POLICY

Hawk Energy, LLC has implemented these policies and procedures to inform employees about the Working Alone Procedures in the workplace. This ensures the health and safety of employees at the work site.

RESPONSIBILITIES

Working alone safety is a shared responsibility between the Company and its employees.

Employer Responsibilities

- Ensuring all employees are physically fit and capable of performing their assigned job duties.
- Training employees to recognize and manage fatigue.
- Responding quickly to eliminate workplace hazards.
- Providing adequate rest breaks.
- Ensuring employees follow safe job procedures.
- Reviewing job hazard analysis (JHA) whenever there is a significant change to any element of the job or when there has been an injury or illness.

Supervisor Responsibilities

- Establishing and maintaining safe and healthy working conditions.
- Monitoring employee fatigue.
- Ensuring employees are not impaired by illness or medication use.
- Setting good examples, instructing their employees and making sure they fully understand and follow safe procedures.

Safety Committee Responsibilities

- Assist in training employees to recognize and control workplace hazards.
- Monitoring the workplace for hazards.
- Encouraging employees to report hazards.
- Implementing appropriate controls.
- Ensuring that corrective action is taken promptly.

Employee Responsibilities

- Notifying their supervisors if they are too fatigued to perform their duties safely.
- Ensuring they are physically and mentally fit to perform their job functions safely and taking responsibility for their own safety.
- Notifying their supervisor if they are taking any prescription or over-the-counter medications.

- No employee is expected to undertake a job until they have received instructions on how to do it properly and safely and are authorized to perform the job.
- No employee will undertake a job that appears to be unsafe.
- Employees are to report all unsafe conditions encountered during work to a supervisor or designated individual.
- Personal protective equipment (PPE) will be used when and where required and properly maintained.

PROCEDURES

Working Alone

Working alone applies when an employee is working alone at a work site and assistance is not readily available in the event of:

- An emergency
- An injury or illness of the scheduled co-employee(s)
- Hawk Energy, LLC will notify its employees when they will not be permitted to work alone

When is Working Alone Prohibited?

- Rescue operations in an immediately dangerous to life and health (IDLH) atmosphere
- Operations in an IDLH atmosphere during an internal structure fire
- Permit-required confined space entry
- Hot work when a fire greater than minor may develop
- Logging operations
- Tree trimming operations involving electrical hazards greater than 750 volts
- Operations where hazardous procedures are being conducted

Hazard Identification, Elimination and Control

Hawk Energy, LLC ensures that before any employee is assigned to work alone or in isolation, a hazard assessment will be performed to identify any potential hazards to that employee.

David Slim will perform the hazard assessment. If any hazards is determined through hazard assessment, Hawk Energy, LLC will take measures to eliminate or, if not practicable, reduce said hazards.

Communication

The safe work procedure for communication provided for an employee who works alone, and for persons capable of assisting the employee in an emergency or if the employee is injured or ill, includes: Two-way radio, telephone, cell phone, or other electronic types of communication.

David Slim will ensure that any employee working alone has properly functioning primary and secondary methods of communication and has been adequately trained in their use.

When electronic communication is not practicable or readily available at the worksite, an alternate form of communication will be implemented for employees who work alone.

Hawk Energy, LLC will ensure:

- Hawk Energy, LLC or another competent employee visits the employee.
- The employee contacts Hawk Energy, LLC or another competent employee.
- The visits or contacts will occur at intervals of time appropriate to the nature of the hazards associated with the work being performed by the employee.

Procedures for Checking the Well-being of an Employee

Hawk Energy, LLC will implement written procedures, in consultation with the joint committee or the employee health and safety representative, for checking the well-being of any employee assigned to work alone or in isolation. The written procedures include:

- A system to check on the employee's well-being at regular time intervals, including a final check at the end of the work shift
- Procedures to follow when the employee cannot be contacted
- Provisions for emergency rescue

Contact Person

A designated employee will be assigned to establish contact with the employee at regular pre-determined intervals and will record the results each time contact is established.

Emergency Procedures

Hawk Energy, LLC will implement emergency procedures taking into consideration factors such as the length of time and employee is missing, weather conditions and physical fitness.

In the event of an emergency:

- Report emergencies to local fire and police departments.
- Inform the emergency chain of command about the emergency.
- Warn employees about the emergency.
- Conduct an orderly, efficient workplace evacuation.
- Assist employees with disabilities or injuries during an evacuation.
- Shut down critical equipment, operate fire extinguishers and perform other essential services during an evacuation.
- Account for employees at a designated safe area after an evacuation.
- Perform rescue and first aid that may be necessary during an emergency.

In the event that the lone employee cannot be contacted by Hawk Energy, LLC or the lone employee's known associates, an employee search will be initialized. The employee search will include notifying the local fire and police departments.

HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)

HIRA is an essential procedure that is utilized in various industries to ensure safety by identifying possible risks and assessing the associated hazards. HIRA's primary objective is to establish controls in place to lessen these risks and make the workplace safer.

HIRA Process

During the HIRA process, hazards are identified and evaluated based on their potential consequences and the likelihood of occurrence.

Hazard Identification

This step recognizes potential hazards within the workplace. These hazards can be physical, chemical, biological, ergonomic, or psychosocial in nature. Through careful examination and analysis, these hazards are documented for further evaluation.

Risk Assessment

This is where the severity and likelihood of these hazards will be evaluated. Risks are typically categorized as high, medium, or low, depending on the evaluation. Use a risk matrix like in Figure 1 to categorize the risks. Prioritize those with the highest risks.

Figure 1

- Consequences: How bad would the most severe injury be if exposed to the hazard?
- Likelihood: How likely is the person to be injured if exposed to the hazard?

Control Plan Measure

The next step is to establish efficient controls to protect employees, assets, individuals, and/or the environment after a hazard has been recognized and given a risk assessment. Applying measures will eliminate or reduce risks. Follow the hierarchy of controls in prioritizing implementation of controls.

Hierarchy of Controls

- Elimination: Designing the facility, equipment, or process to remove the hazard.
- Substitution: Substituting processes, equipment, materials, or other factors to lessen the hazard
- Engineering Controls:
  - 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:
  - 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
- PPE: Use proper PPE to protect the employees

Documentation and Review

The Company will keep a written document of the risk assessments. It will contain a thorough explanation of the steps taken to assess the risk, a summary of the assessments, and a thorough justification of the findings made.

The Company will conduct periodic reviews of risk assessments to update the hazard information, evaluate the effectiveness of controls, and address new hazards or changes in processes.

Risk Assessment Form

Worksite: _____ Date: _____

Assessed by: _____

Potential Hazard	Who is at Risk?	Existing Control Measures	L	C	Risk Rating	Action Plan / Additional Controls	Responsible

NOTE: L – Likelihood; C – Consequence; Risk Rating is based on risk matrix (Figure 1)

Training Record

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