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SAFETY MANAGEMENT AND RESPONSIBILITY	
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1. SCOPE

- 1.1. The MAPP Leadership Team, MAPP Project Managers, MAPP Superintendents, MAPP Safety Department, Subcontractor supervision, and craft personnel all shall take an active part in safety on our project sites. The MAPP Project Manager and his staff are ultimately responsible for safety performance and related safety issues on their project.

2. STOP WORK

- 2.1. **ANYONE one on a MAPP project site (workers, visitors, clients, or authorities) who observed immediate unsafe condition or act shall have the authority to STOP WORK.** This SW authority is supported by the MAPP Leadership Team, MAPP Project Managers, MAPP Superintendents, MAPP Safety Department, Subcontractor supervision, and craft personnel.
- 2.2. **No work will resume** until all stop work issues and concerns have been adequately addressed.
- 2.3. All Stop Work Interventions shall be documented for lessons learned and corrective measures to be put into place. Superintendent shall capture all STOP WORK incidents via a Near Miss Form as described in the Incident Reporting Procedure.
- 2.4. Any form of retribution or intimidation directed at any individual or company for exercising their right to issue a stop work authority will not be tolerated.
- 2.5. 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.
- 2.6. Stop Work Near Miss reports shall be reviewed by the Project Manager and the MAPP Corporate Safety Department in order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learnings.

3. MAPP Roles & Responsibilities

- 3.1. The **Executive Management** of MAPP is responsible for communicating their passion for HSE throughout the Company and at all times when representing MAPP. They will:
 - 3.1.1. Hold direct reports accountable for HSE performance;
 - 3.1.2. Communicate MAPP's HSE commitment and expectations to our clients;
 - 3.1.3. Provide adequate resources to implement the MAPP HSE process;
 - 3.1.4. Management shall establish participation objectives for reports and self;
 - 3.1.5. Require participation in HSE training;

- 3.1.6. Help identify and correct areas of weak performance;
- 3.1.7. Lead by example to keep HSE on your daily agenda.
- 3.2. The **Senior Project Executives** are responsible for the health and safety of all personnel and projects under their direction and the protection of the environment. This includes both office and field operations. They shall:
 - 3.2.1. Assure compliance with HSE policies and procedures;
 - 3.2.2. Provide adequate budget and resources for implementation of HSE process;
 - 3.2.3. Exercise accountability, as appropriate;
 - 3.2.4. Regularly attend and participate in HSE training sessions;
 - 3.2.5. Recognize good HSE performance by individuals and teams;
 - 3.2.6. Inform clients of the MAPP's HSE commitment;
 - 3.2.7. Establish and monitor HSE performance targets;
 - 3.2.8. Ensure HSE involvement in all phases of work;
 - 3.2.9. Coach others for continuous improvement;
 - 3.2.10. Participate in accident investigation processes;
 - 3.2.11. Verify that subordinates are executing their responsibilities properly;
 - 3.2.12. Verify that goals and objectives are being met.
- 3.3. The MAPP **Project Manager** is responsible for:
 - 3.3.1. The development of a Project Specific Safety Plan (PSSP) for each MAPP project, in coordination with the MAPP Safety Department, and obtaining approval from the Client and the MAPP Corporate Safety Department prior to conducting any on site activities.
 - 3.3.2. Understanding MAPP HSE policies and procedures. Site management may, if the need arises and after consultation with the Corporate Safety Department, apply more stringent HSE procedures than those found in HSE Manual;
 - 3.3.3. Effectively communicate and implement HSE policies and procedures;
 - 3.3.4. Provide the resources necessary to maintain a safe and healthful work environment and ensure implementation of Company HSE policies and procedures;
 - 3.3.5. Establish project (or office) goals for HSE performance and verify that they are being met; Assign clear responsibilities that are necessary to achieve the HSE goals and objectives;
 - 3.3.6. Verify that subordinates are executing these responsibilities properly;
 - 3.3.7. Enforce HSE procedures and issue disciplinary actions, when required;

- 3.3.8. Ensure that HSE deficiencies identified in audits and inspections are promptly corrected; and
- 3.3.9. Coordinating with the client and other third parties on HSE matters.
- 3.4. The **MAPP Superintendent**, with the support of the MAPP Project Manager and MAPP Safety Department, has final authority on the jobsite regarding safety matters. They shall create a proactive environment for employees to work in. The superintendent shall:
 - 3.4.1. Learn MAPP and project-specific HSE procedures and implement the project HSE program;
 - 3.4.2. Ensure each work task is planned with HSE as an integral part, and pre-work Job Safety Analysis' are documented.
 - 3.4.3. Monitor workers and work groups performance for quality and safe work practices;
 - 3.4.4. Report and investigate all incidents to the MAPP Corporate Safety Department and Project Manager.
 - 3.4.5. Encourage workers to actively participate in the HSE program; and
 - 3.4.6. Enforce MAPP and project HSE policies and procedures at all times.
 - 3.4.7. Perform at minimum one weekly site safety inspection encompassing the entire site to include identifying and mitigating any hazardous conditions recognized
 - 3.4.8. Continuously communicate directly with all site personnel regarding any and all information on safety-related concerns
 - 3.4.9. In the event of imminent danger situations, supervisors or employees shall discontinue the affected work, contact the MAPP Superintendent and together they shall immediately resolve the situation.
- 3.5. The **MAPP Corporate Safety Department** will be responsible for ensuring that the site staff has the necessary information to lead a safe worksite. The MAPP Safety Department will:
 - 3.5.1. Maintain all safety documentation records such as: the OSHA 300 log, incident investigation files, and employee safety training records.
 - 3.5.2. Assist project teams with their duty to implement all applicable HSE policies and procedures;
 - 3.5.3. Assist project management in development of the PSSP and ensure it is updated as required;
 - 3.5.4. Ensure that required HSE records are maintained and submitted;
 - 3.5.5. Assist management in determining that employees are properly qualified and trained for job tasks; also in evaluating the qualifications and training of subcontractor workforce through random subcontractor audits.

