mailing the questionnaire to the physician. Employees will be permitted to complete the questionnaire on company time.
* Follow-up medical exams will be granted to employees as required by the Standard, and/or as deemed necessary by the evaluating physician.
* All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
* Positive pressure air purifying respirators will be provided to employees as required by medical necessity.

After an employee has received clearance to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:

* The employee reports signs and/or symptoms related to their ability to use the respirator, such as shortness of breath, dizziness, chest pains or wheezing.
* The evaluating physician or supervisor informs the Program Administrator that the employee needs to be reevaluated.
* Information found during the implementation of this program, including observations made during the fit testing and program evaluation, indicates a need for reevaluation.
* A change occurs in workplace conditions that may result in an increased physiological burden on the employee.
* The medical records will be kept in a locked cabinet and made available as permitted under 49 CFR 1910.1020 or under the Health Information and Privacy Requirements under Law.

1. **Respirator Fit**

* Qualitative fitting test shall be used to determine the ability of each individual respirator wearer to obtain a satisfactory fit with a respirator. The qualitative fit testing method is outlined in 29 CFR 1910.134 Appendix A. This protocol shall be strictly adhered to when performing qualitative fit testing.
* A fit test must be performed on all respirators that incorporate a face seal, regardless of whether they are positive or negative pressure respirators.
* The results of respirator-fitting tests shall be used to select specific types, makes, and models of respirators for use by individual respirator wearers.
* A respirator-fit test shall be carried out for each respirator wearer at least annually.
* The respirator-fit test shall be documented using a standardized form.

Fit testing shall not be performed until the respirator wearer has passed a respirator user medical evaluation.

1. **Assuring and Maintaining Face Seal Integrity**

Each respirator wearer is required to perform a user seal check prior to entering a harmful atmosphere. Either the positive and negative pressure checks listed below or the respirator manufacturers recommended user seal check method shall be used.

* Positive Pressure Check
* Close off the exhalation valve and exhale gently into the face piece.
* The face fit is considered satisfactory if a slight positive pressure can be built up inside the face piece without any evidence of outward leakage of air at the seal.
* For most respirators, this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.
* Negative Pressure Check
  + Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the face piece collapses slightly, and hold the breath for ten seconds.
* The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove.
* If the face piece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

Respirator wearers shall not be permitted to use any equipment that interferes with the integrity of the seal.

* Head covers which pass between the sealing surface of a respirator face piece and the wearer's face shall not be used.
* The wearing of a spectacle, a goggle, a face shield, a welding helmet, or other eye or face protective device which interferes with the seal of a respirator to the wearer shall not be allowed.
* If an employee routinely wears respiratory protection and they require corrective lenses, visual correction will be supplied, at no cost to the employee, that is compatible with the respirator.
* Wearing contact lenses with a respirator is not recommended.

Scars, hollow temples, excessively protruding cheekbones, deep creases in facial skin, the absence of teeth or dentures, unusual facial configurations, or other problems prevent the seal of a respirator face piece to a wearer's face, the person shall not be permitted to wear the respirator. Respirator wearers that use respirators incorporating a tight-fitting face piece shall not be permitted to have facial hair in contact with the sealing surface.

1. **Maintenance, Inspection and Cleaning**

* Respirators must be regularly cleaned, disinfected and properly stored after each use.
* Respirator maintenance shall be performed as specified by the manufacturer.
* Connections on the air lines which supply breathing air to respiratory equipment must be inspected frequently and maintained to ensure their integrity.
* Replacement or repairs shall be done only by qualified personnel with parts designed for the respirators. No attempt shall be made to replace components or to make adjustments or repairs beyond the manufacturers recommendations.
* Respirators shall be inspected before and after each use.
* If any damage or defect is discovered, the respirator shall be removed from service immediately. The damaged or defective respirator shall be tagged out of service, and repaired or disposed of. Respirators that are disposed of should be rendered completely inoperable before they are discarded.
* Respirators issued for the exclusive use of an employee shall be cleaned and sanitized after each use.

