

# HEALTH & SAFETY

I OWN SAFETY



## EMPLOYEE SAFETY HANDBOOK



# EMERGENCY CONTACT INFORMATION

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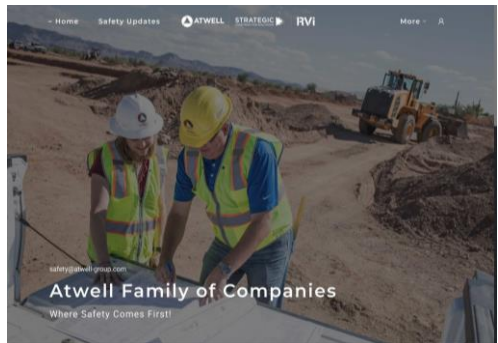
# INTRODUCTION

This Employee Safety Handbook applies to all Atwell employees and functions as a reference for minimum rules and standards for safety. The guidance in this handbook is not all-inclusive.

This handbook was designed to fit all client sectors and departments with a wide range of topics. Employees should abide by the various safety topics that apply to their client sector and departmental activities. Not all topics listed will apply to all employees.

Additional policies and procedures that provide more detailed information have been developed for various regulatory and client purposes. These policies may be found on the [AtwellSafe](#) app or on [atwellsafe.com](#). The [AtwellSafe](#) app provides safety resources to all employees and is required to be downloaded.

The QR code below allows you to download the app on both iPhone and Android devices. If you are unable to access the mobile app, the same content can be found by going to [atwellsafe.com](#).



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# MANAGEMENT COMMITMENT

## MANAGEMENT COMMITMENT STATEMENT

Atwell is committed to a standard of health and safety excellence. We affirm to our employees, customers, and the public that we will always conduct business activities in a manner that is protective of human health, safety, and the environment. Along with our contractors and subcontractors, we must manage health, safety, and environmental performance in line with this commitment.

Our commitment to health and safety is intended to ensure that we continuously achieve superior performance, while providing an enabling culture that allows all employees to participate and work collaboratively in developing, promoting, and improving health and safety in all our work environments. To further our commitment to safety, we subscribe to the following guidelines:

- We empower every employee with a Stop-Work Authority right and responsibility to intervene in unsafe situations. Employees are expected to stop work if they believe that a dangerous situation or imminent danger exists.
- We ensure that each employee adopts our “I Own Safety” mindset and takes personal responsibility for their own safety and the safety of others.
- We expect all employees to timely report health and safety concerns and to report all incidents. Leadership is expected to take prompt and appropriate remedial action when notified.
- We encourage all employees to seek guidance from their supervisor or the Director of Safety if they have reason to believe that health and safety standards are being violated.

***Clients. Company. Community.***  
***You have our commitment on Health and Safety.***



# MANAGEMENT COMMITMENT

## ROLES & RESPONSIBILITIES

Safety is the responsibility of all employees, regardless of their role. Listed below are the basic responsibilities of senior management, project management, employees, and safety representatives, followed by a breakdown of assigned responsibilities:

- **Senior Management Responsibility:** VPs, Directors, and Associate Directors are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly and encourage employees to inform Atwell of hazards at the work site without fear of reprisal.
- **Project Management Responsibility:** Project Managers, supervisors, and field leads are responsible for implementing and maintaining the Safe Work Plan/Job Hazard Analysis in their work areas. A copy will be in the possession of each Project Manager and supervisor when in the field. Employee questions regarding the Safe Work Plan/Job Hazard Analysis will be addressed by the Project Manager and Supervisor.
- **Employee Responsibility:** All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe work environment. All employees are expected to stop any unsafe act or job. All employees must complete a job site analysis before work can be performed.
- **Safety Representative:** The Safety Department works to ensure employees comply with The Atwell Family of Companies safety policies and procedures while working. The Field Safety managers conduct field audits, incident investigations, and in-person training and certifications, to support the success of projects and of Atwell.



# MANAGEMENT COMMITMENT

## SAFE WORK PLAN

A Safe Work Plan is used on larger projects to identify potential emergencies and how to handle them. It is a plan that sets the framework for employees to follow during an emergency at work. Some elements of a Safe Work Plan are:

- Emergency contacts information
- Locations of area medical providers
- List of potential emergencies and how to handle them
- Evacuation procedures and routes
- On smaller projects with only a few employees a Job Hazard Analysis (JHA) form can be used as a Safe Work Plan.

## STOP WORK AUTHORITY

Each Atwell employee, regardless of position, has the authority and responsibility to shut down any unsafe operation that poses an immediate danger to life or health. This authority extends to part-time, contract, and temporary employees. When an Atwell employee uses their authority to Stop Work, there will be no retaliation. For support, contact your field safety manager if you use your stop work authority.

## SAFETY MOMENTS

Depending on the project, daily or weekly safety meetings shall be held by the field lead. Topics for the safety meetings may be found on the [AtwellSafe](#) app.

# REPORTING & INSPECTIONS

## JOB HAZARD ANALYSIS

The Job Hazard Analysis (JHA) is a formal approach to determine the various hazards employees are exposed to on the jobsite and how to reduce or mitigate those hazards. The discussion should include the expected hazards for the day and control measures identified on the JHA. Prior to starting work, the employees shall make sure they have the recommended equipment listed on the JHA.

Here are some required steps:

1. Open the [AtwellSafe](#) app
2. Click on the JHA link
3. Complete the form
4. Review with everyone in work area
5. Submit
6. A copy will be sent to the safety department in addition to all email addresses entered on the form

## GOOD-CATCH

All employees who have a safety concern should report the issue on a Good-Catch form. This is recognition by an employee of a condition or situation that has the potential to cause an event, but the event did not happen due to corrective action and/or timely intervention by an employee. This form is located on the [AtwellSafe](#) app.

## NEAR MISS REPORTING

All employees are required to report Near Miss incidents to the field lead and supervisor. The supervisor shall complete the incident form for a Near Miss. A Near Miss is an unplanned event that did not result in injury, illness or damage but had the potential to do so. Only a fortunate break in the chain of events prevented an injury or damage.

# PERSONAL SAFETY

## **SUBSTANCE AND ALCOHOL USE POLICY**

Atwell is committed to fostering a safe, healthy, and productive work environment for all employees. As part of this commitment, the company maintains a comprehensive drug policy designed to ensure the well-being of its workforce and uphold a high standard of workplace safety. The drug policy prohibits the unauthorized use, possession, distribution, or sale of illegal drugs or controlled substances on company premises or during work hours. Additionally, employees are expected to report to work free from the influence of any impairing substances. Select groups of employees will be required to participate in a drug testing program to be compliant with federal DOT Pipeline regulations and or Client drug testing requirements. Employees will be notified by their supervisor if they are part of a drug testing program in Atwell.

## **FIT FOR DUTY**

Atwell is committed to providing a safe and healthy work environment for our employees. Atwell full and part-time staff are expected to report for work fit for duty, which means able to perform their job duties in a safe, appropriate, and an effective manner free from the adverse effects of physical, mental, or emotional problems.

### **Physically Capable**

- Employees must be physically capable of performing all tasks associated with their jobs. Employees are required to assist Atwell to maintain a safe and healthy working environment and to take all reasonable care not to put themselves or others at risk. Employees must notify their supervisor when fatigued and not able to perform their work safely.
- Certain job functions or client requirements may require a pre-employment physical prior to assignment or if an employee changes job assignments, to one that requires a pre-assignment physical. In addition, a post assignment or exit physical may be required.

