

HEALTH & SAFETY

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SAFETY

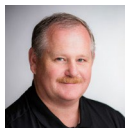


EMPLOYEE SAFETY HANDBOOK



EMERGENCY CONTACT INFORMATION

HEALTH AND SAFETY DEPARTMENT



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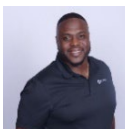


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This Employee Safety Handbook applies to all Atwell, LLC and RVI employees (collectively referred to as Atwell). This handbook serves as a reference for the minimum safety rules and standards. The guidance provided is not all-inclusive. Additional policies and procedures providing more detailed information have been developed to meet various regulatory and client requirements. These policies can be accessed through the AtwellSafe app or at **atwellsafe.com**.

The AtwellSafe app provides safety resources to all employees and must be downloaded. The QR code below allows you to download the app on both iPhone and Android devices.

This handbook is designed to be applicable across all client sectors and departments, covering a wide range of safety topics. Employees should follow the safety guidelines relevant to their specific sector and departmental activities. Not all topics will apply to every employee.

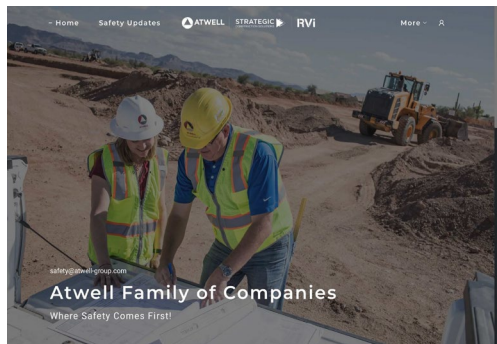


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MANAGEMENT COMMITMENT

MANAGEMENT COMMITMENT STATEMENT

Atwell is committed to a standard of health and safety excellence. We affirm to our employees, customers, and the public that we will conduct business activities in a manner that is protective of human health, safety, and the environment. Along with our contractors and subcontractors, we must manage health, safety, and environmental performance consistent with this commitment.

We believe that everyone contributes to a safe workplace. Our commitment is to consistently excel in health and safety performance while fostering a culture that empowers employees to work together to develop, promote, and enhance safety practices throughout all work environments. To further our commitment to safety, we subscribe to the following guidelines:

- We empower every employee with Stop-Work Authority. Every employee has the right and responsibility to intervene in unsafe situations. Employees are expected to stop work if they believe that a dangerous situation or imminent danger exists.
- We promote an “I Own Safety” mindset, encouraging every employee to take personal responsibility for their safety and the safety of others.
- We expect all employees to promptly report health and safety concerns and to report all incidents. Leadership is expected to take prompt and appropriate remedial action when notified.
- We encourage all employees to seek guidance from their leader or the Director of Safety if they have reason to believe that health and safety standards are being violated. Leaders are obligated to report violations to the Director of Safety.

Clients. Company. Community.
You have our commitment on Health and Safety.



MANAGEMENT COMMITMENT

ROLES & RESPONSIBILITIES

Safety is a shared responsibility across all levels of the organization. The responsibilities of Leadership, Project Managers, employees, and safety representatives are summarized below, followed by a detailed list of assigned duties:

- **Leadership Responsibility:** Vice Presidents, Senior Directors, Directors, and Associate Directors are responsible for ensuring that all health and safety policies and procedures are clearly communicated and understood by all employees. Leaders are required to foster create a culture in which employees feel encouraged to report workplace hazards without fear of retaliation.
- **Project Managers Responsibility:** Project Managers and field leads are responsible for implementing and maintaining the Safe Work Plan and/or Job Hazard Analysis (SWP/JHA) within their respective work areas. A copy of the SWP/JHA must be in possession of each field lead while in the field. Employee questions regarding the SWP/JHA should be directed to the Project Manager or field lead for clarification.
- **Employee Responsibility:** All employees are responsible for following all directives, policies, and procedures, and for maintaining a safe work environment. All employees are expected to stop any job or activity they believe to be unsafe. All employees must complete a Job Hazard Analysis (JHA) before work can begin.
- **Safety Representative:** The Safety Department is responsible for ensuring employee compliance with the safety policies and procedures of The Atwell Family of Companies. Regional Safety Managers support this effort by conducting field audits, investigating incidents, and delivering in-person training and certifications. These activities promote a safe work environment and contribute to the overall success of Atwell projects.

MANAGEMENT COMMITMENT

SAFE WORK PLAN

A Safe Work Plan is developed for projects when requested by the client. The SWP identifies potential emergency scenarios and outlines appropriate response procedures. It serves as a structured framework for employees to follow in the event of a workplace emergency. Key elements of a Safe Work Plan include:

- Emergency contacts information
- Locations of area medical providers
- List of potential emergencies and how to handle them
- Evacuation procedures and routes

On smaller projects with only a few employees, a Job Hazard Analysis (JHA) form is appropriate over the more comprehensive Safe Work Plan.

STOP WORK AUTHORITY

All Atwell employees, regardless of position, employment status, or tenure, have the authority and the responsibility to stop any operation that presents an immediate danger to life or health. This authority extends to part-time and temporary employees as well as subcontractors and vendors. Atwell prohibits retaliation against individuals who invoke Stop Work authority in the interest of safety. If you are using your Stop Work authority, contact your Regional Safety Manager for additional support.

SAFETY MOMENTS

Depending on the project, daily or weekly safety meetings shall be held by the field lead. Topics for the safety meetings may be found on the AtwellSafe app.

REPORTING & INSPECTIONS

JOB HAZARD ANALYSIS

The Job Hazard Analysis (JHA) is a formal approach to assess the various hazards employees are exposed to on the jobsite and to determine how to reduce or mitigate those hazards. Daily discussions should include anticipated hazards and the corresponding control measures outlined on the JHA.

The following are the required steps:

1. Open the [AtwellSafe](#) app
2. Click on the JHA link
3. When completing the form, ensure all areas and tasks are addressed.
4. Review with everyone in work area
5. Prior to starting work, the employees shall make sure they have the recommended equipment.
6. Submit

Note: A copy will be sent to the safety department in addition to all email addresses entered on the form.

GOOD-CATCH

Employees who identify a safety concern are encouraged to report the issue on a Good-Catch form. A Good-Catch is a condition or situation with the potential to cause an incident, but the event did not occur due to corrective action and/or timely intervention by an employee. This form can be found on the AtwellSafe app.

NEAR MISS REPORTING

All employees are required to report Near Miss incidents to the Regional Safety Manager and their leader. The leader will then complete the incident form for a Near Miss. A Near Miss is an unplanned event that did not result in injury, illness or damage but had the potential to do so.

FIELD SAFETY & HAZARDS

SUBSTANCE AND ALCOHOL USE POLICY

Atwell is committed to maintaining a safe, healthy, and productive work environment for all employees. As part of this commitment, the company enforces a comprehensive drug and alcohol policy designed to protect employee well-being and uphold high standards of workplace safety.

The unauthorized use, possession, distribution, or sale of illegal drugs or controlled substances is strictly prohibited on any jobsites, in any company vehicle, or at any time an employee is engaged in work-related activities. Employees are also expected to report to work free from the influence of any substance that could impair their ability to perform duties safely and effectively. Certain employee groups may be required to participate in a drug testing program to comply with federal Department of Transportation (DOT) Pipeline regulations and/or client-specific requirements. Employees selected for participation will be notified by their leader.

FIT FOR DUTY

Atwell is committed to providing a safe and healthy work environment for our employees. Full- and part-time staff are expected to report for work *fit for duty* – meaning they are able to perform their job responsibilities in a safe, appropriate, and effective manner, free from the adverse effects of physical, mental, or emotional concerns.

Physically Capable

- Employees must be physically capable of performing all tasks associated with their jobs. Employees are required to assist Atwell in maintaining a safe and healthy working environment and to take all reasonable care to avoid placing themselves or others at risk. Employees must notify their leader when fatigued and unable to perform their work safely.
- Certain job functions or client requirements may necessitate a pre-employment physical before a job assignment. A physical may also be required when an employee transfers to a position that requires a pre-assignment physical. Additionally, a post-assignment or exit physical may be required.

