

POLICY

Hawk Energy, LLC is committed to the safety and health of our employees. Therefore, the following general safety and health provisions have been adopted.

RESPONSIBILITIES

David Slim is responsible for the implementation and enforcement of the following safety rules. Disciplinary procedures will be enforced.

TRAINING

OSHA requires that employees be trained in the safe methods of performing their job. Hawk Energy, LLC is committed to:

- Instructing all employees in the recognition and avoidance of unsafe conditions and the regulations applicable to their work environment to control or eliminate any hazards or other exposure to illness or injury.
- Frequent and regular inspections of job sites, materials and equipment will be made by the Company-designated competent person(s).
- Only employees qualified by training or experience will be permitted to operate equipment and machinery.
- Any machinery, tool, material or equipment which is not in compliance with any applicable OSHA requirement is prohibited. David Slim will ensure that any such machine, tool, material or equipment will either be identified as unsafe by tagging or locking the controls to render them inoperable or will be physically removed from its place of operation.
- Employees have the right and obligation to stop work that is unsafe without fear of retribution or retaliation.

Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Every new employee will be given instruction by their foreman in the general safety requirements of their job. A copy of our Code of Safe Practices will also be provided to each employee. Tailgate or toolbox safety training will be conducted at least every 10 working days. All training will be documented on the forms provided. Managers, superintendents and foremen will be trained at least twice per year on various applicable accident prevention topics.

Training provides the following benefits makes employees aware of job hazards; teaches employees to perform jobs safely; promotes two-way communication; encourages safety suggestions; creates interest in the safety program; fulfills OSHA requirements.

Employee training will be provided at the following times:

- All new employees will receive a safety orientation on their first day on the job.
- All new employees will be given a copy of the Code of Safe Practices and required to read and sign for it.
- All field employees will receive training at tailgate or toolbox safety meetings held at the job site.
- All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
- Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
- Whenever Hawk Energy, LLC is made aware of a new or previously unrecognized workplace hazard
- Whenever management believes that additional training is necessary
- After all serious accidents.
- When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee's safety responsibilities
- General safety rules
- Code of Safe Practices
- Safe job procedures
- Use of hazardous materials
- Use of equipment
- Emergency procedures
- Safe lifting and material handling practices
- Use of boom and scissor lifts
- Use of fall-protection
- Contents of safety program

Documentation of Training

All employee safety training will be documented on one of the following three (3) forms: New Employee Safety Orientation; specialized, formal employee training plans; Tailgate/Toolbox safety Training Report.

The following informal training methods will be used. Actual demonstrations of the proper way to perform a task will be used in most cases, for example:

- Instruct employee how to do the job safely
- Demonstrate to employee how to do the job safely
- Have employee explain to instructor how to do the job safely
- Have employee demonstrate to instructor how to do the job safely
- Follow up to ensure they are still performing the job safely

SAFE PRACTICES

Safety Communication

Employee safety communication procedures are designed to develop and maintain employee involvement and interest in the Safety and Health Program. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to The Company.

The following are some of the safety communication methods that may be used:

- Tailgate/Toolbox safety training with employees that encourage participation and open, two-way communication
- New employee safety orientation and provision of the Code of Safe Practices
- Provision and maintenance of employee bulletin boards discussing safety issues, accidents and general safety suggestions
- Written communications from management or the Safety Coordinator, including memos, postings, payroll stuffers and newsletters
- Anonymous safety suggestion program

Employees will be kept advised of highlights and changes relating to the safety program. Supervisors will relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions will be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues will be relayed to David Slim.

All employees are encouraged to bring any safety concerns they may have to the attention of management. Hawk Energy, LLC will not discriminate against any employee for raising safety issues or concerns.

The Company also has a system of anonymous notification, whereby employees who wish to inform The Company of workplace hazards without identifying themselves may do so, by phoning or sending written notification to the following address:

Code of Safe Practices

Hawk Energy, LLC will maintain a "Safety and Health Program" conforming to the best practices of organizations of this type. To be successful, such a program will embody the proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-employees. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety and health in our business will be a part of every operation.

