

2024

# SAFETY MANUAL



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# HEALTH AND SAFETY MANAGEMENT COMMITMENT POLICY

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## 1 SCOPE

- 1.1 Atwell and its subsidiaries recognize the importance of establishing Policies that address the overall commitment the Company has to the health and well-being of all its employees, the environment, and to the services provided to the Company's customers and clients. To achieve this, the Health and Safety Management Commitment Policy has been written to clearly define the commitment Atwell has in this regard.
- 1.2 Workplace Health & Safety at Atwell, is Top-Down Management led, requiring both a Team and Individual effort along with cohesively shared accountability and responsibility amongst all employees working for the company. Employee involvement is the key to making this work. Every employee's personal attitude and behavior must be dedicated to Safety performance excellence requiring continuous hazard awareness, situational awareness, and low risk tolerance in all circumstances to minimize and/or eliminate the chance of incident.

## 2 RESPONSIBILITIES

### 2.1 Atwell Commitment to Safe Work

- A. Atwell, LLC, is committed to a standard of health and safety excellence. We affirm to our employees, customers, and the public that we will always conduct business activities in a manner that is protective of human health, safety, and the environment. Atwell, along with our contractors and subcontractors, must manage health, safety, and environmental performance in line with this commitment.
- B. Atwell's commitment to Health and Safety is intended to ensure that we continuously achieve superior performance, while providing an enabling environment that allows all employees to participate and work collaboratively in developing, promoting, and improving health and safety at work.

### 2.2 Executive Management

- A. Atwell Executives and Directors are committed to Health & Safety through fundamental approaches that include, but are not limited to, those listed herein and below:
  - i. Developing and ensuring implementation of the Company's overall Health & Safety Philosophies, Policies and Standards, within all lines of business.
  - ii. Supporting continual enhancement of the Health & Safety Management System.

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- B.** Complete required Management Training:
  - i. Completed Atwell Project Management Manual training and review.

## 2.3 Project Management

- A.** Acknowledgement and posting of the signed Atwell Health, Safety Management Commitment Policy at all Atwell locations.
  - i. Plan and execute all work to activities to comply with the stated objectives of the Atwell Health, Safety Program.
- B.** Complete required Management Training
- C.** Review and qualify subcontractors prior to assigning them to the project. The subcontractors will be selected using the Subcontractors Management policy HSA010
- D.** Authorized to assign and perform corrective action of unsafe acts and/or substandard conditions.
- E.** Provide employees with personal protective equipment following the Atwell PPE Policy HSC010
- F.** Identify and provide training and personal protective equipment to employees for any hazardous conditions or material.
- G.** Enforce compliance with all applicable Federal, State, Client, and Atwell Standards.
- H.** Participate in Incident and investigation and review all accidents and institute corrective action to prevent recurrence.
- I.** Review Remediation of unsafe acts or conditions.
- J.** Establishing, documenting, and communicating to employees and contractors clear Health & Safety goals that are attainable and measurable, objectives that are relevant to workplace hazard awareness, analysis and loss prevention control, and the policies and procedures established to accomplish these objectives to meet the goals.
- K.** Establishing lines of communication with employees and allowing for reasonable employee access to top management at the worksite, fixed facility, or client project site.
- L.** Instilling leadership by example by following the rules, enforcing the rules, wearing any required personal protective equipment, reporting hazards, reporting injuries and illnesses, and basically doing anything expected of a subordinate tier employee.
- M.** Holding all Construction Managers, Supervisors, Foremen, and employees, responsible and accountable for workplace health & safety goals and objectives

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through positive reinforcement, immediate intervention and utilization of documented employee performance and appraisal processes.

- N.** Conducting and/ or assisting with evaluations and reviews of the Health & Safety Audits to maintain knowledge of the effectiveness of Health & Safety Management system elements and identify areas for improvement.
- O.** Ensures that the Health & Safety Disciplinary Policies and Procedures are uniformly administered in accordance with overall Disciplinary Policies and Procedures established by the Safety Disciplinary policy HSC001.

## 2.4 Safety Representative

- A.** Perform Health and Safety inspections of project using the Atwellsafe.com app. Direct the employee or subcontractor to take necessary corrective action to eliminate unsafe acts and/or conditions.
- B.** Complete required Management Training
- C.** Review Atwell relevant Safety policy to subcontractors prior to their start on the project.
- D.** Attend subcontractor safety meetings and evaluate effectiveness.
- E.** Advise project manager of project Health and Safety status.
- F.** Organize and ensure safety meetings are held for project.
- G.** Determine the personal protective equipment needed by employees following the Atwell PPE Policy HSC010.
- H.** Oversee the creation and distribution of JHA's using the Atwell Hazard Identification Risk Assessment JHA Policy HSB018.
  - i.** Have employees sign daily JHA or daily safety inspection.
  - ii.** Check and review daily site inspection and JHA for correctness.
  - iii.** Shall oversee that JHA are filled out for each task or daily as required for Atwell personnel and contractor
- I.** Shall investigate and review accidents, incidents, near misses and unsafe acts with project employees.
- J.** Shall write and create an Evacuation Plan as needed using the Atwell Emergency Action Plan Policy HSA005.
- K.** Check and Review Daily Site Inspection and JHA for correctness.
- L.** Authorized to assign and perform corrective action of unsafe acts and/or substandard conditions.

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- M.** Ensures that the Health & Safety Disciplinary Policies and Procedures are uniformly administered in accordance with overall Disciplinary Policies and Procedures established by the Safety Disciplinary policy HSC001.
- N.** Participate in the investigation process report and record promptly the results of all accident or incident investigations.
- O.** Instilling leadership by example by following the rules, enforcing the rules, wearing any required personal protective equipment, reporting hazards, reporting injuries and illnesses, and basically doing anything expected of a subordinate tier employee.
- P.** Review new task process changes so that new hazards have not been created by the process change.

## 2.5 Employees

- A.** Shall have received required regulatory training for project work.
- B.** The employee shall arrive for work fit for duty per Fit for Duty Policy HSC018
- C.** Employee shall be not work in an unsafe condition and will be expected to use their Stop work Authority per Stop Work Authority Policy HSA009
  - i.** The employee is responsible for their acts and behaviors.
  - ii.** The employee may receive disciplinary actions for working or allowing unsafe acts or behaviors to occur.
- D.** When working alone on a project the employee must follow the Working Alone Policy HSC027.
- E.** Employees are subject to Drug and alcohol screening while on projects.

## 2.6 Director of Health and Safety

- A.** Director of Health and Safety will review, approve, and distribute this Policy and all related Standard(s) to all locations, sites, and offices as applicable. Health & Safety will also coordinate revisions of Policy and related Standards as required. Lastly, Health & Safety will directly support Policy and Standard implementation and report any exceptions and will provide technical support to all locations, sites, and offices as necessary.

# 3

## HEALTH AND SAFETY MANAGEMENT COMMITMENT

- 3.1** Atwell is committed to a standard of excellence as a health and safety leader and affirm to its employees, customers, and the public that it will always conduct its business

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activities in a manner which is protective of human health, safety, and the environment. All Atwell, contractors, and subcontractors under our operating control must manage Health, Safety and Environmental performance/systems in line with this Commitment and Policy.

- 3.2** Atwell Corporate Health, Safety and Environmental Policy is intended to ensure that the Company continuously achieves superior performance in fulfilling this Commitment while providing an enabling environment that allows all employees to participate and work collaboratively in developing, promoting, and improving health and safety at work. To further our commitment to safety, Atwell subscribes to the following guidelines:
- A.** We will continuously ensure that all our activities comply with federal, state, provincial, and local health, safety, and environmental statutes and regulations. We will make every effort to exceed those standards whenever possible to further enhance health and safety and environmental stewardship.
  - B.** We will plan to work on the principle of safety first to pursue the goal of no harm to people or the environment.
  - C.** We will strive to continually improve the performance of the Atwell Health, Safety and Environmental Management System. This includes providing the necessary training, equipment, and procedures to ensure a safe work environment.
  - D.** We will conduct audits and self-assessments of compliance with this Policy, measure the progress of the Company's Health and Safety performance to ensure that results demonstrate continual improvement, and report periodically to the Chief Executive Officer our performance.
  - E.** Each employee is encouraged to adopt "I Own Safety" and take personal responsibility for their own safety.
  - F.** Every employee holds the right and responsibility of intervening in unsafe or non-compliant situations and to refuse work if they believe that a dangerous situation or imminent danger exists at a worksite. It is an expectation of all employees to immediately report health and safety concerns, interventions, and work refusals to Atwell management. Atwell managers are expected to take prompt and appropriate remedial action when notified.
  - G.** All employees are encouraged to seek guidance from their supervisor, the Director of Human Resources, and/or the Director of Safety if they have reason to believe the Company's Health, and Safety standards are being violated.
  - H.** Management of Atwell Managers are expected to take prompt and appropriate remedial action if notified of a health or safety concern.



## 1 SCOPE

- 1.1 Atwell has adopted this policy for Behavior-Based Safety Observation for customers and work that require using behaviors-based observations as part of their Safety Management system. The program utilizes documented observation methods, coaching, and mentoring techniques to help bring about desired safe behaviors.
- 1.2 Behavior-based safety is one tool used by Atwell to bring employees into compliance with Health and safety standards. The goal of a Behavior-based Safety process is to create a safe culture in the workplace. The process focuses on observing and correcting behaviors, not attitudes that are critical to safety. Employee behavior is measurable; attitudes are not. But Behavior-based Safety can affect attitudes. Behavior-based Safety is successful because it fully engages the entire workforce.
- 1.3 As injuries decrease, employee morale increases, allowing more cooperation and efficiency throughout the company. Instead of focusing on accidents, failure, punishment, and managerial goals, employees focus on safe behaviors and work toward their own safety goals.

## 2 OBSERVATION

- 2.1 A critical element in Atwell Behavior-based Safety (BBS) program depends on site observation. Site observation includes direct and open communication with the employees involved. The observer will:
  - A. Meet with the worker at the site and introduce themselves and gain an overview of the job being done.
  - B. Observe and monitor the worker, noting their safe behaviors.
  - C. Monitor the at-risk behaviors the worker is putting themselves in.
- 2.2 Observation Process Training will be established and implemented with the proper personnel. These individuals will be experienced employees of Atwell. Training will consist of either classroom or on-the-job training. Elements of the Training Program include:
  - A. Who is to be trained
  - B. Ensuring employees know the basic elements of the behavior-based program
  - C. Ensuring that all employees involved in the process are trained in the classroom or on the job

**2.3** The types of training that will be provided are:

- A.** Management training - to ensure the common goals and process of the program are being met
- B.** New employee training - effectively communicating the program to all employees
- C.** Refresher training - to be done as needed or when changes are made to the policy or procedure of the program. This training will include:
  - i.** Program objectives and incident report reviews
  - ii.** How to conduct the site observations
  - iii.** The observer's knowledge of the job procedures they observe
  - iv.** Knowledge of the correct work and safety procedures involved
  - v.** How to complete the observation form
  - vi.** How to determine and analyze at-risk behaviors
  - vii.** Feedback training and role play (mentoring and coaching) - Employees should be aware they may be observed at any time
- D.** This training process will be documented to keep on record those qualified to observe on-site behaviors and effectively implement the program's elements.

## **3** FEEDBACK

- 3.1** Communication is a crucial element in a successful Behavior-based Safety Program. To effectively accomplish this, feedback is of key importance.
- 3.2** The observer will start by commending the safe behavior the worker was doing during their work. The observer then will explain, the at-risk behaviors the worker was engaged in. The observer solicits feedback from the worker as to why they were putting themselves at risk. Example, if the worker is welding a piece of metal and the sparks are flying in the workers direction. The observer would then ask the worker why he was not wearing protective clothing, like a flame-retardant apron. At this time, the observer and worker will discuss the at-risk behaviors until the worker and observer agree on a safer way of working.
- 3.3** The Observer's job is to highlight this at-risk behavior, then explain the associated negative consequences of this behavior. The discussion of at-risk behaviors and agreement on actions to prevent reoccurrence is the individual feedback which helps workers change behaviors. Key elements for the observer to remember during the feedback process are:

- A. Reviewing the observation with the employee
  - B. Start with positive comments on behavior and procedure
  - C. Reinforce these behaviors
  - D. Describe and discuss the unsafe portions observed
  - E. Determine the reasons for the unsafe actions with open-ended questions to the worker
  - F. Re-emphasize that there are no negative consequences at this stage, so long as the observer and worker agree on the change of behavior
- 3.4 At the end of the observation the Observer will complete and turn in an Observation Card with:
- A. Safe and at-risk behaviors they noticed and discussed with worker(s)
  - B. Record the date, time, and location of the observations
  - C. Note the worker(s) comments and reasons for the at-risk behavior
  - D. Record recommended safe behavior
  - E. *Note: Worker's name or identification numbers are not included on Observation Card*
- 3.5 Consequences that have the greatest impact in determining an individual's behavior occur soon after the behavior, the individual is certain that they will occur, and the consequences are important to the individual. Consequences that are delayed or distant, that the individual is uncertain whether they will occur, and are unimportant will have limited impact.

## 4 DATA COLLECTION

- 4.1 Observation Cards will be used by Atwell to summarize the observation process. Documenting this interaction is an important analysis by the Safety Department in charge of the program. All observation cards will be sent to Safety at [safety@atwell-group.com](mailto:safety@atwell-group.com) for review and input into the data collection sheet. Reports will be generated that trend at-risk behaviors and locations they are taking place. The Safety Department will analyze the data and make recommendations to reduce at-risk behaviors and suggest practical solutions. Information will be used by management to develop action plans to ultimately reduce the risk of injuries to workers.

## 5 ACTION PLAN

- 5.1 To address unsafe behaviors, Atwell will construct its Action Plan based on Observation Reports, trend analysis, and recommendations from the Observers and employees. Management will be assigned responsibility for the actions included in the plan. Action planning will include:
  - A. Holding regularly scheduled meetings to discuss and analyze behavior-based report findings
  - B. Evaluating unsafe behaviors
  - C. Designating responsible parties and time frames to complete the Action Plan
  - D. Ensuring support of management
- 5.2 The Safety Department will:
  - A. Produce a set of recommendations to correct workers' behavior
  - B. Recommendations may be as simple as providing Personal Protective Equipment (PPE) to workers in a certain location, or increase workforce in another location
  - C. Some of the recommendations require site modification or costly machinery. Such recommendations are forwarded to senior leadership for approval.
- 5.3 The Safety Department's responsibility is to ensure that:
  - A. The recommendations will change the at-risk behaviors at the targeted location
  - B. The recommendations will eliminate hazards and risks caused by hardware or wrong design

## 6 FOLLOW UP

- 6.1 Any Action Plans set out by Atwell under the direction of The Safety Director will be completed in a time frame agreed upon by the Management. Regularly scheduled meetings will be held to:
  - A. Review status and action taken for each action item
  - B. Document Action Plan progress

# BEHAVIOR BASED SAFETY POLICY

#HS A002

<b>Atwell Safety Observation</b>								
Date:		Location:						
Observer:								
Client:								
<b>Behavior Based Observation</b>								
<b>PPE</b>	<b>Safe</b>	<b>At Risk</b>	<b>N/A</b>	<b>Body Position</b>	<b>Safe</b>	<b>At Risk</b>	<b>N/A</b>	
Body				Line of Fire				
Eye & Face				Walking				
Breathing				Climbing				
Respirator				Over Extension				
Hand				Eye on Task				
Foot				Lifting				
Hearing				Pinch Points				
Head				Pulling/Pushing				
<b>Work Environment</b>				<b>Tools</b>				
Terrain				Tool Use				
Housekeeping				Tool selection				
Traffic				Tool condition				
Aware of Surroundings								
<b>Procedure Related</b>				<b>Ergonomics</b>				
Respiratory Protection				Static Position				
PPE				Repetitive Motion				
DOT OQ				Extreme Temperature				
				Awkward Position				
<b>Tools</b>				<b>Equipment &amp; Vehicles</b>				
Tool Use				Equipment Setup				
Tool Selection				Vehicle Use				
Tool Condition								
<b>Task Observed</b>				<b>Observer Checklist</b>			<b>Yes</b>	<b>No</b>
Describe the task being observed:				Did observer communicate intent?				
				Did observer understand task?				
				Did observer have a clear view of task?				
				Did observer record safe/ at risk behaviors?				
				Are comments completed and legible?				
				Did observer give positive feedback immediately?				
				Did observer review at risk concerns?				
<b>Comments:</b>								



## 1 SCOPE

- 1.1 Atwell is committed to providing a safe and healthy work environment for our employees. The Atwell Hazard Communication Program (HazCom) has been developed to improve communication and training associated with the use, handling, and storage of hazardous chemicals. The program is designed to increase employee awareness of the hazardous chemicals used in the workplace by providing information about the hazardous chemicals, identifying the associated hazards and harmful effects, and how to protect themselves from the risks of those hazards.
- 1.2 This document uses the Globally Harmonized System (GHS) for classification and labeling of chemicals which was incorporated into the 2013 OSHA and Cal/OSHA Hazard Communication Standard, CFR 1910.1200 and CCR Title 8, §5194). Atwell will incorporate all the changes into its HazCom Program.
- 1.3 This document serves as the Atwell general HazCom Program. In addition, departments are required to complete location-specific information in Appendix A- Hazard Communication Program Summary. Employees must adhere to the general HazCom Program and their department-specific requirements.
- 1.4 A copy of this program will be made available to all employees and their designated representatives.

## 2 DEFINITIONS

- 2.1 **Classification:** To identify the relevant data regarding the hazards of a chemical; review those data to ascertain hazards associated with the chemical; and decide whether the chemical will be classified as hazardous, and the degree of hazard where appropriate, by comparing the data with the criteria for health and physical hazards. Typical classifications might be flammable, corrosive, reactive, and toxic.
- 2.2 **Hazardous Chemical:** Any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiate, combustible dust, pyrophoric gas, a hazard not otherwise classified, or is included in the Atwell List of Hazardous Substance.
- 2.3 **Health Hazard:** A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with the established scientific principles that acute or chronic health effects may occur in exposed employees. Health Hazard Criteria can be found in 29 CFR §1910.1200- Appendix A (8 CCR §5194 Appendix A references this federal regulation). Hazards are listed as “H” codes on GHS compliant labels and safety data sheets (SDSs).

