POLICY

Hawk Energy, LLC is committed to providing a safe and hazard free workplace and has adopted this policy for hazard identification and risk assessment (HIRA) from industry standards and best available practices.

RESPONSIBILITIES

David Slim is the assigned Company supervisor responsible for ensuring the following procedures, practices and rules are implemented and enforced. David Slim will administrate and review regularly scheduled job hazard assessments/analysis (JHA) of all jobsites and facilities for hazards on a weekly or as needed basis that will also include spot-checks and random inspections.

TRAINING

The Hawk Energy, LLC HIRA program will ensure employees will be trained in the hazard identification process, including the proper use and care of personal protective equipment (PPE). Affected employees will also be trained in the processes utilized to identify hazards and the hierarchies of controls used to control hazards, engineering, administrative and PPE controls.

PROCEDURES

Assessment/inspections will be documented for review by the Company safety committee. Hazard assessments include inspection of the area as well as safe work practices. Hazard assessments will be appropriately documented using the appropriate form found at the end of this section.

Hazards will be assessed and corrected in a timely manner.

Proper information will be collected, organized and reviewed to determine what types of hazards or potential hazards, and who may be exposed to those hazards. This information may include:

- Operating manuals for equipment and machinery
- Previous Incident Investigations or inspection reports
- Safety data sheets (SDS)
- Results of JHA

During an inspection, when a job hazard is identified it is immediately corrected if possible. If the hazard is not immediately correctable, all appropriate employees are notified, and the hazard is clearly identified by signs, barricades, or other warnings. Hazard/risk assessments will be done, at a minimum, before beginning work. In addition, a risk assessment will be conducted whenever changes occur to processes, equipment or facilities.

Hawk Energy, LLC employees and/or subcontractors are actively involved in the hazard identification process and hazards are reviewed with all employees affected by the process.

The hazard identification process is used for routine and non-routine activities as well as new process, changes in operation, products, or services as applicable.

David Slim will identify risks and hazards based on hazard assessments and reports. Hazards will be addressed and mitigated. This will be accomplished by dedicated assignment, appropriate documentation of completion, and controls – including mitigations implemented during execution of work.

The Hawk Energy, LLC safety committee will review all hazard assessments to avoid creating new hazards derived from the corrective measures.

What is a Job Hazard?

A job hazard is the potential for harm. In practical terms, a job hazard is often associated with a condition or activity which, if left uncontrolled, can result in an injury or illness. Identifying job hazards and eliminating or controlling them as early as possible will help prevent injuries and illnesses.

JHA (also known as a Job Safety Analysis/JSA)

A JHA is a technique that focuses on job tasks to identify hazards before they occur – including weather hazards and conditions. It focuses on the relationship between the employee, the task, the tools, and the work environment. Ideally, after identifying uncontrolled hazards, steps will be taken to eliminate or reduce them to an acceptable risk level.

A JHA will be conducted daily before each job task is started. The location of the worksite is also noted on the JHA. The name of the supervisor and supervisory approval is also addressed and on the JHA / JSA. Specifically, supervisors are indicated in the JHA / JSA, as well as the requirements for supervisory approval. In addition, the JHA will state the nature of the work activity being performed. The JHA will be developed, reviewed and signed by the work crew, and any visitors to the site. The JHA will be updated (red-lined) based upon additional hazards being discovered and corresponding changes when applicable. The JHA will clearly define individual responsibilities, as well as clearly identify task-specific requirements including employees, equipment/tools, process controls, permits, etc., and are addressed on the JSA.

A specific means of communication will be identified and addressed in the JHA. The company's upper management will conduct a quality review of the JHA on at least a quarterly basis. In addition, employees will receive adequate JHA training.

The Importance of a JHA

Many employees are injured and killed at the workplace every day in the United States. Safety and health add value to business, your job, and your life. Workplace injuries and illnesses can be prevented by looking at workplace operations, establishing proper job procedures, and ensuring that all employees are trained properly. One (1) of the best ways to determine and establish proper work procedures is to conduct a JHA.

The Value of a JHA

Supervisors can use the findings of a JHA to eliminate and prevent hazards in their workplaces. This is likely to result in fewer employee injuries and illnesses; safer, more effective work methods; reduced employees' compensation costs, and increased employee productivity. The assessment also can be a valuable tool for training new employees in the steps required to perform their jobs safely.