The Company Safety and Health Program includes:

- Providing mechanical and physical safeguards to the maximum extent possible
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards and to comply fully with the safety and health standards for every job
- Training all employees in good safety and health practices
- Providing necessary personal protective equipment (PPE) and instructions for its use and care
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment
- Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it will not happen again
- Setting up a system of recognition and awards for outstanding safety service or performance

We recognize that the responsibilities for safety and health are shared:

Hawk Energy, LLC accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement and for providing the safeguards required to ensure safe conditions.

Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

Employees are responsible for wholehearted, genuine operation with all aspects of the Safety and Health Program including compliance with all rules and regulations – and for continuously practicing safety while performing their duties.

General Safety Rules

- Hawk Energy, LLC employees will follow these safe practice rules, render every possible aid to safe operations and report all unsafe conditions or practices to their supervisor
- Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination
- Supervisors will insist that employees observe and obey every rule, regulation and order necessary to the safe conduct of the work and will take such action necessary to obtain compliance
- If you are unsure of the safe method to do your job, STOP and ask your supervisor. Ignorance is no excuse for a safety violation
- All employees will be given frequent accident prevention instructions. Instructions, practice drills or articles concerning workplace safety and health will be given at least once every 5 working days
- No one will knowingly be permitted to work while the employee's ability or alertness is impaired by fatigue, illness and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, impaired by fatigue or an illness, will be prohibited from working

- Anyone known to be under the influence of alcohol and/or drugs will not be allowed on the job while in that condition. Persons with symptoms of alcohol and/or drug abuse are encouraged to discuss personal or work-related problems with the supervisor/employer
- Employees will be alerted to see that all guards and other protective devices are in the proper places and adjusted and will report deficiencies. Approved protective equipment will be worn in specified work areas
- Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on the safety or well-being of the employees are prohibited. Do not run on the job site or in the shop or office area
- Work will be well-planned and supervised to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects, employees will bend their knees and use the large muscles of the legs instead of the smaller muscles of the back. Back injuries are the most frequent and often the most persistent and painful type of workplace injury
- Employees will not handle or tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor. Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized
- Keep your work area clean, free of debris, electrical cords and other hazards. Immediately clean up spilled liquids
- Always notify all other individuals in your area who might be endangered by the work you are doing
- A red tag system identifies equipment that is NOT to be operated, energized or used. All lock-out/tag-out notices and procedures will be observed and obeyed
- Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels or traffic lanes
- Do not leave tools, materials or other objects on the floor that might cause others to trip and fall
- Do not distract others while working. If conversation is necessary, make sure eye contact is made before communicating
- Employees will not enter manholes, underground vaults, chambers, tanks, silos or other similar places that receive little ventilation, unless it has been determined that it is safe to enter. Confined space protocols will be followed
- Materials, tools or other objects will not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects
- Compressed air will not be used for cleaning purposes except where reduced to less than 30 PSI and then only with effective chip guarding and PPE.
- Employees will cleanse thoroughly after handling hazardous substances and follow special instructions from authorized sources
- Gasoline or other flammable liquids will not be used for cleaning purposes
- No burning, welding or other source of ignition will be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the foreman or superintendent

- Any damage to scaffolds, falsework or other supporting structures will be immediately reported to the foreman and repaired before use
- Possession of firearms, weapons, illegal drugs or alcoholic beverages on Company or customer property or the job site is strictly prohibited
- All injuries will be reported promptly to your supervisor so that arrangements can be made for medical and/or first-aid treatment

SPECIFIC SAFETY RULES

Electrical Safety

- Only trained, qualified and authorized employees are allowed to make electrical repairs or work on electrical equipment or installations
- All electrical equipment and systems will be treated as energized until tested or otherwise proven to be de-energized
- All energized equipment and installations will be de-energized before the commencement of any work. If the equipment or installation will be energized for test or other purposes, special precautions will be taken to protect against the hazards of electric shock
- All equipment will be locked out to protect against accidental or inadvertent operation when such operation will cause injury to personnel. Do not attempt to operate any switch, valve or other energy-isolating device bearing a lock
- Always use safety grounds where there is a danger of shock
- Polyester clothing or other flammable types of clothing will not be worn near electrical circuits. Cotton clothing is much less likely to ignite from arc blast. Employees working on live circuits will be provided Nomex or equivalent fire-resistant clothing
- Suitable eye protection will be worn at all times while working on electrical equipment
- Always exercise caution when energizing electrical equipment or installations, protecting against faults and arc blasts
- All power tools will be grounded or double insulated. Tools with defective cords or wiring will not be used
- Metal jewelry will not be worn around energized circuits
- Extension and temporary power cords will be heavy duty and grounded. Frayed or defective cords will not be used
- Suitable temporary barriers or barricades will be installed when access to opened enclosures containing exposed energized equipment is not under the control of an authorized person
- Protect electrical installations from contact with enclosures or tight-fitting covers
- Ground fault circuit interrupters (GFCIs) are required on all power outlets. Circuits will not be overloaded with equipment or extension cords
- Metal measuring tapes, fish tapes, ropes or other metal devices are prohibited where they may contact energized parts of equipment or circuits