# HAZARD COMMUNICATION/ GHS POLICY

#HS A003

- 2.4** Immediate Use: The hazardous substance will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.
- 2.5** Label: An appropriate group of written, printed, graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.
- 2.6** Physical hazard: A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; combustible liquid; water reactive; or in contact with water emits flammable gas. Physical Criteria can be found in 29 CFR §1910.1200 Appendix B (8 CCR §5194- Appendix B references this federal regulation).
- 2.7** Pictogram: A composition that may include a symbol plus other graphic elements, such as a border, background pattern or color that is intended to convey specific information about the hazards of a chemical.
- 2.8** Precautionary Statement: A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to hazardous chemicals, or improper storage or handling. Statements are listed as “P” codes on GHS-compliant labels and SDSs.
- 2.9** Safety Data Sheet (SDS): Written or printed material concerning a hazardous chemical that is prepared in accordance with 8 CCR §5194(g). (See Appendix B for details)
- 2.10** Signal Word: A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are “danger” and “warning.” “Danger” is used for the more severe hazards, while “warning” is used for the less severe.
- 2.11** Simple Asphyxiate: A substance or mixture that displaces oxygen in the ambient atmosphere and can thus cause oxygen deprivation in those individuals who are exposed, leading to unconsciousness and death.
- 2.12** Trade Secret: Any confidential formula, pattern, process, device, information, or compilation of information which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it. A trade secret shall not include chemical identify information which is readily discoverable through qualitative analysis.
- 2.13** Use: To package, handle, react, or transfer.
- 2.14** Workplace Label: “Non-original manufacturer label” - Label placed on a secondary (workplace) container. When hazardous material is removed/transferred from the original manufacturer labeled container to another container (secondary (workplace) container), the secondary (workplace) container must have a workplace label except for portable containers that will contain chemicals for immediate use.

## 3 POLICY APPLICATION

- 3.1** This document fulfills the requirements of the OSHA CFR 1910.1200 and the Cal/OSHA Hazard Communication Standard (8 CCR §5194). The program describes methods for meeting the requirements of a written HazCom program, including:
- A.** Developing and maintaining a list of hazardous chemicals
  - B.** Availability and access to Safety Data Sheets (SDSs)
  - C.** Establishing procedures for container labeling and other forms of warning
  - D.** Providing information and training
  - E.** Addressing multi-employer workplace issues
- 3.2** Employees, Operations, and Substances Subject to the HazCom Requirements:
- A.** The HazCom Program applies to Atwell employees who work in:
  - B.** Non-laboratory “industrial” work areas or operations where hazardous chemicals are used, handled, or stored (examples: maintenance shops, custodial operations.
- 3.3** Operations where chemicals are only handled in sealed containers and are not opened under normal conditions. These operations are partially exempt from the regulatory requirements. However, employees of such operations must:
- A.** Ensure labels are not removed or defaced
  - B.** Maintain SDSs and ensure SDSs are readily accessible during the work shift
  - C.** Be provided information and training to the extent necessary to protect employees in the event of a spill or leak of a hazardous chemical from a sealed container
- 3.4** Such operations could include warehouses, storerooms, and shipping and receiving.
- 3.5** Exempted Substances
- A.** Hazardous waste
  - B.** Tobacco or tobacco products
  - C.** Wood or wood products
  - D.** Articles
  - E.** Food, drugs, or cosmetics intended for personal use



- F. Consumer products used in the workplace when used as a normal consumer would (example: white out, glass cleaner, spray paint for short, one-time applications, etc.). Employee exposure to the product cannot be significantly greater than consumer exposure.

## 4 HAZARDOUS CHEMICAL IDENTIFICATION AND CLASSIFICATION

4.1 Hazardous chemicals include, but are not limited to, the following:

- A. "List of Highly Hazardous Chemicals, Toxics and Reactive" CFR 1910.119 App A
- B. "The Hazardous Substance List," commonly known as the Directors List of Hazardous Substances, 8 CCR §339
- C. "Toxic and Hazardous Substances, Air Contaminants," 8 CCR §5155
- D. "Threshold Limit Values for Chemical Substances in the Work Environment," American Conference of Governmental Industrial Hygienists, updated annually
- E. "12th Report on Carcinogens," National Toxicology Program, 2011
- F. "Monographs," International Agency for Research on Cancer, World Health Organization
- G. SDSs for reproductive toxins and cancer-causing substances
- H. Any other substance that may present a physical or health hazard as determined by scientific evidence
- I. Hazardous chemicals can be identified by the hazard classifications noted on manufacturer labels and SDSs. Common hazard classifications include flammable, corrosive, toxic and carcinogen.

## 5 RIGHTS AND RESPONSIBILITIES

5.1 Locations Lead shall assure that: HazCom is implemented as a part of the Locations comprehensive health and safety program, in accordance with Atwell Policy and Procedure Manual

# HAZARD COMMUNICATION/ GHS POLICY

#HS A003

- A.** Location chemical inventories are entered and maintained in the Atwell Chemical Inventory System (CIS);
  - B.** Location - Specific HazCom Program Summary is prepared, maintained, and communicated to employees; and
  - C.** Atwell General HazCom Program content is communicated to all employees.
- 5.2** Supervisors are responsible for implementing HazCom at the operational level and ensuring the safe use of hazardous chemicals for all areas under their supervision. Responsibilities include:
- A.** Completing a Job Safety Analysis per the Atwell hazard Recognition program
  - B.** Completing a hazard assessment/ personal protective equipment certification, if needed
  - C.** Providing training and information to anyone who may be affected by work with hazardous chemicals, including ready access to SDSs and emergency procedures for hazardous chemicals used in the work area. This includes personnel from other units or contractors who may be affected by department operations
  - D.** Identifying the hazardous chemicals present in the work area
  - E.** Maintaining an inventory list of hazardous chemicals present in the work area
  - F.** Confirming that:
    - i. All hazardous chemicals, at or above reporting thresholds, are included in CIS
    - ii. All hazardous chemicals are labeled, at minimum, with the chemical name and the hazard
    - iii. Location -Specific HazCom Program Summary (Appendix A) is followed and maintained in any assigned space where hazardous chemicals are used, handled or stored
- 5.3** Employee rights:
- A.** To receive information regarding hazardous chemicals to which the employee may be exposed
  - B.** For the employee's physician or bargaining unit representative to receive information regarding hazardous chemicals to which the employee may be exposed
  - C.** Access to employee's medical and exposure monitoring records
  - D.** Right to exercise employee's rights to know without fear of discharge or other discrimination

## 5.4 Employee responsibilities include:

- A. Reviewing, understanding, and following the requirements of the Atwell General HazCom Program and the Department-Specific HazCom Program Summary (Appendix A);
- B. Completing required initial online general HazCom training and participating in department-specific training, including the review of labels and SDSs prior to working with hazardous chemicals; knowing the hazards and precautionary procedures for hazardous chemicals used in the work area
- C. Following safe work practices, standard operating procedures (SOPs) and wearing proper personal protective equipment (PPE) when working with hazardous chemicals
- D. Immediately reporting accidents, incidents (including near misses), and unsafe conditions to your supervisor

## 5.5 Health and Safety (H&S) responsibilities include:

- A. Developing, implementing, and evaluating Atwell general HazCom Program
- B. Providing assistance with determining the hazardous properties of chemicals for which SDSs may not be available
- C. Managing CIS and reporting the chemical inventory to County and State agencies as required
- D. Providing assistance with hazard assessment and PPE selection
- E. Administering the HazCom Program for Atwell Locations, associated field locations and any remote facilities

# 6

## CHEMICAL INVENTORY

- 6.1 All Locations that use, handle, or store hazardous chemicals must maintain an inventory of the hazardous chemicals present in their work areas. Inventories must be entered in Atwell CIS, the online inventory system managed by H&S.
- 6.2 Consumer products must be included in the chemical inventory if the employee exposure to the product is significantly greater than the consumer exposure occurring during the principal consumer use of the product.
- 6.3 Chemical Inventory System (CIS) the following CIS links are available:
  - A. Located on the Atwellsafe app under SDS inventory.

## 7 SAFETY DATA SHEETS (SDS)

- 7.1** Each location must maintain copies of any SDS received with incoming shipments of hazardous chemicals, obtain SDS of hazardous chemicals if received without an SDS, and shall ensure that SDSs are readily accessible during each work hours. SDSs may be maintained in electronic form so long as there are no barriers to employee access.
- 7.2** The Health and Safety department will review and ensure the most recent SDS is available for employee's review.
- 7.3** Health and Safety will review of all SDS for chemicals used in the workplace. All SDS's will be reviewed for potential carcinogenic compounds. If the chemical is known to contain a compound that could cause cancer employees will be informed and proper protective measures taken to protect them.
- 7.4** Globally Harmonized System Format by June 2015, all SDSs must be GHS-compliant. SDSs will have a consistent 16-section format with the following sections (see Appendix B for details):
  - A.** Section 1: Identification
  - B.** Section 2: Hazard(s) Identification
  - C.** Section 3: Composition/Information on Ingredients
  - D.** Section 4: First Aid Measures
  - E.** Section 5: Fire-Fighting Measures
  - F.** Section 6: Accidental Release Measures
  - G.** Section 7: Handling and Storage
  - H.** Section 8: Exposure Control/Personal Protection
  - I.** Section 9: Physical and Chemical Properties
  - J.** Section 10: Stability and Reactivity
  - K.** Section 11: Toxicological Information
  - L.** Section 12: Ecological Information (non-mandatory)
  - M.** Section 13: Disposal Considerations (non-mandatory)
  - N.** Section 14: Transportation Information (non-mandatory)
  - O.** Section 15: Regulatory Information (non-mandatory) S

**P.** Section 16: Other Information

- 7.5** Trade Secrets: Manufacturers and importers may withhold the specific chemical identity of a hazardous chemical with certain “trade secret” provisions. Contact H&S for assistance with addressing “trade secret” information.
- 7.6** SDSs can be obtained by:
  - A.** Atwellsafe app
  - B.** Requesting copies from your supervisor
  - C.** Contacting the vendor directly
  - D.** Requesting H&S assistance

## 8

### LABELS AND OTHER FORMS OF WARNING

- 8.1** Every container of a hazardous chemical, except containers that will contain chemicals for immediate use, must be labeled, tagged, or marked to identify the substance and appropriate hazard warnings.
- 8.2** The HazCom program will be periodically audited by the H&S department to check for compliance with all aspects of the HazCom program including SDS, chemical inventory, training, and labels.
- 8.3** Manufacturer original label shall provide:
  - A.** Identity of the hazardous substance
  - B.** Signal word
  - C.** Hazard statement(s)
  - D.** Pictograms (see Appendix C)
  - E.** Precautionary statement(s)
  - F.** Name and address of the manufacturer, importer, or responsible party

Detailed information on manufacturer labels and label requirements can be found online: [http://www.osha.gov/dsg/hazcom/appendix\\_c.pdf](http://www.osha.gov/dsg/hazcom/appendix_c.pdf). Labels shall be:

- G.** Legible
- H.** In English
- I.** Prominently displayed on the container

The original label shall not be removed or defaced unless the container is immediately marked with the required information.

## 8.4 Workplace Labels Minimum requirements

- A. Every container of a hazardous chemical must be labeled, tagged, or marked, in English, to identify the chemical and to provide appropriate hazard warnings
- B. Portable secondary (workplace) containers used immediately by the person performing the transfer do not need labels
- C. Non-hazardous substances (e.g., distilled water) should be labeled to avoid confusion

## 8.5 Acceptable labeling conventions

- A. Best practice is to include all information that is provided on the manufacturer's label
- B. If a set of abbreviations is used routinely in the work area, definitions of the abbreviations must be posted in a prominent place in the work area and available to all employees
- C. Alternative methods such as signs, placards, process sheets, and operating procedures are acceptable for individual stationary process containers, provided that the information is conveyed to all affected persons. Commonly used labeling systems include Department of Transportation, National Fire Protection Association and Hazardous Materials Identification System (see Appendix D)
- D. Examples of acceptable labeling conventions include:
  - i. Small volume containers such as micro-scale test tubes and vials can be placed in a rack and the rack can be labeled with the name of the hazardous chemical and the appropriate hazard
  - ii. Containers are labeled with a symbol and a sign is posted defining the meaning of the symbol; the posted information must include the name of the hazardous chemical and the appropriate hazard
  - iii. Secondary container labeled with unique product or common name must also contain the appropriate hazard warning; example "Marking Paint."
- E. Workplace Signage The poster "Safety Data Sheets, Labels, and Hazardous Chemical Emergencies," (see Appendix E) must be displayed in all areas where hazardous chemicals are used, handled, or stored. Departments must fill in all blank spaces (e.g., location of SDSs) on the poster.
- F. Labeled/Unlabeled Pipes

- G.** Aboveground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) shall be labeled in accordance with CFR 1910.1200, "Identification of Piping." Employees shall not work on any unlabeled pipes until:
  - i. The contents of the pipe are determined
  - ii. Appropriate safety precautions have been determined for the work
- H.** Labels on Containers Leaving Campus: All off campus shipments of hazardous chemicals must comply with the current U.S. Department of Transportation (DOT) requirements.

## 9

### EMPLOYEE INFORMATION AND TRAINING

- 9.1** Employees must complete the initial Hazard Communication training. Refresher training is required every year within the department or by retaking the course. In addition, employees must be trained on the specific hazards of the chemicals used in their department. Training must cover the following:
  - A.** Signs and symptoms related to the exposures to hazardous chemicals used in the work area
  - B.** The methods used to detect the presence or release of a hazardous chemical. This could include industrial hygiene monitoring, the use of continuous monitoring devices, visual appearance, or odors of chemicals
  - C.** Specific procedures to protect employees such as safe work practices, standard operating procedures (SOPs), emergency response procedures, and use of personal protective equipment
  - D.** Details of manufacturer labels, SDSs and workplace labeling system, and how that information can be used to assure safe handling and storage
  - E.** Procedure for addressing non-routine tasks involving hazardous chemicals
- 9.2** Frequency: Supervisors must provide employees information and training regarding the physical and health hazards of the chemicals in the work area before assigning employees to work with hazardous chemicals. Refresher training is required whenever a new chemical hazard is introduced into the workplace or a new or updated SDS is received. Refresher training must be completed at least once each year.
- 9.3** Non-Routine Tasks: Employees must be provided training or refresher training prior to engaging in a non-routine task. Employees must be provided hazard notification and precautionary measures to avoid or minimize the potential for risk of exposure.

- 9.4** Documentation and Record Retention: Training must be documented, and records must be retained for at least three years. The Illness & Injury Prevention Program Safety Training Attendance Record or its equal may be used to document instructor-led training. At a minimum, the following information must be documented:
- A.** Name of individual(s) trained
  - B.** Name of individual(s) providing training for instructor-led courses
  - C.** Date of training
  - D.** Brief description of training topics covered
- 9.5** Computer-based training provided by Atwell Learning Management System will be documented electronically.

## 10 MULTI-EMPLOYER WORKPLACES (Informing Contractors and Contract Workers)

- 10.1** Hazard information, which includes access to SDS, must be made available to contractors and contract workers if the work is to be performed in the presence of hazardous chemicals. Contractors and contract workers must also disclose hazard information for hazardous chemicals that are brought into the work area that may affect campus employees.

## 11 EMERGENCY PROCEDURES

- 11.1** Employees shall follow emergency procedures covered in their Location specific Emergency Action Plan. Emergency response procedures are also covered in the SDSs, labels, and Atwell Crises Management/Emergency Response Guide.

## 12 PROGRAM REVIEW

- 12.1** H&S will conduct a periodic program review at least once every three (3) years.



## 13 APPENDICES

- 13.1 Department-Specific Hazard Communication Program Summary
- 13.2 Safety Data Sheets
- 13.3 GHS Pictograms and Labels
- 13.4 Common Labeling Systems
  - A. U. S. Department of Transportation (DOT)
  - B. National Fire Protection Association (NFPA)
  - C. Hazardous Materials Identification System (HMIS)
- 13.5 Safety Data Sheets, Labels and Hazardous Chemical Emergencies Poster

## 14 REFERENCES

29 CFR 1910.1200

OSHA and Cal/OSHA Hazard Communication Standard, CFR 1910.1200 and CCR Title 8, §5194)

## APPENDIX A

### HAZARD COMMUNICATION PROGRAM SUMMARY

Instruction: Complete the required information below to document Location -specific information. This summary, along with Atwell Hazard Communication Program satisfies the OSHA 1910.1200 and Cal/OSHA requirements (8 CCR §5194).

**Departments who handle, use, or store hazardous chemicals in an industrial (non-laboratory) workplace are required to comply with Hazard Communication (Hazcom) Standard. The requirements include:**

- **Written Hazcom Program** - Atwell has a Hazcom program which includes this Location-specific summary page. Locations must complete this summary page to document Location-specific information. Along with this summary page, Locations must comply with the Hazcom program, posted on the Internal "The Well" website.
- **Hazardous Chemical Inventory** - Chemical inventories must be maintained in Atwell Chemical Inventory System (CIS)
- **Safety Data Sheets (SDSs)** - An SDS is required for every hazardous chemical in the workplace and must be accessible during the work shift; departments may elect to store electronic copies or maintain hard copies
- **Labels and Other Forms of Warning** - In-house labels (sometimes called secondary (workplace) labels) must contain, at minimum, the identity of the chemical and its appropriate hazard warning
- **Training and Information** - Supervisor must provide training and information at time of initial assignment, whenever a new hazard is introduced into the workplace, and when employees may be exposed to other employers' workplace hazards; refresher training is required at least every year
- **Unlabeled Pipes and Non-Routine Tasks** - Supervisor must provide detailed hazard and procedural information prior to engaging in the task
- **Contractors and Multi-Employer Worksites** - Supervisors must inform contractors or other employers of hazardous chemicals present in the work area, precautionary measures and other information needed; contractors must notify departments of any hazardous chemicals brought into the department
- **Emergencies** - Follow Location Emergency Action Plan, and/or response actions described in SDSs; only trained personnel may clean up spills; if spill is too large to clean up or if there is imminent danger, call 911.