FIELD SAFETY & HAZARDS

Medication Reporting Requirements

Employees must notify their leader if they are taking prescription or over-the-counter medication that may impair their ability to safely perform work. Employees are only required to report any potential impairment the medication may cause, not the medication itself.

Note: Over-the-counter medications such as allergy or cold and flu medications can impair one's ability to perform safely.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

As a final defense against potential hazards, Personal Protective Equipment (PPE) will be issued to employees whose job tasks require it, as indicated below in Required PPE section. To request PPE, complete the PPE Request Form located on the AtwellSafe app or scan the QR code below.



All employees are expected to:

- Wear PPE according to the manufacturer's suggestions.
- Maintain PPE in clean and in usable condition.

FIELD SAFETY & HAZARDS

Required PPE

The following PPE is required for all field activities:

- Safety glasses that meet ANSI Z87.1 Standard for Occupational and Educational Eye and Face Protection.
- High reflective yellow/green safety vests, in conformance with ANSI class 2 standards, are required when working on or near roadways or construction sites.
- Work boots must have solid uppers and durable soles and heels designed to resist punctures and provide slip resistance. Composite/ steel-toed boots are required for all fieldwork. Rubber boots are recommended when working in wet or muddy terrain. ANSI Z41.1-approved safety-toed work boots are required for active construction areas. For additional guidance, please refer to Atwell's Work Boot Policy available on the AtwellSafe app.
- A hard hat is required when working on an active construction site, or when required at a client facility.



FIELD SAFETY & HAZARDS

Additional PPE

- Gloves are recommended when working in wooded areas or when hammering, cutting line, probing existing pipelines, or crossing fences.
- Rain gear is recommended but not required.
- Fire Retardant (FR) clothing or Arc Flash resistant clothing may be required in certain circumstances by the client. FR/ARC rated clothing protects the body from high energy flash fires and Arc blast.

General Work Clothes

- Appropriate footwear for the job should always be worn.
- Trousers must be without cuffs, and shorts are not permitted; this will be strictly enforced.
- Lightweight clothing that is light in color is recommended for summer work.
- Lightweight insulated undergarments are recommended for working in cold weather. Outer clothing should be layered to allow air circulation. Insulated clothing is also recommended.
- If possible, stay out of wooded areas and/or fields during hunting season. When it is necessary to work in these areas, high-visibility clothing should be worn for protection.

For any further questions about required PPE, specialty PPE, or how to obtain PPE, please contact The Safety Department.

HEARING CONSERVATION & EAR PLUGS

Atwell does not generally work on project sites that require hearing protection; however, it is possible that some clients require all contractors wear hearing protection. The most common type of hearing protection is disposable ear plugs.

FIELD SAFETY & HAZARDS

BUDDY SYSTEM

Employees should work in pairs whenever possible while on project sites. Each team member (buddy) must remain within constant visual and verbal contact with their partner or utilize a two-way radio. All employees are responsible for actively monitoring their surroundings for potential hazards and must be available to assist their buddy if needed.

WORKING ALONE

In circumstances where the buddy system is not feasible the following should be observed:

- Employees working alone should inform their leader of their travel path and work location.
- Maintain frequent contact with another employee via phone and/or radio.

An Emergency Satellite Tracking Device (SPOT) can be issued if necessary, contact your Regional Safety Manager.

Conflict Resolution

Effective conflict resolution is essential to maintaining a safe, respectful, and productive work environment. Responding to anger with anger is counterproductive and may escalate the situation. Instead, employees should strive to remain calm, attentive, and focused on understanding the concerns being expressed. This professional approach supports successful de-escalation and promotes positive outcomes.

Key Principles of De-Escalation

- **Do Not Take It Personally**
When issues arise, recognize that frustration is typically directed toward the situation—not toward you as an individual. Maintaining objectivity allows you to address concerns constructively and supportively.
- **Remain Calm and Professional**
Use a steady, composed tone of voice and maintain a professional demeanor. As individuals communicate their concerns, their emotional intensity often decreases. Your calm presence contributes to a more stable and productive conversation.

FIELD SAFETY & HAZARDS

- **Avoid Interrupting or Arguing**
Allow the other person to fully express their perspective without interruption. People experiencing anger or frustration often need to feel heard. Respond only after they have finished speaking to demonstrate respect and attentive listening.
- **Demonstrate Empathy**
Make an effort to understand the individual's point of view, even if you do not agree with it. Conveying empathy helps the person feel acknowledged and respected, which can significantly reduce tension and support problem solving.
- **Avoid Making Unrealistic Commitments**
Do not make promises that you cannot fulfill in an attempt to ease the situation. Offering false assurances can create additional problems and erode trust. Be honest about what you can and cannot do and communicate next steps clearly.

FIRST AID

First aid injuries should be resolved at the time of the incident. The Regional Safety Manager should be notified immediately, followed by the employee filling out an incident report form, off the AtwellSafe app

For examples of common first aid injuries and treatments, refer to the list below. To access a comprehensive guide, please download the *National Safety Council (NSC) First Aid Reference Guide online*.

Minor Injuries/Illnesses

- **Blisters:** Blisters commonly develop on the feet due to friction but can also occur on the hands when using tools such as machetes or hammers. Prevention is the most effective first aid measure. If an individual begins to feel a "hot spot" forming, apply a thin layer of moleskin or duct tape to the area and consider changing socks or gloves to reduce friction.

If a blister does form, minimize pressure on the affected area by applying protective padding around it. In most cases, blisters should not be popped, as this increases the risk of infection and may lead to greater discomfort.

FIELD SAFETY & HAZARDS

- **Heat Stress:** Heat stress is a common illness faced by workers. If an employee feels faint, have them sit or lie down until they symptoms diminish. Drinking water to rehydrate will help relieve the symptoms. If symptoms worsen, seek medical help immediately. All cases of heat stress or fainting must be reported immediately to the regional Safety Manager.
- **Cold Stress:** When the body is unable to warm itself, may result in cold-related stress. This may include tissue damage and possibly death. Four factors that contribute to cold stress are: cold air temperatures, high velocity air movement, dampness of the air, and contact with cold water or surfaces.
- **Frostbite:** Frostbite occurs when skin and underlying tissues freeze, often resulting in dehydration of the affected area. In severe cases, frostbite can lead to permanent tissue damage and may require amputation. While frostbite typically develops at temperatures of 30°F or lower, wind chill can cause frostbite even in temperatures above freezing.
- **Cuts and Scrapes:** In the event of a minor cut or scrape, the wound should be promptly cleaned using soap and water or antiseptic towelettes to help prevent infection. Once treated, the injury must be reported to The Regional Safety Manager and leader for proper documentation and follow-up.
- **Muscle Cramps:** When experiencing muscle cramps, sit or lie down in a comfortable position and relax. Gently massage and stretch the affected muscles with care. Muscle cramps may indicate the onset of a heat-related illness. Intake of water or a light snack will support resuming gradual activity. Beverages containing electrolytes can help replenish essential minerals lost through sweating. Replacing electrolytes may alleviate cramp and reduce the likelihood of recurrence.
- **Minor Sprains & Strains:** Sprains and strains can be prevented by wearing proper supportive footwear. If a sprain or strain occurs, the injured employee should report it immediately to the Regional Safety Manager and their leader. Apply ice to the affected area. Avoid removing the work boot or shoe until at a location where ice can be applied. If necessary, support the injured area with sports tape or an ace bandage.

FIELD SAFETY & HAZARDS

- **Hydration:** On average, it is recommended to drink at least eight glasses (16oz) a day to maintain hydration. This number will fluctuate depending on activity levels but is a good average and easy to remember.
- **Blood-Borne Pathogens:** Atwell employees are not typically exposed to bloodborne pathogens; however, in rare instances such as workplace injuries or accidents, exposure to blood or other potentially infectious bodily fluids may occur, particularly for employees administering first aid. Employees who provide first aid must follow universal precautions to protect themselves. This includes using appropriate PPE such as gloves and physical barriers to minimize the risk of exposure.

