

GENERAL RULES, PRACTICES AND PROCEDURES

The safety and well being of each employee is of utmost concern. Therefore, willful disregard for safety regulations, practices and/or procedures endangering the employee, the employee's peers, Eagle Industrial Instrumentation Customer property and/or the environment shall be subject to disciplinary action. Promoting and working safely shall be a condition of employment throughout the employee's career with Eagle Industrial Instrumentation

A. CONTROLLED AREAS

A controlled area is defined as any environment where Eagle Industrial Instrumentation is solely responsible for the movements and operations of personnel and equipment. Controlled Areas will be clearly and appropriately defined/marked. Specific sections of a controlled area may require special restrictions and/or regulations. Whether working or visiting these controlled areas, all applicable rules and regulations shall be strictly followed.

B. SMOKING

Eagle Industrial Instrumentation will promote a smoke free environment in all of its facilities. "No Smoking" notices will be posted where appropriate. All employees and visitors to Eagle Industrial Instrumentation facilities and vehicles shall abide by the no smoking restrictions. In all areas/situations not clearly defined, common courtesy should prevail.

C. VISITORS

Visitors to Eagle Industrial Instrumentation facilities (controlled areas) will be accompanied by a responsible party who has a thorough knowledge of all applicable safety, environmental and operational policies. Visitors shall comply with all applicable rules and policies while on company premises.

The Visitor Orientation objective is to inform all visitors of the general rules, regulations, and safety practices associated within the oil & gas, marine, and construction industries. This presentation is strictly an orientation, consisting of proper PPE, Hazard Communication, Fire protection, and Offshore Safety Awareness. This is not to be construed as training nor should it replace any mandated or more detailed training that may be required. It will, however, provide everyone with an overview of sound safety rules, regulations, and practices and in doing so, hopefully, will create a positive and safe attitude for all.

D. CONTRACTOR SAFETY

Contractors and subcontractors performing work on Eagle Industrial Instrumentation property or equipment shall do so following industry safe work practices. All applicable Eagle Industrial Instrumentation Contractor (Subcontractor), Federal and State regulations shall be adhered to at all times.

E. ALCOHOL AND CONTROLLED SUBSTANCE – CONTRABAND

Eagle Industrial Instrumentation has adopted Contraband policies and procedures complying with standards established by Federal agencies governing Alcohol and Controlled Substance abuse. Use of these substances is strictly forbidden while in the employment of Eagle Industrial Instrumentation.

F. TRAINING

All Eagle Industrial Instrumentation personnel shall receive and participate in all safety and environmental training programs for his/her job and/or work assignment. Training may consist of practical experience, classroom instruction, or a combination of both. When applicable, certification(s) will be maintained current at all times.

G. SAFETY MEETINGS

Safety meetings will consist of: (1) minimum of one quarterly group safety meeting scheduled by Eagle Industrial Instrumentation safety and environmental coordinator. (2) Daily shop safety meetings to discuss work schedules and safe work practices. (3) On the job tailgate safety meetings to discuss daily or tower work activities.

Attendance is mandatory unless excused by your supervisor. Attendance and minutes of quarterly safety meetings will be documented and kept on file. On the job tailgate safety meetings shall be specifically documented on daily field service tickets.

H. POLICY

Each employee is expected to read, understand, and abide by the rules contained in this Company Safety Policy. By endorsing the certificate attached to this Policy, you indicate that you understand the general rules and safety procedures described in this manual.

The rules in the accompanying "Rules" portion of this Policy are there to prevent an (employee) injury. By complying with them, you assure yourself that you are

doing everything in your power to prevent yourself and others from becoming a "statistic".

Each and every employee of Eagle Industrial Instrumentation has a personal and moral responsibility to perform their job in a safe manner either as an individual or Eagle Industrial Instrumentation team member. Accidents are normally the result of human error and can be prevented by using good judgment, following proven safe work practices, being alert and developing the proper mental attitude. Safety is a full time endeavor and should be practiced at all times.

1. Work according to good safety practices as posted, instructed, and discussed.
2. Report any unsafe situation or act to his / her supervisor immediately.
3. Report any injury, no matter how trivial, to his / her supervisor.
4. Keep walkways clear so as not to create a tripping hazard.
5. Smoking will be permitted in smoke areas only. There will be NO SMOKING in vehicles at any time inside the plant. Failure to obey this rule will be grounds for immediate termination.