**Locations covered under this program:**

**Building(s)/ Room #(s):**

**Location of:**

**Emergency Action Plan**

**Written Hazcom Program Summary**

**Chemical inventory (hard copy, if any)**

**Safety Data Sheets (hard copies, if any)**

**"Safety Data Sheets, Labels, and Hazardous Chemical Emergencies" poster**

**Location Hazcom Contact:**

**Location Safety Representative:**










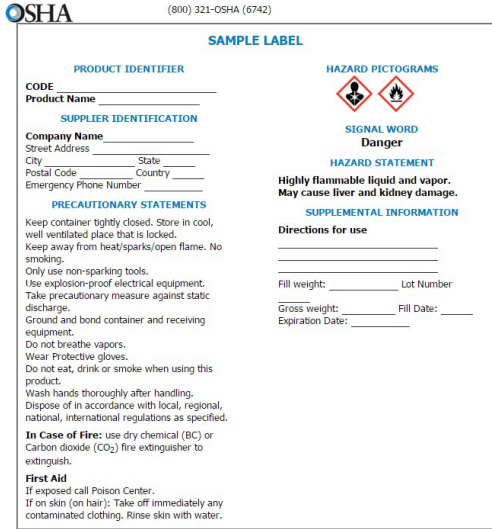
**Other Location Specific Information:**

## APPENDIX B SAFETY DATA SHEETS

<p>The Hazard Communication Standard requires manufacturers to provide GHS-compliant SDSs (formerly known as MSDS) by June 2015. The SDS must be in a uniform 16-section format which includes the sections described below. This information was taken from the OSHA Hazcom SDS Quick card. Detailed information can be found at <a href="https://www.osha.gov/Publications/OSHA3636.pdf">https://www.osha.gov/Publications/OSHA3636.pdf</a>.</p>	
<p><b>Section 1, Identification:</b> Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.</p>	<p><b>Section 10, Stability and reactivity:</b> Lists chemical stability and possibility of hazardous reactions.</p>
<p><b>Section 2, Hazard(s) identification:</b> Includes all hazards regarding the chemical; required label elements.</p>	<p><b>Section 11, Toxicological information:</b> Includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.</p>
<p><b>Section 3, Composition/information on ingredients:</b> Includes information on chemical ingredients; trade secret claims.</p>	<p><b>Section 12, Ecological information*</b></p>
<p><b>Section 4, First-aid measures:</b> Includes important symptoms/effects, acute, delayed; required treatment.</p>	<p><b>Section 13, Disposal considerations*</b></p>
<p><b>Section 5, Fire-fighting measures:</b> Lists suitable extinguishing techniques, equipment; chemical hazards from fire.</p>	<p><b>Section 14, Transport information*</b></p>
<p><b>Section 6, Accidental release measures:</b> Lists emergency procedures; protective equipment; proper methods of containment and clean up.</p>	<p><b>Section 15, Regulatory information*</b></p>
<p><b>Section 7, Handling and storage:</b> Lists precautions for safe handling and storage, including incompatibilities.</p>	<p><b>Section 16, Other information:</b> Includes the date of preparation or last revision.</p>
<p><b>Section 8, Exposure controls/personal protection:</b> Lists OSHA's Permissible Exposure Limits (PEL's); Threshold Limit Values (TLV's); appropriate engineering controls; personal protective equipment (PPE).</p>	<p>Employers must ensure that:</p> <ul style="list-style-type: none"> <li>• SDSs are readily accessible to employees;</li> <li>• Employees are trained on how to interpret SDSs;</li> <li>• Document training; and</li> <li>• Retain records for at least a year</li> </ul>
<p><b>Section 9, Physical and chemical properties:</b> Lists the chemical's characteristics.</p>	

*\*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15.*

## APPENDIX C GHS PICTOGRAMS AND LABELS

GHS – Hazard Pictograms and Related Hazard Classes			The Hazard Communication Standard requires pictograms on manufacturer labels to alert users of the hazards associated with hazardous chemicals. Pictograms consist of a symbol on a white background with red border and represent a specific hazard. Pictograms are determined by the chemical hazard classification scheme found in Appendix A and B of the standard. Pictograms can be downloaded directly from <a href="https://www.osha.gov/dsg/hazcom/pictograms/index.html">https://www.osha.gov/dsg/hazcom/pictograms/index.html</a>
			
<b>Explosing Bomb</b> <ul style="list-style-type: none"> <li>Explosives</li> <li>Self-reactive</li> <li>Organic peroxides</li> </ul>	<b>Corrosion</b> <ul style="list-style-type: none"> <li>Skin corrosion/burns</li> <li>Eye damage</li> <li>Corrosive to metals</li> </ul>	<b>Flame Over Circle</b> <ul style="list-style-type: none"> <li>Oxidizing gases</li> <li>Oxidizing liquids</li> <li>Oxidizing solids</li> </ul>	
			
<b>Gas Cylinder</b> <ul style="list-style-type: none"> <li>Gases under pressure</li> </ul>	<b>Environment</b> <ul style="list-style-type: none"> <li>Aquatic toxicity</li> </ul>	<b>Skull &amp; Crossbones</b> <ul style="list-style-type: none"> <li>Acute toxicity (fatal or toxic)</li> </ul>	
			
<b>Exclamation Mark</b> <ul style="list-style-type: none"> <li>Irritant (eye &amp; skin)</li> <li>Skin sensitizer</li> <li>Acute toxicity</li> <li>Narcotic effects</li> <li>Respiratory tract irritant</li> <li>Hazardous to ozone layer (non-mandatory)</li> </ul>	<b>Health Hazard</b> <ul style="list-style-type: none"> <li>Carcinogen</li> <li>Mutagenicity</li> <li>Reproductive toxicity</li> <li>Respiratory sensitizer</li> <li>Target organ toxicity</li> <li>Aspiration toxicity</li> </ul>	<b>Flame</b> <ul style="list-style-type: none"> <li>Flammables</li> <li>Pyrophoric</li> <li>Self-heating</li> <li>Emits flammable gas</li> <li>Self-reactive</li> <li>Organic peroxides</li> </ul>	
			<b>GHS Label</b> GHS labels include the following elements: <ul style="list-style-type: none"> <li>Product identifier</li> <li>Hazard pictograms</li> <li>Precautionary statements</li> <li>Hazard statement</li> <li>Signal word</li> <li>Supplier identifier</li> <li>Supplemental information</li> </ul> <p><b>Information taken from OSHA Quick Card</b></p>

## APPENDIX D

### COMMON LABELING SYSTEMS: DOT, NFPA, HMIS

There are many labeling systems commonly used to communicate the potential hazards of chemicals. The more commonly used systems are from the U.S. Department of Transportation (DOT), National Fire Protection Association (NFPA) and the Hazardous Materials Identification System (HMIS).

<p>U.S. Department of Transportation (DOT) system categorizes hazardous materials into nine classes:</p> <ul style="list-style-type: none"> <li>Class 1: Explosives</li> <li>Class 2: Gases</li> <li>Class 3: Flammable Liquids</li> <li>Class 4: Flammable Solids</li> <li>Class 5: Oxidizers, Organic Peroxides</li> <li>Class 6: Toxic (Poison)</li> <li>Class 7: Radioactive</li> <li>Class 8: Corrosive</li> <li>Class 9: Miscellaneous</li> </ul>	
	<p><b>The National Fire Protection Association (NFPA)</b> system consist of a diamond-shaped label with four sections that are color coded:</p> <ul style="list-style-type: none"> <li>• Blue: Health Hazard</li> <li>• Red: Fire hazard</li> <li>• White: Specific Hazards</li> <li>• Yellow: Reactivity</li> </ul> <p>The numbering system ranges from zero (0) to four (4). The larger the number, the greater the hazard. Zero (0) is least hazardous and four (4) is the most hazardous. The NFPA codes describe how a material might behave in a fire situation.</p>
<p>The <b>Hazardous Materials Identification System (HMIS)</b> uses a similar numbering system as NFPA. The current version of the HMIS manual (HMIS III) updated the formerly yellow coded "Reactivity" section to an orange "Physical Hazard" section to align with OSHA Hazcom standard. The white colored "Personal Protection" section uses the HMIS personal protection index to describe the required personal protective equipment.</p>	

# HAZARD COMMUNICATION/ GHS POLICY

#HS A003

## SAFETY DATA SHEETS, LABELS, AND HAZARDOUS CHEMICAL EMERGENCIES

<b>Location Name:</b>
<b>SDS Location:</b>
<b>Contact for SDS Information:</b>

Hazard Communication Standard requires manufacturers of products containing hazardous chemicals to furnish safety data sheets (SDSs) for their products. The SDS provides information such as toxicity, flammability, and reactivity hazard data; handling and storage guidance; and emergency procedures to follow for spills, exposure, and fighting fires.

Manufacturers' labels must contain pictograms, signal words, hazard and precautionary statements, product identifier, and supplier information.

Hazardous chemicals are not limited to the laboratory. Materials such as cleaning agents, paints, art materials, photographic chemicals, and automotive supplies may contain hazardous chemicals. Whenever there is doubt about the hazards associated with any material, contact your Supervisor or Safety Department at 720-541-6613.

Prior to performing a non-routine or unfamiliar operation that may involve hazardous chemicals, contact your Supervisor or Location Safety Representative for information and training.

### IN CASE OF EMERGENCY, CALL 911

**For Skin or Eye Contact**, immediately flush the affected area with running water for at least 15 minutes. If a substantial portion of the body is involved, use a safety shower. Seek medical attention. If the chemical is toxic, or if its toxic properties are unknown, **call 911**.

**For Inhalation or Ingestion**, follow instructions on the product label or SDS. Seek medical attention or **call 911**.

**For Chemical Spills**, check product label or SDS for instructions. If you suspect the chemical is flammable, extinguish all ignition sources. If instructions are not immediately available, the spill is large, or if chemical has definite or unknown corrosive, explosive, or toxic properties, evacuate and restrict access to the area and **call 911**. Clean up small spills only if you are trained and have access to spill kit supplies.

**NOTICE TO EMPLOYEES:** *You have the right to see and copy your medical records and any records your employer maintains of your exposure to hazardous substances or harmful physical agents. In addition, you, your personal physician, or your collective bargaining agent may request information contained in SDSs. No discrimination action (including discharge) may be taken against you if you exercise your legal right.*

## 1 SCOPE

- 1.1 Atwell recognizes the benefits of a safe and healthful work environment. Atwell is committed to maintaining a workplace that is as free from injuries and illnesses as is practically possible. Atwell also believes that input regarding health and safety issues and concerns from all levels of personnel is a necessary requirement for achieving this objective, and as such has developed an Injury and Illness Prevention Program (IIPP).
- 1.2 The principles that comprise the foundation of the company health and safety programs are:
  - A. Occupational injuries and illnesses can be prevented
  - B. Every employee has a responsibility for preventing injuries and illnesses
  - C. Recognizing and correcting safety hazards is important in preventing incidents
  - D. Deficiencies must be noted and corrected in a timely manner
  - E. Sustained incidents can be useful tools in recognizing and preventing future occurrences
  - F. Training is an essential element for promoting safe workplaces
  - G. Working safe is as important as providing quality service in an efficient manner
- 1.3 To eliminate foreseeable hazards and maintain a safe and healthful work environment, Atwell will provide the opportunities and conditions to ensure safe work practices. In addition, for all locations will complies with federal, state, and municipal legislation, Atwell will fulfill the requirements of Title 8, Section 3203 of the California Code of Regulations which stipulates that every employer within federal, state, and municipal in California shall write, establish, implement, and maintain an effective Injury and Illness Prevention Program.

## 2 PLAN CONTENT

- 2.1 Depending on the type of operation and/or services provided by the individual facility, the site specific IIPP may differ from site to site on the exact content and format, however, at a minimum the following components must be included within the written plans which are procedurally put into practice.
- 2.2 Management Commitment/ Assignment of Responsibilities

- A. Employer Information
- B. Statement of Commitment to Safety
- C. IIPP Content Coordinator
- D. Program Administrator
- E. General Managers, Project Managers, and Supervisors Responsibilities

## 2.3 Compliance Systems

- A. Management Role
- B. Employees' Role
- C. System for assuring employee compliance with safe work practices
- D. Safety Communication Systems with Employees
- E. Hazard Assessment System
- F. Scheduled Inspections / Evaluation System (i.e., Audits)
- G. Variances
- H. Accident Investigation
- I. Hazard Correction Procedures for correcting unsafe/ unhealthy conditions)
- J. Safety and Health Training and Instruction
- K. Recordkeeping and Documentation

# 3 MANAGEMENT ROLE

## 3.1 Employer Information

**Atwell**  
4702 E Southern Avenue  
Mesa, AZ 85246

## 3.2 Statement of Commitment to Safety

Atwell is committed to a standard of excellence as a health and safety leader and affirm to its employees, customers, and the public that it will always conduct its business activities in a manner which is protective of human health, safety, and the environment. All Atwell Companies, contractors, and subcontractors under our operating control must manage



Health, Safety and Environmental performance/systems in line with this Commitment and Policy.

Atwell Corporate Health, Safety and Environmental Policy is intended to ensure that Atwell continuously achieves superior performance in fulfilling this Commitment while providing an enabling environment that allows all employees to participate and work collaboratively in developing, promoting, and improving health and safety at work.

- A.** We will continuously ensure that all our activities comply with federal, state, provincial, and local health, safety, and environmental statutes and regulations. We will make every effort to exceed those standards whenever possible to further enhance health and safety and environmental stewardship.
- B.** We will plan work on the principle of safety first to pursue the goal of no harm to people or the environment.
- C.** We will strive to continually improve the performance of Atwell Health, Safety and Environmental Management System. This includes providing the necessary training, equipment, and procedures to ensure a safe work environment.
- D.** We will conduct audits and self-assessments of compliance with this Policy, measure progress of the Atwell Health and Safety performance to ensure that results demonstrate continual improvement, and report periodically to the Chief Executive Officer our performance.
- E.** Every employee holds the right and responsibility of intervening in unsafe or non-compliant situations and to refuse work if they believe that a dangerous situation or imminent danger exists at a worksite. It is an expectation of all employees to immediately report health and safety concerns, interventions, and work refusals to Atwell management. Atwell managers are expected to take prompt and appropriate remedial action when notified.
- F.** All employees are encouraged to seek guidance from their supervisor, the Director of Human Resources, the Director of Safety if they have reason to believe the Company's Health, Safety standards are being violated.
- G.** Management. Atwell Managers are expected to take prompt and appropriate remedial action if notified of a health or safety concern.

### 3.3 IIPP Content Administrator

- A.** The Director of Safety has responsibility for the contents and revisions of the Injury Illness Prevention Plan. No revisions or additions shall take place without the written permission of the Director of Safety.

## 3.4 IIPP Program Administrator

- A. The Director of Safety has the responsibility and held accountable over the implementation of the IIPP. The Director of Safety may delegate all or part the responsibility to a staff member.

## 3.5 Project Managers and Supervisors Responsibilities

- A. Project managers and Supervisors are responsible for the implementing and maintaining the IIPP program in their work areas. Employee questions will be addressed by the Project Manager and Supervisor regarding the IIPP. A copy will be in the possession of each Project Manager and Supervisor when in the field.

## 3.6 Management Responsibility

- A. Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly, uniformly and encourage employees to inform the employer of hazards at the worksite without fear of reprisal.

## 3.7 Employee Responsibility

- A. All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe work environment. All employees are expected to stop any unsafe act or job.
- B. Atwell has a system whereby employees can report any safety hazard anonymously without fear of reprimand or reprisals. Reporting can be done through the following:
  - i. Email to Human Resources HR or Health and safety
  - ii. Hazard ID cards
  - iii. Suggestion boxes

## 3.8 System to Ensure Compliance

- A. Atwell systems of ensuring that all workers comply with the rules and maintain a safe work environment include:
  - i. Informing workers of the provisions of our IIP Program;
  - ii. Evaluating the safety performance of all workers;
  - iii. Recognizing employees who perform safe and healthful work practices;
  - iv. Providing training to workers whose safety performance is deficient;
  - v. Disciplining workers for failure to comply with safe and healthful work practices
  - vi. Behavioral based observations to identify unsafe behaviors

## 3.9 Communication

- A.** Atwell recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following checked items:
- i. New worker orientation including a discussion of safety and health policies and procedures.
  - ii. Review of our IIP Program.
  - iii. The IIPP will be review annually by the IIPP Content Administrator and the Program Administrators.
  - iv. The IIPP review will take place in the fourth quarter of each year annually.
  - v. Workplace safety and health training programs.
  - vi. Regularly scheduled safety meetings.
  - vii. Daily JSA's and Risk Assessments will be performed, processes, procedures, or equipment are introduced to the workplace that represents a new occupational safety and health hazard; and whenever a new or previously unrecognized hazard arises.
  - viii. Effective communication of safety and health concerns between workers and supervisors.
  - ix. Employees have the authority to stop work activities they feel is unsafe.
  - x. During Tailgate meeting employees are to bring up safety concerns to Project Manager
  - xi. Posted or distributed safety information.
- B.** A labor/management safety and health committee that meets regularly, prepares written records of the safety and health committees, meetings, reviews result of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestion.

## 3.10 Hazard Assessment

- A.** Periodic inspections to identify and evaluate workplace hazards shall be performed by competent observer(s) in the following areas of our workplace in accordance with audit policy.

- B.** Audits: Periodic inspections are performed according to the following schedule:
  - i. When we initially established our IIP Program;
  - ii. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
  - iii. When new, previously unidentified hazards are recognized;
  - iv. When occupational injuries and illnesses occur;
  - v. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted;
  - vi. Whenever workplace conditions warrant an inspection.
- C.** Periodic inspections consist of identification and evaluation of workplace hazards utilizing predetermined methods to identify and evaluate workplace hazards. Periodical inspections will be documents and tracked by Director of Safety.
- D.** Variance
  - i. In the case of a situation that has not been covered by written policy to remediate a hazard a variance must be obtained.

### 3.11 Accident Investigation

- A.** Procedures for investigating workplace accidents and incidents are found in Incident reporting policy.
- B.** The following items are addressed in the Incident reporting policy;
  - i. Visiting the accident scene as soon as possible;
  - ii. Interviewing injured workers and witnesses;
  - iii. Examining the workplace for factors associated with the accident/exposure;
  - iv. Determining the cause of the accident/exposure;
  - v. Taking corrective action to prevent the accident/exposure from reoccurring;
  - vi. Recording the findings and corrective actions taken.

### 3.12 Hazard Correction

- A.** Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:
  - i. When observed or discovered;

- ii. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition.
- iii. Workers necessary to correct the hazardous condition shall be provided with the necessary protection;
- B.** All such actions taken and dates they are completed shall be documented on the appropriate forms.
- C.** In the case of a situation that has not been covered by written policy to remediate a hazard a variance must be obtained.

### 3.13 Training and Instruction

- A.** All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:
  - i. When the IIP Program is first established;
  - ii. To all new workers
  - iii. To all workers given new job assignments for which training has not previously provided;
  - iv. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
  - v. Whenever Atwell is made aware of a new or previously unrecognized hazard;
  - vi. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed;
  - vii. To all workers with respect to hazards specific to each employee's job assignment.
- B.** Workplace safety and health practices for all industries include, but are not limited to, the following:
  - i. Explanation of the employer's IIP Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
  - ii. Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
  - iii. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
  - iv. Provisions for medical services and first aid including emergency procedures.

- C.** In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

### 3.14 Recordkeeping

- A.** Atwell is a low hazard industry. We have taken the following steps to implement and maintain our IIP Program:
  - i. Records of hazard assessment inspections, including the person(s) or persons conducting the inspection;
  - ii. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on Convergence Learning Management System. All training records and documentation are available upon request through the Local offices and corporate offices.
- B.** Inspection records and training documentation will be maintained for three years, except for training records of employees who have worked for less than one year.

### 3.15 Standard Operating Procedures & Safe Work Practices

- A.** Atwell locations must develop site specific Standard Operating Procedures and/or Safe Work Practices to ensure compliance to corporate Health & Safety Standards. These SOPs/SWPs must, at a minimum, be as stringent as Corporate Standards, while maintaining compliance with all applicable legislative bodies for the area work is performed in.

## 4 References

- 4.1 Cal/OSHA Title 8

# EMERGENCY ACTION PLAN (EAP) POLICY

#HS A005

## 1 SCOPE

- 1.1 Atwell, LLC Emergency Action Plan is designed to minimize injury and loss of human life and company resources by training employees, procuring, and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at the various Atwell locations.
- 1.2 This policy is designed to be an outline for each location to develop its own Emergency Action Plan specific to that location.