PPE

- Use the correct PPE for each job assignment. If you do not know, ask
- PPE will be maintained in good condition and cleaned regularly
- PPE will be stored properly when not in use to protect it from damage
- Damaged or broken PPE will be returned to your foreman for replacement
- Hard hats will be worn on job sites at all times
- American National Standards Institute (ANSI) approved safety glasses worn when working with power tools, compressed air or gasses, chemicals or any other item that creates an eye injury hazard
- Face shields with safety glasses when grinding or working with hazardous chemicals
- Employees will wear industrial work shoes in the shop and on the job site. The shoes will have complete leather uppers and skid resistant soles and be in good condition
- Athletic style shoes, tennis shoes, open toe shoes, plastic or vinyl shoes or shoes with decorative accessories are not allowed
- Hearing protectors will be worn when working with loud equipment such as cut off saws, chain saws, air hammers or grinders
- Back support belts will be worn for heavy lifting tasks
- Protective clothing will not hamper or restrict freedom of movement due to improper fit
- Long pants of heavy-duty material will be worn. No shorts or sweatpants are allowed
- Do not wear loose, torn or frayed clothing, dangling ties, finger rings, dangling earrings, jewelry items or long hair unless contained in a hair net, while operating any machine that will cause entanglement
- If required, wear National Institute of Occupational Safety and Health (NIOSH) approved respirators when applying adhesives, paint, welding, grinding or working with chemicals. Read the applicable Safety Data Sheets (SDS) to find out which types of respirators are required. Facial hair may not be permitted in certain circumstances

Hazardous Materials and Chemicals

- Read all warning labels and SDS before using any chemicals.
- Hazardous materials will be handled in accordance with the SDS and label. If protective equipment is required, use it.
- Eye protection will be worn when working with hazardous materials or chemicals.
- Mixing of chemicals is prohibited at all times unless required by the label. Before you mix, review all SDS.
- Wash your hands thoroughly after handling chemicals and before eating or smoking.
- Never use solvents for hand cleaning. Use the non-toxic hand cleaners provided.
- Store all hazardous materials properly in suitable containers that are properly labeled.
- Use chemicals only in well-ventilated areas.
- When using secondary containers, ensure that they are labeled as to their contents and hazards.

- Do not disturb any asbestos. STOP work and tell your foreman.
- Do not cut or weld stainless steel or galvanized metal without respiratory protection. These items create toxic fumes.
- Working with lead, asbestos, cadmium and other toxic compounds requires special precautions. Do not attempt to perform this work without special equipment and training.

Fire Prevention and Housekeeping

- Always take precautions to prevent fires which may be started, particularly from oily waste, rags, gasoline, flammable liquids, acetylene torches, improperly installed electrical equipment and trash.
- Firefighting equipment is to be inspected on a regular basis. All discharged, damaged or missing equipment is to be immediately reported to a supervisor. Tampering with fire equipment is prohibited.
- Access to fire extinguishers will be kept clear at all times. Make note of the location of firefighting equipment in your work area.
- Never use gasoline or flammable solvents for cleaning purposes.
- Smoking is prohibited within 20 ft. of where flammable substances is present
- In case of fire, employees will consider the safety of themselves and other individuals before saving property.
- Keep your work areas free of debris. Remove useless material from the work area as fast as required to help reduce tripping hazards.
- Maintain awareness of potential hazards when walking about the job site.
- Keep tools, materials and equipment out of walkways and stairways at all times
- Sharp wires or protruding nails will be kept bent.
- Place tools and equipment so they will not slide off the roof.
- Tie material down at day's end so the wind will not blow it off the roof.