All survey vehicles must be equipped with a fully stocked first aid kit.

For any further questions, please contact The Fleet Lead or Regional Safety Manager

TERRAIN SAFETY

Uneven Ground

While working in the field, employees must remain vigilant and aware of their surroundings. Changes in terrain can occur suddenly and may include uneven surfaces, holes, or other hazards obscured by vegetation. Maintaining situational awareness reduces the risk of slips, trips, and falls.

Fence Crossings

Fences may serve as indicators of property boundaries. Before crossing any fence, employees must ensure that permission to enter the property has been obtained from the property owner or authorized agent. Trespassing is strictly prohibited without prior authorization. If access is permitted, employees should avoid climbing over fences. Instead, look for designated entry points such as gates or crossing ladders. If no such access point is available, go under or through the fence. Place all equipment over the fence before passing through.

FIELD SAFETY & HAZARDS

Many fences are designed to contain livestock and may be electrified to prevent animals from escaping. These fences can deliver an electrical shock upon contact with bare skin or hands. Electrified fences are typically identifiable by a single strand of wire mounted with yellow plastic insulators. In many cases, warning signs may not be posted to indicate the presence of electrical current.

Water Crossings

While working outdoors, employees may encounter small streams or creeks that require crossing. Whenever possible, use a designated bridge to cross safely. If a bridge is not available, select a narrow or shallow section with low water flow.

Be alert for submerged hazards such as logs, debris, or wildlife. Where water clarity is poor, use a stick or rod to probe the area ahead to identify potential obstacles before proceeding. If the water depth is too great to safely wade through, a boat must be used.

When operating or working near boats on any body of water, employees are required to wear U.S. Coast Guard-approved life jackets. Each life jacket must be inspected for damage prior to use. Any defective equipment must be removed from service and replaced immediately.

INSECTS

Bees & Wasps

Employees should take the following steps to prevent insect stings:

- Wear light-colored, smooth-finished clothing.
- Avoid perfumed soaps, shampoos, and deodorants. Do not wear cologne or perfume.
- Wear clean clothing and bathe daily. (Sweat may anger bees.)
- Keep work areas clean. Social wasps thrive in places where humans discard food.
- Remain calm and still if a stinging insect is flying around. (Swatting at an insect may cause it to sting.)

FIELD SAFETY & HAZARDS

First Aid: If a worker is stung by a bee, wasp, or hornet:

- Clean the affected area thoroughly with soap and water or use an alcohol pad from the vehicle's first aid kit.
- Remove the stinger by gently wiping the area with gauze or scraping it with the edge of a fingernail.
- Never squeeze the stinger or use tweezers.

Fire Ants

To prevent fire ant stings and bites, follow these precautions:

- When setting up equipment, scan the area thoroughly for fire ants.
- Avoid disturbing ant mounds. Do not stand on or near them.
- Use caution when lifting items from the ground. Ants may be hiding underneath or crawling on the objects.

Fire ants can be found not only on the ground but also on trees and water.

First Aid: Take the following steps if stung or bitten by fire ants:

- Rub off ants briskly, as they will attach to the skin with their jaws.

Seek emergency medical attention immediately if a sting causes severe chest pain, nausea, profuse sweating, loss of breath, serious swelling, or slurred speech. The use of antihistamines may help. Contact Regional Safety Manager as soon as possible.



FIELD SAFETY & HAZARDS

Spiders

The brown recluse and the black widow are two types of spiders with poisonous venom. If left untreated, a bite from either spider can lead to death.

Pain from a bite can be felt immediately or between two to eight (2-8) hours. If bitten, seek medical treatment.



Brown Recluse



Black Widow

Mosquitoes

Mosquitoes are a common insect that can carry disease. They are most prevalent in wooded areas, and can be active most parts of the day, they thrive in wet conditions. Although swatting mosquitos is a deterrent, the most effective pre-emptive approach is the use of insect repellent. Insect repellents in the United States include one of three active ingredients: DEET, Icaridin (also called picaridin), or oil of lemon eucalyptus (a plant-based compound). Wash with soap and water to remove any remaining repellent at the end of the workday.

Ticks

Ticks are found in every state in the U.S. Common types include the blacklegged tick (which spreads Lyme disease), the American dog tick and the lone star tick, which carry other diseases. Tick populations are increasing and regionally they are expanding.

Ticks like to hide in warm, moist, and dark places. Field staff should scan their bodies checking: armpits, under the hair, groin area, behind the knees, under your sock line and around the belly button.

FIELD SAFETY & HAZARDS

Tick Bite Prevention

- Be proactive and take appropriate precautions to protect yourself from ticks. Use caution when working near tall grass, wear long socks, apply tick repellent to your skin or clothing, and perform tick checks when you return indoors.
- Wear long pants and long sleeves. Tuck your shirt into your pants. Tuck your pants into your socks. Wear light colors, so you can identify the ticks more easily as they climb.
- Wear repellent. DEET works great for mosquitoes, but not so well for ticks. Permethrin is a better choice for ticks; several brands of clothing are made with permethrin-infused fabric or use a tick repellent.
- Check for ticks frequently. Employees working in areas known for ticks should do regular tick checks during the day. Promptly brush the ticks off if they are found.
Do a post-work tick check. After the work is completed for the day, do a thorough tick check.

Proper Tick Removal

1. Grab the tick as close as you can to his mouth and your skin with tweezers.
2. Do not grab the tick with your fingers by its body. This could squeeze infected fluids from the tick into you.
3. Gently pull the tick straight out using fine-tipped tweezers, make sure not to squeeze, twist, or crush the tick. Twisting may cause the tick's mouthparts to break off and remain in the skin. Do not apply chemicals, heat, or use a lit match, as these methods can cause the tick to release infectious fluids into the bite.
4. Wash the area with warm soapy water and peroxide.

If bitten by a tick, you may preserve the tick by placing it in a sealed plastic bag and submitting it for laboratory testing. This can assist in identifying any potential infections the tick may carry. For a list of tick testing laboratories and additional guidance, please visit:

<https://whatislyme.com/what-to-do-when-bitten-by-a-tick>.

FIELD SAFETY & HAZARDS



Deer Tick

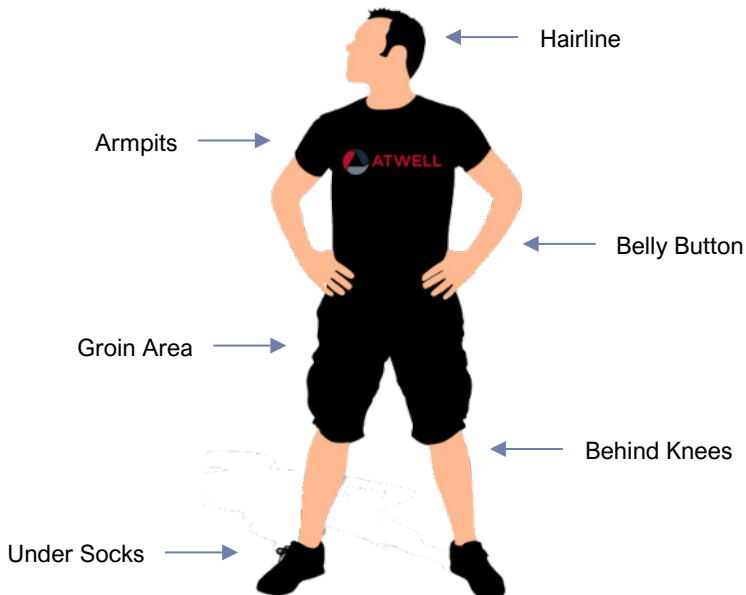


Dog Tick



Lone Star Tick

**IT'S SPRINGTIME, SO MAKE SURE TO
CHECK YOURSELF FOR TICKS!**



FIELD SAFETY & HAZARDS

WILDLIFE

Snakes

Snakes hide to feel safe, regulate temperature, find prey and avoid predators making them a hazard that is oftentimes difficult to spot.