## 2 EAP RESPONSIBILITIES

### 2.1 Emergency Plan Manager

- A. The Director of Safety shall manage the Emergency Action Plan policy for Atwell, LLC. The Director of Safety shall also maintain all training records pertaining to this plan. The plan director is responsible for scheduling routine tests of the Atwell overall emergency notification system with the appropriate local Emergency Plan Coordinators.
- B. The Director of Safety shall ensure local Tier 1 Emergency Response team members work with local building management companies, fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.
- C. The Director of Safety may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

### 2.2 Emergency Response Teams (ERT)

- A. Each office location will have an Emergency Response Team (ERT). The teams will be made up of management and office personnel assigned to a tier within the team. All ERT members will be volunteers when serving.
- B. Tier 1, Team members ensure that all members of the ERT function and assist during an emergency.
  - i. Communicates with executive members of Atwell to coordinate corporate response

# EMERGENCY ACTION PLAN (EAP) POLICY

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- ii. Handles any media coverage with direction from corporate executive management
- C.** Tier 2, Team members assist the Tier 1 leaders in executing the Emergency Action Plan (EAP)
  - i. Act as wardens and first responders in the office
  - ii. Provide basic First Aid and assist EMS in care of employees
  - iii. Check building for other employees during an evacuation
- D.** The number of Emergency Response Team members will be based on the number of employees working from each location. The plan is to have a minimum of two per office and increase that number based on head count. The chart below shows how we would break it out.

Number of Employees in Office	Minimum Number of Emergency Response Team members
1 - 25	2
25 - 35	3
35 - 55	4
55 +	5

- E.** Each Emergency Response Team member will receive training on the EAP, First Aid /CPR/ AED training and participate in emergency drills.

## 2.3 Evacuation Wardens

- A.** ERT members will function as evacuation Wardens for each office.
- B.** Wardens are responsible to ensure all employees in their assigned area have evacuated the building during an emergency.
- C.** Wardens should be issued a High Visibility Vest when acting in their capacity as a warden.



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## 3 EAP ELEMENTS

- 3.1** EAP Flip Charts: A communication chart that provides critical information for each office location. The number of flipcharts will be determined by the number of floors and exits in the office. The flip chart will contain the following elements specific to the office location.

The flipchart is updated as needed by the Director of Safety.

**A. Introduction:**

- i. This manual is designed to guide you during office emergencies such as an evacuation, power loss, fire, weather disasters, medical emergency, bomb threats, active shooter, and other emergencies. It also explains how to report an incident and/or near miss and ensures you have the proper information pertaining to your office. Keep this manual in a visible location so that it is readily accessible when needed.

**B. Location/Phone number/Contacts:**

- i. This page provides the office address, ERT members and Emergency Contact phone numbers. It also provides employees with contact information they can use during an emergency.

**C. Power Outage:**

- i. What to do:
  - Report outage to Technology Services.
  - Shut off computers and other equipment.
  - If the power goes out while you're working, you should save all your work to the desktop of your computer and immediately shut down your PC.
  - Check to see if network printers are turned off. If you're not sure, you can unplug the equipment.
  - Keep refrigerator doors closed.
  - Switch a light "on" to indicate powers restored.
  - When power is back on, wait about 10 minutes before turning electronics on.

**D. Office Evacuation:**

- i. Evacuation Muster point
- ii. Evacuation routes: After employees meet at the muster point, they need to contact their ERT member. ERT members will bring employee checklist/implement AlertMedia and work with Team Leaders to account for all employees.
- iii. Responsible person for accountability

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- iv. What to do if an alarm sounds:
  - Assume it's an emergency unless notified it's a test
  - Remain calm
  - Move quickly and take only critical items: Cell phone, Ds, Keys, Coat (if inclement weather), Medications

## Do not go back to get anything

- Walk to the nearest exit using stairs, do not use elevators
- Assist those with special needs, if possible
- Follow instructions
- Close doors behind you
- Report missing persons immediately to warden or ERT member
- Wait at your muster point for the "all clear"
- v. Procedures for employees who can't evacuate:
  - Phone for help if you can
  - Open windows, shades, or drapes
  - Signal for help
- If windows open, hang something outside
  - If windows don't open, wave a light-colored object at the window
- In case of fire:
  - Shut windows to keep oxygen from fueling the fire
  - Block smoke coming in from under the doors with clothes, rags, towels, etc.
  - Do not go back to get anything
  - Wait for emergency personnel

## **E. Incident reporting:**

- i. After an incident, the employee must verbally contact their supervisor and safety immediately.  
If the work-related injury is life, limb, or eyesight threatening, call 911 immediately.
- ii. After talking to a safety member, the employee should contact nurse 365 together with their supervisor to receive instructions for proper medical attention for injuries that are not life, limb, or eyesight threatening.
- iii. After verbal notification, gather the details of the incident, then fill out the incident reporting form found on the Atwellsafe app.
- iv. The supervisor is responsible for having the employee complete the incident report form and submit through the Atwellsafe app.
- v. All employees involved in a major incident or work-related injury require the care of a physician may be subject to a drug and alcohol screening.

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## **F. Fire emergency/ Fire Extinguisher:**

Do not use the elevators. Walk quickly, but do not run, to the nearest stairwell exit. Women should remove high-heeled shoes. Keep to the right in a single file line in halls and stairwell. If someone is unable to take the stairs, remain in the stairwell. An ERT member will make the Fire Marshall and Emergency Personnel aware. Go directly to the designated muster point.

- i. Evaluate the situation before fighting a fire:
  - Is the fire small enough that you can put it out safely?
  - Have you been trained to properly use a fire extinguisher?
  - Is a fire extinguisher within easy reach?
  - Is the air safe to breathe?
  - Is there too much smoke and heat?
  - Is the extinguisher fully charged and large enough?
    - Will you be putting yourself or others at risk by staying to fight the fire?
- ii. Tips for dealing with fire:
  - Sound the fire alarm
  - Call the fire department
  - Keep your back to an escape path free of fire, heat, and smoke.
  - Get your fire extinguisher ready.
  - Operate the extinguisher using the P.A.S.S. technique:
    - Pull** the pin
    - Aim** at the base of the fire
    - Squeeze** the Trigger
    - Sweep** side to side
  - Back away from an extinguished fire in case it flames up again.
  - Evacuate immediately if:
    - The extinguisher is empty, and the fire is not out
    - The fire progresses beyond the incipient stage
    - There's any doubt about your ability to fight the fire

## **G. Weather emergency:**

- i. Blizzard/Snow Storm
  - Take appropriate precautions driving in snow conditions. Turn on lights and keep moving slowly.
  - In severe conditions consider going home safely or working from home.
  - If considering going out in the storm, be sure to have blankets, food, and water in your vehicle in case of a breakdown.
- ii. Dust Storm
  - Stay inside.
  - If driving, turn lights off and pull off the road until the storm has passed.

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## iii. Earthquake

- Drop, Cover, then Hold on.
- Drop to your hands and knees.
- Cover your head and neck with your arms. Crawl only as far as needed to reach cover from falling materials.
- Hold on to any sturdy furniture until the shaking stops.
- If outdoors, stay outdoors.
- Do not get in a doorway.
- Do not run outside.

## iv. Flood

- Determine how best to protect yourself based on the type of flooding:
- Evacuate if told to do so,
- Move to higher ground or a higher floor, or
- Stay where you are.
- Do not drive into a flooded area – Turn Around, Don't Drown!
- Avoid washes/low lying areas.
- It takes only 6 inches of fast-moving water to sweep a person off their feet – don't walk through a flooded area.
- Don't operate electrical tools in flooded areas.

## v. Hailstorm

- If a severe storm is producing large hail stones, seek a sturdy shelter and stay away from windows that can easily be smashed.
- If you are in your vehicle before the hailstorm starts, get out of it and go to a sturdy shelter. Glass windows in vehicles can easily be smashed by the hail stones. If you can't get out of your vehicle, then come to a stop and cover your head with your arms and hands.

## vi. Hurricane

- Determine how best to protect yourself from high winds and flooding:
- Evacuate if told to do so or
- Take refuge in a designated storm shelter, or an interior room for high winds.
- Listen for emergency information and alerts.
- Only use generators outdoors and away from windows.
- Turn Around, Don't Drown! Do not walk, swim, or drive through flood waters.

## vii. Lightning Storm

- Postpone outdoor activities if thunderstorms are imminent. Lightning can travel 5-10 miles away from the thunderstorm and strike the ground with blue sky overhead. The storm doesn't have to be overhead for you to be struck.
- Move to a sturdy shelter or vehicle. Do not take shelter in a small shed, under isolated trees, or in a convertible-top vehicle. Stay away from tall objects such as trees, towers, or poles.
- Remember that utility lines or pipes can carry the electrical current underground or through a building. Avoid electrical appliances and use telephones or computers only in an emergency.

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- If you feel your hair standing on end – get down into a baseball catcher’s position and plug your ears with your fingertips so if lightning does hit it will not blow your ear drums out. Do not lie flat!
- •30/30 rule – if the time between lighting and thunder is 30 seconds or less, go to a safe shelter. Stay there until 30 minutes after the last rumble of thunder.

## vii. Tornado

- Seek shelter in a sturdy building, or a pre-designated shelter. Go to the lowest level of the building, preferably in a basement, and get under a heavy desk or workbench or sit next to the wall and cover your head with your arms/hands.
- If an underground shelter is not available, move to an interior room/hallway/stairwell – put as many walls between you and the outside of the building, and stay away from windows.
- Be aware of flying debris – most injuries are caused by flying debris.

## H. Bomb Threat/Suspicious Item

- Bomb threats are commonly received via phone, but can also be made in person, email, written or other means.
- Remember to remain calm and notify authorities immediately.
- IF the threat is over the phone, do not hang up and if the threat is via email or written know refer to the DHS bomb threat checklist.

## I. Active shooter

- How to respond to an active shooter:
  1. Run: if there is an escape path, attempt to evacuate the premises.
  2. If you can’t run, then Hide in a place with a door and lock it. Turn your phone on silent and turn out the lights.
  3. If you cannot run or hide, then you must fight. This is the last result whether you can get a chair or a pen to use, will do some damage.

## J. Medical Emergency/First Aid/Body Fluid Exposure: This page provides information on common emergencies that may be faced in the office.

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- K.** Office Floor Plan: Each offices' floorplan with locations of emergency items like Exits, AEDs, Fire extinguishers, First aid kits, and Alarm pulls.
  - L.** Local Medical Emergency Facilities: This page will list the local emergency facilities close to the office. It will also contain the Nurse 365 information for work related injuries.
  - M.** DHS Bomb Threats Checklist: This page contains a checklist to follow when a bomb threat is received.
- 3.2** Automated Electronic Defibrillator (AED): Each office location with more than 5 people in the office will have an AED installed. The AED will be used for emergencies within the office only.
- A.** Location: the AED will be mounted in a commonly used area of the office, such as the break room or kitchen and be kept clear for easy access in an emergency. The AED will be inside a cabinet to keep it clean and secure. Above the AED will be a sign indicating the location of the AED cabinet within the room.
  - B.** Inspection: The offices designated Admin or ERT member will be responsible for checking the AED on a monthly and yearly basis.
    - i. Inspect monthly by looking through the spy glass on the case to see the green light flashing indicating AED is ready for use. If the red light is flashing, follow procedures outlined in the owner's manual to correct the issue or contact the Safety Department for help. The inspection will be noted on the inspection tag attached to the AED.
    - ii. Yearly inspection will consist of checking the expiration dates of the pads and battery of the AED. This inspection will occur each August.
  - C.** In the event an AED is used in the office for an emergency, the Tier 1 ERT member will immediately notify the safety department and executive management after the event. An incident report will be filled out and submitted on the incident. The AED will be marked as out of service until replacement pads arrive. Replacement pads will be ordered for the AED through the safety department.
- 3.3** Accountability: When an emergency occurs, and the office is evacuated an accounting of personnel is required to ensure no one is left behind. Each location will maintain a current list of employees for accounting purposes during an emergency. This list should be put in a known location with easy access by members of the ERT. The list can be electronic or paper depending on local needs. New hires should be added to the office employee list at the time they start by the local Administrator or ERT member at each location. Employees who have guests are responsible to ensure they evacuate also.
- 3.4** ERT equipment: Each member of the ERT will be issued an Emergency Response Team Bag for responding to an emergency.

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- A.** The ERT Bag consists of:
    - i. ERT high visibility vest
    - ii. First Aid Kit
    - iii. Flashlight with extra batteries
    - iv. Nitrite protective gloves
    - v. Pocket rescue breathing mask
    - vi. 8 Emergency glow sticks
    - vii. Hand Sanitizers bottle
    - viii. Walkie-talkies for larger offices
  - B.** The ERT bag will be kept with the ERT members in the office and available for use. Replacement materials should be ordered through the safety department.
- 3.5** Office Evacuation Floor Plans: Each office will be required to post evacuation floor plans at all exits to the office and in strategic locations within the office. They must be at eye level and legible to provide information on evacuating from the office. The office floor plan in the Flip chart should be the same as what is posted.
- 3.6** Drills: Each office must hold or participate in an evacuation drill on an annual basis to evaluate how well the office evacuates and how to make improvements, if necessary. Many offices that are in a multi-story office building will coordinate and participate with the building management company to have an emergency evacuation drill. Each office will be required to report the date of the drill to the director of safety for tracking purposes.

## **4** TRAINING

- 4.1** All employees shall receive instruction on this Emergency Action Plan as part of New Employee Orientation upon hire. Additional training shall be provided:
- A.** When there are any changes to the plan and/or facility
  - B.** When an employee's responsibilities change
  - C.** Annually as refresher training
- 4.2** Emergency Response Team (ERT) will be required to go through additional training.
- A.** First Aid/CPR/AED training through a certified training organization

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- B.** ERT members must keep their certification up to date.
- C.** Atwell ERT training is specific to this EAP and responding duties they share.

## **4.3** Training Records

- A.** Responsible Person shall document all training pertaining to this plan and shall maintain records on Atwell's Learning Management Systems.

# **5**

## PLAN EVALUATION

- 5.1** This Emergency Action Plan shall be reviewed annually, or as needed by the Emergency Plan Coordinators if changes to the worksite are made. Following each fire drill, Responsible Management and Employee Representatives shall evaluate the drill for effectiveness and weaknesses in the plan, and shall implement changes to improve it, if needed.



## 1 SCOPE

- 1.1 Atwell recognizes the benefits of a safe and healthy work environment. Atwell is committed to maintaining a workplace that is as free from injuries and illnesses as is practically possible. Atwell also believes that input regarding health and safety issues and concerns from all levels of personnel is a necessary requirement for achieving this objective, and as such has developed a General Health and Safety Provision for employees to follow.
- 1.2 To eliminate foreseeable hazards and maintain a safe and healthful work environment, Atwell will provide the opportunities and conditions to ensure safe work practices. In addition, all locations will comply with federal, state, and municipal legislation.

## 2 PLAN CONTENT

### 2.1 Management Responsibility

- A. Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly, uniformly and encourage employees to inform the employer of hazards at the worksite without fear of reprisal.

### 2.2 Employee Responsibility

- A. All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe work environment. All employees are expected to stop any unsafe act or job.
- B. Atwell has a system whereby employees can report any safety hazard anonymously without fear of reprimand or reprisals. Reporting can be done through the following:
  - i. Email to Human Resources HR or Health and Safety
  - ii. Hazard ID cards
  - iii. Suggestion boxes
- C. Code of Safe Practices

- i. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
- ii. Foremen shall insist on employees observing and obeying every rule, regulation, and order as is necessary to ensure safe conduct of the work and shall take such action as is necessary to obtain observance.
- iii. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
- iv. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
- v. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
- vi. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- vii. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
- viii. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to the foreman or superintendent.
- ix. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
- x. All injuries shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
- xi. When lifting heavy objects, proper lifting techniques should be used.
- xii. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
- xiii. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

## 2.3 Hazard Assessment

- A.** Periodic inspections to identify and evaluate workplace hazards shall be performed by competent observer(s) in the following areas of our workplace in accordance with audit policy.
- B.** Audits: Periodic inspections are performed according to the following schedule:
  - i. When we initially established our Management Program;
  - ii. When new substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace
  - iii. When new, previously unidentified hazards are recognized
  - iv. When occupational injuries and illnesses occur
  - v. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted
  - vi. Whenever workplace conditions warrant an inspection
- C.** Periodic inspections consist of identification and evaluation of workplace hazards, Equipment and Materials to identify and evaluate potential unsafe conditions or workplace hazards. Periodical inspections will be documented and tracked by the Director of Safety.
- D.** Variance
  - i. In the case of a situation that has not been covered by written policy to remediate a hazard a variance must be obtained.

## 2.4 Accident Investigation

- A.** Procedures for investigating workplace accidents and incidents are found in Incident Reporting Policy (HS B012).
- B.** The following items are addressed in the Incident Reporting Policy
  - i. Visiting the accident scene as soon as possible
  - ii. Interviewing injured workers and witnesses
  - iii. Examining the workplace for factors associated with the accident/exposure
  - iv. Determining the cause of the accident/exposure
  - v. Taking corrective action to prevent the accident/exposure from reoccurring
  - vi. Recording the findings and corrective actions taken

## 2.5 Hazard Correction

- A.** Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:
  - i. When observed or discovered
  - ii. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition
  - iii. Workers necessary to correct the hazardous condition shall be provided with the necessary protection
- B.** All such actions taken and dates they are completed shall be documented on the appropriate forms
- C.** In the case of a situation that has not been covered by written policy to remediate a hazard a variance must be obtained

## 2.6 Training and Instruction

- A.** All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:
  - i. To all new workers
  - ii. To all workers given new job assignments for which training has not been previously provided
  - iii. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
  - iv. Whenever Atwell is made aware of a new or previously unrecognized hazard
  - v. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
  - vi. To all workers with respect to hazards specific to each employee's job assignment
- B.** Workplace safety and health practices for all industries include, but are not limited to, the following:
  - i. Explanation of the safety policies, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.

- ii. Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- iii. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- C.** Provisions for medical services and first aid including emergency procedures.
- D.** For equipment being utilized only qualified and trained operators will be allowed to operate that equipment.
- E.** In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

## **2.7** Recordkeeping

- A.** Atwell is a low hazard industry. We have taken the following steps to implement and maintain our Safety Management system:
  - i. Records of hazard assessment inspections, including the person(s) or persons conducting the inspection
  - ii. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on Convergence Learning Management System. All training records and documentation are available upon request through the local offices and corporate offices.

**2.8** Inspection records and training documentation will be maintained for three years, except for training records of employees who have worked less than one year.

## **2.9** Standard Operating Procedures & Safe Work Practices

- A.** Atwell locations must develop site specific Standard Operating Procedures and/or Safe Work Practices to ensure compliance to corporate Health & Safety Standards. These SOPs/SWPs must, at a minimum, be as stringent as Corporate Standards, while maintaining compliance with all applicable legislative bodies for the area work where work is performed.