Fall Protection

- Fall protection will be used at all times, when working at least six (6) ft. above the ground.
- Floor and wall openings, unfinished balconies, elevator shafts and similar areas will be railed, covered or barricade to prevent falls.
- Never remove fall protection rails, covers or barricades without permission from your foreman and special precautions. Always replace these items when finished.
- Safety harnesses will be the full body type with a shock-absorbing lanyard attached to a substantial anchorage capable of supporting twice the maximum load. Lanyards will be attached to the wearer's upper back. Body belts are not to be worn as fall protection.
- Read and obey all manufacturers' instructions relating to your fall arrest system (safety harness and lanyard).
- Inspect the harness and lanyard before each use and after a fall. Defective equipment is not to be used. Lanyards will be destroyed after a fall and never reused.
- Safety harnesses and lanyards will limit free fall distance to less than four (4) ft. and prevent contact with any level or objects below you.
- Never use any part of a fall arrest system to hoist materials or for any other purpose.
- Safety harnesses and shock absorbing lanyards need to be worn while in boom lifts.

Ladder Safety

- Inspect the ladder before using it. If it is broken, throw it out. Never repair a broken ladder, get a new one. Keep portable stairways, ladders and step stools in good condition and use them only in a safe manner.
- Use the proper ladder for the job. Do not use "A" frame ladders as straight ladders. Make sure the ladder is tall enough to reach the work area. Do not use metal ladders for electrical work.
- Do not place ladders in passageways, doorways or any location where they might be hit or jarred, unless protected by barricades or guards.
- Ladder rungs and steps will be kept free of grease, oil, mud or other slippery substances.
- Ladders will only be placed on hard level surfaces. Make sure the ladder feet are not placed on sandy, slippery or sloping surfaces. Clean or sweep the area where the ladder feet will be and make sure the rubber feet are in good shape.
- Arrange your work so you are able to face the ladder and use both hands while climbing. Do not carry tools or equipment while climbing a ladder. Climb the ladder and then hoist the tools or equipment with a line or a hoisting device.
- Avoid temporary ladders. Always use a commercially made, construction grade ladder of the proper length for the work being performed.
- Secure portable ladders in place and so the distance from the wall to the base of the ladder is at least one (1) ft. for every four (4) ft. of height.
- Straight ladders will be tied off the top of the ladder to prevent slipping.
- Move or cover sharp objects below you in case you fall. Cap or bend all rebar.
- Do not stand on or work from the 2nd rung from the top or above. Also do not reach too far from the ladder. Keep your belt buckled between the side rails.
- Extension ladders will extend at least 36 inches above the level being accessed.
- On all ladders, do not step on cross bracing that is not intended to be used for climbing.

Scaffolds

- Scaffolds are to be erected, dismantled, altered or repaired by the Company competent person or the scaffold contractor only.
- Inspect scaffolds before use and report any damage immediately to your foreman. Do not use damaged scaffolds.
- You are not permitted to ride on rolling scaffolds being moved.
- At least two (2) people are required to move rolling towers. Secure or remove all tools and materials before moving.
- Always use guard railings on all scaffolds regardless of height.
- Use only high quality planking on scaffolds that are secured to prevent shifting.
- Apply caster brakes and use outriggers when scaffolds are stationary.
- Do not use planks or guard rails as a temporary means of obtaining greater height.
- Move or cover sharp objects below you in case you fall. Cap or bend all rebar.

Lockout/Tagout

- All machinery and electrical equipment will be locked out and tagged before repair, cleaning or adjustment unless power is necessary to perform the work.
- Use your own lock and key. No one else will have a key for your lock.
- Maintain control of your key at all times to prevent unauthorized use.
- Never remove another employee's lock or energize tagged equipment.
- Each employee will install their own lock.
- Notify all affected employees that lockout/tagout is required and reasoning.
- If the equipment is operating, shut it down by the normal stopping procedure.
- Disconnect or isolate the energy source from the equipment.
- Stored energy will also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- Lock-out all energy isolation devices with an individual lock.
- After repair is complete and the equipment is ready for testing or normal operation, check the equipment to see that all cover plates and safety devices have been reinstalled.
- When the equipment is clear, remove all locks and tags. Energy isolating devices may be operated to restore energy to the equipment.
- After ensuring that no employees are exposed and as a check of having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

Caution: Return operating controls to neutral position after the test. The equipment is now locked out. Install red lock-out tag on operating controls.