- 3.5.6. Inspect each project and/or office at least quarterly and report findings and recommendations to management;
- 3.5.7. Develop, distribute, and maintain Corporate HSE procedures;
- 3.5.8. Development, administer, and, in some cases, present HSE-related training;
- 3.5.9. Assist in incident investigations and recommend specific corrective measures;
- 3.5.10. Recruit, interview, and hire all MAPP HSE professionals and ensure skills are appropriate for the assignment;
- 3.5.11. Maintain statistics and metrics, determine performance trends, and prepare reports to senior management;
- 3.6. The **MAPP Site Safety Supervisor** will be responsible for ensuring site leaders have the necessary information to lead a safe worksite. Safety assurance will include:
 - 3.6.1. Assist project management with their duty to implement all applicable HSE policies and procedures;
 - 3.6.2. Provide the site staff with guidance and assistance on injury free efforts, and compliance with company, state, federal and client regulations
 - 3.6.3. The preparation and primary delivery of site safety meetings and site safety orientations;
 - 3.6.4. Assist project management in development of the PSSP and ensure it is updated as required;
 - 3.6.5. Assist site superintendents in the review and authorization of Job Safety Analysis' as the primary daily work permit.
 - 3.6.6. Conducting field activity inspections to assure client, company and regulatory compliance; hazard correction and risk review, and adherence to site work policies.
 - 3.6.7. Maintain site HSE documentation, tracking, and reporting. Including Safety Observation Report trending, incident reports, action item tracking to closure, weekly Subcontractor Safety Meeting review, safety meeting documentation, and daily inspection report.
 - 3.6.8. Assist in the investigation and management of all reported site incidents.
- 3.7. Each **Subcontractor** shall retain primary responsibility for the safety of its employees. They will be required to provide safety coverage for their particular work scope.
 - 3.7.1. Effectively communicate HSE goals, objectives, policies and procedures to each member of their work group prior to beginning work on site and for the duration of the project;
 - 3.7.2. Plan each task with HSE as an integral part, and conduct pre-job risk assessments of all work activities;
 - 3.7.3. Orient the worker with respect to:

- 3.7.3.1. The work group (new worker),
- 3.7.3.2. The work area and hazards that may exist,
- 3.7.3.3. General and specific safety hazards,
- 3.7.3.4. Accident (non-injury and injury) reporting requirements, and
- 3.7.3.5. The employee's HSE responsibilities;
- 3.7.4. Assign employees only to tasks for which they are trained and qualified;
- 3.7.5. Monitor worker and work group performance for quality and safe work practices;
- 3.7.6. Correct any deficiencies noted and educate the worker to improve work methods;
- 3.7.7. Report, help manage, and investigate all incidents by
 - 3.7.7.1. Securing the incident scene;
 - 3.7.7.2. Actively participate in the investigation,
 - 3.7.7.3. Implement corrective actions;
- 3.7.8. Lead daily job safety analysis sessions (JSA);
- 3.7.9. Participate in safety meetings;
- 3.7.10. Inform employees of potential health hazards;
- 3.7.11. Assure good housekeeping at all times;
- 3.7.12. Encourage crew members to actively participate in the HSE program;
- 3.7.13. Enforce MAPP and project HSE policies and procedures at all times.
- 3.8. **Employee/Worker** acceptance of the MAPP HSE procedures is the ultimate key to the success of the HSE program. All employees and workers on site shall:
 - 3.8.1. Comply with procedures established for his/her safety and health and for preservation of the environment;
 - 3.8.2. Assist management and supervision in positive development of their co-worker's attitudes toward HSE and workplace morale;
 - 3.8.3. Suggest improvements in methods or procedures that will prevent incidents and protect the environment;
 - 3.8.4. Stop, or bring to the attention of management, any unsafe acts or conditions and any potentially harmful environmental practices;
 - 3.8.5. Correct immediately any imminent danger situations, e.g., exposure to falls from elevations, electrocution hazards, exposure to improperly protected excavations, etc.;
 - 3.8.6. Notify their supervisor if they have an insufficient understanding

- 3.8.6.1. Of the task to be performed,
- 3.8.6.2. Of HSE procedures, and
- 3.8.6.3. Of assigned safety equipment;
- 3.8.7. Promptly report incidents involving personnel or property to your supervisor, no matter how minor;
- 3.8.8. Be attentive to safety discussions that your supervisor may lead and request explanation of points that you do not understand;
- 3.8.9. Never bypass the function of a safety device (Promptly report safety device malfunctions to your supervisor and flag the device immediately to warn others of the hazard.);
- 3.8.10. Inspect, use, and maintain personal protective equipment provided for you;
- 3.8.11. Do not participate in clowning, scuffling, practical joking, or horseplay of any kind;
- 3.8.12. Be cautious in walking or moving about the work area to avoid slipping, tripping, or falling (Be especially cautious when weather conditions create a potentially slippery walking surface.);
- 3.8.13. Plan your work and try to anticipate any hazards you might encounter; and
- 3.8.14. Observe safe practices off the job as well as on the job.
- 3.9. **Visitors** shall comply with the rules and responsibilities covered in MAPP Site Visitor Access HSE Policy 41-001.

4. TRAINING

- 4.1. Employees must receive Roles and Responsibilities training before initial assignment. The training must be documented including the employee name, the dates of training and subject.