



HSE Information Form

Date _____ Job Title _____

Employee Name (Print) _____

Social Security Number (last 6) _____

Project # & Project Name (if assigned) _____

Employee Phone Number _____

Employee Address _____

IN Case of Emergency, Please notify:

Emergency Contact Name: _____

Relationship to Employee: _____

Contact Address: _____

Contact Phone #: (Include area code) _____ Phone Type _____

Other Phone Number for Emergency Contact _____ Phone Type _____

Employee Qualifications:

Employee Certifications: (please provide copies of all certification/training cards)

New Hire Health, Safety, & Environmental Orientation Checklist

Date _____ Job Title _____

Employee Name (Print) _____

Social Security Number (last 6) _____

Project # & Project Name (if assigned) _____

New Hire Initial		New Hire Initial	
	Introduction/Welcome to MAPP <ul style="list-style-type: none"> MAPP HSE Commitment Statement & HSE Policy 		Hand & Power Tools
	MAPP Principal Safety Rules		Ladders
	MAPP HSE Policies and Procedures		Scaffolding
	Personal HSE Responsibility		Incident Investigation & Reporting
	Material Handling		Fall Protection
	Mobile Equipment <ul style="list-style-type: none"> Mobile Equipment Inspection Checklist 		Excavation / Trenches <ul style="list-style-type: none"> Excavation Inspection & Permit
	Hazardous Chemicals		Work Authorization <ul style="list-style-type: none"> Pre Work Assessment (PWA); Task Safety Analysis (TSA); MAPP Task Specific Work Permits
	Personal Protective Equipment		

THE MAPP HSE ORIENTATION GUIDELINES HAVE BEEN REVIEWED WITH ME AND A COPY PROVIDED TO ME. I HAVE ALSO BEEN GIVEN ACCESS TO AND REVIEWED THE MAPP HSE POLICY AND PROCEDURES MANUAL. I UNDERSTAND MY HEALTH, SAFETY, AND ENVIRONMENTAL RIGHTS AND RESPONSIBILITIES AS A MAPP EMPLOYEE. I AGREE THAT IF I DO NOT KNOW, IF I AM IN DOUBT, OR IF I DO NOT FULLY COMPREHEND ANY PART OF THE JOB INSTRUCTIONS, EQUIPMENT, OR PROCEDURES, IT IS MY OBLIGATION TO ASK FOR CLARIFICATIONS AND/OR ADDITIONAL INSTRUCTION BEFORE I BEGIN ANY WORK ASSIGNMENT. AS A CONDITION OF EMPLOYMENT, I ACCEPT RESPONSIBILITY FOR THE PROPER USE, MAINTENANCE, AND CARE OF ALL SAFETY EQUIPMENT, MACHINERY, AND TOOLS SUPPLIED TO ME, AND I AGREE TO ABIDE BY ALL COMPANY, PROJECT, STATE, AND FEDERAL WORK RULES, PROCEDURES, AND REGULATIONS.

New Hire Signature

Date

MAPP HSE Representative

Date

Personal Protective Equipment (PPE) Issuance

Employee Name (Print) _____

Social Security Number (last 6)

The above listed MAPP new hire employee was issued the following PPE for work use on (date)_____:

- ☐ MAPP Hard Hat
- ☐ Safety Glasses (circle) Clear Tinted
- ☐ Ear Plugs
- ☐ High Viz Vest (Size: _____)
- ☐ Fall Protection Harness & Shock Absorbing Lanyard (Harness Size: _____)
- ☐ Gloves
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

New Hire Signature: _____

MAPP HSE Signature: _____

I. Introduction/Welcome to MAPP



344 Third Street
Baton Rouge, Louisiana 70801
PHONE: 225.757.0111
FAX: 225.757.0480

BATON ROUGE • NEW ORLEANS • DALLAS

HSE COMMITMENT MESSAGE TO YOU

At MAPP, it is core business value that all personnel working for and with MAPP should have a safe workplace, and return home safely each day. We must also protect the environment, and respect the communities in which we work. In order to realize this, it requires a commitment from the MAPP Executive Leadership in terms of resources, systems, tools and training. I give you my personal commitment that I regularly verify that we are supporting this value, and that I remain well-informed of the HSE performance and concerns of our work sites.