Boom and Scissor Lifts

- Only trained and authorized employees are allowed to use boom or scissor lifts. If you are not trained, stay off.
- Read and obey all manufacturers' instructions and safety precautions.
- Inspect all lifts before use. Defective equipment will not be used.
- A safety harness with shock absorbing lanyard or a safety belt positioning device will be worn while using boom lifts. Harnesses are not required for scissor lifts, provided guardrails are adequate and you do not leave the work platform.
- Always stay inside the platform railing.
- Always lower the lift before moving.
- Never use scissor lifts on uneven ground. They are designed primarily for use on concrete floors.

Hand and Power Tools

- Proper eye protection will be worn when using hand and power tools.
- Know your hand and power tool applications and limitations. Always use the proper tool for the job.
- Inspect cords and tools before use. Do not use tools that are faulty in any way. Exchange them for safe tools immediately.
- Power tools will be grounded or double insulated. All power tools are to be plugged into a grounded GFCI outlet.
- Do not use power tools in damp, wet or explosive atmospheres.
- Do not lift, lower or carry portable electrical tools by the power cord.
- Keep all safety guards in place and in proper working order.
- Use clamps or vises to secure work pieces.
- Do not force hand power tools.
- Return all tools and other equipment to their proper place after use.
- Unplug all power tools before changing bits and/or grinding disks.
- Never leave chuck keys in the tool during operation.
- Do not use a screwdriver as a chisel.
- Before using sledges, axes or hammers, be sure the handles are securely fastened with a wedge made of sound material.
- Do not use a handle extension or “cheater” on any wrench.
- Files will be equipped with handles and will not be used as a punch or pry.

Trenching and Excavation

- All excavations and trenches at least five (5) ft. will be shored, sloped or benched. All trenching will be done in accordance with OSHA regulations.
- Always locate underground utilities before digging. Also contact regional notification centers in advance.
- Do not work under loads handled by lifting or digging equipment.
- Ladders will be provided for access to trenches and excavations four (4) ft. deep or greater.
- Keep all spoil piles a minimum of two (2) ft. from the edge of the trench.
- Barricade trenches or use caution tape to warn others of their presence.
- All trenches and excavations will be inspected by the Company competent person each day, before work, to look for signs of shifting earth.

Cranes and Rigging

- Do not ride on loads, hooks or slings of any crane, hoist or derrick.
- Do not work or stand under any suspended load or swing loads over people.
- Inspect all slings, chains, ropes and hooks before use and remove defective equipment.

Welding and Cutting

- Make sure welding equipment is installed properly, is properly and in good condition.
- Always wear protective clothing suitable for the welding or cutting to be done.
- Always wear proper eye protection when welding, brazing, soldering or flame cutting. Once you remove your welding helmet, put on safety glasses.
- Keep your work area clean and free of hazards. Make sure that no flammable, volatile or explosive materials are in or near the work area.
- Regarding compressed gas cylinders: Keep caps on when not in use. Secure all compressed gas cylinders to the equipment carriage, wall or other structural supports. When empty, close the valve, install the cap and return to correct bottle storage area?
- Store compressed gas cylinders in a safe place with good ventilation. Acetylene cylinders and oxygen cylinders will be kept at least 20 ft. apart.
- Do not weld or cut in confined spaces without authorization and special precautions.
- Do not weld on containers that hold combustibles or flammable materials.
- Use mechanical exhaust ventilation at the point of welding when welding lead, cadmium, chromium, manganese, brass, bronze, zinc or galvanized metals. These metals are highly toxic and their fumes will not be breathed.
- Make sure all electrical connections are tight and insulated. Do not use cables with frayed, cracked or bare spots in the insulation.
- When the electrode holder or cutting torch is not in use, hang it on the brackets provided. Never let it touch a compressed gas cylinder.
- Dispose of electrode and wire stubs in proper containers since stubs and rods on the floor are a safety hazard.
- Use weld curtains to shield others from the light rays produced by your welding.
- Make sure all compressed gas connections are tight and check for leaks. Do not use hoses with frayed or cracked spots.
- Keep your leads orderly and out of walkways. Suspend them whenever possible.
- DO NOT WELD if leads or machines are in or near water.
- Make sure a portable fire extinguisher is nearby.
- Keep your work area clean and free of hazards. Do not allow flame cut sparks to hit hoses, regulators or cylinders.
- Use oxygen and acetylene or other fuel gases with the right torches and tips
- Never use acetylene at a pressure in excess of 15 lb/in².
- Never use oil, grease or any other material on any apparatus or thread fitting in the oxyacetylene or oxy-fuel gas system.
- Always use the correct sequence and technique for assembling and lighting the torch. Always use the correct sequence and technique for shutting off a torch.
- Use check valves on all compressed gas cylinders to prevent back flow of the gas.