# **3** References

CFR 1926.20

# GENERAL WASTE MANAGEMENT POLICY

#HS A007

## 1 SCOPE

- 1.1 Atwell recognizes the benefits of a Waste Management Program to safeguard the environment.
- 1.2 To eliminate foreseeable environmental incidents, Atwell will provide the opportunities and conditions to ensure that general waste produced on the jobsite is correctly handled. In addition, all locations will comply with federal, state, and municipal legislation.

## 2 PLAN CONTENT

- 2.1 Management Responsibility
  - A. Construction Management is responsible for ensuring that all environmental and waste management policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly, uniformly and encourage employees to inform the employer of environmental hazards at the worksite without fear of reprisal.
- 2.2 Training on General Waste Management
  - A. Employees must be instructed on the proper disposal method for wastes. This may include general instruction on disposal of non-hazardous wastes, trash, or scrap materials. If wastes generated are classified as hazardous, employees must be trained to ensure proper disposal.
  - B. Atwell should encourage proper segregation of waste materials to ensure opportunities for reuse or recycling.
  - C. Waste prevention and recycling activities will be discussed at the beginning of each weekly subcontractor coordination meeting to reinforce project goals and communicate progress to date.
  - D. As each new subcontractor comes on site, the Construction Manager will present him/her with a copy of the Waste Management Plan and provide a tour of the recycling areas.
  - E. The subcontractor will be expected to make sure all their crews comply with the Waste Management Plan.

# GENERAL WASTE MANAGEMENT POLICY

#HS A007

- F.** All recycling containers will be clearly labeled. Containers shall be near the building(s) under construction in which recyclables/salvageable materials will be placed.
- G.** Lists of acceptable/unacceptable materials will be posted throughout the site.
- H.** All subcontractors will be informed in writing of the importance of non-contamination with other materials or trash.
- I.** The Construction Manager shall inspect the containers on a weekly basis to ensure that no contamination is occurring, and precautions shall also be taken to deter any contamination by the public.

## 2.3 General:

- A.** Develop and implement a CWMP consisting of waste identification, waste reduction work plan. Include separate sections in plan for demolition and construction waste. Indicate quantities by weight or volume but use the same units of measure throughout the CWMP.
- B.** Atwell must estimate the waste that will be generated prior to work being performed so that the need for containers and waste removal, if necessary, can be determined. If the same wastes or scrap materials are generated for every project, please state so in your program.

## 2.4 Construction Waste Management Plan:

- A.** Once the Owner has determined which of the recycling options addressed in the draft Waste Management Plan are acceptable, the Contractor shall submit, within 10 calendar days, a Waste Management Plan.

## 2.5 Waste Identification:

- A.** Indicate anticipated types and quantities of demolition, site-clearing, and construction waste generated by the Work. Include estimated quantities and assumptions for estimates.
- B.** Landfill Options: Indicate the name of the landfill(s) and/or transfer station(s) and/or incinerator(s) where trash will be disposed of, the applicable landfill tipping fee(s), and the projected cost of disposing of all Project waste in the landfill(s).
- C.** Salvaged Materials for Reuse: For materials that will be salvaged and reused in this Project, describe methods for preparing salvaged materials before incorporation into the Work.
- D.** Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.

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- E.** Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
  
- 2.6** Handling and Transportation Procedures: Describe method that will be used for separating recyclable waste, including sizes of containers, container labeling, and designated location on Project Site where materials separation will be located.
  
- 2.7** Materials: The following list of required materials, at a minimum, must be included for salvaging/recycling:

  - A.** Cardboard
  - B.** Clean dimensional wood
  - C.** Beverage and food containers
  - D.** Paper
  - E.** Concrete
  - F.** Concrete Masonry Units (CMUs)
  - G.** Ferrous and non-ferrous metals (banding, stud trim, ductwork, piping, rebar, roofing, other trim, steel, iron, galvanized sheet steel, stainless steel, aluminum, copper, zinc, lead, brass, and bronze)
  - H.** Stretch and shrink wrap
  - I.** Gypsum wallboard
  - J.** Paint containers and other clean, empty plastic containers
  
- 2.8** Materials Handling Procedures:

  - A.** Provide a description of how any waste materials identified will be protected from contamination, and a description of the means to be employed in recycling the above materials consistent with requirements for acceptance by designated facilities.
  - B.** Waste materials should be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles must be covered to prevent dispersion of waste materials and to control the potential for run-off.
  
- 2.9** Transportation: Provide a description of the means of transportation of the recyclable materials (whether materials will be site-separated and self-hauled to designated centers or whether mixed materials will be collected by a waste hauler and removed from the site) and destination of materials.



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- 2.10** Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
- A.** 1. Designate and label specific areas on Project Site necessary for separating materials that are to be salvaged, recycled, reused, donated, and sold.
  - B.** 2. Recycling and waste bin areas are to be kept neat, and clean, and clearly marked in order to avoid contamination of materials.
  - C.** 3. Comply with Division 1 Section “Temporary Facilities and Controls” for controlling dust and dirt, environmental protection, and noise control.
- 2.11** Hazardous Wastes: Hazardous wastes shall be separated, stored, and disposed of according to local regulations and should not be included in Construction Waste Management Plan’s calculations of waste.

## 1 SCOPE

- 1.1** Atwell is committed to providing a safe and healthy work environment for our employees. Atwell purpose of this procedure is to ensure that all employees are given the responsibility and authority to stop work in progress when in their best judgment they consider this action necessary due to an observed at-risk behavior or unsafe condition that could cause injury, illness, damage to property or the environment.

## 2 PROCEDURE

- 2.1** Reporting Unsafe Conditions:
- 2.2** Any time an employee feels that a HSE risk is not properly established and understood, they have the right and obligation to stop work. Notification should be made to the affected worker(s) and then to the supervisor or designee at the location where the activity or conditions exist.
- 2.3** Right to a Safe Workplace:
- 2.4** Any employee who reasonably believes that an activity or condition is unsafe is expected to stop work without fear of reprisal by management or coworkers and is entitled to have the safety concern addressed prior to participating in the work. It is management's responsibility to ensure that the Company develops a culture where the employee can exercise their right to always stop work.
- 2.5** Stop Work Resolution:
- 2.6** No worksite activity will resume until the HSE risk issue has been addressed and resolved. Intervention and resolution will be coordinated through the appropriate supervisor. It is their responsibility to correct any issues that have resulted in an employee stopping work. The supervisor must involve the individuals who initiated the stop work in reaching mutual agreement on the resolution or proposed actions necessary, and resume work when safe to do so. Stop work interventions are documented and reviewed by management and accessed as to follow up, solutions, and improvement areas. It is important that follow-up is provided after an intervention has been initiated and closed to facilitate learning's and best practices to all employees.

## **3** TRAINING

- 3.1** Each employee will be orientated and trained in Stop Work Authority prior to initial job assignment. The Company shall insure that all employees understand the importance of the stop work rule to help keep us safe and in a HSE risk free work environment. Training records will be retained to document and certify names of employees trained, date(s) of training, and subject of training.

# SUBCONTRACTOR MANAGEMENT POLICY

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## 1 SCOPE

- 1.1 Atwell is committed to providing a safe and healthy work environment for our employees and subcontractors working for Atwell.
- 1.2 The purpose of this program is to ensure that Atwell continues to improve subcontractor health, safety, and environmental performance and to establish a standard for pre-qualification, evaluation/selection, and development of our subcontractors. This policy applies to all subcontractors and all Atwell locations.

## 2 GENERAL POLICY

- 2.1 All Atwell subcontractors are to be managed in accordance with this program. The use of subcontractors must be pre-approved by Atwell. All subcontractors will be categorized by size and type of Contractor as follows:
  - A. Small or individual subcontractor is where one or two persons work as a subcontractor performing work for Atwell on client sites. Note: Small contractors will not be required to complete the
  - B. Medium subcontractor is a company that has up to 10 employees that provide services to Atwell on client's site.
  - C. Large subcontractor is a company that has more than 10 employees that provide services to Atwell on client's site.
- 2.2 Approval requirements include:
  - A. A formal safety review of the medium and large subcontractor's safety process by Atwell safety department.
  - B. The scope of the review will be commensurate with the hazards and risk exposure.
  - C. All size Subcontractor will be oriented to the safety policies, expectations, and requirements of Atwell (Attachment 2)
  - D. The subcontractor agrees to abide by our Drug and Alcohol policy and onsite safety rules throughout the duration of the work.
- 2.3 Any subcontractor that has a 'non-Approved' safety status will not be used on any Atwell site.

# SUBCONTRACTOR MANAGEMENT POLICY

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## 3 PROCEDURES

**3.1 Pre-Qualification of Subcontractors:** Medium and large subcontractors will be pre-qualified by reviewing their safety programs, safety training documents and safety statistics. Submitted through the Atwell Prequalification form. (Attachment 1)

**3.2 Prequalification Evaluation of Safety Metrics:** Acceptable safety metrics score will be used as criteria for prequalifying and selecting subcontractors. The safety metrics and scoring will consider:

Evaluation items	Grading Criteria	Point Available
1 Completion of Atwell Prequalification form (PQF)	Yes No	10 0
2 Experience Modifier Rate (EMR)	Less than .98 .99 - 1.05 1.06 or Greater	15 10 5
3 Safety stat review OSHA & MSHA - Total Injury Incident Rate (TRIR)	.50 or less .51 – 1.00 1.01 – 2.00 2.01 or Greater	15 12 10 5
4 MSHA or OSHA Citations given?	Yes No	5 10
5 Any work related fatalities in the last three years?	Yes No	5 10
6 Does the training criterion match the type of work being performed?	Yes No	10 0
7 Were the requested documents provided with the PQF?	Yes No	10 0
8 Do the OSHA 300 and 300A logs match the information provided on the PQF?	Yes No	10 0
9 Does the Certificate of Insurance (COI) match Atwell requirements? (Compared to sample COI)	Yes No	10 0

# SUBCONTRACTOR MANAGEMENT POLICY

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## 4 Evaluation Rating and Acceptance

4.1 The subcontractor rating system will have five designations:

Grade	Criteria	Additional requirements
A	Equal to or Greater than 90 points	No Restrictions or additional requirements
B	Between 85 and 89 points	Mitigation plan must be documented and approved by Atwell Safety Department.
C	Between 81 and 84 points	Mitigation plan must be documented and approved Atwell Safety Department; management approval in writing.
D	Between 71 and 80 points	Mandatory commitment meeting with senior subcontractor management present; mitigation plan documented and approved by Atwell Safety Department; management approval in writing; trained subcontractor safety personnel on site during work regardless of number of workers.
F	Less than 70 points	Not to be used

4.2 Once each subcontractor has been evaluated and scored, Atwell safety will provide management the scores/ranking. This list will reside on the internal web site The Well in the safety page.

4.3 Atwell reserves the right to change a subcontractor's status to 'Non-Approved' if the subcontractor shows insufficient progress towards accepted mitigation plan or other agreed upon criteria.

## 5 Subcontractor Involvement

5.1 Contractors are required to follow or implement the work practices and systems described below while performing work at Atwell worksites:

- A. Attend a safety orientation, pre-job meeting or kick-off meeting provided by Atwell prior to any work beginning
- B. Monitor employees for substance abuse and report nonconformities to Atwell
- C. Ensure personnel have the required training and competency for their work
- D. Participate in Atwell tailgate safety meetings, job safety analysis or hazard assessments and on the job safety inspections

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- E.** Perform a pre-job safety inspection that includes equipment
- F.** Report all injuries, spills, property damage incidents and near misses
- G.** Comply with onsite and Owner/Client safety rules
- H.** Implement Atwell's safety practices and processes as applicable
- I.** Clean up and restore the worksite after the job is over
- J.** Always ensure compliance with regulations
- K.** Post-job safety performance reviews shall be conducted for subcontractors

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## Attachment 1 - Atwell Prequalification Form (PQF)

<b>Section 1 GENERAL INFORMATION</b>		
Company Name:		Telephone:
Street Address:		Mailing Address:
Contact Person:		Email:
Telephone:		
Insurance Contact:		
Title:	Telephone:	Fax:
Insurance Carrier(s):		
Name	Type of Coverage	Telephone
Are you self-insured for Workers Compensation Insurance? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>		
PQF Completed by:		Title: <span style="float: right;">Date:</span>
Telephone:		Email:



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<b>Section 2 ORGANIZATION</b>		
Form of Business:	Sole Owner <input type="checkbox"/>	Partnership <input type="checkbox"/> Corporation <input type="checkbox"/>
Describe Services Performed:		
<input type="checkbox"/> Construction	<input type="checkbox"/> Original Equipment Manufacturer and Maintenance	
<input type="checkbox"/> Construction Design	<input type="checkbox"/> Service Work (e.g., janitorial, clerical, etc.)	
<input type="checkbox"/> Original Equipment Manufacturer/Installer	<input type="checkbox"/> Turnaround	
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Engineering	
<input type="checkbox"/> Specialty Maintenance	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Manpower and Resources		
Describe in detail the work activities performed by your company. _____		
_____		
_____		

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Section 3 HEALTH & SAFETY PERFORMANCE Workers Compensation Experience Modification Rate (EMR) Data:						
EMR is: Check appropriate box				EMR for last three (3) years:		
<input type="checkbox"/> Interstate Rate	Year:		EMR:			
<input type="checkbox"/> Intrastate Rate	Year:		EMR:			
<input type="checkbox"/> Monopolistic State Rate	Year:		EMR:			
<input type="checkbox"/> Dual Rate	Year:		EMR:			
State of Origin:				EMR Anniversary Date:		
North American Industrial Classification System (NAICS):						
Injury and Illness Data:						
Total company employee hours worked last three (3) years (excluding subcontractors)	Hours / Year	Year:	Year:	Year:		
	OSHA					
	MSHA					
	TOTAL					
Provide data (excluding subcontractor) using your OSHA 300 Forms from the past three (3) years:						
OSHA	Year:		Year:		Year:	
	No.	Rate	No.	Rate	No.	Rate
1 Fatalities (Column G, OSHA 300 Log) <i>Rate = Number of Fatalities x 200,000 ÷ Total Employee Hours</i>						
2 Other Injury & illness cases Medical Treatment Only (Column J, OSHA 300 Log). <i>Rate = Restricted Cases x 200,000 ÷ Total Employee Hours</i>						
3 Injury & illness cases involving job transfers or work restrictions (Column I, OSHA 300 Log). <i>Rate = Restricted Cases x 200,000 ÷ Total Employee Hours</i>						
4 Injury and illness cases involving days away from work (Column H, OSHA 300 Log). <i>Rate = Lost Work Cases x 200,000 ÷ Total Employee Hours</i>						
5 Total OSHA Recordable Injury and Illness Rate (Sum of M 1-6, OSHA 300 Log) <i>Rate = Total Injuries and Illnesses x 200,000 ÷ Total Employee Hours</i>						

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Provide data (excluding subcontractor) using your MSHA reports from the past three (3) years:						
MSHA	Year:		Year:		Year:	
	No.	Rate	No.	Rate	No.	Rate
1 Fatalities <i>Rate = Number of Fatalities x 200,000 ÷ Total Employee Hours</i>						
2 Medical Treatment Only <i>Rate = Number of Cases x 200,000 ÷ Total Employee Hours</i>						
3 Injury & illness cases restricted work activity <i>Rate = Number of Cases x 200,000 ÷ Total Employee Hours</i>						
4 Injury & illness cases with days away <i>Rate = = Number of Cases x 200,000 ÷ Total Employee Hours</i>						
5 Total OSHA Recordable Injury and Illness <i>Rate = Total Injuries and Illnesses x 200,000 ÷ Total Employee Hours</i>						
<b>Have you received any regulatory (EPA, MSHA, OSHA, etc.), civil or criminal, citations in the last three (3) years?</b>						
<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, please attach an explanation of citation.						

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<b>Section 4</b>	
<b>ENVIRONMENTAL, HEALTH &amp; SAFETY MANAGEMENT</b>	
Name of highest-ranking Health & Safety professional in the company:	
Name:	Title:
Telephone:	Email:
This person reports to:	Title:
Do you have or provide:	
Full time Safety/Health Director	Yes <input type="checkbox"/> No <input type="checkbox"/>
Full time Site Safety/Health Supervisor	Yes <input type="checkbox"/> No <input type="checkbox"/>
Full time Job Safety/Health Coordinator	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have or provide:	
Safety/Health incentive program	Yes <input type="checkbox"/> No <input type="checkbox"/>
Company paid safety/health training	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Section 5</b>	
<b>HEALTH &amp; SAFETY PROGRAMS/PROCEDURES</b>	
Do you have a written Health & Safety Program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does the program address the following key elements?</b>	
Management commitment and expectations	Yes <input type="checkbox"/> No <input type="checkbox"/>
Employee participation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Accountabilities and responsibilities for managers, supervisors, and employees	Yes <input type="checkbox"/> No <input type="checkbox"/>
Resources for meeting safety, health & environmental requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>
Periodic safety and health performance appraisals for all employees	Yes <input type="checkbox"/> No <input type="checkbox"/>
Safety & Health Recognition Program	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hazard recognition and control	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does the program satisfy your responsibility under the law for:</b>	
Ensuring your employees follow the safety rules of the job site and client?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Advising Atwell of any unique hazards presented by the contractor's work, and of any hazards found by the contractor?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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<b>Does the program include work practices and procedures for the following programs:</b>					
Equipment Lockout, Tagout (LOTO)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Confined Space Entry	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Injury & Illness Recording	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Fall Protection	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Personal Protection Equipment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Portable Electrical /Power Tools	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Vehicle Safety	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Compressed Gas Cylinders	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Electrical Equipment Grounding Assurance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Powered Industrial Vehicles (Cranes, Forklift, JLGs, etc.)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Housekeeping	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Accident/Incident Reporting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Unsafe Condition Reporting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Emergency Preparedness, including Evacuation Plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Waste Disposal/Waste Minimization/Spill Prevention	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Back Injury Prevention	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
HAZWOPER Training	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Heat Stress Prevention	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Scaffold Building/Scaffold Use	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
General NDT & Radiography	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Do you have written programs for the following:</b>					
Hearing Conservation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Respiratory Protection	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
If applicable, have employees been:					
• Trained	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
• Fit Tested	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
• Medically approved	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>

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Hazard Communication	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have employees been trained?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you have a substance abuse program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
If yes, does it include the following?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
• Pre-placement Testing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
• Random Testing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
• Testing for Cause	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
• DOT Testing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
• Post Incident Testing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
• Annual Testing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Do you perform background checks covering the previous seven (7) years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Do your employees read, write, and understand English such that they can perform their job tasks safely without an interpreter?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
If no, provide a description of your plan to assure that they can safely perform their jobs.						
<b>Medical</b>						
Do you conduct medical examinations for:						
• Pre-placement	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
• Pre-placement, job capability	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
• Hearing function (Audiograms)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
• Pulmonary	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
• Respiratory	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Describe how you will provide first aid and other medical services for your employees while on-site. Please specify who will provide these services.						
Do you have personnel trained to perform First Aid & CPR?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
<b>Do you hold site safety, health and environmental meetings for:</b>						
• Field Supervisors	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Frequency	D	<input type="checkbox"/>	W	<input type="checkbox"/>	M	<input type="checkbox"/>
					As Needed	<input type="checkbox"/>
• Employees	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Frequency	D	<input type="checkbox"/>	W	<input type="checkbox"/>	M	<input type="checkbox"/>
					As Needed	<input type="checkbox"/>