To achieve my vision for the company in regards to HSE, I am calling upon every MAPP contributor to make a personal commitment to act safely, and look out for others. Fundamentally, the expectations are simple:

- A. For every single job and task, make sure YOU have identified the HSE risks, and have effective controls in place.
- B. If you don't know - ASK! We have a trained and experienced supervision and HSE team members who are there to assist you.
- C. Follow the MAPP HSE Policies – especially the MAPP Principle Safety Rules.
- D. YOU have a duty to stop unsafe work, not just a right.
- E. Respect those around you – especially the communities in which we work and clients.
- F. Make sure you are fit and well to do your job, and have the necessary training.

My message is a simple one – if you can't do it safely, without harm to the environment, in compliance with the law and MAPP policies, then I don't want it done. We will not do anything that jeopardizes the health and safety of a person or the environment.

Thank You,

Mike Polito, President/CEO
MAPP

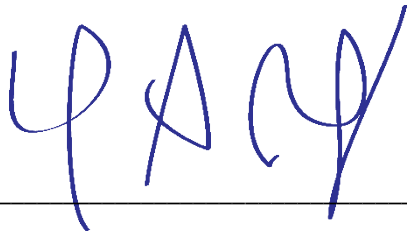
II. Company Policy**HSE POLICY**

It is the commitment of **MAPP** to perform **ALL** work in the safest manner possible, while maintaining the highest level of construction practices. We are committed to protecting the health and safety of each employee as the prevailing priority of our organization. **MAPP** will uphold its position as a leader in the construction industry by implementing actions to help realize a healthy, injury-free work environment.

Through management leadership and employee participation, the organization commits to:

- Create, and strive to continually improve upon, a safe and healthy workplace for all;
- Build a respect for and implement strategies to protect the environment;
- Continually improve our HSE performance;
- Meet specified client requirements and ensure continuous client satisfaction;
- Conform to MAPP HSE and legal requirements.
- Plan for, respond to and recover from any emergency, disaster or business disruption;
- Integrate HSE considerations into all business planning, decision making, and daily activities;
- Set HSE performance objectives, measure results, assess and continually improve processes and services, through the use of an effective management system;
- Provide resources and training to carry out this policy;
- Foster conception and involvement in the HSE process by all contributors, while holding each contributor accountable for personal HSE commitment;
- Communicate with openness our HSE policy to all contributors to the organization.

The management and supervision of **MAPP** considers no aspect of our work of greater importance than the safety of our employees, subcontractor employees, and the protection of the public and the environment.



Mike Polito



President/CEO

04/29/2014

Date

III. MAPP Principal Safety Rules.

PRINCIPLE SAFETY RULES

	<p>Only accept and undertake work for which you are trained and competent.</p>		<p>Obtain written authorization before overriding, removing, or disabling safety critical equipment or devices.</p>
	<p>Do not walk or work under a suspended load.</p>		<p>Protect yourself against a fall when working at heights in accordance with MAPP and regulatory requirements.</p>
	<p>Do not smoke outside of designated smoking areas.</p>		<p>Violence in any form is prohibited on all sites.</p>
	<p>Do not work or drive under the influence of drugs or alcohol.</p>		<p>Verify the isolation, de-energization, and lockout and tagging when required of all energy sources before work begins on any equipment or system and use the specified life protecting equipment for the task.</p>
	<p>Work with a valid Work Permit. (I.E. Task Safety Analysis with Hot Work, Confined Space, Crane Lifting, Excavation, Lockout/Tagout, or Energized Electrical Work Permit as required)</p>		<p>Report all hazards, near misses, and incidents immediately.</p>
	<p>Do not use your mobile device while performing work, driving (on site or on roadways), or walking in construction areas.</p>		<p>ALL PERSONS on a MAPP Construction project site (workers, visitors, clients, or authorities) who observe immediate unsafe conditions or acts shall have the authority and responsibility to STOP WORK.</p>

SAFETY is our BEST TOOL

IV. MAPP HSE POLICY AND PROCEDURES MANUAL shall be available at all times while working. An electronic version can be found on the MAPP website.