- Always stay alert.
- Feet and ankles are the most common areas for bites, followed by the hands. To reduce risk, avoid stepping or placing your hands in areas you cannot clearly see. Always wear protective footwear along with long pants or gaiters.
- Use caution when picking up items like wood, rocks, or equipment off the ground.

Snake Bite Treatment: If a snake bites you or another employee:

- Get medical help. Infection is a concern, whether the snake is venomous or not.
- Remove jewelry and other potentially constricting items before swelling begins.
- Immobilize the bitten limb with a splint. Avoid exertion to slow the venom.
- Transport the victim as quickly as possible to a hospital for an anti-venom treatment.
- Do not use a tourniquet or constriction bandage.
- Do not try to capture the snake. Take a photo or try to remember the color and shape. Describing it will help in the treatment of the bite.

Animals

Both wild and domestic animals can pose hazards to workers in the field.

Domestic Animals

If entering a fenced area with animals, have an escape path. **Do not:**

- Go between a young animal and its parent.
- Pet or approach animals.
- Feed animals.

FIELD SAFETY & HAZARDS

Before entering any fenced enclosure ensure you have the proper authorization to do so.

Wild Animals

Employees working near or within wild animal habitats must remain vigilant for signs of wildlife activity and take appropriate precautions to avoid contact. Signs may include: tracks, droppings, nests. Take the following precautions:

- Make noise to avoid surprise encounters
- Secure food and trash to prevent attraction

When encountering wildlife:

- React calmly, slowly retreat
- In bear country, carry bear spray.

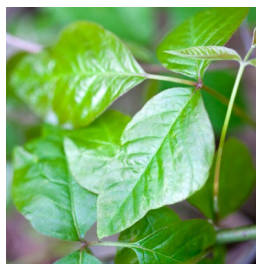
POISONOUS VEGETATION



Poison Ivy



Poison Oak



Poison Sumac

Poison ivy, poison oak, and poison sumac are typically found in brush or wooded areas. Be familiar with these plants and avoid contact. The plant oils may adhere to tools, clothing, footwear, or other surfaces—especially if the plant has been crushed or damaged. Contact with these types of poisonous vegetation can occur in three ways:

- Direct contact - touching the toxic plant.
- Indirect contact - touching tools/equipment that have come into contact with a poisonous plant.
- Airborne - particles from poisonous vegetation—such as those released when plants are burned—can come into contact with the skin

FIELD SAFETY & HAZARDS

A skin reaction from contact with poisonous plants typically appears as a linear or streaked rash within 12 to 48 hours. Initial symptoms include redness and swelling, followed by the development of blisters and intense itching. Over the next few days, the blisters may crust over and begin to flake. Full healing of the rash may take 10 days or longer.

Prevention:

- The best protection is to recognize the plants and avoid contact.
- Wear long pants, long sleeves, boots, and gloves.
- Barrier skin creams, such as over-the-counter lotions containing Bentsquatam (e.g., Ivy Block), help prevent poison ivy oils from penetrating the skin and offer some protection.

Treatment:

- Immediately rinse exposed skin with cold running water. Washing within five minutes may prevent the poison from bonding to the skin and spreading. If done within the first 30 minutes, using soap and water can still be effective. For additional treatment guidance, contact the Regional Safety Manager.
- Rinse or wash your clothing outside where practical, or in a washing machine with detergent.
- Thoroughly wash all tools and equipment that came into contact with the oil, as the toxic substance can remain active for months.

WEATHER HAZARDS

Heat Stress

When working in hot or warm environments, it's important to take proactive steps to prevent heat-related illnesses such as heat stress, heat exhaustion, and heat stroke. All employees will have access to drinking water, and workers are encouraged to stay hydrated by drinking plenty of water throughout the day. In extremely high temperatures, scheduled work-rest cycles should be implemented to allow for recovery and cooling. Additionally, employees should avoid consuming alcohol or caffeinated beverages in hot conditions, as these can contribute to dehydration and increase the risk of heat-related health issues.

FIELD SAFETY & HAZARDS

Ultraviolet Radiation

Employees working outdoors are exposed to ultraviolet (UV) radiation from the sun, even in cooler temperatures. To minimize the risk of skin damage from sun exposure, it is important to keep skin covered by wearing long-sleeved shirts, pants, and hats. For areas of skin that cannot be covered by clothing, applying sunscreen with a sun protection factor (SPF) of at least 15 is recommended to help prevent sunburn and long-term skin damage.

Cold Stress

Cold-related illnesses can develop gradually when a person is exposed to low temperatures, strong winds, and wet clothing. Frostbite commonly affects the fingers, hands, toes, feet, ears, and nose. To protect against these conditions, employees should dress in layers and wear clothing designed to shield against cold, moisture, and wind. Taking frequent short breaks in a warm environment is recommended to help maintain body temperature.

Severe Thunderstorms, Lightning, & Tornadoes

Avoid working outdoors during thunderstorms, as they can produce dangerous conditions such as lightning, heavy rain, and hail. Stay away from open areas, large bodies of water, and low-lying locations, as these can increase the risk of injury during severe weather.

If a thunderstorm occurs and lightning strikes within 10 miles, seek shelter inside a truck cab or building. Work can resume when the lightning has stopped for a minimum of 30 minutes.

For tornadoes, follow these safe practices:

- Seek shelter at the lowest level of a building, such as a basement or storm cellar. If there is no basement, go to an inner hallway, a smaller inner room, or a closet.
- Keep away from all windows and glass doorways.
- Stay inside until the storm has passed.
- If you cannot get inside, crouch next to a strong structure, or lie flat in a ditch or other low-lying area. Cover your head and neck with your arms or a jacket if you have one.

FIELD SAFETY & HAZARDS

TOOLS & EQUIPMENT

Employees must be familiar with the appropriate personal protective equipment (PPE) required for each hand tool they use. It is expected that anyone operating a hand tool will wear the correct PPE at all times to ensure safety and reduce the risk of injury.

Hand Tools

Inspect all tools prior to use. Broken or damaged tools must be removed from service. All tools shall be used only for their intended purpose.

Machete and Chainsaw Safe Handling

Machetes and chainsaws are very dangerous if not used with extreme caution.

- Contact the Regional Safety Manager prior to using a chainsaw.
- If practical, use long-handled lopping shears instead of a machete when cutting thorny bushes or briars.
- Use gloves to protect your hands, especially in briars or thorny bushes.
- While chopping, lean forward if possible and always chop away from the body.
- Before cutting larger vegetation, clear away small vines, etc.
- Do not use machetes for heavy cutting. Utilize chainsaws when cutting is too heavy for machetes.
- Only use the machetes and chainsaws when you have a firm grip on the handle and secure, balanced footing.
- Be careful not to over-swing or swing toward legs or feet.
- Take care to avoid glancing blows which can ricochet back toward the tool user.
- Do not allow co-workers to stand nearby.
- Sheath machetes while walking. Shutoff chainsaws or engage the chain break when carrying the saw.

FIELD SAFETY & HAZARDS

Employees must be familiar with the appropriate personal protective equipment (PPE) required for each hand tool they use. It is expected that anyone operating a hand tool will wear the correct PPE at all times to ensure safety and reduce the risk of injury.

Electronic Equipment

Inspect all electronic equipment prior to use. Charge all batteries with the appropriate charger. If equipment becomes wet, dry equipment thoroughly with a cloth and leave cases open to dry.












FIELD SAFETY & HAZARDS

HAZARD COMMUNICATION

The Hazard Communication law is based on the concept that all employees have a right to know what hazardous substances (such as chemicals) they are being exposed to on the job, the hazards presented by those substances, and how to protect themselves from injury or illnesses when using those substances.