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• New Hires	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Frequency	D <input type="checkbox"/>	W <input type="checkbox"/>	M <input type="checkbox"/>	As Needed <input type="checkbox"/>
• Subcontractors	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Frequency	D <input type="checkbox"/>	W <input type="checkbox"/>	M <input type="checkbox"/>	As Needed <input type="checkbox"/>
Are the safety, health and environmental meetings documented?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>Personal Protection Equipment (PPE)</b>				
Is applicable PPE provided to employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Do you have a program to ensure that PPE is inspected and maintained?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Do you have a corrective action process for addressing individual safety and health performance deficiencies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>Equipment and Materials:</b>				
Do you have a system for establishing applicable health, safety, and environmental specifications for acquisition of materials and equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Do you conduct inspections on operating equipment (e.g., cranes, forklifts, JLGs) in compliance with regulatory requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Do you maintain operating equipment in compliance with regulatory requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Do you maintain the applicable inspection and maintenance certification records for operating equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
<b>Subcontractors</b>				
Do you use subcontractors? If no, please skip this section.	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Do you use safety, health and environmental performance criteria in selection of subcontractors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Do you evaluate the ability of subcontractors to comply with applicable safety, health, and environmental requirements as part of the selection process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Do your subcontractors have a written safety, health and environmental program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
<b>Inspections and Audits</b>				
Do you conduct Safety, Health & Environmental inspections?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Do you conduct Safety, Health & Environmental program audits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Are corrections of deficiencies documented?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

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<b>Section 6</b>				
<b>SAFETY, HEALTH &amp; ENVIRONMENTAL TRAINING</b>				
Safety, Health & Environmental Training				
Do you know the regulatory safety, health, and environmental training requirements for your employees?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have your employees received the required safety, health and environmental training and retraining and is it documented?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have a specific safety, health, and environmental training program for supervisors?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are all employees trained in the work practices needed to safely perform his/her job?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is each employee instructed in the known potential of fire, explosion, or toxic release hazards related to his/her job, the process, and the applicable provisions of the emergency action plan?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>



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<b>Section 7 INFORMATION/DOCUMENT SUBMITTAL</b>			
Please provide copies of checked items with the completed PQF:			
<input checked="" type="checkbox"/>	EMR documentation from your insurance carrier	<input type="checkbox"/>	Safety, Health & Environmental Training Schedule (Sample)
<input checked="" type="checkbox"/>	Insurance Certificate(s)	<input type="checkbox"/>	Safety, Health & Environmental Training for Supervisors (Outline)
<input type="checkbox"/>	OSHA 300 Logs (Past 3 Years)	<input type="checkbox"/>	Copy of Contractor's License
<input type="checkbox"/>	Safety, Health & Environmental Program (outline)	<input type="checkbox"/>	Organization Chart
<input type="checkbox"/>	Safety, Health & Environmental Incentive Program	<input type="checkbox"/>	List of major equipment (e.g., cranes, JLGs, Forklifts) your company has available for work at this facility
<input type="checkbox"/>	Substance Abuse Program (Include substances tested & levels)	<input type="checkbox"/>	Equipment - Lockout and Tagout Training (LOTO)
<input type="checkbox"/>	Hazard Communication Program	<input type="checkbox"/>	Confined Space Entry Procedure
<input type="checkbox"/>	Respiratory Protection Program	<input type="checkbox"/>	Fall Protection, Scaffold Use, Scaffold Building
<input type="checkbox"/>	Housekeeping Policy	<input type="checkbox"/>	Personal Protection Equipment Program
<input type="checkbox"/>	Accident/Incident Investigation Procedure	<input type="checkbox"/>	Portable Electric/Power Equipment
<input type="checkbox"/>	Unsafe Condition Reporting Procedure	<input type="checkbox"/>	Vehicle Safety
<input type="checkbox"/>	Safety, Health & Environmental Inspection Form	<input type="checkbox"/>	Compressed Gas Cylinders
<input type="checkbox"/>	Safety, Health & Environmental Orientation (outline)	<input type="checkbox"/>	Electrical Equipment Grounding Assurance
<input type="checkbox"/>	Safety, Health & Environmental Training Program (outline)	<input type="checkbox"/>	Emergency Preparedness including evacuation plan
<input type="checkbox"/>	Example of Employee Safety, Health & Environmental Training Records	<input type="checkbox"/>	Waste Disposal
<input type="checkbox"/>	Workforce Development Policies	<input type="checkbox"/>	Back Injury Prevention
<input type="checkbox"/>	NDT & Radiography Program	<input type="checkbox"/>	Heat Stress Prevention

Please provide the name and title of the Company Officer responsible for assuring the accuracy of this document:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print)

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<b>EVALUATION</b> <b>Atwell USE ONLY--</b>	
<b>Score</b>	
Criteria	Score
1 Completion of Atwell Prequalification form (PQF)	
2 Experience Modifier Rate (EMR)	
3 Safety stat review OSHA & MSHA - Total Injury Incident Rate (TRIR)	
4 MSHA or OSHA citations given?	
5 Any work related fatalities in the last three (3) years?	
6 Does the training criterion match the type of work being performed?	
7 Were the requested documents provided with the PQF?	
8 Do the OSHA 300 and 300A logs match the information provided on the PQF?	
9 Does the Certificate of Insurance (COI) match Atwell requirements? (Compared to sample COI)	
Total Score / Grade	

<b>Atwell Approvals</b> <b>(if required by score)</b>		
Department	Signature	Date
H&S Director		
Vice President or Higher		
Legal		
Human Resources		
Other as required		

## 6 Atwell Subcontractor's Safety Expectations

### Atwell Subcontractor's Safety Expectations

Atwell is proud of its commitment to providing a safe workplace and to conducting business in a manner that protects the environment and property of others. Thank you for your commitment to these principles and to providing safe and efficient services to Atwell.

This handbook is provided solely to communicate Atwell general Health and Safety expectations to contractors in a consolidated fashion. The information in this handbook is advisory in nature and does not represent nor replace each contractor's health and safety policies and procedures. This handbook does not replace, or limit health and safety requirements imposed by Federal, State, or local laws or to preempt standard industry practice.

Regardless of any operational urgency or importance, work at Atwell sites should not be conducted at the expense of safety, the environment, or the health of workers or public. Contractors must take adequate measures to protect all persons and property, and to comply with all applicable Federal, State, & local regulations. All contractors must train, supervise, and direct their employees to work in a safe and environmentally conscious manner.

All contractors should review this Handbook with their respective employees, consultants, agents, and subcontractors, and acknowledge their understanding of the expectations contained within by signing the Contractor Acknowledgement Form attached at end of this document. The contractor should follow their own safety program and examine the related standards and regulations applicable to their services contained in this handbook.

Concerns regarding violations or safety issues can be confidentially reported directly to the Director of Safety at [safety@atwell-group.com](mailto:safety@atwell-group.com).

## 7 General Requirements

**7.1 Contractor Responsibilities:** All incidents are preventable. Safety and compliance shall not be compromised for convenience, production, or expedience.

- A.** Do it safely or don't do it at all
- B.** There is always time to do it right
- C.** When in doubt, find out
- D.** Always:

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- E.** Operate in a safe and controlled manner
- F.** Follow safe work practices and procedures
- G.** Ensure safety devices are in place and working
- H.** Use tools and equipment only for the purpose for which they were designed
- I.** Meet or exceed Atwell requirements
- J.** Comply with all applicable rules and regulations
- K.** Follow all written procedures for all situations
  - i. Medium and Large contract will be required to provide a Safe Work Plan (SWP) for work activities they are engaged in while on site. The SWP must approve by Atwell project manager prior to work starting on site.
  - ii. All contractor personnel arriving at the work site for the first time must receive a site-specific safety orientation delivered by the customer for whom they will provide services. This orientation must contain information related to emergency evacuation and response procedures.
  - iii. Each contractor is responsible for the safety of all its workers and for ensuring that their personnel perform their day-to-day work in a safe manner. Contractor personnel must be familiar with and abide by:
    - L.** Atwell safety practices as contained in this handbook
    - M.** Safety regulations posted in the workplace
    - N.** Written and verbal instructions to perform their job safely as outlined in Safe Work Plan (SWP), Job Safety Analyses (JHA), and operating procedures
    - O.** All applicable Federal, State, and local laws and regulations
    - P.** Emergency response procedures for this work site

## **7.2** Every contractor shall:

- A.** Conduct its operations in a manner that presents no hazard to the workforce, property or the environment
- B.** Designate a safety representative for each work location to be responsible for all safety-related activities and to periodically visit the location
- C.** Bring any observed, unsafe or hazardous conditions to the attention of the Atwell representative

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- D. Exercise all care necessary to protect and preserve the environment and wildlife at any location where work is performed and comply with all applicable Federal, State and local laws and regulations
- E. Have, and abide by, written programs and procedures, as required or needed, including but not limited to:
  - i. A motor vehicle safety program
  - ii. A federally compliant drug and alcohol testing program
  - iii. Personal Protective Equipment (PPE) is required while at the work site

**7.3 Incident Reporting:** A contractor must immediately report any incident that occurs at an Atwell work site, including near-miss events, to the Atwell representative, no matter how small. Contractors shall report all incidents (injury/illness, environmental release, vehicle crashes, property/equipment damage, and near misses) including first aid and repetitive stress injuries regardless of severity or impact.

The initial incident report may be verbal and follow-up with a written incident report. Absent extenuating circumstances, the initial report shall be made within two (2) hours of the occurrence. Failure to report an incident within the two (2) hour time may result in disciplinary action against the contractor.

Incidents will be investigated to determine their root cause. Contractor personnel may be required to participate in or conduct root cause analysis (RCA). Data collection and the investigation will begin as soon as practical.

Contractors should instruct workers to recognize the signs of contamination:

- A. Odors
- B. Soil discoloration
- C. Dead vegetation, applicable to the services they provide

The contractor is responsible for the cleanup of any environmental release relating to its activities; however, Atwell requirements for levels of contamination following cleanup must be met if the spill was on an Atwell site. Spills of any size must be reported and cleaned up immediately and both the spill and the clean-up must be documented.

**7.4 Covid Assessment:** Subcontractor will be required to follow CDC guidelines for protection of workers against the threat of COVID. The completion of Atwell's Health Assessment Form is required when entering Atwell or Client offices, company vehicles with one or more persons, and on-sites where social distancing is not permitted. The Daily Health Assessment form can be found on [atwellsafe.com](http://atwellsafe.com) as it requires regular updates.

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- 7.5 Stop Work:** Without fear of reprimand, reprisal, or disciplinary action, every contract employee working at any Atwell job site or facility has the unquestionable right and responsibility to refuse to do any work and/or stop any job in which the employee thinks that all hazards of the job haven't been properly identified and addressed prior to the start of the job; or if a hazardous situation develops during the course of the job; or if the employee feels that he/she doesn't fully understand the job instructions or safety guidelines.

This authority also extends to stopping any personnel they think may be in jeopardy due to developing circumstances, or whom they observe using improper or dangerous tools or work procedures. Atwell will instill and promote a safety culture where every employee and contractor knows and understands their rights and obligations under the Stop Work Authority policy. No job will be started, or resumed after stoppage for safety concerns, until all safety issues and concerns have been addressed and corrected and every person on the job site fully understands their individual and joint responsibilities for the safe completion of the project. The following sequence shall be followed when a stop work intervention is initiated:

- A.** Stop - announce to all affected persons your intent to delay or stop the job
  - B.** Notify - notify the Atwell representative, job supervisor or facility manger
  - C.** Correct - recommend and assist with corrective measures
  - D.** Document -job supervisor will ensure that all stop work interventions are properly documented listing reason for stoppage and all corrective measures implemented.
  - E.** Follow-Up Safety Meeting - it is important to ensure that the safety concerns have been addressed and corrected to the satisfaction of all concerned before work is resumed.
  - F.** Resume - start or resume the job
  - G.** All stop work reports shall be forwarded to the Atwell representative, local office and reviewed by management so that corrective actions can be implemented prior to the start of future jobs, thereby eliminating the need for additional work stoppages.
- 7.6 Reports:** All contractors will be required to submit reports on a weekly, Monthly and project completion basis. The reports needing submittal will be assigned and determined by the Atwell contact and communicated to all contractors.
- 7.7 Training:** Contractors are required to ensure their employees are trained and understand to follow proper work methods and to meet regulatory requirements and Atwell procedures.
- 7.8 Housekeeping:** Good housekeeping is an indication of the focus on safety. As a practice:
- A.** Keep tools, equipment, facilities and the work area clean and orderly

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- B.** Keep and consume food or beverages only in designated areas
- C.** Dispose of waste in compliance with Federal, State and local regulations
- D.** Keep access clear and free of obstructions. Work areas, walkways and stairways shall be kept free of slipping and tripping hazards
- E.** Clean up spills immediately. Use barricades to isolate the area if immediate clean-up is not possible.

**7.9 First Aid and CPR Requirements:** Medium and large contractors must have certified First Aid resources available at all Atwell jobsites during all aspects of the work. Contractor employees trained and certified in First Aid and CPR have the possibility of occupational exposure to potential infectious bodily fluids; therefore, should also be trained in blood borne pathogens.

**7.10 Smoking:** Smoking is permitted in designated smoking areas only

**7.11 Alcohol, Drugs, Firearms and Weapons:** The use of illegal drugs and alcoholic beverages, and the misuse of prescription and over-the-counter medications on Atwell sites are prohibited. Medium and large contractors shall develop, implement, maintain and enforce an alcohol, drug, and substance abuse screening policy consistent with this prohibition and applicable Federal, State, and local laws. Medium and Large contractors working on an Atwell site that are directly involved with construction, pipeline, survey or environmental activities must be enrolled in a random drug and alcohol testing program.

Contract workers at Atwell sites shall notify their supervisors when they are taking medication (prescription or non-prescription) which may impair their judgment or work performance. Any prescription drug brought on the site must be in the container in which it was dispensed.

No unauthorized alcoholic beverages, illegal drugs or other controlled substances are allowed on company property. Any use of alcoholic beverages, illegal drugs or other controlled substances that cause or contribute to unacceptable job performance or unusual behavior is prohibited.

If a worker is affected by alcohol or drugs, they are not permitted to remain on any Atwell site. The contractor must have and enforce appropriate policies and procedures for its employees to ensure that such expectations are met.

All contractors are required to have a drug and alcohol testing program that includes the following types of testing:

- A.** Pre-employment
- B.** Random testing of employees working in safety-sensitive functions
- C.** Reasonable suspicion

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- D. Post-incident testing
- E. Testing as part of a follow-up to substance abuse counseling or rehabilitation

Firearms and other weapons are not permitted at any Atwell sites. Pocket knives are acceptable in the workplace. Fixed blade knives are not acceptable under the weapons prohibition.

**7.12 DOT Drug Testing Requirements:** All positions involving operations, maintenance or emergency response functions required by DOT regulations are deemed by the DOT as safety sensitive.

All personnel working in safety-sensitive functions are subject to Section 199 of the DOT drug testing regulations which includes random drug testing and are required to always maintain a blood alcohol concentration of 0.00% while on duty.

Random and for-suspicion drug testing may be requested in accordance with DOT regulations, contractor's policy, or Atwell policy.

**7.13 Security:** All contractor vehicles and equipment located on Atwell property or leases are subject to unannounced searches and seizures for illegal drugs, alcoholic beverages and/or firearms. Security measures have been implemented at every work location. All contract workers must follow the site-specific measures.

**7.14 Covid:**

## 8 HAZARD IDENTIFICATION

**8.1** All contractors must be aware of occupational health hazards associated with services being provided at the site (i.e., chemicals, heat, etc.). The contractor should evaluate the risks, controls, and perform monitoring, if deemed appropriate or if required by regulation. These hazards should be conveyed to affected personnel during the pre-job safety meeting with the contractor.



## 9 PERSONAL PROTECTIVE EQUIPMENT

- 9.1** Personal protective equipment (PPE) is an essential element in protecting the workforce from workplace hazards and on-the-job injuries. Contract workers shall comply with all posted signs and OSHA requirements regarding PPE.

Contractors must assess the hazards present at each job site based on the task performed and ensure its employees wear the appropriate PPE to protect themselves.

Contractors must ensure all PPE supplied and required for performance of the work is in good condition and is maintained in accordance with manufacturer's specifications. It is the responsibility of the contractor to ensure their employees are adequately trained in the proper uses, limitations, and maintenance of the PPE utilized.

- 9.2** All members of the workforce working in a construction zone, or a safety sensitive area must use the following PPE when working in areas other than offices and parking areas:

- A.** Hard hats
- B.** Safety footwear
- C.** Safety glasses with side shields
- D.** High visible vest or clothing

- 9.3** Fire-resistant clothing: FRC meeting the appropriate NFPA standards for the work being performed must be always worn when on Atwell sites where hydrocarbons are present or an arc flash danger is present, including but not limited to:

- A.** At any location where the possibility of a natural gas or other flammable vapor release creating the potential for a flash fire exists
- B.** On any location or facility where a PPE hazard assessment has determined that FRC is a requirement
- C.** During well servicing, gas compression, pipeline, and production related operations
- D.** When any electrical work is being performed where FRC is required under the NFPA 70E Standard (i.e., arc flash hazards);

FRC must cover the entire body from neck to ankle, including long sleeves and must be worn as the outermost garment. Contractors must provide and maintain FR garments according to the National Fire Protection Association 2112 standard and or NFPA 70E. This clothing must also meet the requirements for the Hazard Risk Category for the worker's specific function.

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It is recommended that undergarments worn with FRC are made from fabric that does not melt (no polyester or synthetic fabrics which may melt against the skin).

**9.4 Head:** Hard hats are required at all work locations and along the right-of-way, except in offices or when riding in an enclosed vehicle. Maintain hard hats in good condition. Hard hats must be non-metallic (nonconductive or dielectric) and meet the Z89.1 Class A and B requirements of American National Standards Institute (ANSI).

**9.5 Eyes and Face:** All safety glasses and face shields used at Atwell locations must meet ANSI Z87.1 standards.

When debris or splash hazards is possible or present, wear face shields as an additional layer of protection with either safety glasses with side shields or goggles.

- A.** Wear safety glasses with side shields to protect against eye hazards caused by particulates
- B.** Wear splash-proof chemical goggles when handling potentially hazardous chemicals or liquids that may splash or spray, or other operation where your eyes may be exposed to potentially hazardous chemicals.
- C.** Certain electrical tasks also may require use of a face shield or arc-rated hood.

**9.6 Hearing:** Contractor shall require its employees to wear approved hearing protection if there is a risk of exposure to noise greater than 85 decibels.