All MAPP safety policies and procedures shall be followed.

V. Stop Work Authority- REMEMBER-STOP WORK AUTHORITY ALL PERSONS on a MAPP project site (workers, visitors, clients, authorities) who observe immediate unsafe conditions or acts shall have the authority and responsibility to STOP WORK.

VI. Personal HSE Responsibility- All Employee/Worker acceptance, comprehension, and support of the PHSEP and OSS HSE policies and procedures is the ultimate key to the success of the HSE program. All employees and workers on site are responsible for:

- A. Carrying out their work in a manner which does not present a risk to themselves, others and the environment.
- B. Assisting management and supervision in positive development of their co-worker's attitudes toward HSE and work place morale.
- C. Suggesting improvements and being active in general improvement of all systems and methods of work to ensure operations are carried out in a personally and environmentally safe, reliable and cost effective way.
- D. Correct immediately and imminent danger situations, e.g., exposure to falls from elevations, electrocution hazards, exposure to improperly protected excavations, etc.
- E. Notify their supervisor and ask for help if they have an insufficient understanding of any standards, policy, requirements, tool, task, or procedure.
- F. All employee shall attend all regularly and special scheduled HSE meetings.
- G. All employees shall provide all necessary information to complete accident investigations and fulfill insurance requirements.
- H. All employees shall attend scheduled HSE training provided by MAPP.
- I. All project employees will maintain a clean and safe work area.

VII. Incident Investigation & Reporting.

- A. It is every site employee's responsibility to report to your superintendent, ANY ACCIDENT OR NEAR MISS in which you are involved or which you witness, even if there was no injury or damage. All incidents, regardless of severity, must be investigated to identify the basic and indirect causes. An incident investigation is not a faultfinding endeavor; rather it is a fact finding effort. Immediate action taken to identify causes can be utilized to prevent recurrence of future incidents of a similar nature. Lessons learned and corrective actions from each incident must be reviewed and communicated with each site to aid in avoiding similar incidents on other jobsites.
- B. Types of incidents that must be reported.
 - i. Injury
 - ii. First Aids
 - iii. Near Misses
 - iv. Environmental
 - v. Property Damage
 - vi. Motor Vehicle
- C. ANY and ALL incidents that occur on MAPP controlled properties (jobsites, office, and etc.) must be reported immediately.
- D. All incidents shall be reported IMMEDIATELY to the HSE Department and your Project Manager.

- E. MAPP HSE Department Contact: Anna Holland 225-266-7525 or McKinley Bailey 225-200-7264.
- F. (See MAPP Incident Reporting Policy and Forms)
- G. A Full investigation must be completed on all incidents no matter how minor, including emergency response and medical first aids.
- H. Incident Investigation policy can be found in the MAPP HSE Policy Manual.

VIII. Hazardous Chemicals

- A. The purpose of MAPP's Hazard Communication Program is to reduce the likelihood of injury or illness due to lack of familiarity with the potential hazards of chemicals and other similar materials in use on our jobsites and facilities.
- B. It is the policy of MAPP to maintain a file on each jobsite containing Safety Data Sheets (SDS) for all chemicals and similar materials stored or in use on site. This file will be kept with by the MAPP Superintendent so as to be accessible to all personnel upon request. All MAPP employees will be trained in how to understand SDS's, the attendant labeling system for containers and in the proper ties associated with any chemical or similar material that they will be exposed to in the normal course of their work. Containers for all chemicals and similar materials will be labeled in accordance with OSHA Hazard Communication Standard 29 CFR 1910.1200 (f), Labels and Other Forms of Warnings. Subcontractors shall ensure that their employees receive the required training before
- C. Beginning any work on a project site. The MAPP Superintendent will communicate to all employees on site any new or affecting chemicals.
- D. Hazardous Chemical policy can be found in the MAPP HSE Policy Manual

