

**IPFS GOLDEN SAFETY RULES**

1. **REMEMBER:** Before starting each task, take at least 5 minutes to pause, assess the work area and sequence, evaluate the risks, and review your options to do it safely 100%.
2. **PPE:** Full PPE is required as a minimum, including but not limited to Proper work clothes (pants, shirt with at least 4" sleeves, hard hat, steel-toe boots, safety glasses, Safety Vest, earplugs (as needed), and gloves.
3. **Job description:** If you don't know it, if you have not been trained for it, or if you are not qualified to do it, or don't have the proper tools or equipment, stop and mention it to your supervisors.
4. **Paperwork:**
  - a. Sign-in form
  - b. Toolbox box meeting
  - c. Workplace examination
  - d. JHA
  - e. Equipment inspection
  - f. Hot work permit
5. **Permit:** The activities below require IPFS supervisor approval:
  - a. Confined space
  - b. Lockout, tag out, try out (LOOTO)
  - c. Critical lift
  - d. Use of Scaffolding
6. **Ladder:** In the case of a ladder, someone must hold it, and the person on the ladder performing work above 4 ft or with the danger of fall must be 100% tied off.
7. **Designated operators:** Only designated workers can operate a manlift, forklift, or Scissor lift.
8. **Spotter or signal man:** A spotter should accompany manlifts and forklifts in congested areas, and all loads must be secured.
9. **Equipment inspection:** After each inspection, any defective equipment must be removed from operation, red-tagged, and reported to the IPFS supervisor and the rental company for repair ASAP.
10. **Forklift**
  - a. All loads must be secured, and the tagline must be utilized at all times.
  - b. All equipment must have wheel chucks while in the parking.
  - c. All equipment must have its own "fire extinguisher"
  - d. Tag line must be used at all times
11. **Equipment, welding machines, and tanks**
  - a. Must be set on stable ground and secured by wheel chucks
  - b. Have GFCI and/or Grounded
12. **Modified and damaged tools:** Please remove all modified tools and damaged tools from the site
13. **Hot work:** When we do any hot work like cutting, welding, and grinding:
  - a. Fill out the HOT work permit
  - b. Evaluate the fire risk in the left, right, above, and below you
  - c. Barricade it if needed.
  - d. Have at least one fire extinguisher
  - e. PROPER PPE, INCLUDING FACE SHIELD
  - f. Use red tape or a blanket to restrict access or drop weld/spark drop.
14. **Barricades:** All working areas must be barricaded with red/yellow tape/chain and have a tag with the phone number and danger description.
15. **The speed limit** is five mph, unless determined by plant rules.
16. **Red tape barricade:** Keep up the red tape at all times and tag it.
17. **Lifts:** Keep unnecessary people out of the work area, lift zone, and grinding place.
18. **Critical lifts:** All critical lifts must have a pre-lift meeting and a lift plan approved by the IPFS supervisor.

**BUILDING SMART**

**SAFELY**

CONSTRUCTION, MAINTENANCE & OUTAGES  
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**19. Scaffolding:**

- a. All Scaffolding must be installed by a competent person based on OSHA rules and regulations
- b. Nobody can remove or modify scaffolding except a scaffolding competent person
- c. Always check the tag
- d. All scaffolding, unless identified, needs full fall protection/harness

**20. Fall Protection:**

- a. Have proper fall arrest/fall protection, such as a full harness and appropriate lanyard, where there is a risk of falling.
- b. If the height is above 4 ft, you need fall protection anyway.
- c. Do not tie off/anchor to handrails.
- d. Make sure your anchorage point can carry 5000 lbs
  1. Handrails are not anchor points.
  2. Supervisors and foreman must confirm the anchor points of employees
- e. Try to use retractable standard reputational fall harness/lanyard brands
- f. Remember, a flexible 6" lanyard can make a person fall 18 ft before arresting the fall! Therefore, please don't use them for distances less than 20 ft.
- g. Always use D rings
- h. Handrails are not anchoring points for harnesses.
- i. All fall arrest/harnesses must be inspected before use

**IPFS Equipment (Aerial Equipment) Policies (Rules):**

1. Only designated trained workers can drive an aerial lift, such as a man lift, forklift, or any other aerial lift.
2. All equipment must be inspected/recorded before each shift and used by designated persons or competent personnel.
3. Any defective equipment must be removed from operation, red-tagged, and reported to the rental company for repair ASAP.
4. Safety belts must be worn at all times.
5. The speed limit must be followed. If there is no sign, the speed limit is a maximum of 5 mph for congested areas and 10 mph for open roads.
6. In off-road and muddy yard areas, extra attention must be given to the operation, and soft land must be considered.
7. For aerial equipment that requires "fall protection", proper harnesses and tie-off points must be appropriately applied.
8. Never step out of the man lift or scissor-lift basket.
9. Only standard extensions can be used in forklifts if needed.
10. A spotter should accompany manlifts and forklifts in congested areas.
11. All loads must be secured, and the tagline must be utilized at all times.
12. All equipment must have wheelchocks while in parking lot.
13. All equipment must have its own "fire extinguisher)

I confirm that I understand the golden rules mentioned above and have completed all required safety training, including training by an instructor, reviewing handouts, and/or watching the safety videos (<https://projectfieldservices.com/safety>), examining them with IPFS supervisors, and understanding these rules.

<b>Name</b>	
<b>Signature &amp; Date</b>	