For a JHA to be effective, managers and supervisors will demonstrate their commitment to safety and health and follow through to correct any uncontrolled hazards identified. Otherwise, management will lose credibility and employees may hesitate to go to supervisors when dangerous conditions threaten them.

Jobs Appropriate for Hazard Assessment

HIRA will be conducted in our workplace. Each hazard will be evaluated by considering the severity of potential outcomes, the likelihood that an event or exposure will occur, and the number of employees potentially exposed. Hazards with the greatest risks are addressed and prioritized first. Hazards are classified/prioritized and addressed based on the risk associated with the task. Priority will go to the following job types:

- Jobs with the highest injury or illness rates.
- Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents.
- Jobs in which one (1) simple human error will lead to a severe accident or injury.
- New jobs or ones with changes in processes and procedures.
- Jobs complex enough to require written instructions.

Where to Begin

Involve employees and subcontractors. It is very important to involve employees and subcontractors in the hazard assessment process. They have a unique understanding of the job, and this knowledge is invaluable for finding hazards. Involving employees will help minimize oversights, ensure a quality assessment, and get employees to “buy in” to the solutions because they will share ownership in their safety and health program.

Review accident history. Review with employees our workplace’s history of accidents and occupational illnesses that needed treatment, losses that required repair or replacement, and any “near misses” – events in which an accident or loss did not occur but will have. These events are indicators that the existing hazard controls (if any) may not be adequate and deserve more scrutiny.

Conduct a preliminary job review. Discuss with employees and subcontractors the hazards they know exist in their current work and surroundings. Brainstorm with them for ideas to eliminate or control those hazards.

If any hazards exist that pose an immediate danger to an employee’s life or health, take immediate action to protect the employee. Any problems that can be corrected easily will be corrected as soon as possible. Do not wait to complete your JHA. This demonstrates our commitment to safety and health and enable us to focus on the hazards and jobs that need more study because of their complexity. For those hazards determined to present unacceptable risks, evaluate types of hazard controls.

List, rank and set priorities for hazardous jobs. List jobs with hazards that present unacceptable risks, based on those most likely to occur, and with the most severe consequences. These jobs are first priority for assessment.

Planned Job Steps

Outline the steps or tasks. Nearly every job can be broken down into job tasks or steps. When beginning a JHA, watch the employee perform the job and list each step as the employee takes it. Be sure to record enough information to describe each job action without getting overly detailed. Avoid making the breakdown of steps so detailed that it becomes unnecessarily long or so broad that it does not include basic steps. It is valuable to get input from other employees who have performed the same job. Later, review the job steps with the employee to make sure something was not omitted. Point out that the job itself is being evaluated, not the employee’s job performance. Include the employee in all phases of the assessment – from reviewing the job steps and procedures to discussing uncontrolled hazards and recommended solutions.

Sometimes, in conducting a JHA, it may be helpful to photograph or videotape the employee performing the job. These visual records can be handy references when doing a more detailed assessment of the work.

Identifying Workplace Hazards

A JHA is an exercise in detective work. The goal is to discover the following: What can go wrong; the consequences; how it will arise; contributing factors; likelihood that it will occur. To prevent

future occurrences, the root cause of the hazard needs to be investigated and identified. Workplace incidents include:

- Injuries
- Illnesses
- Near misses
- Stop work interventions

To make our JHA useful, document the answers to these questions in a consistent manner. Describing a hazard in this way helps to ensure that our efforts to eliminate the hazard and implement hazard controls help target the most important contributors to the hazard.

Good hazard scenarios describe:

- Where is it happening? (environment)
- Who or what it is happening to? (exposure)
- What precipitates the hazard? (trigger)
- The outcome that would occur will it happen? (consequence)
- Any other contributing factors

Rarely is a hazard a simple case of one (1) singular cause resulting in one (1) singular effect. More frequently, many contributing factors tend to line up in a certain way to create the hazard.

Here is an example of a hazard scenario:

In the metal shop (environment), while clearing a snag (trigger), an employee's hand (exposure) comes into contact with a rotating pulley. It pulls his hand into the machine and quickly severs his fingers (consequences).