# PERSONAL SAFETY

## Medication Reporting Requirements

- Employees must notify their supervisor if they are taking prescription or over-the-counter medication that may impair their ability to work safely. Employees must only report any potential impairment the medication may cause, not the medication itself.
- Over-the-counter medications such as allergy or cold and flu medications could also impair one's ability to perform safely.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

As a final defense against potential hazards, Personal Protective Equipment (PPE) will be issued to employees who need the protection. To request PPE, complete the PPE Request Form located on the [AtwellSafe](#) app or scan the QR code below to direct you to the PPE request form.



All employees are expected to:

- Wear PPE properly.
- Keep PPE clean and in usable condition.
- Report damaged or lost PPE to your field safety manager.

# PERSONAL SAFETY

## Required PPE

The following PPE is required for all field activities:

- Safety glasses that meet ANSI Z87.1 Standard for Occupational and Educational Eye and Face Protection.
- High reflectivity yellow/green safety vests, in conformance with ANSI class 2 standards are required when working on or near roadways or in areas where the possibility of hunting exists.
- Work boots must have solid leather uppers and have substantial soles/heels to resist punctures and slipping. They are also required to be safety toed or steel toed. Rubber boots are recommended when working in wet terrain. ANSI Z41.1 approved safety toed work boots are required in areas of active construction. Reference Atwell's work boot policy on our [AtwellSafe](#) app.
- A hard hat is required when working on an active construction site, or an existing client facility when required.



# PERSONAL SAFETY

## **Additional PPE**

- Gloves are recommended when working in wooded areas,
- hammering, cutting line, probing existing pipelines, or crossing fences.
- Rain gear is also recommended, but not required.
- Fire Retardant (FR) clothing or Arc Flash resistant clothing may be required in certain circumstances. FR/ARC rated clothing protects the body from high energy flash fires and Arc blast.

## **General Work Clothes**

- Proper footwear for the working conditions should always be worn.
- Trousers should be without cuffs and shorts shall not be worn at any times during working hours, this will be strictly enforced.
- Lightweight clothing that is light in color is recommended for summer work.
- Lightweight insulated undergarments are recommended for working in cold weather. Outer clothing should be layered to allow air circulation. Insulated clothing is also recommended.
- If possible, stay out of wooded areas and/or fields during hunting season. When it is necessary to work in these areas, bright colored clothing should be worn to provide a safer environment.
- For any further questions about required PPE, specialty PPE, or how to obtain PPE please contact your Field Safety Manager.

## **HEARING CONSERVATION & EAR PLUGS**

Atwell does not have any areas that require hearing protection. It is possible that some clients require all contractors to wear hearing protection. The most common type of hearing protection is disposable ear plugs.

# PERSONAL SAFETY

## BUDDY SYSTEM

Employees shall work in pairs as much as possible while on projects. “buddies” should remain in constant visual and voice range of one another. Employees are responsible for observing their surroundings for hazards, as well as being immediately available for assistance.

## WORKING ALONE

In circumstances where the buddy system is not feasible the following should be observed:

- Employees working alone shall inform their supervisor of their travel path and work location.
- Maintain frequent contact with another via phone and/or radio.

## CONFLICT RESOLUTION

Regardless of what the situation is, meeting anger with anger serves no one. Instead, remain calm and listen to what the person is trying to convey. This is a huge factor in de-escalating anyone. Let's review the steps to de-escalation below –

- It's Not Personal – Whatever the issue maybe you cannot take someone's frustrations personally. Their anger comes from the situation, and it is the property owners' job to fix it agreeably.
- Stay Calm – The key here is not to match the person's tone. No matter what, remain calm and professional with a steady voice. Eventually, as the conversation progresses and the tenant has aired their frustration, they will begin to calm down.
- Do Not Interrupt or Argue – People, especially angry ones, want to be heard. So, let them speak without interruption.
- Convey Empathy – Whatever the situation may be, try to put yourself in the tenant's shoes and understand their viewpoint. Even if you disagree, this will help owners feel empathetic and the person to feel understood.
- Beware of False Promises – Simply put, do not make promises you cannot keep just to appease an angry person. It will always backfire.

# PERSONAL SAFETY

## FIRST AID

### Minor Injuries/Illnesses

- **First Aid App:** First aid injuries should be resolved at the time of incident and an incident report should follow explaining in detail what occurred and what steps of resolution were taken. See common first injuries below. For a complete list of first aid, please download the “NSC First Aid Reference Guide.”
- **Blisters:** Blisters most commonly occur on the feet. Blisters can also occur on the hands when using a machete or hammer. Preventing blisters is the most important first aid action; if someone feels a “hot spot” starting to develop, place a thin layer of moleskin or duct tape on the affected area, also change socks and/or gloves. If a blister develops, minimize pressure on the blister by applying protective padding around it. Most blisters should not be popped because they can become infected and may be more painful.
- **Heat Stress:** Heat stress is a common illness faced by workers. If an employee feels faint, have him or her sit down, or lie down until feeling better. Drink water to rehydrate to relieve symptoms. If symptom worsens, seek medical help immediately. All cases of heat stress or fainting must be reported immediately to the safety department.
- **Cold Stress:** When the body is unable to warm itself, cold related stress may result. This may include tissue damage and possibly death. Four factors that contribute to cold stress are cold air temperatures, high velocity air movement, dampness of the air, and contact with cold water or surfaces.
- **Frostbite:** Frostbite occurs when the skin freezes and loses water. In severe cases, amputation of the frostbitten area may be required. While frostbite usually occurs when the temperatures are 30° F or lower, wind chill factors can allow frostbite to occur in above freezing temperatures.
- **Cuts and Scrapes:** If an employee is cut or gets a scrape, take the time to clean the wound with soap and water, or antiseptic towelettes. Cleaning the wound will help prevent infection. Report the injury to your supervisor.



# PERSONAL SAFETY

- **Muscle Cramps:** If an employee experiences muscle cramps, have the person sit or lie down and relax. Massage and stretch the sore muscle slowly, gently, and carefully. Muscle cramps can be a sign of a heat-related illness. Have the person drink water, eat a little, and start again slowly. Drinking a beverage with electrolytes will help replace salts that are lost due to sweating. Replacing these salts may help reduce the muscle cramps and prevent them from recurring.
- **Minor Sprains & Strains:** Sprains and strains can be prevented by wearing proper supportive footwear. If a sprain or strain occurs, the injured employee should report it immediately to their supervisor and the safety department. Apply ice to the affected area. Avoid removing the work boot or shoe until the employee is at a location where ice can be applied. If necessary, support the injured area with sports tape or an ace bandage.
- **Hydration:** On Average, it is recommended to drink at least 8 glasses (16oz) a day to maintain hydration. This number will fluctuate depending on your activity levels but is a good average and easy to remember.
- **Blood-borne Pathogens:** Typically, in the normal scope of duty, no Atwell employee faces occupational exposure to blood. However, rare occurrences such as injuries and accidents might create a presence of blood and other potentially infectious bodily fluids for those employees providing first aid. Employees providing first aid to injured employees should use universal precautions such as gloved hands and barriers to protect themselves.

All survey vehicles should be equipped with stocked first aid kits. For any further questions, please contact your Field Safety Manager.