**9.7 Respiration Protection:** Respiratory protection should be used only by personnel trained in its use, care, and limitations. Contractor is responsible for ensuring that its workers have been trained, medically qualified, and fit tested as required by OSHA. Contractor must enforce a 'no facial hair' policy for workers who may be required to wear respiratory protection equipment. If their workers use respiratory protection, the contractor should have a written respiratory protection plan.

**9.8 Hand:** Hand injuries are the most common injury at work sites. Contractors will provide, and the workers will use, appropriate hand protection when performing tasks that expose fingers and hands to objects, materials or situations that could cause cuts, scrapes, bruises or burns (including chemical burns).

**9.9 Foot:** All workers on Atwell sites (except for office facilities) must wear appropriate footwear with the following features:

- A.** Protective internal toe cap
- B.** Impact-resistant toe cap
- C.** Compression-resistant toe area
- D.** Ankle coverage

- E. Notched heel that prevents slippage when climbing ladders
- F. Oil-resistant soles

## 10 SAFE WORK PRACTICES

**10.1 JHA and Tailgate Safety Meetings:** At each Atwell site, medium and large contractors will appoint a competent worker to be responsible for Health & Safety coordination of the contractor's anticipated tasks. Medium and large contractors should appoint this worker based on the worker's experience and knowledge in both field operations and EHS matters. To ensure all affected individuals are made aware of jobsite hazards and how to eliminate and/or control them, Atwell expects contractors to perform pre-job JHA/Tailgate safety meeting prior to performing task, which meet the criteria listed below.

A JHA/Tailgate Safety Meeting Form should be completed by the contractor and an Atwell representative and reviewed with all affected personnel prior to starting work, which may expose three or more individuals to potential hazards on a job site.

The JHA/Tailgate Safety Meeting should identify the following at a minimum:

- A. Identify any potential hazards related to performance of the work
- B. Eliminate or implement controls to address each potential hazard
- C. Identify proper Personal Protective Equipment (PPE) required for the task
- D. Review the JHA/Tailgate Safety Meeting Form with all affected employees onsite and have individuals sign the meeting form

On sites where multiple contractors will be conducting concurrent operations, Atwell expects each contractor to be familiar with the work to be performed by the other contractors on or around the job site. Atwell expects the contractor directing and controlling the jobsite to ensure that no person(s) enter a hazardous area unless they are wearing the required PPE, reviewed the JHA/Tailgate Safety Meeting Form, and signed off in acknowledgement. Contractors providing services, which require multiple days to complete a job, should complete a new JHA/Tailgate Safety Meeting Form at the beginning of each shift change or day to cover the specific task and associated hazards with each phase of the job.

Jobs requiring contractors to utilize special permits such as those needed for Hot Work and/or Confined Space Entry should supersede the use of a JHA/ Tailgate Safety Meeting Form. Each of the specialized permits mentioned contain their own specific criteria for addressing the specific hazards associated with those tasks.

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Once the job has been concluded, the signed JHA/Tailgate Safety Meeting Form should be submitted to the Atwell representative, which requested the work order and filed with the job's associated paperwork.

## 11 Safe Work Permits

**11.1 Confined Space Entry (Non-permit and Permit required):** Medium and large contractor employees must be trained and certified prior to performing any type of confined space entry work at our sites. Contractors are encouraged to consider optional methods to complete work so as to eliminate the need for permit required confined space entry (i.e., declassification through elimination of potential hazards). Approval by an Atwell representative must be obtained prior to performing any non-permit and permit required confined space entry work. Contractor should utilize their company Confined Space Entry Permit to complete the required task.

Contractor Entry Team Training should consist of the following:

- A. Atmospheric Air Monitoring (i.e., Four Gas Detector- CO, O<sub>2</sub>, % LEL, H<sub>2</sub>S)
- B. Respiratory Protection (Permit Required Confined Space Entry Only)
- C. Confined Space Entry
- D. First-Aid and CPR
- E. Emergency Rescue (Permit Required Confined Space Entry Only)
- F. Site Specific Training

**11.2 Hot Work:** Only qualified workers may work in hot work areas.

Contractors are required to utilize a Hot Work Permit process prior to conducting cutting, welding, grinding, or other similar spark/flame producing processes within areas which contain or may produce a potentially hazardous (flammable/combustible) environment.

The following examples are areas where Atwell requires contractors to utilize a permit prior to performing hot work. The list of examples below is not intended to be exhaustive, as hot work permits are not limited to the following areas:

- A. Within 50 ft. of operating production equipment or facilities
- B. Within 50 ft. of well servicing, drilling, or workover operations being conducted on a well location

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- C. During pipeline tie-in or replacement when flammable/combustible gases or vapors may be present

A permit remains in effect only for the duration of the work shift in which it is issued. Medium and large contractors shall utilize their company specific Hot Work/Safe Work process. Prior approval must be obtained from an Atwell representative before permit required hot work commences on Atwell sites.

Prior to starting work on jobs requiring ignition sources in hot work areas, the contractor must designate a 'Fire Watch'. The Fire Watch is to monitor for conditions that may cause a fire such as sparks or levels of flammable/combustible gases during permit required Hot Work operations (i.e. % LEL monitor), act as stand-by with fire extinguisher (Minimum 20lbs. ABC Type) during Hot Work operations, and conduct the final Hot Work sign-off inspection. The fire watch must thoroughly inspect all areas where sparks may have flown or traveled to need to be checked thoroughly to make sure that no fire hazard has been created or thoroughly wash down, if practical and observe the hot work area for a minimum of 30 minutes after hot work ceases to be certain no fire hazard is present.

Hot Work in confined spaces will only be permitted when the space can be suitably purged and ventilated to eliminate the possibility of a hazardous atmosphere developing at any time it is occupied. PERMIT-REQUIRED CONFINED SPACE ENTRY PROCEDURES WILL APPLY (Refer to Confined Space Entry Section).

- 11.3 Excavation:** Any ground disturbance or excavation deeper than 15 inches must be conducted in accordance with all applicable OSHA standards. The use of an excavation or ground disturbance permit will be required. Contractor must request professional location of underground lines through the applicable state program (i.e., One Call, 811, or etc.) prior to any ground disturbance or excavation. Work should not commence until all underground lines have been identified and staked by an Authorized Utility representative, or other underground locating services.

Medium and large contractor should ensure its workers have the appropriate level of training in ground disturbance activities prior to performing excavation work on Atwell jobsites. At a minimum, one person who has a current Competent Person Certification for Excavation should remain in attendance during excavation activities.

If any existing pipeline, or other utility line, is contacted, hit or ruptured during ground disturbance activities, the owner of the underground facility should be notified immediately.

- 11.4 Trenching and Shoring:** Contractors must follow safe work practices for trenching and excavating activities. All excavations or trenches where persons may be working should be properly sloped or shored.

## 12 Hazardous Energy

**12.1 Electrical Safety:** Only workers who have received appropriate electrical training are permitted to work on electrical equipment or systems for Atwell. Additional training and procedures must be provided to Atwell prior to performing work on High voltage equipment or work in live sub stations.

All portable electrical equipment used at Atwell sites must conform to the National Electrical Code and all applicable OSHA and other related regulations. Installation of electrical systems or modifications to electrical systems (i.e., wiring) should be done under the supervision of a licensed electrician.

The contractor should:

- A.** Determine if the work area will require equipment rated for hazardous atmospheres
- B.** Ensure that workers near overhead lines know the voltage of the line and the safe approach distance
- C.** Abide by the current Electrical Code Regulations for the jurisdiction in which work is being performed. The contractor must be aware of, and to
- D.** Take precautions to prevent buildup of static electricity, which can cause sparks (i.e., bonding & grounding),
- E.** Address the presence of cathodic protection systems with the Atwell representative when working with tanks or piping, if applicable.

**12.2 Lighting:** Use explosive-proof portable lights and flashlights which are approved for the specific work location.

**12.3 Extension Cords:** Extension cords are for temporary use only. If practical, arrange electrical devices to avoid the use of extension cords.

Before using an extension cord, cover it with approved guards or tape to prevent tripping hazards.

Use only extension cords which are:

- A.** Approved and rated for the application
- B.** Three-wire, grounded type
- C.** Equipped with three-wire, grounded receptacles, and plugs. Plugs must be explosion proof when working in hazardous locations.

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Do not use extension cords which are damaged or spliced. Remove damaged cords from service.

Do not fasten an extension cord with staples or otherwise hang it in a way which could damage the outer jacket or insulation.

- 12.4 Power Tools:** Use only portable electrical tools and equipment which are UL-listed, double-insulated tools or grounded through a third wire in their cords.

Do not use electrical tools or equipment with damaged or inadequate insulation, defective cords, etc.

Where explosion or fire is possible, use pneumatic (air-operated) power tools.

If one or more electrical tools are to be used, ensure that the power sources have ground fault circuit interrupter (GFCI) protection in place

- 12.5 Bonding/Grounding:** Exposed noncurrent-carrying metal parts of fixed electrical equipment, including motors, generators, frames, and tracks of electrically operated cranes, electrically driven machinery, etc., will be grounded.

Portable equipment will be grounded by means of a ground rod (less than 5 OHMS resistance) or by bonding to the nearest grounded structure.

Conductors used for bonding and grounding stationary and movable equipment will be of ample size to carry the anticipated current.

When attaching bonding and grounding clamps or clips, a secure and positive metal-to-metal contact will be made. Such attachments will be made before closures are opened and material movements are started and will not be broken until after material movements are stopped and closures are made.

- 12.6 Lock-out/Tag-out:** Whenever machinery or equipment is shut down for servicing or repairs, the equipment will be locked out and tagged by trained authorized employees in accordance with OSHA's Control of Hazardous Energy standard. A site-specific lock-out/tag-out procedure will be determined by the contractor during an initial hazard assessment and conveyed to affected personnel during the pre-job safety meeting. Contract workers should only work under their own lock/tag and should always verify the machinery or equipment is in fact de-energized prior to commencing work. Once the work is complete the contractor performing the lock-out/tag-out is responsible for notifying affected personnel before removing their isolation devices and re-energizing the machinery or equipment.

- 12.7 Depressurizing Production Equipment:** Contractors must obtain permission from an Atwell representative prior to depressurizing Atwell production related equipment (i.e., wells, pipelines, vessels, compressors, or other associated equipment) to determine if any site-specific procedures are in place and to identify any potential hazards.

Hazards may include exposure to petroleum hydrocarbon liquids and gases, release of liquids and gases (toxic and/or flammable) to the environment, and fire.

## 13 Working and Walking Surfaces

**13.1 Elevated Working Surfaces:** All contractors will be required to train their employees on working at heights and provide documentation of training to Atwell contact person. All work areas, walkways, and platforms elevated more than four (4) feet, whether permanent or temporary, must be safe, sturdy, and enclosed by an approved guardrail (proper height, upper and intermediate rail).

Where there is a hazard to the personnel working below the elevated work area, toe boards must be in place. All floor openings must have a securely installed covering or proper guard rail.

Scaffolds or elevated platforms must be constructed, maintained, and used in accordance Federal regulations.

When working overhead, the contractor should have a competent spotter and the area roped off or other equivalent measures taken to protect workers on the site. Signs reading “Danger - Overhead Work” or “Hard Hat Area” should be conspicuously posted.

**13.2 Fall Protection:** All workers working at heights of four (4) feet or greater must use a fall protection system. All workers must receive training prior to using fall arrest systems.

Full safety harnesses and lifelines, or other acceptable fall arrest systems, should be supplied by the contractor and worn by all workers when working at heights where falling hazards are present and workers are not protected by guard rails as required by 29 CFR 1910 Subpart D. All workers should be properly trained in the use and maintenance of fall protection devices. Where man baskets are required, the contractor should ensure that a professional engineer has certified this equipment. Workers in man baskets should be secured in accordance with OSHA 29 CFR1910 Subpart F.

**13.3 Scaffolding and use:** Contractors who are required to use scaffolding to complete any work activities must comply with OSHA’s Scaffolding requirements found in 29 CFR 1926.451. All scaffolding types must be preapproved by Atwell contact prior to being used on the jobsite. Scaffolding will be made up of industrial grade scaffolding system. Each employee must be trained in the safe use of scaffolding prior to working with or on any scaffolding erected for work activities.



## 14 Surveying near Traffic

- 14.1 Required 'Free Space':** Maintain at least six (6) feet of space between moving traffic and your work area. This includes work on shoulders as well as on the traveled way. Survey at the maximum space possible between moving traffic and your work area.
- 14.2 Face Traffic:** Whenever feasible, each employee must always face moving traffic. If it is not possible to face traffic, a lookout should be used.
- 14.3 Move Deliberately:** Do not make sudden movements that might confuse a motorist and cause an accident.
- 14.4 Signal Cautiously:** Whenever feasible, use radio communication. Carefully and deliberately use surveying hand signals so they will not startle or confuse motorists or be mistaken for a flagger's direction.
- 14.5 Avoid Interrupting Traffic Flow:** Minimize crossing traffic lanes and never attempt to run across traffic lanes.
- 14.6 Physical Barriers:** Whenever feasible, place a barrier vehicle or a shadow vehicle between moving traffic and workers.
- 14.7 Distractions to Motorists:** Minimize working near moving traffic, especially on high-speed roads, when the motorists' attention may be distracted by other ongoing activities, such as vehicular accidents, maintenance activities, and construction operations; or distracting objects on or along the highway. Do not work along streets or highways within 2000 feet of such activities or objects.

## 15 Hazardous Materials

- 15.1 Hazard Communication:** All workers who work with chemicals or other hazardous materials must be trained in HazCom procedures and protections. Contractor will develop, implement, and follow a program which minimizes the risk of spill, illness, or injury regarding their employee's usage of hazardous chemicals on Atwell worksites. Contractors should ensure their workers are aware of the program, the location and interpretation of the SDS, and the location and use of the required PPE.
- 15.2 Labeling and SDS Requirements:** Any container holding chemicals must be properly labeled with the name of the substance and any hazards associated with it or its use. Labels must meet all regulatory requirements.

Atwell maintains an inventory of all chemicals used at each facility. Also, maintained on site is the SDS for all chemicals present at the work site.

## 16 Material Handling

**16.1 Mechanized Lifting Equipment:** Only competent, trained, and qualified workers will operate lifting equipment (i.e., forklifts, man lifts, work platforms, or etc.). Workers must carry their certification cards when operating this equipment.

Prior to performing lifts with cranes, hoist, derricks, or other lifting equipment, the equipment operator should determine the weight of the object to be lifted and ensure that cables, lifting equipment, slings, wire ropes, chains, and hooks are of sufficient strength and in proper condition to support the weight of the load. For critical lifts with a crane, derrick, or hoist, written lifting procedures complete with load charts should be prepared and reviewed by the contractor/lifting equipment operators should conduct a visual inspection of equipment prior to commencement of work to determine if the equipment can perform the work and that the equipment will not be operated beyond its design capabilities.

Tag lines should be used whenever loads require guiding or stabilizing. No worker should allow any part of his or her body to extend under any load being lifted by a crane, side boom, or other lifting equipment.

**16.2 Forklifts:** Only authorized and trained personnel will operate fork trucks. Contractors are responsible for the safe operation of the equipment. All fork truck operators must be trained and have a performance evaluation every three (3) years. All operators are required to carry certification cards.

Requirements for forklift operation on Atwell sites are as follows:

- A.** All fork trucks will be equipped with an overhead carriage, fire extinguisher, rotating beacon, face plate, horn, and back-up alarm
- B.** The operator will perform daily pre-inspections
- C.** The operator will wear a seatbelt
- D.** Any safety defects (such as hydraulic fluid leaks, defective brakes, defective steering, missing face plate, non-working horn, missing fire extinguisher, etc.) will be reported for immediate repair or have the fork truck taken out of service
- E.** Operators will follow the proper recharging or refueling safety procedures
- F.** Loads will be tilted back and carried no more than 6 inches from the ground. Loads that restrict the operator's vision will be transported backwards.

- G. Operator will sound horn and use extreme caution when meeting pedestrians, making turns and cornering.
- H. Passengers may not ride on any portion of a fork truck. Only the operator will ride the fork truck.
- I. Lift capacity will be marked on all fork trucks. The Operator will ensure load does not exceed rated limits.

When unattended, fork trucks will be turned off, forks lowered to the ground, parking brake applied, and key removed.

- 16.3 Rigging:** For the purposes of this section, 'rigging' means any combination of rope, wire rope, chain, sling, sheave, hook and associated fittings used in a hoisting operation. Contractors will ensure that only trained and certified riggers will be allowed to rig equipment for lifting purposes.

Standard wire rope, alloy steel chain, metal mesh, synthetic fiber rope and synthetic fiber web slings should meet the requirements of ASME 830.9-1990.

Slings should be of sufficient strength to withstand the imposed loads, with minimum safety factors as required by regulation. Slings should be tagged with inspection dates, and loads should be clearly marked.

- 16.4 Equipment and Power Tools:** All equipment and tools necessary to complete the work should be in good condition and operated as per manufacturer's operating guidelines. Medium and large contractor will supply equipment and tools necessary to complete the work, unless other specific arrangements are made with an Atwell representative. Guards must be properly installed and maintained on all power tools and equipment.

## 17 Fire Prevention

- 17.1** Medium and large contractors are to supply fire suppression and protection equipment appropriate to the work being performed. ABC type extinguishers are recommended for all Atwell sites. Fire extinguishers should be properly inspected, tagged and sealed, and contractor personnel shall be trained in their use.

Atwell expects the contractor to provide appropriately sized fire extinguishers. Such extinguishers should be based upon vehicle size and potential fire hazard associated with the work.

- 17.2 Smoking:** Smoking is prohibited around the Pipeline right ways and other associated equipment. Smoking is only allowed within designated areas on the worksite. It is the

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responsibility of the contractor to establish and enforce a designated smoking area a safe distance away (50 feet or more).

- 17.3 Open Flames:** The presence of any open flame is prohibited around well bore, production equipment, compressor station, or any other associated facility. Welding and/or cutting operations within this restricted area may be performed once a Hot Work Permit is issued, and the necessary controls have been instituted to properly address potential hazards onsite.
- 17.4 Cellular Phone and Handheld Radio Usage:** Cellular telephones and handheld radios will be used only when it is safe, prudent, and necessary to do so. Medium and large contractors are expected to assess the risk of accepting or sending transmissions from a 000693
- 17.5** cellular phone or handheld radio, including but not limited to, distraction while driving, be at least 50 feet away from an ignition source during perforating operations, and ignition source in the presence of flammable/combustible liquids or vapors.
- 17.6 Fitness for Work:** Medium and large contractor must ensure that its workers are able to perform their job functions safely. Contractor must have appropriate policies and procedures to ensure that such expectation is met, including, for example, fitness for duty and other employment policies consistent with applicable Federal, State and local law (e.g., if applicable, the Americans with Disabilities Act, etc.). Contractor must ensure that its employees do not pose a direct threat to the health and safety of themselves or others while on any Atwell site.