IX. Mobile Equipment.

- A. Only authorized and trained personnel are allowed to operate industrialize mobile equipment.
- B. This Includes.
 - a. Construction Hi-Lift Forklifts
 - b. Standard Lift Trucks
 - c. Man lifts
 - d. Scissor lifts
 - e. Bobcats
 - f. Any other powered industrial vehicle.
- C. All other personnel are prohibited from using these types of equipment until such time that they are formally trained on the safety procedures and operation of equipment.
- D. Personnel working in the vicinity of mobilized equipment should stay constantly aware of the potential movement of this equipment.
- E. Daily inspection of equipment is required prior to use.
- F. Mobile Equipment policy can be found in the MAPP HSE Policy Manual

X. Fall Protection

- A. Work activities where employees may be subject to falls and/or falling objects shall be conducted safely with associated hazards eliminated and/or controlled.
- B. OSHA standards clearly state that no employee is allowed to work at heights which the worker could fall more than six feet to the ground or a lower surface, unless they are trained on all safety procedures and equipment.
- C. Therefore, new employees may not exceed this safe climbing distance on any structure, until they are formally trained. This includes
 - 1. Ladders
 - 2. Scaffolding
 - 3. Vertical or Horizontal Lifeline
 - 4. Man lifts or Scissor lifts
- D. Fall Protection policy can be found in the MAPP HSE Policy Manual

XI. Ladders

- A. Ladders (Both extension and stepladders) should only be used under the guidance of trained and experienced employees.
 - a. Ladders should be placed with balanced footing and have the proper climbing angle.
 - b. Employees should never reach from ladders to a point that the center of their chest reaches past the side rail of the ladder.
- B. If an extension ladder is used at a height above 24 feet, the ladder should be secured before working. The employee should also be secured from falling when working at these heights.
- C. Ladder policy can be found in the MAPP HSE Policy Manual

XII. Scaffolding

- A. **Definition:** Any temporary elevated platform (supported or suspended) and it's supporting structure (including points of anchorage), used for supporting employees or materials or both.
- B. Scaffolds shall be erected, altered, moved, or dismantled by trained scaffold erector under the supervision of Competent Persons. Barricade shall be placed around the area being used during scaffold erection. Any subcontractor using scaffolding on a MAPP project shall ensure all personnel are properly trained for the jobs assigned, regarding scaffolding.
- C. Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each work shift, and after any occurrence, which could affect a scaffold's structural integrity.
- D. Color coded tags assist in easy identification of a scaffold condition. A three-tag system will be used which includes a red or "Danger" tag in conjunction with the yellow and green tags.

E. Tagging system

1. A red tag means the scaffold is being dismantled, not yet completely erected, or for some reason not safe and shall not be used. Any scaffold that is tagged red shall not be used.
2. A green tag is completed and attached by the erecting crew to scaffolds that have complete handrails, mid-rails, toe-boards, decking are safe for use without fall arrest systems.
3. A yellow tag is completed and attached to scaffolds that cannot be erected with all components complete or to identify a hazard associated with using the scaffold. The yellow tag allows the erecting crew to note what portion of the scaffold is incomplete and also cautions the user as to what to look for. A yellow tag also informs the user that a fall protection device is required while on a scaffold with incomplete guard- rails or platforms.
4. Scaffolds without tags must not be used and should be reported to the MAPP Superintendent immediately.
5. Scaffolding policy can be found in the MAPP HSE Policy Manual