# FIELD SAFETY & HAZARDS

## TERRAIN SAFETY

### Uneven Ground

While working in the field, employees must remain alert to their surroundings, watching for changes in the terrain that might cause a slip, trip, or fall. Terrain may change quickly and can have uneven ground or holes in the ground that are covered by vegetation.

### Fence Crossings

Fences can be an indicator of property lines. Prior to crossing a fence, make sure permission to enter the property has been obtained. Employees will not trespass on property if they have not received permission to enter from the property owner or agent. If entering the property is permissible, avoid climbing over fences; search for gates or crossing ladders. If no gate or crossing is available, go around the fence. If going around is not feasible, try the following in order:

- Go under or through the fence before attempting to climb over the fence. Climbing over a fence is a last resort.
- Place all equipment over the fence before climbing over.

Many fences are designed to keep livestock inside the fenced area. Livestock fences are often electrified and can cause an electrical shock if contact with bare hands or skin. Electrified fences can be identified by the single strand of wire attached with plastic insulators to the fence. Many electrical fences are identified by warning signs.

### Water Crossings

When working in the outdoors, it may be necessary to cross small streams or creeks. Employees should seek a bridge to cross creeks and streams. If there isn't a bridge available, use a narrow section or a shallow portion with low water flow. Be prepared for submerged hazards such as logs, wildlife, and debris. If the water is unclear, it might be necessary to use a stick or rod to probe the area for submerged hazards while crossing. When the depth of the water is too deep to wade, a boat shall be used. While working with boats on any body of water, employees shall wear US Coast Guard-approved life jackets. Each life jacket will be inspected for damage prior to each use. Defective life jackets are to be pulled from service and replaced.

# FIELD SAFETY & HAZARDS

## INSECTS

### Bees & Wasps

Employees should take the following steps to prevent insect stings:

- Wear light-colored, smooth-finished clothing.
- Avoid perfumed soaps, shampoos, and deodorants. Do not wear cologne or perfume.
- Wear clean clothing and bathe daily. (Sweat may anger bees.)
- Keep work areas clean. Social wasps thrive in places where humans discard food.
- Remain calm and still if a stinging insect is flying around. (Swatting at an insect may cause it to sting.)

First Aid: If a worker is stung by a bee, wasp, or hornet:

- Wash the site with soap and water.
- Remove the stinger using gauze wiped over the area or by scraping a fingernail over the area.
- Never squeeze the stinger or use tweezers.

### Fire Ants

Workers should take the following steps to prevent fire ant stings and bites:

- Do not disturb or stand on or near ant mounds.
- Be careful when lifting items off the ground, as they may be covered in ants.
- Fire ants may also be found on trees or in water, so always look over the area before starting to work.

First Aid: Workers should take the following steps if they are stung or bitten by fire ants:

- Rub off ants briskly, as they will attach to the skin with their jaws.
- Antihistamines may help.
- Take the worker to an emergency medical facility immediately if a sting causes severe chest pain, nausea, profuse sweating, loss of breath, serious swelling, or slurred speech.

# FIELD SAFETY & HAZARDS

## Spiders

The brown recluse and the black widow are two types of spiders with poisonous venom. If left untreated, a bite from either spider can lead to death.

- Pain from a bite can be felt immediately or between two to eight hours.
- If bitten, seek medical treatment.



Brown Recluse



Black Widow

## Ticks



Deer Tick



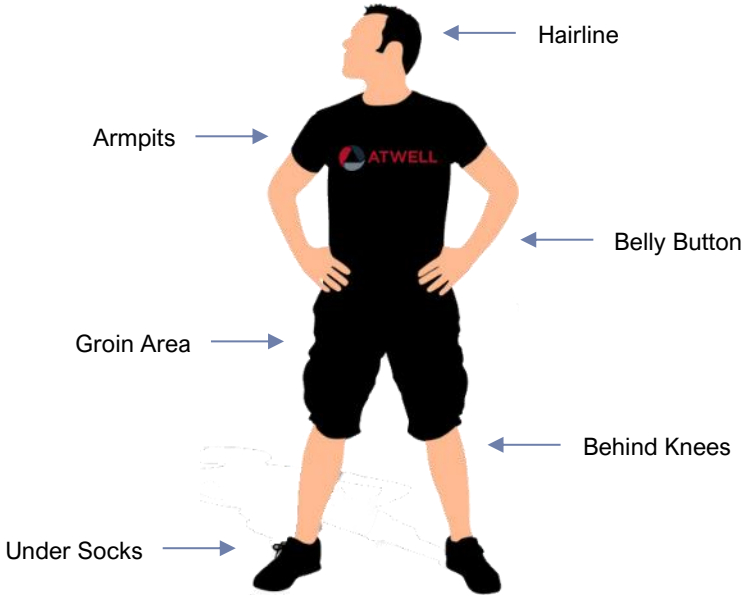
Dog Tick



Lone Star Tick

# FIELD SAFETY & HAZARDS

IT'S SPRINGTIME, SO MAKE SURE TO CHECK YOURSELF FOR TICKS!



Ticks like to hide in warm, moist, and dark places so make sure to check armpits, under the hair, groin area, behind the knees, under your sock line and your belly button. Ticks like to hide in warm, moist, and dark places so make sure to check armpits, under the hair, groin area, behind the knees, under your sock line and your belly button.

# FIELD SAFETY & HAZARDS

## Prevention

- Be safe and take appropriate measures to protect yourself from ticks. Use caution when working near long grass, wear long socks, wear tick repellent on your skin or clothes and do tick checks when you come back inside.
- Wear long pants and long sleeves. Tuck your shirt into your pants. Tuck your pants into your socks. Wear light colors, so you can identify the ticks more easily as they climb.
- Wear repellent. DEET works great for mosquitoes, but not so well for ticks. Permethrin is a better choice for ticks; several brands of clothing are made with permethrin-infused fabric, or you can buy a spray.
- Check for ticks frequently. Employees working in areas known for ticks should do regular tick checks during the day. Brush the ticks off.
- Do post-work tick check. After the job do a thorough check.

## Proper Tick Removal

1. Grab the tick as close as you can to his mouth and your skin with tweezers.
2. Do not grab the tick with your fingers by its body. This could squeeze infected fluids from the tick into you.
3. Gently pull the tick straight out without squeezing or twisting the tick. Twisting the tick could dislodge its head leaving it in you. Do not use chemicals or a match either as this may cause the tick to regurgitate infected stomach contents into you.
4. Wash the area with warm soapy water and peroxide.
5. You can save the tick in a plastic bag and send it to labs to be tested for infections. For tick testing labs visit: [whatislyme.com/what-to-do-when-bitten-by-a-tick](http://whatislyme.com/what-to-do-when-bitten-by-a-tick).

## Mosquitoes

The most effective insect repellents in the United States include one of three active ingredients: DEET, Icaridin (also called picaridin), and oil of lemon eucalyptus (a plant-based compound). When you go indoors, wash with soap and water to remove any remaining repellent.

# FIELD SAFETY & HAZARDS

## WILDLIFE

### Snakes

- Always stay alert.
- Feet and ankles are the most common bite locations, followed by hands. Don't step or put your hand someplace you can't see. Wear protective footwear and long pants or gaiters.
- Use caution when picking up items like wood, rocks, or your shoes or pack off the ground.