To perform a JHA, you would ask:

- What can go wrong? The employee's hand will come into contact with a rotating object that "catches" it and pulls it into the machine.
- What are the consequences? The employee will receive a severe injury and lose fingers and hands.
- How will it happen? The accident will happen as a result of the employee trying to clear a snag during operations or as part of a maintenance activity while the pulley is operating. Obviously, this hazard scenario will not occur if the pulley is not rotating.
- What are other contributing factors? This hazard occurs very quickly. It does not give the employee much opportunity to recover or prevent it once his hand comes into contact with the pulley. This is an important factor, because it helps determine the severity and likelihood of an accident when selecting appropriate hazard controls. Unfortunately, experience has shown that training is not very effective in hazard control when triggering events happen quickly because humans can react only so quickly.

How to Correct or Prevent Hazards

After reviewing the list of hazards with the employee, consider what control methods will eliminate or reduce them. The most effective controls are engineering controls that physically change a machine or work environment to prevent employee exposure to the hazard. The more reliable or less likely a hazard control can be circumvented, the better. If this is not feasible, administrative controls may be appropriate.

This may involve changing how employees do their jobs. Discuss recommendations with all employees who perform the job and consider their responses carefully. If it is planned to introduce new or modified job procedures, be sure they understand what they are required to do and the reasons for the changes.

Before Starting a JHA

The job procedures discussed are for illustration only and do not necessarily include all the steps, hazards, and protections that apply. When conducting a JHA, be sure to consult Occupational Safety and Health Administration (OSHA) standards. Compliance with these standards is mandatory, and by incorporating their requirements into the JHA, we can be sure that our safety and health program meets Federal standards.

Review the JHA

Periodically reviewing the JHA ensures that it remains current and continues to help reduce workplace accidents and injuries. Even if the job has not changed, it is possible that during the review process you will identify hazards that were not identified in the initial assessment. It is particularly important to review the JHA if an illness or injury occurs on a specific job.

Based on the circumstances, it may be determined that changes are needed in the job procedure to prevent similar incidents in the future. If an employee’s failure to follow proper job procedures results in a “close call or near miss,” discuss the situation with all employees who perform the job and remind them of proper procedures. Any time a JHA is revised, it is important to train all employees affected by the changes in the new job methods, procedures, or protective measures adopted.

When to Hire a Professional

If our employees are involved in many different or complex processes, we may need professional help conducting a JHA. Even if we receive outside help, it is important that our employees remain involved in the process of identifying and correcting hazards because they are at the workplace every day and most likely to encounter these hazards. New circumstances and a recombination of existing circumstances may cause old hazards to reappear and new hazards to appear. In addition, we, and our employees will be ready and able to implement whatever hazard elimination or control measures a professional consultant recommends.

Hazard Control Measures

Information obtained from a JHA is useless unless hazard control measures recommended in the assessment are incorporated into the tasks. Managers and supervisors will recognize that not all hazard controls are equal. Some are more effective than others at reducing the risk.

The order of precedence and effectiveness of hazard control are the following: Engineering controls; administrative controls; and PPE.

Engineering controls include the following:

- Elimination/minimization of the hazard – designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials, or other factors to lessen the hazard.
- Enclosure of the hazard using enclosed cabs, enclosures for noisy equipment, or other means.
- Isolation of the hazard with interlocks, machine guards, blast shields, welding curtains, or other means.
- Removal or redirection of the hazard such as with local and exhaust ventilation.

Administrative controls include the following:

- Written operating procedures, work permits and safe work practices
- Developing and implementing a continuous improvement process for lessons learned
- Exposure time limitations (mostly used to control temperature extremes and ergonomic hazards)
- Monitoring the use of highly hazardous materials
- Alarms, signs and warnings
- The “buddy” system
- Training

Emergency Procedures

Emergency procedures will be clearly defined on the JHA for the task, such as nearest hospital with directors, first aid employees, drivers of vehicles to transport injured, doctor and phone numbers for ambulance, police, fire, etc. Also, emergency procedures for work site preparations for egress and muster points will be clearly defined on the JSA for the task.