Company Vehicles

- Only authorized employees are permitted to operate Company vehicles.
- Company vehicles are to be used for Company business only.
- Drive defensively and obey all traffic and highway laws.
- Always wear your seat belt, whether the driver or a passenger.
- Report all accidents as soon as possible to your supervisor and obtain a police report.
- Keys will be removed from all unattended vehicles and the vehicles will be locked unless parking inside the facility.
- Do not jump from the cab or bed of Company vehicles.
- Inspect your vehicle and report any defects or operating problems to your supervisor so that repairs can be made.
- No smoking while refueling.
- If your driver's license is revoked or expired, immediately notify your supervisor, and do not drive or operate Company vehicles or equipment.

Traffic Safety

- All employees exposed to traffic hazards are required to wear orange flagging garments (shirts, vests, jackets) at all times.
- When possible, construction vehicles are to be placed between the employees and traffic to prevent vehicles from entering the work area and hitting members of the crew.
- All traffic controls will be established in accordance with the Manual of Traffic Controls for Construction and Maintenance Work Zones.
- Traffic controls are to be properly maintained throughout the workday. Signs and cones will be kept upright, visible and in their proper position at all times.

Sanitation

- An adequate supply of potable water will be provided in all places of employment.
- Outlets for non-potable water, such as water for industrial or firefighting purposes only, will be identified by signs to indicate clearly that the water is unsafe and is not to be used for drinking, washing or cooking purposes.
- The employer will provide adequate washing facilities for employees engaged in the application of paints, coating, herbicides or insecticides or in other operations where contaminants may be harmful to the employees. Such facilities will be in near proximity to the worksite and will be so equipped as to enable employees to remove such substances.
- No employee will be allowed to consume food or beverages in a toilet room, nor in any area exposed to a toxic material.

Sign/Signals/Barricades

- Signs and symbols will be visible at all times when work is being performed and will be removed or covered promptly when the hazards no longer exist.
- Danger signs will be used only where an immediate hazard exists.
- Caution signs will be used only to warn against potential hazards or to caution against unsafe practices.
- Construction areas will be posted with legible traffic signs at points of hazard.
- Accident prevention tags will be used as a temporary means of warning employees of an existing hazard, such as defective tools, equipment, etc. Program will state that they will not be used in place of or as a substitute for, accident prevention signs.

General Company Policies

- Occupational injury treatment facilities will be designated.
- Supervisor regulatory training will be designated.

General Health and Safety Provisions

- Competent Persons will be designated who are capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them.
- Skill specific safety training will be provided to all appropriate personnel.

Materials Storage and Handling

- All materials stored in tiers will be stacked, racked, blocked, interlocked or otherwise secured to prevent sliding, falling or collapse.
- Aisles and passageways will be kept clear to provide for the free and safe movement of material handling equipment or employees.
- Non-compatible materials will be segregated in storage.

Housekeeping Requirements

- All places of employment, including aisles, passageways, storerooms and service rooms will be kept clean and orderly.
- Aisles and passageways will be marked or otherwise identified and when mobile equipment and employees use the same aisle or passageway, clearances will be provided and maintained to ensure safe passage.
- Materials, including scrap and debris, will be piled, stacked or placed in a container in a manner that does not create a hazard to an employee and as often as required to keep work and travel areas orderly.
- Loose materials not required for use will not be placed or allowed to accumulate.
- Keep equipment and areas around equipment clear of scrap and waste.
- Do not drop material or rubbish freely from any level, use chutes or other approved devices.