Snake Bite Treatment: If a snake bites you or another employee:

- Get medical help. Infection is a concern, whether the snake is venomous or not.
- Remove jewelry and other potentially constricting items before swelling begins.
- Immobilize the bitten limb with a splint. Avoid exertion to slow the venom.
- Transport the victim as quickly as possible to a hospital for an anti-venom treatment.
- Do not use a tourniquet or constriction bandage.
- Do not try to capture the snake. Do try to remember its color and shape. Describing it will help in the treatment of the bite.

### Animals

Both wild and domestic animals can pose hazards to workers in the field.

#### Domestic Animals

If entering a fenced area with animals, have an escape path. **Do not:**

- Go between a young animal and its parent.
- Pet or approach animals.
- Feed animals.

#### Wild Animals

Workers who work near wild animal habitats need to be alert for signs of wild animals and avoid contact with them.

# FIELD SAFETY & HAZARDS

## POISONOUS VEGETATION



Poison Ivy



Poison Oak



Poison Sumac

Poison ivy, poison oak, and poison sumac are typically found in brush or wooded areas. Become familiar with these plants and avoid contact. Contact with these types of poisonous vegetation can occur in three ways:

- Direct contact – touching the sap of the toxic plant.
- Indirect contact – touching something in which the poisonous plant has been in contact, the oil can stick to tools or any objects that have encountered a crushed or broken plant.
- Airborne – particles from the poisonous vegetation, such as burning plants may come in contact with your skin.

A reaction appears as a line or streak of rash, usually within 12 to 48 hours. Redness and swelling occur often followed by blisters and severe itching. In a few days, the blisters may become crusted and begin to scale. The rash takes 10 days or longer to heal.

### Prevention:

- The best protection is to recognize the plants and avoid contact.
- Wear long pants, long sleeves, boots, and gloves.
- Barrier skin creams, such as a lotion containing Bantoquatam (Ivy Block), offer some protection. This over-the-counter product prevents the poison from penetrating the skin.



# FIELD SAFETY & HAZARDS

## **Treatment:**

- Wash all exposed areas with cold running water as soon as you can reach a water source. Washing within five minutes, may keep the poison from contacting your skin and spreading to other parts of your body. Within the first 30 minutes, soap and water are helpful. Contact the Safety Coordinators for further information on treatment.
- Rinse or wash your clothing outside where practical or in a washing machine with detergent.
- Wash all tools that were in contact with the oil because the poison can remain active for months.

## **WEATHER HAZARDS**

### **Heat Stress**

When working in warm temperatures care should be taken to prevent heat related illnesses like heat stress, heat exhaustion, or heat stroke. Adequate access to drinking water for all employees will be provided. Employees must drink ample amounts of water to help avoid heat related illnesses. In extremely hot work environments, a series of work rest periods should be taken. Avoid drinking alcohol, and/or caffeinated drinks in high heat environments.

### **Ultraviolet Radiation**

When working outdoors employees are subject to ultraviolet radiation from the sun – even when the temperature is low. To prevent skin damage due to sun exposure, keep your skin covered. Wearing pants, long sleeved shirts and hats can assist in preventing skin damage.

Sunscreen with an SPF factor of at least 15 is recommended for areas that are not covered by clothing.

### **Cold Stress**

Cold-related illnesses can slowly overcome a person who has been chilled by low temperatures, brisk winds, and wet clothing. Frostbite usually affects the fingers, hands, toes, feet, ears, and nose. Employees should dress in layers and wear clothing to guard against cold, wet, and windy conditions. Take frequent short breaks to warm-up as needed.

# FIELD SAFETY & HAZARDS

## Severe Thunderstorms, Lightning, & Tornadoes

Avoid working during thunderstorms. Be aware of lightning, heavy rain, and hail produced by severe thunderstorms. During a thunderstorm seek shelter in properly grounded buildings or in vehicles. When there is lightning take shelter when the lightning is less than 10 miles away. Never seek shelter under trees. Stay out of open areas and away from large bodies of water and low-lying areas.

For tornadoes, follow these safe practices:

- Seek shelter in the lowest level of a building, such as a basement or storm cellar. If there is no basement, go to an inner hallway, a smaller inner room, or a closet.
- Keep away from all windows and glass doorways.
- Stay inside until the storm has passed.
- If you cannot get inside, crouch next to a strong structure, or lie flat in a ditch or other low-lying area. Cover your head and neck with your arms or a jacket if you have one.



# FIELD SAFETY & HAZARDS

## TOOLS & EQUIPMENT

### Hand Tools

Inspect all tools prior to use. Broken or damaged tools must be removed from service. All tools shall be used only for their intended purpose.

### Machete Safe Handling

Machetes are very dangerous if not used with extreme caution.

- If practical, use long-handled lopping shears instead of a machete when cutting thorny bushes or briars.
- Use gloves to protect your hands, especially in briars or thorny bushes.
- While chopping, lean forward if possible and always chop away from the body.
- Before cutting larger vegetation, clear away small vines, etc.
- Do not use machetes for heavy cutting.
- Only use the machete when you have a firm grip on the handle and secure, balanced footing.
- Be careful to not over-swing or swing toward legs or feet.
- Take care to avoid glancing blows which can ricochet back toward the tool user.
- Do not allow co-workers to stand nearby.
- Sheath machetes while walking.

### Electronic Equipment

Inspect all electronic equipment prior to use. Charge all batteries with the appropriate charger. If equipment becomes wet, dry equipment thoroughly with a cloth and leave cases open to air dry.










# FIELD SAFETY & HAZARDS

## HAZARD COMMUNICATION

This Hazard Communication law is based on the concept that all employees have a right to know what hazardous substances (such as chemicals) they are being exposed to on the job, the hazards presented by those substances, and how to protect themselves from injury or illnesses when using those substances.

OSHA recently revised its Hazard Communication Standard to align with the international “Globally Harmonized System of Classification and Labeling of Chemicals”, commonly referred to as “GHS”. As a result, manufacturers and distributors of hazardous chemicals and products must begin standardizing their container labels. All employees must be made familiar with the new labeling and SDS systems. When any chemical is purchased the SDS for that chemical must be obtained from the supplier or through an Internet search and reviewed by the employees using those chemicals.

### HCS Pictograms and Hazards

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>• Skin Corrosion/ Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

# FIELD SAFETY & HAZARDS

**SAMPLE LABEL**

**CODE** \_\_\_\_\_

Product Name \_\_\_\_\_

---

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_


Postal Code \_\_\_\_\_ State \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_ Country \_\_\_\_\_

**Product Identifier**

**Supplier Identification**

**Hazard Pictograms**



Keep container tightly closed. Store in a cool, well-ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measures against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors. Wear protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

**In Case of Fire:** use dry chemical (BC) or Carbon Dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.

**First Aid**

If exposed call Poison Center.

If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.

**Signal Word**  
DANGER

**Hazard Statements**

Highly flammable liquid and vapor.  
May cause skin and kidney damage.

**Supplemental Information**

Directions for Use

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fill weight: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Gross weight: \_\_\_\_\_ Fill Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

SAMPLE

OSHA 3492-01R  
2016

For every chemical used during work activities employees must retain the Safety Data Sheets (SDS) for that chemical. Example: Spray Paint used for marking locations.

SDS's are available from:

- Supplier of the Chemical
- Internet search
- Manufacturer's website
- [AtwellSafe](#) app

## Chemical Hazards

Potential chemical exposure for employees on projects could include spray paint, fuel, battery acid, and insect repellent. The Safety Data Sheets (SDS) and labels will contain the precautionary and emergency information. SDS's can be found on the [AtwellSafe](#) app. All chemicals shall be stored properly when not in use. For any further questions, please contact your Field Safety Manager.