PPE

Protective equipment such as respirators, hearing protection, protective clothing, safety glasses, and hardhats are acceptable as a control method in the following circumstances:

- When engineering controls are not feasible or do not eliminate the hazard
- While engineering controls are being developed
- When safe work practices do not provide sufficient additional protection
- During emergencies when engineering controls may not be feasible

Use of one (1) hazard control method over another higher in the control precedence may be appropriate for providing interim protection until the hazard is abated permanently. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three (3) items instituted simultaneously.

MULTI-EMPLOYER WORKPLACES / SIMULTANEOUS OPERATIONS (SIMOPS)

Hawk Energy, LLC will perform evaluations of hazards from others in the work area – this does not include subcontractors that are working for/with Hawk Energy, LLC but work by others that the company will have a potential exposure from, including the following:

- Identifying the additional hazards introduced by the SIMOPS.
- Assessing the relevant levels of risk.
- Verifying the adequacy of the planned control measures.
- Identifying additional risk-reduction measures.
- Providing input to processes for embedding additional controls (e.g., permit-to-work).

Hawk Energy, LLC will also use the following methods when working multi-employer worksites or employees are on multiple worksites where hazardous chemicals are produced, used, or stored:

- On-site access to SDS for each hazardous chemical that other employer(s)' employees may be exposed to.
- Inform other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies.
- Inform other employer(s) of the labeling systems used in the workplace.

A copy of the written hazard communication program is available to employees, their designated representatives, the assistant secretary, or the director upon request, in accordance with the requirements of 29 CFR 1910.1020 (e).

Where employees will travel between workplaces during a work shift (i.e., their work is carried out at more than one (1) geographical location), the written hazard communication program may be kept at the primary workplace facility. If there is no primary site, the program will be sent with employees.

Hawk Energy, LLC will use the forms on the following pages for the HIRA program.

Job Hazard Alert

Department:	Date:
Location:	
Person who discovered hazard:	
Description of Hazard	
Supervisor Actions	
Root Cause(s)	
Control(s)	
Reviewed By:	Date Corrected:

Job Hazard Assessment/Analysis (JHA)

Job Title		Job Location
Task #	Person Doing Assessment	Date
Task Description		
Hazard Type		
Hazard Description		
Consequence		
Hazard Control		
Rational or Comment		
Supervisor Signature		Date

Hazard Tracking Log

Hazard Number	Description	Reported by	Date Reported	Corrected by	Responsible Supervisor	Date Corrected

Job Hazard Assessment/Analysis (JHA) (Page 1 of 2)

Hawk Energy, LLC uses this program of self-inspection for our facilities and workplaces to identify hazards and assess risk. Self-inspection is essential if we are to know where probable hazards exist and whether they are under control. Safety inspection items are completed using the following self-inspection form. These checklists are designed to assist in this fact-finding. It will give the Company some indication of where we can take action to make our business safer and more beneficial for all our employees. Use sections on the checklist relevant to particular operations and disregard those which do not apply.

When a checklist has been completed, this material will be added to our injury information, our employee information, and to our process and equipment information. The Company will now possess many facts that will help determine what problems exist. Management will then use the OSHA standards in the problem-solving process, and it will be much easier to determine the action needed to solve these problems. Corrective action is required to be documented on the form at the end of this section. Corrective action or preventive action plans will be reviewed by management at safety committee meetings. The scope of our self-inspections will include the following:

- Processing, receiving, shipping and storage – equipment, job planning, layout, heights, floor loads, projection of materials, materials-handling and storage methods, and training for material handling equipment
- Building and grounds conditions – floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways and aisles
- Housekeeping program – waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas and storage areas
- Electricity – equipment, switches, breakers, fuses, switchboxes, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding and National Electrical Code (NEC) compliance
- Lighting – type, intensity, controls, conditions, diffusion and location
- Heating and ventilation – type, effectiveness, temperature, humidity, controls, and natural and artificial ventilation and exhaust
- Machinery – points of operation, flywheels, gears, shafts, pulleys, keyways, belts, couplings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, lockout/tagout, grounding, workspace, location and purchasing standards
- Employee – experience training, hazard identification training; methods of checking machines before use; type of clothing; personal protective equipment; use of guards; tool storage; work practices; and methods of cleaning, oiling, or adjusting machinery
- Hand and power tools – purchasing standards, inspection, storage, repair, types, maintenance, grounding, use and handling
- Chemicals – storage, handling, transportation, spills, disposals, amounts used, labeling, toxicity or other harmful effects, warning signs, supervision, training, protective clothing and equipment, and hazard communication requirements
- Fire prevention – extinguishers, alarms, sprinklers, smoking rules, exits, employee assigned, separation of flammable materials and dangerous operations, explosive-proof fixtures in hazardous locations, and waste disposal