1. **Storage**

Respirators shall be stored in a manner that will protect against dust, sunlight, excessive heat, extreme cold, excessive moisture, damaging chemicals, and physical damage.

1. **Program Evaluation**

At least annually the Safety Department will document an evaluation of the effectiveness of the respirator program. This shall be done by asking employees about fit, selection, use, and maintenance.

1. **Training**

Employees will be instructed in the use of respiratory protection before its actual use and annually thereafter. The training program will address fit, use, limitations, emergency situations, wearing, fit checks, maintenance & storage, medical signs & symptoms of effective use and general requirements of the OSHA standard. Periodic refresher training should be held as appropriate.

## Safe Return to Work

1. **Purpose**

The purpose of this program is to provide guidance to ensure modified work is offered, wherever possible, to employees who are unable to return to their regular duties following a workplace injury or illness.

1. **General Requirements**

* Employees are informed of the company’s Return to Work policy as part of the new employee orientation.
* All jobs are assessed to determine which jobs can be performed by persons working under specific restrictions. A Physical Demands Analysis (PDA) is prepared for each job to ensure workers are placed accordingly.
* When practical, prior arrangements will be made with a local health care provider for advisement of this policy. When that is not practicable, the injured employee will bring a copy of the modified work opportunities with them to the health care provider.
* The employee is responsible for ensuring the health care provider provides a “Return to Work Restriction Notice.” This notice shall be submitted to the employee’s immediate supervisor.
* The supervisor must review the restriction notice to ensure the modified work being offered is consistent with the medical restrictions listed by the health care provider.
* Employees must ensure that changes in the scope of the modified work adhere to the medical restrictions.
* The employee is responsible for communicating any changes in medical condition, concerns about transitional duty tasks, and other concerns related to the workplace injury or the light duty work.

1. **Recordkeeping**

* Recording a “Restricted Duty Injury” is based on the employee not being able to do their full and complete job and work tasks based on what they do on a “weekly basis.”
* Medical records should be kept confidential and strictly on a need-to-know basis.
* All documentation related to the incident such as incident investigations, communications with he injured employee, Workers Compensation, etc. should be kept on file.

1. **Return to Full Duty**

* Prior to returning to full duty the Employee must be free of all restrictions that would keep them from performing their regular job.
* It is the employee’s responsibility to provide their immediate supervisor with a written release from the attending physician stating “no restrictions.”

## Short Service Employee (SSE)

1. **Purpose**

The purpose of this SSE Policy and Program is to ensure that employees with less than six months experience or who has significantly changed their job responsibilities are identified, adequately supervised, trained and managed so as to prevent injury to themselves or others, property damage, or environmental harm.

1. **Management of SSE’s**

A single person crew cannot be an SSE and crew sizes of less than five shall have no more than one SSE.

Prior to the job mobilization, contractors shall notify the project coordinator, contractor contact, or on-site supervisor for all jobs containing SSE personnel. The project coordinator, contractor contact, or on-site supervisor will determine approval status of the crew makeup.

The on–site supervisor has been designated as the individual responsible for the management of the Short Service Employee. This responsibility includes tracking of hours, number of hitches, safety, and performance of these employees. The onsite supervisor is also responsible for the mentoring of SSE’s during first 6 months of employment. A mentor can only be assigned one SSE per crew and the mentor must be onsite with the SSE to be able to monitor the SSE.

All sub-contractors will be managed in alignment with this process.

1. **SSE Tracking**

The HSE department will monitor the progress of all SSE’s. This monitoring will include documentation of an SSE start date and the applicable expiration date, safety statistics associated with each SSE’s individual hitches and their SSE period in total and periodic written performance evaluations of SSE employees.