# VEHICLE AND EQUIPMENT SAFETY

## SAFE DRIVING PRACTICE

Atwell's drivers are not exempt from traffic laws. All drivers operating vehicles and mobile equipment shall obey all state and local traffic laws. Drivers are personally responsible for any traffic violations they incur.

- The operator must have a valid Driver's License.
- The number of employees permitted to ride in a car, truck or mobile equipment shall not exceed the seat space and seat belts as provided by the manufacturer. Seat belts installed in vehicles and mobile equipment shall be used by the operator and passengers while the vehicle or mobile equipment is in use.
- It is the driver's responsibility to report all vehicle and equipment malfunctions and defective parts to the fleet department.

It is the driver's responsibility to complete a full 360 walk around vehicle inspection daily using the Geotab Drive app.

- The Atwell policy is to back into your parking space. Vehicles should be parked where the first move is forward.
- Vehicles shall be parked where they do not present a hazard to other traffic.
- When it is necessary to stop a vehicle at locations where traffic does not normally stop, the operator shall give warning to following vehicles by flashing the vehicle warning/beacon lights.

Distracted driving is any activity that diverts attention from driving. The following are examples of distracted driving:

- Talking or texting on your phone
- Eating and drinking
- Talking to people in your vehicle
- Fiddling with the stereo, entertainment, or navigation system

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing. (National Highway Transportation Safety Administration).

# VEHICLE AND EQUIPMENT SAFETY

## DRIVER TRAINING

All Atwell employees will be required to complete applicable office safety and driver safety courses assigned through our learning management system.

## VEHICLE SAFETY

Each vehicle will have the following equipment on board and accessible:

- Fire Extinguisher
- First Aid Kit
- A Spare Tire
- Glow Stick
- Cones
- Safety Triangles

As a daily routine through Geotab Drive app, the employees should ensure that the company vehicle is in proper working condition, including but not limited to:

- Lights.
- Brakes, including emergency/parking brakes.
- Fuel and all fluids.
- Tires.
- Gasoline carried in vehicles must be transported and stored in OSHA-approved safety containers.
- The emergency/parking brake shall be used to immobilize the vehicle when unattended.



For more information regarding fleet requirements, refer to the Fleet Manual on the [AtwellSafe](#) app or ADP.



# VEHICLE AND EQUIPMENT SAFETY

## EQUIPMENT SAFETY

- It is the responsibility of all employees to routinely check tools, and other gear and inform the field lead of their condition. This includes items such as signs, cones, brush hooks, axes, tree trimmers, etc.
- Use special caution when working with electronic and/or laser-type equipment. If correctly operated and maintained, the lasers provided in the instruments are not hazardous to the eye. However, the manufacturer cautions against looking directly or indirectly into the beam.



## Drone Safety

- Drones can only be utilized by licensed personnel.
- A drone is an effective tool if used properly. All drones are aircrafts, even toy drones. No personal drones should be used on Atwell projects. A drone can only be used by approved and FAA licensed personal. To be added as an authorized drone pilot for Atwell, please contact the Safety department.



# VEHICLE AND EQUIPMENT SAFETY

## WORKING AROUND HEAVY EQUIPMENT

Safely working around any heavy equipment requires the shared responsibility of both the equipment operator and their coworkers. Be aware of the following when working around heavy equipment:

- Set up of the equipment at the work area should be stable and have enough space to allow the equipment and workers to perform the planned tasks.
- Establish an exclusion zone. That is the working area where contact could result in personal injury or damage during operations.
- Maintain a clear line of site between the operator and workers. Blind spots are common. If the worker cannot see the operator, the operator cannot see the worker.
- Always try to walk on the driver side of equipment as the passenger side has a larger blind spot.
- Keep a safe distance from all sides of the heavy equipment while it is in use.
- Be aware of the swing radius on certain equipment and, if possible, cordon off the area with barriers or caution tape.
- Wear high-visibility clothing and Personal Protective Equipment.
- Never work under a suspended or overhead load.
- Always stay alert.



# VEHICLE AND EQUIPMENT SAFETY

## UTVs/ATVs



UTVs/ATVs can only be utilized by trained personnel. The link for UTV/ATV training can be found on the [AtwellSafe](#) app.

In areas without proper roads or trails Utility Terrain Vehicles (UTVs) and All-Terrain Vehicles (ATVs) are necessary for some work activities.

UTV/ATV riders must be trained on use and inspection procedures per manufacturers specifications. The following are basic safety rules for working with UTVs/ATVs:

- Wear appropriate protective gear including, but not limited to DOT/Snell ANSI approved helmet, goggles, gloves, over the ankle boots, long sleeve shirt and long pants.
- Reduce speed. Speed is a contributing factor in most of UTV/ATV incidents.
- Do not allow passengers unless the UTV/ATV is specifically designed and rated for carrying a second rider.
- Avoid riding UTVs/ATVs on streets, highways, or paved roads
- when possible. They are designed for off-road use and are small and difficult to see.
- Perform a quick walk-around inspection of the UTV/ATV before every ride.

# VEHICLE AND EQUIPMENT SAFETY

## TRAFFIC SAFETY

### Working Around Traffic

One of the most dangerous working conditions employees deal with is exposure to traffic. The working conditions are an inherent part of the job, and personnel are responsible for conducting themselves appropriately to protect their own safety as well as the safety of other employees and road users.

- Every project should be assessed for safety needs prior to the start of activities.
- Factors to consider when implementing temporary traffic controls are:
  - Prevailing traffic speed.
  - Motorists' sight distances.
  - Pavement conditions – wet, icy, etc.

Along with traffic control procedures, there are basic responsibilities and precautions to be taken by each employee:

- Always be alert.
- Never work in areas without appropriate traffic control procedures in place.
- Wear appropriate safety clothing (vests, hard hats, safety-toed work boots, etc.).
- Never take unnecessary risks.
- Beware of becoming complacent with traffic conditions.

### Signs and Cones

Procedures for control of traffic for mobile surveys are similar to maintenance and construction sites as outlined in the “Manual on Uniform Traffic Control Devices (MUTCD).”

Specifications: All mobile survey signs positioned by Survey Crews are to be 48” x 48” in size with “SURVEY CREW AHEAD” or other appropriate message. Reflective traffic cones are to have a minimum height of 28”. All personnel must wear reflective vests in good condition when working along and/or within the Right-of-Way of any roadway.

# VEHICLE AND EQUIPMENT SAFETY

## RAILROAD SAFETY

Railroad operations are not to be interrupted. A railroad-provided or approved lookout is required. A railroad flagman may be required. Observe the following guidelines when working within an operating railroad right of way:

- Always obtain a written permit to enter the railroad right of way. Permit arrangements must be handled well in advance of planned fieldwork.
- Never wear red within a railroad right of way. Orange is the only approved color for high-visibility apparel within railroad right of way.
- Always be alert around railroads. Even though you have a lookout, railroad equipment may not be heard, especially on noisy work sites or at railroad quiet zones.
- Always be familiar with the safety provisions of the permit to enter railroad right of way and abide by the requirements and procedures. Railroad company-specific training is required.
- Basic railway rules to follow:
- Do not crawl under stopped railroad cars or over couplings, and do not cross railroad tracks between closely spaced cars. They might be bumped at any time.
- Do not leave protruding stakes or any holes within 10 feet of the railroad tracks.
- Do not park vehicles within 25 feet of the railroad tracks.
- Do not tape across railroad tracks.
- Do not leave instruments or other equipment unattended on or near railroad tracks.