Job Hazard Assessment/Analysis (JHA) (Page 2 of 2)

- Maintenance, including tracking and abatement of preventive and regular maintenance – regularity, effectiveness, training of employee, materials and equipment used, records maintained, method of locking out machinery and general methods.
- Personal Protective Equipment (PPE) – type, size, maintenance, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use and method of assignment
- Transportation – motor vehicle safety, seat belts, vehicle maintenance and safe driver programs
- Review – evacuation routes, equipment and PPE

Job Safety Inspection and Report

Company			Date	Time
Job Site Location		Job Foreman/Supervisor		
Person(s) Making Inspection		Subcontractors On-Site		

An Adequate at Time of Inspection	**B** Needs Consideration	**C** Needs Immediate Attention	**N** Not Applicable

Jobsite Information	A	B	C	N	**Action Taken**
Copy of Company safety program on site?	☐	☐	☐	☐	
OSHA 300 and 301 Forms Posted and Complete?	☐	☐	☐	☐	
Are required OSHA posters posted?	☐	☐	☐	☐	
Phone number to nearest medical center posted?	☐	☐	☐	☐	
Tailgate/Toolbox training current?	☐	☐	☐	☐	
HAZCOM and safety data sheets (SDS) on site?	☐	☐	☐	☐	
Work areas properly signed and barricaded?	☐	☐	☐	☐	
Housekeeping	A	B	C	N	**Action Taken**
Work area generally neat?	☐	☐	☐	☐	
Projecting nails removed or bent over?	☐	☐	☐	☐	
Waste containers in use?	☐	☐	☐	☐	
Designated disposal area in place?	☐	☐	☐	☐	
Passageways/walkways clear?	☐	☐	☐	☐	
Cords, leads, and trip hazards off the floor?	☐	☐	☐	☐	
Fire Prevention	A	B	C	N	**Action Taken**
Charged and inspected fire extinguishers accessible?	☐	☐	☐	☐	
Phone number of local fire department posted?	☐	☐	☐	☐	
Flammables properly stored?	☐	☐	☐	☐	
“No Smoking” signs posted near flammables?	☐	☐	☐	☐	
Electrical	A	B	C	N	**Action Taken**
Damaged extension cords removed from service?	☐	☐	☐	☐	
Ground fault circuit interrupters used?	☐	☐	☐	☐	
Terminal boxes equipped with required covers?	☐	☐	☐	☐	
Employees trained in lockout\tagout?	☐	☐	☐	☐	
Hand, Power, Powder Tools	A	B	C	N	**Action Taken**
Hand tools inspected regularly?	☐	☐	☐	☐	
Guards in place on machines?	☐	☐	☐	☐	
Tools suited for their jobs?	☐	☐	☐	☐	
Operators of powder-actuated tools licensed?	☐	☐	☐	☐	
Materials Handling	A	B	C	N	**Action Taken**
Materials properly stored or stacked?	☐	☐	☐	☐	
Employees using proper lifting methods?	☐	☐	☐	☐	
Tag lines used to guide loads?	☐	☐	☐	☐	
Proper number of employees for each operation?	☐	☐	☐	☐	