- Maintain sufficient inventory of cleaning supplies. Cleaning chemicals will be stored in spill-proof containers away from toxic or reactive chemicals.
- Workplaces and passageways that are slippery from oil or grease, other substances or other causes will be cleaned or strewn with sand, sawdust or the like to prevent slipping.
- Where any wet process, such as food processing or car washing, is used, drainage will be maintained or false floors, platforms or mats used.
- Where an employee is required to work on a wet surface in a wet process, the surface will be slip resistant.
- Guardrails temporarily removed for materials delivery will be immediately replaced when work is done and involved employees will wear fall protection until guardrails are back in place.
- Keep electrical cords away from areas where people will trip over them.
- Keep electrical cords away from wet areas. Never let a cord sit in water.
- Keep floors clean and dry, use drains, false floors, platforms or mats in wet areas.
- Keep floors and passageways free from protruding nails, electrical cords, splinters, holes or loose boards.
- Kitchens will be furnished with sufficient trash receptacles.
- Garbage capable of rotting or becoming putrid will be placed in a covered container. Container contents will be disposed of at frequent and regular intervals.
- Refrigerators will be cleaned out each week and counters, microwaves and sinks will be cleaned each day.
- Employees are discouraged from eating at desks or anywhere not designated for eating.
- Ensure restrooms are cleaned and sanitized daily. Adequate stock of paper goods and soap will be maintained at all times to ensure a hygienic workplace.
- Hose and electric conductors will be elevated over or placed under the walkway or working surfaces or be covered by adequate crossover planks.
- Means of access will be maintained at all times to exits, fire alarm boxes and fire-extinguishing equipment.
- Oils, paints thinners, solvents, waste, rags or other flammable substances will be kept in fire-resistant covered containers when not in use.
- During the course of construction, alteration or repairs, form and scrap lumber with protruding nails and all other debris, will be kept cleared from work areas, passageways and stairs, in and around buildings or other structures.
- Combustible scrap and debris will be removed at regular intervals during the course of construction. Safe means will be provided to facilitate such removal.
- Containers will be provided for the collection and separation of waste, trash, oily and used rags and other refuse.
- Containers used for garbage and other oily, flammable or hazardous wastes, such as caustics, acids, harmful dusts, etc. will be equipped with covers.
- Garbage and other waste will be disposed of at frequent and regular intervals.
- Where vegetation is a hazard, an employee will be protected by vegetation control or other means of protection, such as, but not limited to, a barrier, PPE or medication.

Illumination

- Employees may not enter spaces containing exposed energized parts unless illumination are provided that enables the employees to perform the work safely.
- Where lack of illumination or an obstruction precludes observation of the work to be performed, employees may not perform tasks near exposed energized parts.
- Employees may not reach blindly into areas which may contain energized parts.
- Construction areas, ramps, runways, corridors, offices, shops and storage areas will be lighted to not less than the minimum illumination intensities listed in the following table while any work is in progress:

Foot-Candles	Area of Operation
5	General construction area lighting.
3	General construction areas, concrete placement, excavation and waste areas, access ways, active storage areas, loading platforms, refueling and field maintenance areas.
5	Indoors: warehouses, corridors, hallways and exit ways.
5	Tunnels, shafts and general underground work areas: (Exception: minimum of 10 foot-candles is required at tunnel and shaft heading during drilling, mucking and scaling. Bureau of Mines approved cap lights will be acceptable for use in the tunnel heading)
10	General construction plant and shops (batch plants, screening plants, mechanical and electrical equipment rooms, carpenter shops, rigging lofts and active storerooms, mess halls and indoor toilets and workrooms
30	First aid stations, infirmaries and offices

Code of Safe Practices Receipt
Hawk Energy, LLC

This is to certify that I have received a copy of The Company Code of Safe Practices.

I have read these instructions, understand them and will comply with them while working for the Company.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with Hawk Energy, LLC

I also understand that I am to report any injury to my foreman or superintendent immediately and report all safety hazards.

I further understand that I have the following "Safety Rights":

- I am not required to work in any area I feel is not safe
- I am entitled to information on any hazardous material or chemical I am exposed to while working
- I am entitled to see a copy of The Company Safety and Health Manual.
- I will not be discriminated against for reporting safety concerns

Employee Name	Signature	Date
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Supervisor Name	Signature	Date
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cc: Employee File