# VEHICLE AND EQUIPMENT SAFETY

## MANHOLE SAFETY

Location and identification of sub-surface utilities require certain safety precautions. Most manholes are in traffic areas and require at least one worker, as a flagger, with the sole responsibility of protecting the person(s) attending the manhole. Examples of manholes are storm drains, sewers, or sanitary sewers.

### Rules and Techniques for Opening Manholes

- Do not try to move a manhole cover with your hands except as a last resort. Use manhole removal tools. If you must use your hands, be extremely careful.
- Stand facing the manhole, do not kneel, and keep feet apart with knees bent. Keep your back straight but not necessarily vertical.
- Lift with your legs, not your back. Keep your arms close to your body, and never try to move a manhole cover with just one arm.
- Know your limit and get help with a heavy or large diameter cover.
- Slide the cover back into place to close the manhole. Always test the cover by stepping on the sides of the cover when in place. If it is unstable, reopen it, clean debris from the lip of the rim, close, and retest.

### Entering Manholes

If entering a manhole is required, please contact your field safety manager.

## CONFINED SPACE SAFETY

A confined space has limited or restricted means for entry or exit and is not designed for continuous human occupancy. Confined spaces include, but are not limited to, tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork, pipelines, etc.

Atwell does not allow employees to enter or work in confined spaces. Alternative means of working around confined spaces must be approved by the safety department.

# VEHICLE AND EQUIPMENT SAFETY

## TRENCHING & EXCAVATION SAFETY

While working on construction sites, employees may be required to work around trenches or excavations. When working around any excavation deeper than 4 feet, the employee must follow Atwell's trenching safety policy. To enter a trench or excavation, the following must be in place:

- The sides must be sloped, benched, or guarded to prevent cave-ins
- The trench or excavation must be inspected daily by a trained, competent person
- Exit points must be within 25 feet of any worker in the trench or excavation
- A rescue plan must be established in case of a cave-in

No Atwell employee will work in or around an excavation alone. A watchman or another company employee must be present. For any further questions, please contact your field safety manager.

## LADDER SAFETY

Atwell requires employees who, as part of their job, are required to use a portable or fixed ladder to adhere to the following rules:

- Visually inspect the ladder for damage. Do not use a damaged ladder.
- Do not carry items in your hands when climbing a ladder. Use ropes to pull up tools.
- Use a three-point contact when climbing ladders.
- Follow manufacturers' recommendations on portable ladders and do not climb higher or stand on the top rung.

## FALL PROTECTION

Employees required to work in an area where the potential to fall from one level to another is greater than 4 feet are required to use fall protection measures. Atwell's employees must contact their Field Safety Manager for training and equipment when fall protection is required. Examples of fall protection measures are:

- Use of both temporary and permanent guard rails to block workers from falling to another level.
- Use of full body harness with a lanyard connected to an anchor point to arrest the fall of a worker exposed to an unprotected opening.

# VEHICLE AND EQUIPMENT SAFETY

## SLIPS, TRIPS, & FALLS

### Slips & Trips

Slips happen when there isn't enough friction or traction between your feet and the surface you're walking on. Common causes of slips include wet or oily floors, spills, loose or unanchored mats, and flooring that lacks the same degree of traction in all areas.

Trips happen when your foot strikes an object, causing you to lose your balance. Trips are due to a variety of reasons, including clutter in walkways, poor lighting, uncovered cables, drawers being left open and wrinkled carpeting or rugs.

To help prevent slips and trips, Atwell recommends the following:

- Clean up spills immediately. If a spill can't be cleaned up right away, place "wet floor" warning signs for workers.
- Keep walkways and hallways free of debris, clutter, and obstacles.
- Keep filing cabinets and desk drawers shut when not in use.
- Cover cables or cords in walkways.
- Replace burnt-out light bulbs promptly for better viewing of potential tripping hazards.
- Consider installing abrasive floor mats or replacing worn flooring.
- Encourage workers to wear comfortable, properly fitted shoes.

### Falls

Falls can happen in all occupational settings. Most fall incidents in the work environment frequently involve slippery, cluttered, or unstable walking/working surfaces, unprotected edges, floor holes and wall openings, unsafely positioned ladders, and misused fall protection.

To reduce the risk of falling, pay attention to your surroundings and walk at a pace that's suitable for the surface you're on and the task you're performing. Additionally, walk with your feet pointed slightly outward, make wide turns when walking around corners, and use the handrails on stairs.

# VEHICLE AND EQUIPMENT SAFETY

## FIRE PROTECTION & FIRE EXTINGUISHERS

Fire protection and prevention awareness is critical for all employees. The following are fire prevention measures to be followed:

- Pick up paper debris that could fuel a fire.
- Do not park vehicles on tall vegetation.
- Do not leave vehicles running for long periods of time if parked off-road.

All Atwell vehicles and buildings are outfitted with fire extinguishers. The primary use of a fire extinguisher is to put out a small incipient fire. Larger fires or fires that have spread to multiple areas should be left to the fire department to put out.

Employees should evacuate and notify local fire departments in case of a fire.

If the fire is small and the employee feels they can use a fire extinguisher to put it out they should use the P.A.S.S. System.

## KNOW THE “PASS” SYSTEM



Before using a fire extinguisher, be sure to shake or turn the fire extinguisher over. This should be done about once a month with the ones on the trucks and in the offices.



# ELECTRICAL SAFETY

## ELECTRICAL

Voltage, current, grounding, and resistance are basic electrical terms. Electricity and proper grounding work together for safety.

- Voltage is the force that causes the current to flow.
- Current (amperage) is the amount of electricity that is flowing.
- Resistance is the restriction that slows down or stops the flow of current.
- The greater the resistance, the lesser the amount of electrical flow.
- A ground is a connection between an electrical circuit and the earth.
- Electricity always seeks a ground.

Electrical shock occurs when a part of the body completes a circuit between conductors or a grounding source. Death or injury is caused by the amount of current and increases with voltage. Avoid contact with electrical equipment, especially in damp or wet areas.

The effect of electrical shock depends on the amount of current flow and the path of the current through the victim's body. To prevent electrical shock, which can cause several types of injuries, make sure that your body cannot become part of the electrical flow and a path for the current.

In an emergency, knowing how to help an electrical shock victim is crucial. Often, particularly in cases of low-voltage shock, victims are unable to pull away from the electrical source. The first step is to stop the flow of electricity in the victim's body. This can be done by disconnecting or de-energizing the circuit. Call for help immediately. Do not attempt to remove the victim from the source of the current before circuit is de-energized.

### Safety Tips:

- Inspect the area for electrical hazards.
- Do not overload circuits.
- Keep electrical equipment away from water and dampness.
- Always check electrical cords for fraying and signs of wear and defects.

# ELECTRICAL SAFETY

- Be sure to lock out/tag out switches when working on equipment.
- Working around exposed energized conductors requires specific PPE.

## ARC FLASH

An arc flash is the sudden release of electrical energy through the air when a high-voltage gap exists, and there is a breakdown between conductors. An arc flash can be spontaneous or result from inadvertently bridging electrical contacts with a conducting object. Other causes may include dropped tools or the buildup of conductive dust or corrosion.