Fall Protection	A	B	C	N	Action Taken
Employees properly trained?	☐	☐	☐	☐	
Safety rails and cables secured properly?	☐	☐	☐	☐	
Guardrails properly installed and secured?	☐	☐	☐	☐	
Employees have D- ring belts in center of back?	☐	☐	☐	☐	
Employees exposed to fall hazards tied off?	☐	☐	☐	☐	
Employees below protected from falling objects?	☐	☐	☐	☐	
Ladders	A	B	C	N	Action Taken
Ladders extend 36 inches above the landing?	☐	☐	☐	☐	
Ladders secured to prevent slipping or sliding?	☐	☐	☐	☐	
Damaged ladders removed from service?	☐	☐	☐	☐	
Stepladders used in fully open position?	☐	☐	☐	☐	
No stepping on top two (2) rungs of stepladder?	☐	☐	☐	☐	
Scaffold	A	B	C	N	Action Taken
All scaffolding inspected daily?	☐	☐	☐	☐	
Erected on solid, stable footing?	☐	☐	☐	☐	
Tied-off to structure as required?	☐	☐	☐	☐	
Guardrails, mid-rails, and toe boards in place?	☐	☐	☐	☐	
Is scaffold properly planked?	☐	☐	☐	☐	
Is working level of scaffold fully planked?	☐	☐	☐	☐	
Proper access provided?	☐	☐	☐	☐	
Employees below protected from falling objects?	☐	☐	☐	☐	
Floor and Wall Openings	A	B	C	N	Action Taken
All floor and deck openings covered or barricaded?	☐	☐	☐	☐	
Perimeter protection in place?	☐	☐	☐	☐	
Deck planks secured?	☐	☐	☐	☐	
Materials stored away from edge?	☐	☐	☐	☐	
Guardrails in place?	☐	☐	☐	☐	
Trenches, Excavations and Shoring	A	B	C	N	Action Taken
Competent person on hand?	☐	☐	☐	☐	
Employees properly trained?	☐	☐	☐	☐	
No water in excavation or signs of cave-in?	☐	☐	☐	☐	
Excavations shored or sloped back?	☐	☐	☐	☐	
Materials stored at least two (2) ft. from trench?	☐	☐	☐	☐	
Excavations properly identified and barricaded?	☐	☐	☐	☐	
Ladders provided every 25 ft. in trench?	☐	☐	☐	☐	
Is equipment a safe distance from edge of trench?	☐	☐	☐	☐	
Forklifts and Other Equipment	A	B	C	N	Action Taken
Gas cylinders stored correctly?	☐	☐	☐	☐	
Proper separation between fuels and oxygen?	☐	☐	☐	☐	
Burning/welding goggles or shields used?	☐	☐	☐	☐	
Other required PPE being used?	☐	☐	☐	☐	

Welding and Burning	A	B	C	N	Action Taken
Gas cylinders stored correctly?	☐	☐	☐	☐	
Proper separation between fuels and oxygen?	☐	☐	☐	☐	
Burning/welding goggles or shields used?	☐	☐	☐	☐	
Other required PPE being used?	☐	☐	☐	☐	
Fire extinguishers in close proximity?	☐	☐	☐	☐	
Hoses in good condition?	☐	☐	☐	☐	
Employees properly trained?	☐	☐	☐	☐	
Cranes	A	B	C	N	Action Taken
Gas cylinders stored correctly?	☐	☐	☐	☐	
Proper separation between fuels and oxygen?	☐	☐	☐	☐	
Burning/welding goggles or shields used?	☐	☐	☐	☐	
Other required PPE being used?	☐	☐	☐	☐	
Fire extinguishers in close proximity?	☐	☐	☐	☐	
Hoses in good condition?	☐	☐	☐	☐	
Employees properly trained?	☐	☐	☐	☐	
Concrete Construction	A	B	C	N	Action Taken
Exposed rebar properly capped or covered?	☐	☐	☐	☐	
Employees protected from cement dust and silica?	☐	☐	☐	☐	
Exposed skin covered?	☐	☐	☐	☐	
Runways adequate?	☐	☐	☐	☐	
Personal Protective Equipment	A	B	C	N	Action Taken
Fall protection inspected and used correctly?	☐	☐	☐	☐	
Hard hats being worn?	☐	☐	☐	☐	
Safety glasses/goggles being worn?	☐	☐	☐	☐	
Hearing protection being worn when required?	☐	☐	☐	☐	
Boots and long pants worn on jobsite?	☐	☐	☐	☐	
Long hair tied back?	☐	☐	☐	☐	
Traffic vests being worn?	☐	☐	☐	☐	
Respirators used when required? (Medical evaluations and fit testing completed)	☐	☐	☐	☐	
Other	A	B	C	N	Action Taken
	☐	☐	☐	☐	
	☐	☐	☐	☐	
Unsafe Acts or Practices Observed:					
Comments					
Evaluator's Signature:			Date:		
Evaluator's Signature:			Date:		

File this document in the "Company Safety and Health File."

Training Record

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**