XIII. Hand and Power Tools

- A. Start out by using the proper tools for the job. Always keep tools clean and ready for use
- B. DO NOT REMOVE OR DEACTIVATE A TOOL GUARD OR SAFETY FEATURE FROM ANY TOOL
- C. Tools and equipment should be inspected prior to each use. INSPECT it and remove it out of service if you find defects such as:
 1. Any tool which shocks you.
 2. Broken or missing handles or guards.
 3. Cut or taped insulation on any power cord.
 4. Broken power tool cases.
 5. Cracked handles on shovels, picks or hammers.
 6. Mushroomed surfaces on any striking tool such as hammer wrench or chisel.
- D. Hand and Power Tools policy can be found in the MAPP HSE Policy Manual

XIV. Excavation and Trenches

- A. Excavation and Trenches regulation begin when any trench is 4 feet, or more, deep.
- B. New workers may not enter trenches of 4 feet, or more, unless the Competent Person on the job has covered the safety requirements with the employee.
- C. Excavation and Trenching permits must be complete prior to any work being performed.
- D. Excavation and Trenches policy can be found in the MAPP HSE Policy Manual

XV. Work Authorization

- A. Pre Work Assessment (PWA)- A Pre Work Assessment shall be completed prior to the start of any subcontractor at a work site
 - 1. A PWA shall be developed and documented prior to that start of any subcontractor beginning work on a project site. A PWA is a work scope planning tool that focuses on the identification of methods, tools, and risk evaluation associated with a particular scope of work. (I.e. framing, concrete, tilt wall, etc.). It focuses on the work, tools, material, equipment, certifications and qualifications of personnel, and the evaluation of potential hazards and their associated risk.
- B. Task Safety Analysis (TWA) - A Task Safety Analysis shall be completed daily for each subcontractor, for each specific task.
 - 1. A Task Safety Analysis (TSA) shall be developed and documented prior to beginning each field related task. A TSA is a task planning technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the worker, the task, the tools, and the work environment. They are conducted for each job task to help the workgroup to help identify:
 - a) Steps involved in performing a task.
 - b) Hazards associated with each task.
 - c) Hazards associated with adjacent work or processes.
 - d) Controls for the hazards identified.
 - e) Appropriate personal protective equipment (PPE).
 - f) Necessary resources (tools, equipment, etc.) to complete the task without incident
- C. List of all special and required Permits.
 - a) Safe work Permit
 - b) Hot work Permit
 - c) Electrical work Permit
 - d) Lock out, Tag out Permit
 - e) Trenching and excavation Permit
 - f) Confine Space Permit
- D. Work Authorization policy can be found in the MAPP HSE Policy Manual

XVI. PPE/Material Handling

- A. Basic PPE required for the sites shall be worn at all times, by all personnel. NO EXCEPTIONS Hard hats, safety glasses, high visibility vest/shirt, leather work boots with defined heel, long pants, and 4" sleeved shirts.
- B. Minimum of leather work gloves are to be worn while handling materials, or other gloves where additional hand hazards exists. (I.e chemical or cut resistant)
- C. Hearing protection is required if noise level is over 85 decibels

- D. Specialized PPE dependent on task requirements
- E. ALL PPE should be inspected daily, prior to use daily, and carefully maintained and replaced when and if damaged.
- F. Personal Protective Equipment policy can be found in the MAPP HSE Policy Manual

XVII. Housekeeping

- A. Housekeeping on the site is everyone's responsibility. We expect each employee to pick up trash and keep your work area orderly; this includes subcontractors.
- B. Housekeeping is to be performed continually on site, not once per week. It is not MAPP's responsibility to hire laborers to clean up after subcontractors. They are responsible for their own waste and debris.
- C. House Keeping policy can be found in the MAPP HSE Policy Manual

XVIII. Summary

These policies and procedures are provided as a method to inform newly hired employee with the guidelines for safety at MAPP. Failure to follow these safety guidelines may result in disciplinary actions, up to and including dismissal from the company.