An arc flash gives off thermal radiation (heat) and bright, intense light that can cause burns. Temperatures have been recorded as high as 35,000°F. High-voltage arcs can also produce considerable pressure waves by rapidly heating the air and creating a blast.

This pressure burst can hit a worker with great force and send molten metal droplets from melted copper and aluminum electrical components at great distances at extremely high velocities.

Conditions under which arc flash can occur:

- Working on an energized circuit.
- Electrical equipment failure.

Important safety recommendations: NFPA 70E

- Establish an “electrically safe work condition” before working on a circuit by de-energizing it. Create an “electrically safe work condition” by:
  - Identifying all power sources,
  - Interrupting the load and disconnecting power,
  - Visually verifying that a disconnect has opened the circuit,
  - Locking out and tagging the circuit,
  - Testing for voltage, and
  - Grounding all power conductors.

# ELECTRICAL SAFETY

- All these steps require the use of appropriate personal protective equipment for shock and arc flash protection:
  - Safety glasses
  - Voltage-rated gloves
  - Fire-resistant (FR) work clothes
  - Arc-rated face shields
  - Flash suits with hoods
  - Hearing protection
- Use a written permit system for planning and conducting work on or near energized parts.
- Use tools, meters, and other equipment that are suitable for the voltage and current levels present when performing all electrical work.



# HYDROCARBONS

## SHORT SERVICE EMPLOYEES

Atwell defines a Short Service Employee (SSE) as any person or personnel with less than six (6) months of experience in his/her current position. Several of Atwell's customers require SSE identification by means of a hard hat sticker and assignment to a mentor while working on their projects.

## DOT PHMSA "OQ" OPERATOR QUALIFICATIONS

The Department of Transportation (DOT) governs work performed on pipelines in the United States through its Pipeline Hazardous Material Safety Administration (PHMSA). The PHMSA requires that all personnel who work on a pipeline right of way must go through Operator Qualifications (OQ).

Pipeline clients may require the following:

- OQ training. Contact the safety department for further details. OQ is basic task and skills training and verification that the employee can do that task or skill. All OQ training and verifications are tracked and kept on file for future reference and compliance.
- Drug and alcohol screening.

## HYDROGEN SULFIDE (H<sub>2</sub>S) SAFETY

Hydrogen sulfide (H<sub>2</sub>S) is a colorless gas with a rotten egg smell. At high concentrations, it can cause death. H<sub>2</sub>S is present in oil and gas fields. H<sub>2</sub>S can quickly overwhelm a person before he or she detects it.

Employees working in potential H<sub>2</sub>S areas are required to wear a personal H<sub>2</sub>S monitor that alarms at low concentration levels. If a personal H<sub>2</sub>S monitor alarms, employees are required to go upwind, out of the area, to a predetermined safe location. Always report any H<sub>2</sub>S alarms to the customer and Atwell's safety department by filling out Atwell's Near-Miss form, found on the [AtwellSafe](#) app.

# OFFICE

## EMERGENCY ACTION PLAN

Atwell's Emergency Action Plan (EAP) is designed to assist office employees in the event of an emergency.

A written copy has been established in the form of a flipchart, which is very useful in finding information quickly.

Each Flipchart is tailored to the respective office location and contains pertinent information:

- Introduction
- Emergency Contact Information
- Power Outage
- Incident Reporting
- Fire Emergency
- Weather Emergency
- Bomb Threats
- Active Shooter situation
- Medical Emergency
- Office Evacuation Floor Plan
- Local Emergency Facilities
- DHS Bomb Threat Checklist



The Charts are placed near the main exits, in break rooms, etc. for easy access.

## EMERGENCY RESPONSE TEAM

The Emergency Response Team (ERT) consists of employees who have volunteered to be trained in First Aid, CPR and AED usage. They are the first responders and will take the lead in an office emergency.

- They can be easily identified during an evacuation by their orange safety vest.
- Follow instructions given by them (if asked – Get first aid kit, Call 911, etc.)

# OFFICE

## OFFICE EVACUATION

When an emergency alarm goes off in your building, ALL employees are to evacuate immediately.

- If possible, take your keys, phone, purse, and coat (if needed) before evacuating.
- Use your office's designated evacuation route (listed in the office flipchart).
- Proceed directly to your Muster point and check in with the EAP Coordinator.
- Help identify co-workers who are out of the office at the time of the evacuation.

All ERT members act as wardens to clear the office during an evacuation:

- Checking restrooms, offices, break rooms, etc.
- NOTE: For employees who are physically unable to evacuate using the stairs.
- Notify a member of the ERT so they can notify EMS to assist you and proceed to the evacuation stairwell.
- Remain there until the Fire Department or EMS arrive to assist you.



## WORKPLACE VIOLENCE

Atwell has a zero-tolerance policy for any form of violence or harassment in the workplace between two employees or between an employee and a customer. Key elements in avoiding any violent confrontation in the workplace are to de-escalate the situation and walk away. Report issues of violence to supervision, the safety department, or human resources.

In cases that involve an active shooter in the office or on-site, the following actions are recommended by US Homeland Security.

You must commit to one of the following actions if you hear shots.

### **Do not freeze. Act.**

- **Run:** The best option is to get away from the shooter and keep running until safely out of range of the shooter. Keep your hands up in the air as you run to safety. Call 911 only when safely away from the scene.
- **Hide:** If the nearest escape route is blocked by the shooter, then hide in offices, close doors, and turn off radios and cellphone ringers. Remain quiet even if you hear police in the building; wait until they can see you.
- **Fight:** Only when you are faced with certain death should you fight using heavy or sharp objects that could disable the shooter.

## COMMON OFFICE MEDICAL EMERGENCIES

### **Breathing Difficulties**

Difficulty breathing may be caused by several medical problems, including an asthma attack or an allergic reaction. Any difficulty breathing is a serious emergency and requires the immediate activation of EMS. Use the following steps below:

- Call 911 to activate EMS.
- If the victim states he/she is having an asthma attack, you may assist with these actions:
- Ask the victim if they have an inhaler.
- Ask if the medication is prescribed for the victim.
- Assist the victim in administering the inhaler if needed.
- With any breathing emergency, help by sitting the victim upright or in the position they are most comfortable.



## Allergic Reaction (Anaphylaxis)

A victim of an allergic reaction may experience swelling (especially of the face), breathing difficulty, an itching rash, shock, and even death. The victim may have a history of allergic reactions and may carry an epinephrine auto-injector (also known as an EpiPen™), or the allergic reaction could be the victim's first.

If you suspect an allergic reaction:

- Call 911 to activate EMS.
- If the victim has an EpiPen™ available and needs assistance with its administration, you may help by taking these steps:
- Make sure the medication is prescribed to the victim.
- Follow the instructions on the device to administer the medication.
- For any allergic reaction, allow the victim to sit upright or in the position they are most comfortable.

## Seizures (Convulsions)

The objectives of providing aid during a seizure are to prevent further injury and to help maintain an open airway. Most seizures will stop on their own after a few seconds, but not all will. Stay calm, and:

- Call 911 to activate EMS.
- Do not restrain the victim during the seizure. Move furniture away to protect the head.
- Do not place anything in the victim's mouth. Tongue biting and bleeding from the mouth can be normal side effects of a seizure.
- After a seizure, the victim may be unconscious, confused, or lethargic. Place the victim on his or her side and reassure the victim until help arrives.