1. **SSE Performance**

* SSE’s performing at their expected level will have their Short Service designation removed after 6 months of continuous service.
* SSE’s with any infractions will begin again the 6 month measurement of their Short Service employee status. Prior to returning to operator property, company shall obtain approval in writing.
* An employee will be allowed only one infraction while under Short Service designation.
* Any safety related incident will force the SSE to re-attend New Hire Training and render this employee to be considered as an SSE New Hire for a new 6 month period. In addition, based on the severity of the safety incident, the SSE may be rendered Un-Fit for Duty and immediately terminated.

1. **SSE Identification**

SSE’s will be identified with an orange hard hat. It is the responsibility of the SSE and their mentor to enforce this policy and to notify the HSE department when more identifiers are necessary. The method used to identify SSEs shall be communicated to the project coordinator, contractor contact, or on-site supervisor.

## Waste Management

1. **Purpose**

The purpose of this written program is to serve as a guide to the proper handling, organization, and storage of waste and scrap materials to minimize the potential impact on the environment.

1. **Responsibility**

Senior management shall:

* Provide the resources, guidance, equipment, communication, and enforcement necessary to protect the environment and ensure compliance with this policy.

Supervisors shall:

* Estimate the waste that will be generated prior to work being performed so that the need for containers and waste removal can be determined.
* Coordinate with the project site or owner to ensure proper disposal of wastes or scrap materials.
* Ensure that hazardous waste in their work areas is properly identified, segregated, collected, stored and disposed.
* Ensure that no chemicals are abandoned in place due to personnel retirement, termination of employment, graduation, or other reason for departure.

All personnel shall:

* Comply with all elements of this program to prevent environmental harm and noncompliance.
* Identify, segregate, collect, and properly store or dispose of controlled wastes.
* Immediately report leaks, releases, and chemical emergencies.

Environmental, Health and Safety (EHS) Department shall:

* Assist supervisors, managers, and other employees to implement and maintain the elements of this policy.
* Oversee management and disposal of hazardous waste.
* Ensure that a waste minimization program is implemented.
* Respond to spills and releases as needed.

1. **Determining Hazardous Waste**

Each waste product must be determined as either hazardous or non-hazardous. Material Safety Data Sheets (MSDS) contain information stipulating the hazardous components of a product, unless the manufacturer is claiming proprietary status of the formula. In this case, the manufacturer must be contacted for a hazardous or non-hazardous status of the product. If the hazardous contents of the material are known, then no sampling is required.

In the event a material has been accumulated and its waste classification is not known, the substance must be identified before it can be shipped for disposal.

If a waste is non-hazardous, disposal should follow established State procedures for non-hazardous waste. Non-hazardous waste can be thrown in any receptacle EXCEPT for the receptacles that are labeled "Hazardous Waste."

Once a determination has been made that a chemical waste meets the EPA definition of hazardous waste, it is then required to comply with U.S. EPA and State hazardous waste regulations pertaining to the accumulation, storage, labeling, inspection, and disposal of hazardous waste.

If there is any question about whether a material should be classified as hazardous, the EHS Department should be contacted for guidance.

1. **Hazardous Waste Handling**

Employees shall be instructed on the proper disposal method for wastes. Before handling any known or suspected hazardous waste, employees shall refer to the MSDS if available to determine what type of personal protective equipment and special handling considerations are required for the particular material they will be handling. If the waste is known to be hazardous but no MSDS is available, protective equipment must still be utilized.

The EHS Department should be consulted for guidance relative to the appropriate equipment to be utilized. Under no circumstances shall employees handle hazardous waste without proper personal protective equipment.

1. **Hazardous Waste Storage**

Once a product has been classified as hazardous waste, special provisions for storage are required prior to removal for disposal:

* Choose a central area for waste storage and label with a sign saying "Satellite Accumulation Area". It is the responsibility of the department supervisor to ensure that waste accumulation areas under their supervision are maintained in accordance with applicable rules and regulations.
* Storage containers of hazardous waste must be properly labeled to include:
  + Hazardous waste label (with accumulation start date).
  + Characteristic label (ignitable, corrosive, toxic, reactive).
  + Special instructions for handling (if applicable).
  + The date waste(s) were first added.
* For those containers with mixtures, a breakdown of the substances by percentage or volume is required. This component is critical to proper disposal.
* Any hazardous waste container with "unknowns" must be reported to the EHS Department promptly so that characterization can be performed and the waste can be managed correctly and safely.
* Waste may only be stored in leak proof sealable containers which are compatible with the material. MSDS’s will provide this compatibility information.
* Waste must be compatible with other wastes in the same container. The exterior of the container must be free of chemical contamination.
* Store containers of incompatible waste apart from each other (i.e., keep Oxidizers away from Flammable Solvents). Also, consider safe temperature storage requirements (e.g., do not store in direct sunlight).
* DO NOT put hazardous wastes into sinks, drains, dumpster, or other trash receptacles.
* Containers shall be kept closed during accumulation, except when transferring waste to or from the container.
* Keep open flame and ignition away from chemicals, especially hazardous waste and chemical containers. No smoking rules apply.
* Do not overfill hazardous waste containers. Two inches headspace should be allowed for any expansion while waste is in storage.
* All chemical spills and/or releases must be cleaned up properly and safely. Call the EHS Department to report all spills and releases immediately.
* All hazardous waste is required to be held in the generating location for subsequent pick-up and disposal.
* The EHS department is responsible for coordinating the disposal of hazardous waste.

1. **Universal Waste Management**

Batteries - Alkaline batteries can be disposed of in the trash. Other batteries which contain hazardous metals such as mercury, lead, silver, and cadmium must be handled and disposed of by the EHS Department.

Mercury Containing Devices - Many types of equipment contain elemental mercury. Equipment must be free of mercury devices before it is recycled or discarded. Mercury containing devices must be managed and disposed of by EHS Department. Examples include:

* Heating and air conditioning thermostats.
* Tilt switches used in silent light switches.
* Pressure gauges, displacement / plunger relays.
* Flow meters.
* Sump pump float switches.
* Thermometers, monometers.

Fluorescent Light Tubes - Fluorescent light tubes may be hazardous waste. Do not dispose of fluorescent light tubes into the trash. Place the used fluorescent light tube in its original box for proper disposal. The boxes should be sealed, marked with the words "Used Lamps" and the number of tubes marked on the top of the box. Call the EHS Department to dispose of the boxes of fluorescent light tubes.

Aerosol Cans – Segregate aerosol cans by their general chemistry (call the EHS Department for assistance with classifying and labeling aerosol cans). Label the container in the manner indicated by the EHS Department (e.g., whether the aerosol cans contains chlorofluorocarbons (CFCs), flammable material, pesticides, or is an inert material). If the aerosol can does not contain CFCs, a flammable warning, or a listing of pesticides, the aerosol can is considered inert.

1. **Waste Minimization**

**Source Reduction**

The most desirable method of waste minimization is source reduction. This is any activity that reduces or eliminates the generation of chemical hazardous waste at the source. Good materials management, substitution or less hazardous materials, and good shop procedures can accomplish this. Examples include:

* Date chemical containers when received so that older ones will be used first.
* Purchase chemicals in the smallest quantities needed.
* Label all chemical containers to prevent the generation of unknowns.
* Eliminate the use of acid or base cleaning solutions altogether, and use nonhazardous solutions such as Alconox.
* Standardize materials so that left over products can be used at other locations.

**Recycling**

The second most desirable approach is recycling. When a waste material is used for another purpose, treated and reused in the same process, or reclaimed for another process, it is considered recycling. Examples include:

* Purchase compressed gas cylinders only from manufacturers who will accept empty cylinders.
* Do not contaminate used oil with solvents because this prevents the oil from being recycled.
* Re-circulate unused or excess chemicals within the department (ask the EHS Department for assistance).
* Return excess chemicals to the distributor.

1. **Training**

Employees shall be instructed on the proper disposal method for wastes. This may include general instruction on disposal of non-hazardous wastes, trash, or scrap materials. If wastes are classified as hazardous, employees shall be trained to ensure proper disposal.