OSHA recently revised its Hazard Communication Standard to align with the international “Globally Harmonized System of Classification and Labeling of Chemicals”, commonly referred to as “GHS”. As a result, manufacturers and distributors of hazardous chemicals and products must begin standardizing their container labels. All employees must be familiar with the new labeling and SDS systems. When any chemical is purchased, the SDS for that chemical must be obtained from the supplier or through an Internet search and reviewed by the employees using those chemicals.

HCS Pictograms and Hazards

Health Hazard  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	Flame  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	Exclamation Mark  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  <ul style="list-style-type: none"> • Gases Under Pressure 	Corrosion  <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	Exploding Bomb  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  <ul style="list-style-type: none"> • Oxidizers 	Environment (Non-Mandatory)  <ul style="list-style-type: none"> • Aquatic Toxicity 	Skull and Crossbones  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

FIELD SAFETY & HAZARDS

SAMPLE LABEL

CODE _____
Product Name _____ } **Product Identifier**

Company Name _____
Street Address _____ City _____
Postal Code _____ State _____
Emergency Phone Number _____ Country _____ } **Supplier Identification**



Keep container tightly closed. Store in a cool, well-ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.

Use explosion-proof electrical equipment.
Take precautionary measures against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors. Wear protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO₂) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.

Hazard Pictograms

Signal Word
Danger

Hazard Statements
Highly flammable liquid and vapor.
May cause skin and kidney damage.

Precautionary Statements

Supplemental Information

Directions for Use

Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____

SAMPLE

CSHA 3492-01R
2016

For every chemical used during work activities employees must retain the Safety Data Sheets (SDS) for that chemical. SDS's can be found on the AtwellSafe app. Example: Spray Paint used for marking locations.

SDS's are available from:

- Supplier of the Chemical
- Internet search
- Manufacturer's website
- AtwellSafe app

Chemical Hazards

Potential chemical exposure for employees on projects could include spray paint, fuel, battery acid, and insect repellent. The Safety Data Sheets (SDS) and labels will contain the precautionary and emergency information. Again, SDS's can be found on the AtwellSafe app. All chemicals shall be stored properly when not in use. For any further questions, please contact your Regional Safety Manager.

VEHICLE AND EQUIPMENT SAFETY

SAFE DRIVING PRACTICE

Atwell's drivers are not exempt from traffic laws. All drivers operating vehicles and mobile equipment shall obey all state and local traffic laws. Drivers are personally responsible for any traffic violations they incur.

- The operator must have a valid Driver's License.
- The number of employees permitted to ride in a car, truck or mobile equipment shall not exceed the seat space and seat belts as provided by the manufacturer. Seat belts installed in vehicles and mobile equipment shall be used by the operator and passengers while the vehicle or mobile equipment is in use.
- It is the driver's responsibility to report all vehicle and equipment malfunctions and defective parts to the fleet department.
- A 360 walk around should be completed every time prior to getting in vehicle.
- Fleet requires a weekly vehicle inspection utilizing the Geotab app on the first workday of the week.
- An in-depth monthly inspection must be completed using the monthly fleet inspection form.



- The Atwell policy requires drivers back into parking spaces when possible. Vehicles should be parked where the first move is forward.
- Vehicles shall be parked where they do not present a hazard to other traffic.
- When it is necessary to stop a vehicle at locations where traffic does not normally stop, the operator shall give advanced warning to other drivers by flashing the vehicle warning/beacon lights and pull to a location that does not present a hazard to other traffic.

VEHICLE AND EQUIPMENT SAFETY

Distracted driving is any activity that diverts attention from driving. The following are examples of distracted driving:

- Talking or texting on your phone
- Eating and drinking
- Talking to people in your vehicle
- Fiddling with the stereo, entertainment, or navigation system

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

DRIVER TRAINING

All Atwell employees will be required to complete applicable safety driving courses assigned through Atwell's Learning Management System (LMS).

VEHICLE SAFETY

Each vehicle will have the following equipment on board and accessible:

- Fire Extinguisher
- First Aid Kit
- A Spare Tire
- Glow Stick
- Cones
- Safety Triangles

As a daily routine employees should ensure that the company vehicle is in proper working condition, including but not limited to:

- Lights.
- Brakes, including emergency/parking brakes.
- Fuel and all fluids.



VEHICLE AND EQUIPMENT SAFETY

- Tires.
- Gasoline carried in vehicles must be transported and stored in OSHA-approved safety containers.
- The emergency/parking brake shall be used to immobilize the vehicle when unattended.

For additional information regarding vehicle issues, contact your Fleet Lead.

EQUIPMENT SAFETY

It is the responsibility of all employees to routinely check tools, and other gear and inform the field lead of their condition. This includes items such as signs, cones, brush hooks, axes, tree trimmers, etc.

Use special caution when working with electronic and/or laser-type equipment. If correctly operated and maintained, the lasers provided in the instruments are not hazardous to the eye; however, the manufacturer cautions against looking directly or indirectly into the beam.



Drone Safety

A drone is an effective tool if used properly. All drones are aircrafts, even toy drones. Drones can only be utilized by licensed personnel. The use of personal drones is not allowed on Atwell projects.

VEHICLE AND EQUIPMENT SAFETY

A drone can only be used by approved and FAA licensed personnel.

Atwell has a drone management program for more information reach out to the Regional Safety Manager.

WORKING AROUND HEAVY EQUIPMENT

Safely working in proximity of heavy equipment requires the shared responsibility of both the equipment operator and site workers. Be aware of the following when working around heavy equipment:

- Wear high-visibility clothing and Personal Protective Equipment.
- The equipment set up in the work area should be stable and provide sufficient space to allow both the equipment and workers to safely and efficiently carry out the planned tasks.
- Establish an exclusion zone as a working area where contact prevents personal injury or damage during operations.
- Maintain a clear line of sight between the equipment operator and workers. Blind spots are common. If the worker cannot see the operator, the operator cannot see the worker.
- Always try to walk on the operator's side of the cab; the opposite side has a larger blind spot.
- Keep a safe distance from all sides of the heavy equipment while it is in use.
- Be aware of the swing radius on certain equipment and, if possible, cordon off the area with barriers or caution tape.
- Never work under a suspended or overhead load.
- Always stay alert.



VEHICLE AND EQUIPMENT SAFETY

UTVs/ATVs



Utility Terrain Vehicles (UTVs) and All-Terrain Vehicles (ATVs) may be necessary for certain work activities, especially in areas without accessible roads or trails. These vehicles are to be operated only by authorized personnel who have completed the required training. Training assignments can be managed through the Learning Management System (LMS).

UTV/ATV riders must be trained on the proper use and inspection procedures per the manufacturer's specifications. The following are basic safety rules for working with UTVs/ATVs:

- Wear appropriate protective gear including, but not limited to DOT/Snell ANSI approved helmet, goggles, gloves, over the ankle boots, long sleeve shirt and long pants.
- Reduce speed. Speed is a contributing factor in most UTV/ATV incidents.
- Do not allow passengers unless the UTV/ATV is specifically designed and rated for carrying a second rider.
- Avoid riding UTVs/ATVs on streets, highways, or paved roads when possible. They are designed for off-road use and are small and difficult to see.
- Perform a quick walk-around inspection of the UTV/ATV before every ride.

VEHICLE AND EQUIPMENT SAFETY

TRAFFIC SAFETY

Working Around Traffic

One of the most dangerous working conditions employees experience is exposure to traffic. The working conditions are an inherent part of the job, and personnel are responsible for conducting themselves appropriately to protect their own safety as well as the safety of other employees and road users.

- Every project should be assessed for safety needs prior to the start of activities.
- Factors to consider when implementing temporary traffic controls are:
 - Prevailing traffic speed.
 - Motorists' sight distances.
 - Pavement conditions – wet, icy, etc.