## Heart Attack

A heart attack is normally characterized as severe chest pain but may be indicated by several other, more subtle signs. Heart attacks affect men and women of all ages. Learn to recognize the signs and activate EMS immediately if you suspect someone may be suffering from a heart attack.



# OFFICE

The signs of a heart attack might include:

- Chest discomfort—most heart attacks involve discomfort in the center of the chest that lasts more than a few minutes or that goes away and comes back. It can feel like uncomfortable pressure, squeezing, fullness, or pain.
- Discomfort in other areas of the upper body, such as one or both arms, the back, neck, jaw, or stomach.
- Shortness of breath.
- Other signs may include breaking out in a cold sweat, nausea, vomiting, or lightheadedness.

As with men, women's most common heart attack symptom is chest pain or discomfort. However, women are somewhat more likely than men to primarily complain of other common symptoms, particularly shortness of breath, nausea/vomiting, and back or jaw pain.

If you suspect someone is having a heart attack:

- Call 911 to activate EMS.
- Allow the victim to sit up or in the position that is most comfortable.
- Reassure the victim that help is on the way.
- Monitor the victim and perform CPR if the victim becomes unresponsive or lacks normal breathing.

## **Stroke**

Learn to recognize the signs of a stroke and activate EMS immediately if you believe someone may be suffering from a stroke. Remember FAST:

- Facial weakness – can the person smile? Is there drooping of the mouth or one or both eyes?
- Arm weakness – can the person raise both arms?
- Speech problems – can the person speak clearly and understand what you say?
- Time is critical – call 911 to activate EMS.

## **Diabetic Emergency**

Diabetic emergencies happen when a victim has dangerously low or high blood sugar levels. Although this type of emergency can happen to anyone, it is more common for victims with diabetes.

Symptoms of a diabetic emergency include:

- Confusion
- Altered Behavior
- Difficulty Speaking or Walking
- Slow Responsiveness

If a person with diabetes reports having low blood sugar, you may assist by providing them with sugars such as juices, sugar tablets, or glucose gel, which the victim may be prescribed.

Do not give the victim anything to eat or drink if they are unable to swallow or have slow responsiveness. Call 911 to activate EMS.

## **OFFICE ERGONOMICS**

Proper office ergonomics — including correct chair height, adequate equipment spacing, and good desk posture, are necessary to reduce uncomfortable working conditions.

### **Chair**

Adjust the height of your chair so that your feet rest flat on the floor or on a footrest and your thighs are parallel to the floor. Adjust armrests so your arms gently rest on them with your shoulders relaxed.

### **Key Objects**

Keep key objects — such as your telephone, stapler, or printed materials — close to your body to minimize reaching. Stand up to reach anything that can't be comfortably reached while sitting.

# OFFICE

## Keyboard & Mouse

Place your mouse within easy reach and on the same surface as your keyboard. While typing or using your mouse, keep your wrists straight, your upper arms close to your body, and your hands at or slightly below the level of your elbows. Use keyboard shortcuts to reduce extended mouse use. If possible, adjust the sensitivity of the mouse so you can use a light touch to operate it. Alternate the hand you use to operate the mouse by moving the mouse to the other side of your keyboard.

## Telephone

If you frequently talk on the phone and type or write at the same time, place your phone on speaker or use a headset rather than cradling the phone between your head and neck.

## Desk

Under the desk, make sure there's clearance for your knees, thighs, and feet. If the desk is too low and can't be adjusted, place sturdy boards or blocks under the desk legs. If the desk is too high and can't be adjusted, raise your chair. Use a footrest to support your feet as needed. If your desk has a hard edge, pad the edge or use a wrist rest. Don't store items under your desk.

## Monitor

Place the monitor directly in front of you, about an arm's length away. The top of the screen should be at or slightly below eye level. The monitor should be directly behind your keyboard. If you wear bifocals, lower the monitor an additional 1 to 2 inches for more comfortable viewing. Place your monitor so that the brightest light source is to the side.



# INCIDENT REPORTING PROCESS

## MOTOR VEHICLE ACCIDENT

1

Contact police or 911. Notify supervisor and safety immediately.

2

To ensure the safety of Atwell employee, remain in a safe place until police arrive.

3

Provide insurance card and a statement to police.

4

Obtain other driver's insurance information.

5

If safe to do so, take photos of the scene, getting all involved vehicles in the photos.

6

With your supervisor, complete the Atwell Incident Reporting Form found on the **AtwellSafe** app.

## ALL OTHER INCIDENTS

1

After an incident, the employee must verbally contact safety and their supervisor immediately. If the work-related injury is life, limb, or eyesight threatening, call 911 immediately.

2

The employee should contact Nurse 365 together with their field safety manager to receive instructions for proper medical attention for injuries that are not life, limb, or eyesight threatening.

3

After verbal notification, gather the details of the incident, then fill out the Incident Reporting Form found on the **AtwellSafe** app or scan this QR code.



4

The supervisor is responsible for having the employee complete the Incident Reporting Form and submit through the **AtwellSafe** app.

5

All employees involved in a major incident or work-related injury who require the care of a physician may be subject to drug and alcohol screening.

6

Incident Contact Information:  
Jack Pope 918.703.0334  
Harold Ford 850.756.8525  
John "JJ" Bland 304.627.8891  
Tommy Watford 850.851.9574  
Bill Oswald 303.515.0071

# INCIDENT REPORTING PROCESS

## PRIORITY CARE 365

If an employee has sustained a work-related injury that is **NOT life, limb, or eyesight threatening**, contact the field safety manager then together, you will call Priority Care 365 to speak with a nurse at:

- 1-855-288-9490 - Available 24 hours a day / 7 days a week / 365 days a year.
- Provide the following:
  - Company Name: **Atwell**
  - Location code: **4020193-XX** (for last two numbers - see chart below).

Atwell Office	ID	Atwell Office	ID	Atwell Office	ID	Atwell Office	ID
Annapolis, MD	65	Fort Myers, FL	44	Maitland, FL	46	Portland, OR	40
Ann Arbor, MI	03	Fort Myers, FL	69	Marietta, GA	27	San Antonio, TX	24
Austin, TX	37	Greenwood, CO	32	Mesa, AZ	04	Sarasota, FL	52
Bonita Springs, FL	43	Heber City, UT	67	Mill Creek, WA	62	Seattle, WA	61
Boulder, CO	38	Houston, TX	16	Mitchelville, MD	56	Scottsdale, AZ	29
Bradenton, FL	55	Independence, OH	12	Naperville, IL	09	Shelby Twp., MI	36
Cadillac, MI	02	Jacksonville, FL	53	New York, NY	59	Southfield, MI	01
Canonsburg, PA	25	Kirkland, WA	60	Orlando, FL	42	Tampa, FL	47
Dallas, TX	30	Lakewood, OH	57	Palm Beach, FL	54	Woodinville, WA	66
Durango, CO	63	Lakewood, CO	07	Plano, TX	49		
Fort Myers, FL(Camino)	64	London, ON, CA	18	Port Charlette, FL	70		
RVi Office	ID	RVi Office	ID	RVi Office	ID	RVi Office	ID
Austin, TX	22	Bonita Springs, FL	43	Orlando, FL	42	Tampa, FL	47
Asheville, NC	51	Fort Myers, FL	44	Scottsdale, AZ	48		
SCS Field Only	ID						
	35						