## Working Alone

1. **Purpose**

The purpose of this procedure is to establish guidelines to ensure the health and safety of employees while working alone. This policy applies to all fulltime, temporary and contract employees.

1. **Responsibility**

The Supervisor Shall:

* Identify all employees who are likely to work alone and maintain a log of their locations.
* Maintain contact with employees who work alone, both internally and externally.
* Take action to contact and locate employees who have failed to make contact or return at the expected time. If employee cannot be located, then contact the police.
* Ensure that all employees who work alone are made aware of this policy and provided with adequate instruction and training.
* Assess the risks associated with working alone initially and periodically to identify control measures.

The Employee Shall:

* Comply with any precautionary measures for working alone.
* Follow employer’s safety, health and environmental policies.
* Carry a cellular phone or electronic monitoring device at all times
* Inform key person on return to base.
* Report to their managers any unsafe or potentially unsafe situation using the incident reporting procedure.
* Take reasonable care for their own safety and not expose themselves to unnecessary risk.
* Attend any training provided.

1. **Control Measures**

Before an employee is assigned a task that requires them to work alone ensure that suitable precautions are put in place such as:

* Two-way radios are provided as a source of back up communication.
* Provide a list of contact and emergency numbers to employee working alone.
* Avoid having a lone work whenever possible, especially for jobs with a recognized risk.
* Evaluate safety measures at each work area such as lighting, egress, phone coverage, etc.
* Report all situations, incidents or 'near misses' where being alone increased the severity of the situation. Analyze this information and make changes to company policy where necessary.
* Establish a check-in procedure. Make sure that regular contact is kept with all employees.
* Schedule higher risk tasks to be done during normal business hours, or when another worker capable of helping in an emergency is present.

1. **Check-in Procedure**

Prior to commencing work alone the designated contact person and the affected employee shall follow check-in procedures as follows:

* The employee must sign out on the log and provide details of work location, method and frequency of contact.
* The employee is provided with contact and emergency numbers.
* The employee will contact the designated check-In contact person via the prescribed method, at the pre-determined check-in time(s).
* If the Check-in contact person is unavailable the employee shall contact the designated back-up contact person.
* If the employee encounters an unsafe situation while working alone this must be reported to the contact person immediately.
* At end of shift or completion of job the employee shall sign back in on the log.

Failure to Check-in:

* If an employee fails to check-in at their pre-determined time the contact person must make an attempt to contact the employee. If the employee can’t be reached a second attempt shall be made within 5 minutes of the first.
* If the employee still can’t be reached the contact person shall attempt to contact the employee in person. If the employee can’t be located contact the local police department.

**Lone Worker Hazard Assessment/ Check-in Log**

Date: \_\_\_\_\_\_\_\_\_ Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Contact Info: \_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Back-up Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time out: \_\_\_\_ AM \_\_\_\_ PM Time in: \_\_\_\_AM \_\_\_\_ PM

Employee will Check-In: 🞎 In Person 🞎 by Telephone 🞎 Other Method

Employee will Check-In: 🞎 Every 30 minutes 🞎 Every Hour 🞎 Every 2 hours 🞎 at End of Shift

**Service** (brief description of Lone Worker Activity): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hazard Identification** (Identify all hazards specific to lone workers activity): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hazard Control Measures** (e.g. alternative work method, training, supervision, protective equipment):

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

**Workplace and Conditions**: (remote area, confined space, weather etc):

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

**Process** (work with equipment, work with H2S gas etc):

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**Equipment** (manual handling, emergency shutdown controls, gas equipment etc):

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

**Individual** (medical condition, female, young, inexperienced, disabilities etc):

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

**Work Pattern** (alone all day-alone at night, isolated area etc):

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

**Supervision** (Identify level of supervision required) telephone contact/radio, cell phone visits by supervisor:

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

Supervisor’s Name (print):

Supervisor’s Signature:

Employee’s Name (print):

Employee’s Signature:

# 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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