Along with traffic control procedures, there are basic responsibilities and precautions to be taken by each employee:

- Always be alert.
- Never work in areas without appropriate traffic control procedures in place.
- Wear appropriate safety clothing (vests, hard hats, safety-toed work boots, etc.).
- Never take unnecessary risks.
- Beware of becoming complacent with traffic conditions.

Signs and Cones

Traffic control procedures for mobile surveys should follow the same guidelines as those used for maintenance and construction sites, as outlined in the Manual on Uniform Traffic Control Devices (MUTCD) found on the Department of Transportation (DOT) website <https://mutcd.fhwa.dot.gov/>.

Signage Specifications: All mobile survey signs placed by survey crews must be 48 x 48 inches and display "SURVEY CREW AHEAD" or another appropriate message. Reflective traffic cones must be at least 28 inches tall.

All personnel working along or within the roadway right-of-way are required to wear reflective vests. The type of vest is determined by the following:

VEHICLE AND EQUIPMENT SAFETY

- A Class 2 Hi-Visibility vest is required for moderate speed traffic (25-50 mph).
- A Class 3 Hi-Visibility vest is required for high-risk environments with traffic speeds over 50 mph

RAILROAD SAFETY

The Federal Railroad Agency is an agency within the U. S. DOT responsible for ensuring the safety and regulation of the nation's railroad system. Railroad operations are not to be interrupted, and Project Managers are required to contact the local jurisdiction prior to working with a railroad right of way. A railroad-provided flagman or approved lookout is required during any activities within the right of way. Observe the following guidelines when working within an operating railroad right of way:

- Always obtain a written permit to enter the railroad right of way. Permit arrangements must be handled well in advance of planned fieldwork.
- Never wear red within a railroad right-of-way. Orange is the only approved color for high-visibility apparel within railroad right of way.
- Always be alert around railroads. Even though you have a lookout, railroad equipment may not be heard, especially on noisy work sites or at railroad quiet zones.
- Always be familiar with the safety provisions of the permit to enter railroad right-of-way and abide by the requirements and procedures. Railroad company-specific training is required.

Basic railway rules to follow:

- Do not crawl under stopped railroad cars or over couplings, and do not cross railroad tracks between closely spaced cars. They might be bumped at any time.
- Do not leave protruding stakes or any holes within 10 feet of the railroad tracks.
- Do not park vehicles within 25 feet of the railroad tracks.
- Do not tape across railroad tracks.
- Do not leave instruments or other equipment unattended on or near railroad tracks.

VEHICLE AND EQUIPMENT SAFETY

MANHOLE SAFETY

The location and identification of sub-surface utilities require certain safety precautions. Most manholes are in traffic areas and require at least one worker, as a flagger, with the sole responsibility of protecting the person(s) attending the manhole. Examples of manholes are storm drains, sewers, or sanitary sewers.

Rules and Techniques for Opening Manholes

- Do not try to move a manhole cover with your hands except as a last resort. Use manhole removal tools. If you must use your hands, be extremely careful.
- Stand facing the manhole, do not kneel, and keep feet apart with knees bent. Keep your back straight but not necessarily vertical.
- Lift with your legs, not your back. Keep your arms close to your body and never try to move a manhole cover with just one arm.
- Know your limit and get help with a heavy or large diameter cover. Lifting devices should be utilized to remove a cover.
- Slide the cover back into place to close the manhole. Always test the cover by stepping on the sides of the cover when in place. If it is unstable, reopen it, clean debris from the lip of the rim, close, and retest.

Entering Manholes

If entering a manhole is required, please contact your Regional Safety Manager.

CONFINED SPACE SAFETY

A confined space has limited or restricted means for entry or exit and is not designed for continuous human occupancy. Confined spaces include, but are not limited to: tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork, pipelines, etc.

Atwell does not allow employees to enter or work in confined spaces. If work near or around a confined space is necessary, alternative methods must be reviewed and approved by the Safety Department prior to proceeding.

VEHICLE AND EQUIPMENT SAFETY

TRENCHING & EXCAVATION SAFETY

While working on construction sites, employees may be required to work around trenches or excavations. When working around any excavation deeper than four (4) feet, the employee must follow Atwell's trenching safety policy. To enter a trench or excavation, the following must be in place:

- The sides must be sloped, benched, or guarded to prevent cave-ins
- The trench or excavation must be inspected daily by a trained, competent person
- Exit points must be within 25 feet of any worker in the trench or excavation
- A rescue plan must be established in case of a cave-in

No Atwell employee will work in or around an excavation alone. A watchman or another Atwell employee must be present. For any further questions, please contact The Regional Safety Manager.

LADDER SAFETY

Atwell requires employees who, as part of their job, are required to use a portable or fixed ladder to adhere to the following rules:

- Visually inspect the ladder for damage. Do not use a damaged ladder.
- Do not carry items in your hands when climbing a ladder. Use ropes to pull up tools.
- Use three-points of contact when climbing ladders.
- Follow manufacturers' recommendations on portable ladders and do not stand on the top rung.

FALL PROTECTION

Employees who are required to work in areas where there is a potential fall hazard of more than four (4) feet must use appropriate fall protection measures. Atwell employees must contact their Regional Safety Manager to receive the necessary training and equipment before performing any work that requires fall protection. Examples of acceptable fall protection measures include:

- Use of both temporary and permanent guard rails to block workers from falling to another level.

VEHICLE AND EQUIPMENT SAFETY

- Use of a full body harness with a lanyard connected to an anchor point to arrest the fall of a worker exposed to an unprotected opening.

SLIPS, TRIPS, & FALLS

Slips & Trips

Slips happen when there isn't enough friction or traction between your feet and the surface you're walking on. Common causes of slips include: wet or oily floors, spills, loose or unanchored mats, and flooring that lacks the same degree of traction in all areas.

Trips happen when your foot strikes an object, causing you to lose your balance. Trips are due to a variety of reasons, including: clutter in walkways, poor lighting, uncovered cables, drawers being left open, and wrinkled carpeting or rugs.

To help prevent slips and trips, Atwell recommends the following:

- Clean up spills immediately. If a spill can't be cleaned up right away, place "wet floor" warning signs for workers.
- Keep walkways and hallways free of debris, clutter, and obstacles.
- Keep filing cabinets and desk drawers shut when not in use.
- Cover cables or cords in walkways.
- Replace burnt-out light bulbs promptly for better viewing of potential tripping hazards.
- Consider installing abrasive floor mats or replacing worn flooring.
- Encourage workers to wear comfortable, properly fitted shoes.

Falls

Falls can occur in any workplace setting and are often caused by slippery, cluttered, or unstable walking and working surfaces. Additional fall hazards are unprotected edges, floor holes, wall openings, improperly positioned ladders, or misuse of fall protection equipment. To help prevent falls, stay alert to your surroundings and walk at a pace appropriate for the surface and task. Additionally, point your feet slightly outward while walking, make wide turns around corners, and always use handrails when navigating stairs.

VEHICLE AND EQUIPMENT SAFETY

FIRE PROTECTION & FIRE EXTINGUISHERS

Fire protection and prevention awareness is critical for all employees. The following are fire prevention measures to be followed:

- Pick up paper debris that could fuel a fire.
- Do not park vehicles on tall vegetation.
- Do not leave vehicles running for long periods of time if parked off-road.

All Atwell vehicles and buildings are outfitted with fire extinguishers. The primary use of a fire extinguisher is to put out a small incipient fire. Larger fires or fires that have spread to multiple areas should be left to the fire department to put out.

Employees should evacuate and notify local fire departments in case of a fire.

If the fire is small and the employee feels they can use a fire extinguisher to put it out they should use the P.A.S.S. System.

KNOW THE “**PASS**” SYSTEM



Before using a fire extinguisher, be sure to shake or turn the fire extinguisher over. This should be done about once a month with the ones on the trucks and in the offices.

ELECTRICAL SAFETY

ELECTRICAL

Voltage, current, grounding, and resistance are basic electrical terms. Electricity and proper grounding work together for safety.

- Voltage is the force that causes the current to flow.
- Current (amperage) is the amount of electricity that is flowing.
- Resistance is the restriction that slows down or stops the flow of current. The greater the resistance, the less electrical flow.
- Ground is a connection between an electrical circuit and the earth.
- Electricity always seeks the path of least resistance to the ground.

Electrical shock occurs when the body completes a circuit between electrical conductors or a grounding source. The severity of injury or risk of death depends on the amount of current and the voltage involved. The effects of electrical shock also vary based on the path the current takes through the body. To prevent electrical shock, avoid contact with electrical conductors or equipment, especially in damp or wet environments, and ensure your body does not become part of the electrical circuit.

In an emergency, knowing how to help an electrical shock victim is crucial. Often, particularly in cases of low-voltage shock, victims are unable to pull away from the electrical source. Begin by stopping the flow of electricity in the victim's body by disconnecting or de-energizing the circuit. Call for help immediately. Do not attempt to remove the victim from the source of the current before the circuit is de-energized.

Safety Tips:

- Inspect the area for electrical hazards.
- Do not overload circuits.
- Keep electrical equipment away from water and dampness.
- Always check electrical cords for fraying and signs of wear and defects.
- Be sure to lock out/tag out switches when working on equipment.
- Working around exposed energized conductors requires specific PPE.

ELECTRICAL SAFETY

ARC FLASH

An arc flash is the sudden release of electrical energy through the air when a high-voltage gap exists, and there is a breakdown between conductors. An arc flash can be spontaneous or result from inadvertently bridging electrical contacts with a conducting object. Other causes may include dropped tools or the buildup of conductive dust or corrosion.

An arc flash gives off thermal radiation (heat) and bright, intense light that can cause burns. Temperatures have been recorded as high as 35,000°F. High-voltage arcs can also produce considerable pressure waves by rapidly heating the air and creating a blast.

This pressure burst can hit a worker with great force and send molten metal droplets from melted copper and aluminum electrical components at great distances at extremely high velocities.

An arc flash can occur when:

- Working on an energized circuit.
- Electrical equipment failure.

Important safety recommendations: NFPA 70E is the Standard for Electrical Safety in the Workplace developed by the National Fire Protection Association (NFPA). NFPA 70E requires an "electrically safe working condition" before working on a circuit by de-energizing it. Create an "electrically safe work condition" by:

- Identifying all power sources.
- Interrupting the load and disconnecting power.
- Visually verifying that a disconnect has opened the circuit.
- Locking out and tagging the circuit, testing for voltage,
- Grounding all power conductors.
- All these steps require the use of appropriate personal protective equipment for shock and arc flash protection:
 - Safety glasses
 - Voltage-rated gloves
 - Fire-resistant (FR) work clothes
 - Arc-rated face shields

ELECTRICAL SAFETY

- Flash suits with hoods
- Hearing protection
- Use a written permit system for planning and conducting work on or near energized parts.
- Use tools, meters, and other equipment that are suitable for the voltage and current levels present when performing all electrical work.



HYDROCARBONS

SHORT SERVICE EMPLOYEES

Atwell defines a Short Service Employee (SSE) as any person or personnel with less than six (6) months of experience in his/her current position. Several of Atwell's customers require SSE identification by means of a hard hat sticker and assignment to a mentor while working on their projects.

DOT PHMSA "OQ" OPERATOR QUALIFICATIONS

The Department of Transportation (DOT) governs work performed on pipelines in the United States through its Pipeline Hazardous Material Safety Administration (PHMSA). The PHMSA requires that all personnel who work within a pipeline right of way must go through Operator Qualifications (OQ). OQ is basic task and skills training and verification that the employee can do that task or skill. All OQ training and verifications are tracked and kept on file for future reference and compliance.

Pipeline clients may require the following:

- OQ training. Contact the safety department for further details.
- Drug and alcohol screening.

HYDROGEN SULFIDE (H₂S) SAFETY

Hydrogen sulfide (H₂S) is a colorless gas with a rotten egg smell. At high concentrations, it can cause death. H₂S is present in oil and gas fields and can quickly overwhelm a person before they detect it.

Employees working in potential H₂S areas are required to wear a personal H₂S monitor that alarms at low concentration levels. All employees who are issued a H₂S monitor will be required to submit an inspection form monthly. If a personal H₂S monitor alarms, employees are required to go up wind, out of the area, to a predetermined safe location. Always report any H₂S alarms to the client and the Regional Safety Manager. Employee will be responsible for filling out Atwell's Near-Miss form, found on the AtwellSafe app.

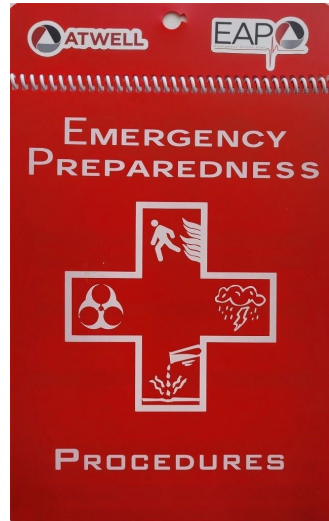
EMERGENCY ACTION PLAN

Atwell's Emergency Action Plan (EAP) is designed to assist office employees in the event of an emergency.

A written copy has been established in the form of a flipchart, which is very useful in finding information quickly.

Each Flipchart is tailored to the respective office location and contains pertinent information:

- Introduction
- Emergency Contact Information
- Power Outage
- Incident Reporting
- Fire Emergency
- Weather Emergency
- Bomb Threats
- Active Shooter Situation
- Medical Emergency
- Office Evacuation Floor Plan
- Local Emergency Facilities
- DHS Bomb Threat Checklist



The Charts are placed near the main exits and in break rooms for easy access.

EMERGENCY RESPONSE TEAM

The Emergency Response Team (ERT) consists of employees who have volunteered to be trained in First Aid, CPR and AED usage. They are the first responders and will take the lead in an office emergency.

- They can be easily identified during an evacuation by their orange safety vest.
- Follow instructions given by them (if asked – Get first aid kit, Call 911, etc.)

OFFICE

OFFICE EVACUATION

When an emergency alarm goes off in your building, ALL employees are to evacuate immediately.

- If possible, take your keys, phone, purse, and coat (if needed) before evacuating.
- Use your office's designated evacuation route (listed in the office flipchart).
- Proceed directly to your Muster point and check in with the EAP Coordinator.
- Help identify co-workers who are out of the office at the time of the evacuation.

All ERT members act as wardens to clear the office during an evacuation:

- Checking restrooms, offices, break rooms, etc.
- NOTE: For employees who are physically unable to evacuate using the stairs. Notify a member of the ERT so they can notify EMS to assist you and proceed to the evacuation stairwell.
- Remain there until the Fire Department or EMS arrives to assist you.



WORKPLACE VIOLENCE

Atwell has a zero-tolerance policy for any form of violence or harassment in the workplace between employees, clients, or members of the public. Key elements in avoiding any violent confrontation in the workplace are to de-escalate the situation and walk away. Report issues of violence to your leader, the Safety Department, or Human Resources.

In cases that involve an active shooter in the office or on-site, the following actions are recommended by U.S. Homeland Security.

You must commit to one of the following actions if you hear shots.

Do not freeze. Act.

- **Run:** The best option is to get away from the shooter and keep running until safely out of range of the shooter. Keep your hands up in the air as you run to safety. Call 911 only when safely away from the scene.
- **Hide:** If the nearest escape route is blocked by the shooter, then hide in offices, close doors, and turn off radios and cellphone ringers. Remain quiet even if you hear police in the building; wait until they can see you.
- **Fight:** Only when you are faced with certain death should you fight using heavy or sharp objects that could disable the shooter.

In cases that involve confrontation in the field, employees are recommended to de-escalate the situation:

- Avoid arguing or engaging with the confrontational individual.
- Use nonaggressive hand motions and body motions to back away from the situation.
- Remove yourself from the area as quickly as possible.
- Once in a secure location, call the police or sheriff to report the incident.
- Notify The Regional Safety Manager and Supervisor immediately

COMMON OFFICE MEDICAL EMERGENCIES

Breathing Difficulties

Difficulty breathing may be caused by several medical problems, including an asthma attack or an allergic reaction. Any difficulty breathing is a serious emergency and requires the immediate activation of EMS. Use the following steps below:

- Call 911 to activate EMS.
- If the victim states they are having an asthma attack, you may assist with these actions:
 - Ask the victim if they have an inhaler.
 - Ask if the medication is prescribed for the victim.
 - Assist the victim in administering the inhaler if needed.
- With any breathing emergency, help by sitting the victim upright or in the position they are most comfortable.

Allergic Reaction (Anaphylaxis)

A victim of an allergic reaction may experience swelling (especially of the face), breathing difficulty, an itching rash, shock, and even death. The victim may have a history of allergic reactions and may carry an epinephrine auto-injector (also known as an EpiPen), or the allergic reaction could be the victim's first.

If you suspect an allergic reaction:

- Call 911 to activate EMS.
- If the victim has an EpiPenTM available and needs assistance with its administration, you may help by taking these steps:
 - Make sure the medication is prescribed to the victim.
 - Follow the instructions on the device to administer the medication.
- For any allergic reaction, allow the victim to sit upright or in the position they are most comfortable in.

Seizures (Convulsions)

The objective of providing aid during a seizure is to prevent further injury and to help maintain an open airway. Most seizures will stop on their own after a few seconds, but not all will. Stay calm, and:

- Call 911 to activate EMS.

OFFICE

- Do not restrain the victim during the seizure. Move furniture away to protect their head.
- Do not place anything in the victim's mouth. Tongue biting and bleeding from the mouth can be normal side effects of a seizure.
- After a seizure, the victim may be unconscious, confused, or lethargic. Place the victim on his or her side and reassure the victim until help arrives.

Heart Attack

A heart attack is normally characterized as severe chest pain but may be indicated by several other, more subtle signs. Heart attacks affect men and women of all ages. Learn to recognize the signs and activate EMS immediately if you suspect someone may be suffering from a heart attack. The signs of a heart attack may include:

- Chest discomfort—most heart attacks involve discomfort in the center of the chest that lasts more than a few minutes or that goes away and comes back. A victim may describe uncomfortable pressure, squeezing, fullness, or pain.
- Discomfort in other areas of the upper body, such as one or both arms, the back, neck, jaw, or stomach.
- Shortness of breath.
- Other signs may include breaking out in a cold sweat, nausea, vomiting, or lightheadedness.

The most common heart attack symptoms are chest pain or discomfort; however, women are somewhat more likely than men to primarily complain of other common symptoms, particularly shortness of breath, nausea/vomiting, and back or jaw pain.

If you suspect someone is having a heart attack:

- Call 911 to activate EMS.
- Allow the victim to sit up or in a position that is most comfortable.
- Reassure the victim that help is on the way.
- Monitor the victim and perform CPR if the victim becomes unresponsive or lacks normal breathing.

Stroke

Learn to recognize the signs of a stroke and activate EMS immediately if you believe someone may be suffering from a stroke. Remember FAST:

- Facial weakness – Can the person smile? Is there drooping of the mouth or one or both eyes?
- Arm weakness – Can the person raise both arms?
- Speech clarity – Can the person speak clearly and understand what is being said to them?
- Time is critical – call 911 to activate EMS.

Diabetic Emergency

Diabetic emergencies happen when a victim has dangerously low or high blood sugar levels. Although this type of emergency can happen to anyone, it is more common for victims with diabetes.

Symptoms of a diabetic emergency include:

- Confusion
- Altered Behavior
- Difficulty Speaking or Walking
- Slow Responsiveness

If a person with diabetes reports having low blood sugar, you may assist by providing them with sugars such as juices, sugar tablets, or glucose gel, which the victim may be prescribed.

Do not give the victim anything to eat or drink if they are unable to swallow or have slow responsiveness. Call 911 to activate EMS.

OFFICE ERGONOMICS

Proper office ergonomics — including correct chair height, adequate equipment spacing, and good desk posture, are necessary to reduce uncomfortable working conditions.

Chair

Adjust the height of your chair so that your feet rest flat on the floor or on a footrest and your thighs are parallel to the floor. Adjust armrests so your arms gently rest on them with your shoulders relaxed.

Key Objects

Keep key objects — such as your telephone, stapler, or printed materials — close to your body to minimize reaching. Stand up to reach anything that can't be comfortably reached while sitting.

Keyboard & Mouse

Place your mouse within easy reach and on the same surface as your keyboard. While typing or using your mouse, keep your wrists straight, your upper arms close to your body, and your hands at or slightly below the level of your elbows. Use keyboard shortcuts to reduce extended mouse use. If possible, adjust the sensitivity of the mouse so you can use a light touch to operate it. Alternate the hand you use to operate the mouse by moving the mouse to the other side of your keyboard.

Telephone

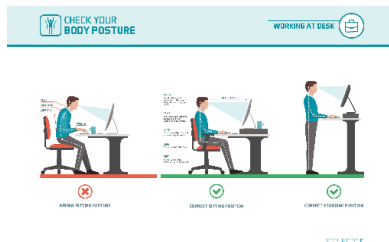
If you frequently talk on the phone and type or write at the same time, place your phone on speaker or use headphones rather than cradling the phone between your head and neck.

Desk

Under the desk, make sure there's clearance for your knees, thighs, and feet. Use a footrest to support your feet as needed. If your desk has a hard edge, pad the edge or use a wrist rest. Don't store items under your desk.

Monitor

Place the monitor directly in front of you, about an arm's length away. The top of the screen should be at or slightly below eye level. The monitor should be directly behind your keyboard. If you wear bifocals, lower the monitor an additional one to two inches (1"-2") for more comfortable viewing. Place your monitor so that the brightest light source is to the side.



INCIDENT REPORTING PROCESS

MOTOR VEHICLE ACCIDENT

1

Contact police or 911. Notify leader and Safety immediately.

2

To ensure the safety of an Atwell employee, remain in a safe place until police arrive.

3

Provide insurance card and a statement to police.

4

Obtain other driver's insurance information.

5

If safe to do so, take photos of the scene, getting all involved vehicles in the photos.

6

With your leader, complete the Atwell Incident Reporting Form found on the **AtwellSafe** app.

ALL OTHER INCIDENTS

1

After an incident, the employee must verbally contact Safety and their leader immediately. If the work-related injury is life, limb, or eyesight threatening, call 911 immediately.

2

The employee should contact Regional Field Manager prior to contacting Nurse 365 to receive instructions for proper medical attention for injuries that are not life, limb, or eyesight threatening.

3

After verbal notification, gather the details of the incident, then fill out the Incident Reporting Form found on the **AtwellSafe** app or scan this QR code.



4

The leader is responsible for having the employee complete the Incident Reporting Form and submit through the **AtwellSafe** app.

5

All employees involved in a major incident or work-related injury who require the care of a physician may be subject to drug and alcohol screening.

6

Incident Contact List:

John Bland: 304.627.8891
William "Catfish"
Watford: 850.851.9574
Damone Gasaway:
713.906.3917
Bill Oswald: 303.515.0071

INCIDENT REPORTING PROCESS

PRIORITY CARE 365

If an employee has sustained a work-related injury that is **NOT life, limb, or eyesight threatening**, contact the Regional Safety Manager, then together, you will call Priority Care 365 to speak with a nurse at:

- 1-855-288-9490 - Available 24 hours a day / 7 days a week / 365 days a year.
- Provide the following:
 - Company Name: Atwell (Note: All Atwell Family of Companies need to use the Atwell company name)
 - City: (ex: Southfield)
 - State: (ex: Michigan)



Gallagher Bassett Managed Care Services

PRIORITY CARE 365