## 18 Biological Hazards and Controls

- 18.1 Snakes:** Snakes are typically found in underbrush and tall grassy areas. Most snake bites occur below the knee, on the hand or on the forearm. It is recommended that employees use gauntlet gloves, high-top leather boots, and extra care when walking through underbrush or tall grass. If you are bitten by a snake:
- A.** Stay calm. Notify co-workers to help you seek medical attention. Seek medical attention from the nearest medical facility.
  - B.** Immobilize the affected limb, keeping the bitten part below the level of the heart. Even if the snake is not venomous, excellent wound care is required. A tetanus booster shot is needed if the employee has not had one within the last 5 years.
  - C.** Do not cut the bite open and suck out the venom. Do not apply ice, cold packs, or Freon spray.

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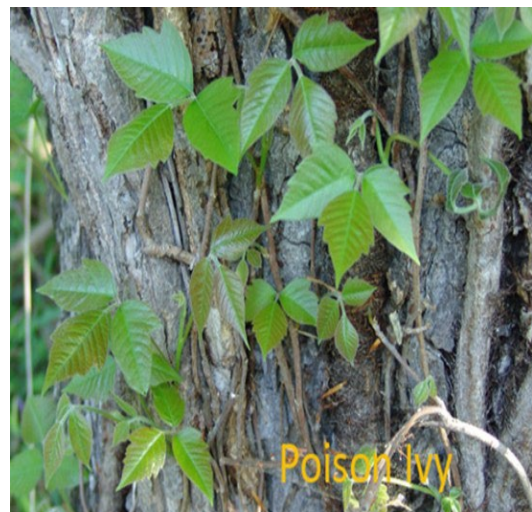
**D.** As with all puncture wounds, snakebites carry a high risk of infection, whether venom is injected. Clean the wound carefully with soap and water.

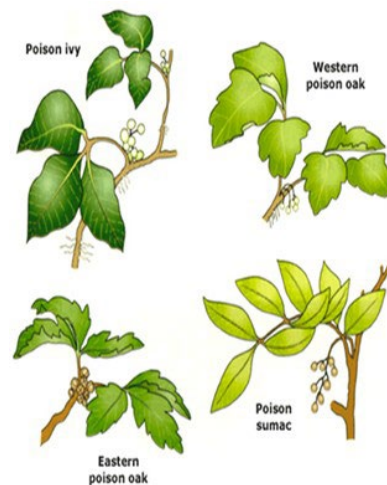
**18.2 Ticks & Mosquitoes:** Ticks are typically found in wooded areas, bushes, tall grass, and brush. Ticks are black, black, and red, or brown and can be up to one-quarter inch in size. Mosquitoes are found near areas of standing water. Wear long-sleeved shirts tucked into long pants, and hats to cover exposed skin. Tuck pant legs into socks. Use insect repellent on exposed skin to repel ticks, mosquitoes, and other insects. DEET concentrations of 30% to 50% are effective for several hours. Picaridin needs more frequent application. Wash insect repellent off at the end of the day and check thoroughly for ticks.

**18.3 Bees and Other Stinging Insects:** Bees, wasps, and other stinging insects may be encountered almost anywhere and may present a serious hazard, particularly to people who are allergic. Carry a kit if you have had allergic reaction in the past and inform your crew leader (typically Party Chief and/or Survey Coordinator). Watch for and avoid nests while working. If stung and the stinger is present, remove it carefully with tweezers. Wash and disinfect the wound, cover it and apply ice. Watch for an allergic reaction and seek medical attention if a reaction develops.

**18.4 Animals:** Remain alert for wild and domestic animals. If entering a fenced area with animals have an escape path. Do not go between a young animal and its parent. Do not pet or approach animals. Do not feed animals. Remain calm and back away facing the animal.

**18.5 Poisonous Plants:** Poison ivy, poison oak, and poison sumac are typically found in brush or wooded areas. Become familiar with the identity of these plants and avoid contact. If skin contacts a plant, wash the area with soap and water as soon as possible. Ivy block and ivy dry may reduce the reaction. If the reaction is severe or worsens, seek medical attention. (See images below)





## 19 Occupational Health Hazards

- 19.1 Hydrogen Sulfide:** Where Hydrogen Sulfide Gas ( $H_2S$ ) may be present, contractor personnel will be trained to understand the properties, toxicity, and precautionary measures to be taken when working in an  $H_2S$  gas environment. At a minimum, contractors are expected to monitor for the presence of  $H_2S$  gas on designated locations as well as take any additional safeguards which may be necessary based on the anticipated exposure concentrations (i.e., ventilation, respiratory protection, windsock, etc.). Contractors are responsible for ensuring compliance with any applicable state and/or Federal regulations related to addressing hazards associated with working in  $H_2S$  gas environments.
- 19.2 Condensate:** Only competent, trained, and qualified contractors shall work with or around natural gas condensate. Contractors must understand the need for procedures, training, enforcement be able to protect workers from the hazards. Proper PPE must also be utilized.
- 19.3 Lead Containing Material:** Lead is a toxic heavy metal that can be hazardous when exposed and can be found in a variety of materials such as paints, solder, radiological shielding, and batteries. Working with lead requires precautions and training along with special equipment to prevent airborne exposure. Only licensed professionals will abate lead containing material.

Treat all materials, if suspected of containing lead, as lead until determined to be lead free. See your supervisor for further direction.

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- 19.4 Asbestosis Containing Material (ACM):** ACM is the generic term for a group of naturally occurring, fibrous minerals with high tensile strength, flexibility, and resistance to heat, chemicals, and electricity.
- 19.5** In the construction industry, asbestos is found in installed products such as sprayed-on fireproofing, pipe insulation, floor tiles, cement pipe and sheet, roofing felts and shingles, ceiling tiles, fire-resistant drywall, drywall joint compounds, and acoustical products. Because very few asbestos containing products are being installed today, most worker exposures occur during the removal of asbestos and the renovation and maintenance of buildings and structures containing asbestos.
- 19.6** Only trained and authorized contractors are permitted to handle asbestosis. A full abatement plan is required to be reviewed by all affected employees and contractors working in and around ACM before asbestosis abatement activities begin.
- 19.7 Pump Jacks:** Only competent, trained, and qualified contractors shall work with or around pump jacks. Contractors must understand the need for procedures, training, enforcement be able to protect workers from the hazards. Proper PPE, LOTO practices, fencing, guarding, ladder safety and fall protection issues must be addressed prior to activities around these devices.

## 20 Vegetation Management

- 20.1** Medium and large contractors must meet state and Federal regulatory requirements regarding soil re-vegetation practices. Contractors should obtain permission from an Atwell representative prior to utilizing herbicides on Atwell sites. All herbicide contractors should be trained and/or certified according to state and federal regulatory requirements prior to application on Atwell sites.

## 21 Vehicles

- 21.1** All motor vehicles utilized on Atwell job sites, including, but not limited to, trucks, all-terrain vehicles (ATV's) and excavation equipment, must be operated and maintained in a safe and responsible manner, and in compliance with the manufacturer's instructions and other applicable regulations such as DOT and FMCSA. When required by law, vehicles will be equipped with back-up alarms and rollover protection. Seatbelts must be always worn when available.

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- 21.2** Medium and large contractor will provide suitable training and certification, where required, to demonstrate the competency of its workers in operating various types of motor vehicles associated with services being provided to Atwell.
- 21.3** Equipment with reduced visibility to the rear (i.e., dump trucks, vacuum trucks, excavation equipment or etc.) should be equipped with back-up alarms or utilize a spotter while backing. In congested work areas, a spotter should be used while backing vehicles. Workers should not approach motorized vehicles until eye contact has been established with the operator.
- 21.4** Contractors pulling trailers should ensure their trailer has appropriate brakes, brake lights, warning lights, and a hitch with a safety chain.

## 22 Waste Management

- 22.1** Proper disposal of wastes generated by the Contractor (i.e. waste oil from equipment) is the responsibility of the Contractor. Storage and handling of wastes should be safe, environmentally responsible, and comply with all applicable regulations, with records detailing wastes generated, stored and disposed.
- 22.2 Compressed Gas Cylinders:** All compressed gas cylinders must be labeled, handled, stored, transported, and inspected in compliance with applicable regulations and industry standards.
- 22.3** All compressed gas cylinders should be returned promptly to the storage area after use. Protective caps should be placed over the cylinder valves when not in use or when the cylinders are being transported by any means. Compressed gas cylinders should be stored in the upright position and secured to a stationary object or structure.
- 22.4** Compressed gas cylinders should be kept away from heat, including direct sunlight, fire, or electrical lines. Cranes may not transport compressed gas cylinders unless a special carrier is used.
- 22.5** Acetylene or liquid gas cylinders should never be operated in a horizontal position, as the liquid may be forced out through the hose causing a fire hazard or explosion.
- 22.6** Environmental
- 22.7 Water Diversion:** Contractors are responsible for obtaining from the appropriate Atwell employee all necessary approvals, licenses, and/or permits needed to divert water (i.e. use of surface water for drilling, use of groundwater wells) prior to performing the work. The contractor shall post the copy of the permit or approval at the work site while they are conducting the water diversion.



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- 22.8 Wildlife Awareness:** Contractors working in wildlife areas will provide their employees with basic information and training on the specific operating procedures and risks associated with work performed in a wildlife area.
- 22.9 Soil Conservation:** All excavation, earth-moving, soil stripping, brush clearing, and other earthwork will be conducted in a manner that preserves the soil and allows for the segregation of soil types to facilitate land reclamation in the future. Segregation of soil types should be conducted in accordance with applicable state and Federal regulations. Contractors must use industry best practice to prevent excessive soil erosion due wind or storm water (i.e., diversion ditches, compost filter socks, rock check dams, & etc.) according to state and federal regulations. Contractors are responsible for coordinating any permit requirements with Atwell staff prior to the initiation of work and shall meet any and all permit requirements as outlined by Atwell

## 23 Regulatory & Worksite Inspections

- 23.1** All Contractors must immediately notify an Atwell representative if approached or contacted by any regulatory inspector while performing services for Atwell.
- 23.2** Onsite supervisors must perform regular worksite inspections of operations, and to participate in joint inspections with an Atwell representative when requested.

## 24 EMERGENCY PROCEDURES

- 24.1** Emergency Response: All members of the workforce are responsible for understanding work site emergency procedures and following directions given during an emergency, including the following:
- A.** Be familiar with emergency procedures at the work location for fires, explosions, injuries or other emergencies
  - B.** Notify the Atwell representative as soon as possible
  - C.** Contractors should make no contact with the news media. Media inquiries should be directed to the Atwell representative.

Medium and large contractors shall ensure all applicable emergency equipment (i.e., spill kits, fire extinguishers, first aid kits, & etc.) on the site are proper for the work to be performed,

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readily accessible, and in good working condition. All individuals working on the site should know the location and be trained in proper use of this equipment.

**24.2 Access/Egress:** All routes of access and egress from site facilities should be always kept clear of obstructions. Obstructions include vehicles, equipment, trash, power and phone lines, temporary living quarters, and other materials or equipment. All vehicles must be parked properly and only in designated areas to allow unfettered access/egress to the facility.

**24.3 Emergency Response Plans:** Medium and large contractors must develop, implement, and enforce their own emergency response plan appropriate for the type of services they perform. Access to such a plan must be made available to all working at the site. At a minimum the plan should contain the following:

- A. Ambulance telephone contacts
- B. Fire telephone contacts
- C. Police and/or sheriff telephone contacts
- D. Pertinent Atwell emergency contact names and phone numbers
- E. Contractor emergency contact names and phone numbers.
  - i. Mandatory emergency drills should be periodically conducted.
  - ii. Fire extinguishing equipment must be conspicuously located and readily accessible. Unless otherwise trained and authorized, do not attempt to extinguish any fire other than incipient-stage fires.

**24.4** In addition, contractor employees shall be familiar with all Atwell emergency plans including, where applicable, the following:

- A. Atwell Emergency Response Plan for the site
- B. Preparedness, Prevention, and Contingency Plan for the site
- C. Waste Disposal Plan for the site
- D. Pressure Barrier Policy and Control Plan for the site
- E. Spill Prevention, Control, and Countermeasure Plan for the site
  - i. The contractor shall know where these plans are located on site and be familiar with the response procedures detailed in these plans.

**24.5 Extreme Weather Conditions:** Whenever possible, work should not be performed during an electrical storm, high winds, heavy rains, or other weather extremes. Workers should be moved to a safe area until conditions allow for work to resume.

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## 25 Contractor Expectations Acknowledgement Form

### ACKNOWLEDGEMENT FORM - CONTRACTOR EXPECTATIONS HANDBOOK FOR ENVIRONMENT HEALTH & SAFETY

Contractor Acknowledgement:

This acknowledgement form shall not alter or amend the terms of contractor's written contractual arrangement with Atwell, nor shall it alter the status of contractor as an independent contractor. Contractor acknowledges its obligation, as reflected in its written contractual agreements with Atwell, to take responsibility for compliance with all health, safety and environmental rules, regulations, ordinances, and other laws and for directing, overseeing, and controlling activities of its own employees and subcontractors on any Atwell site.

Contractor acknowledges that the expectations contained in the handbook are designed to mitigate, to the extent possible, the occurrence of accidents or other incidents at Atwell job sites. However, Atwell does not warrant or guarantee accidents or incidents will not occur. Contractor is solely responsible for ensuring that all employees and Subcontractors personnel comply with these expectations and that persons or property are protected from injury and damage because of contractor's operations on the site.

Contractor should immediately direct any questions, comments or concerns relating to the handbook or any other health and safety related matters, to Atwell Director of Safety, at [safety@atwell-group.com](mailto:safety@atwell-group.com).

I have read the entire Atwell Health & Safety Contractor Expectation Handbook. I have had the opportunity to ask questions and fully understand the meaning and intent of this Handbook. By signing below, I acknowledge having received this handbook and agree to abide by its contents.

Company: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Contractor's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please keep a copy of this acknowledgement form for your records and forward a signed copy to Atwell Safety Department.

You can email [safety@atwell-group.com](mailto:safety@atwell-group.com), or, mail to:

Atwell  
4700 East Southern Avenue  
Mesa, Arizona 85206  
Attention: Safety

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<b>Post Job Contractor Performance Evaluation</b>					
Contractor:		Single Project/Annual Review:			
Job Reference:		Assessed by:			
Location:		Date of Evaluation:			
<b>Safety Performance</b>					
<p>Did the contractor have any work injuries during the period of the contract/last 12 months? <b>YES / NO</b>                      If YES, give details.</p>					
<p>Was the contractor involved in any safety, environmental or other incidents? <b>YES / NO</b>                      If YES, give details.</p>					
<b>Safety Management and Standards</b>					
Poor = 1    Satisfactory = 2    Good = 3    Very Good = 4    Excellent = 5					
			<b>1</b>	<b>2</b>	<b>3</b>
			<b>4</b>	<b>5</b>	
Rate the contractor's ability to prevent injuries & achieve a goal of zero injuries and incidents					
Rate the adequacy of the contractor's safety auditing and inspections					
Rate the contractor's safety performance					
How good was the housekeeping and orderliness?					
Rate the safety attitude and cooperation of the contractor's supervisors.					
Rate the safety attitude and cooperation of the contractor's employees e.g., wearing PPE, barricading					
Rate the quality of the contractor risk assessments					
Comments on overall safety performance:					

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<b>Contract</b>					
Poor = 1	Satisfactory = 2	Good = 3	Very Good = 4	Excellent = 5	
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How well were requirements understood, incl. safety					
How responsive was the contractor to requests?					
How easy was communication (fax, email, etc.)?					
Comments:					
<b>Work Performance</b>					
Poor = 1	Satisfactory = 2	Good = 3	Very Good = 4	Excellent = 5	
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Was all the work completed on time?					
How prompt & complete was the work documentation?					
Did the finished work meet the contract specifications?					
How well was the contract self-managed?					
Comments on contract award:					
<b>Overall, would you like to use this contractor again? YES / NO</b>					
Recommend: a) Stay on Approved Contractors List <input type="checkbox"/> or					
b) Remove from Approved Contractors List <input type="checkbox"/>					

## 1 SCOPE

**1.1** At Atwell, the safety and health of our employees is our first consideration. The safety and health of our subcontractors, clients and visitors is also critical to our success. Atwell has clearly defined roles and procedures to meet the demands placed on the company during a pandemic. A pandemic is a disease outbreak that spans several countries and affects many people.

## 2 RESPONSIBILITY

**2.1** Executive management has the responsibility to ensure that all employees receive the information contained within this policy. The executive management group will make the determination for the company when this policy shall be in effect and when it shall be terminated.

**2.2** Risk Management / Safety has ownership of the policy and ensures compliance with all provisions of the policy. The Safety Department will review the Policy as needed and no less than annually.

**A.** If substantial interruption of services occurs due to significant illness, Atwell's Operational Management Team must notify key contacts including both customers and suppliers in the event an outbreak has impacted Atwell's ability to perform services. Notification will also go to customers and suppliers when operations resume.

**2.3** The Safety Department, along with Risk Management shall review and implement any lessons learned from a pandemic event.

**A.** The site action plan and emergency communication strategies will be periodically tested to ensure it is effective and workable.

**2.4** Employees are responsible to comply with all the provisions contained within this policy.

## 3 GENERAL GUIDELINES FOR PREVENTION AND CONTROL

**3.1** Employees should adhere to all governmental (e.g., Centers for Disease Control) guidance intended to aid in pandemic prevention, which should include no less than:

**A.** Wash your hands frequently and after contact with potentially contaminated surfaces or items with soap and water for 20 to 30 seconds at a minimum or use hand sanitizer if soap and water are not readily available. Hand washing and use of hand sanitizers should be encouraged by company supervision. Atwell has bathrooms at each location for employees to wash hands, in addition, hand sanitizers, tissues, and no-touch trash cans are available for employees.

- B.** Onsite cleaning crews are to increase the cleaning of all frequently touched surfaces in the workplace such as countertops, tables, and doorknobs daily and more often if required.
- C.** Employees are encouraged to disinfect workstations and surfaces on an hourly and daily basis.
- D.** Maintain social distancing when working around other employees. All employees are to arrange workstations to maintain a minimum 6-foot distance with designated visual barriers in offices. When discussing field work, strive to maintain the 6-foot or greater distance while in field locations especially during safety meetings or any other required assembly type scenario or event.
- E.** The CDC may make recommendations to wear a face covering in public setting where other social distancing measures are difficult to maintain.

## 3.2 Illness Awareness and Classification

- A.** Exposure to potential virus (using Covid-19 as an example) can be classified into several areas:
  - i. Suspected Case: an employee has all the symptoms of COVID -19 but has not been tested to confirm they have the virus.
  - ii. Confirmed Case: An employee has received a positive confirmation of COVID-19 infection.
  - iii. Exposure Case: An employee with exposure to another person that is a Suspected Case or Confirmed case.
- B.** Employees will be required to self-isolate for a period of 5 days after the last potential exposure. Employees should also isolate if they are sick and suspect that they have COVID-19 but do not yet have test results. If the employee's results are positive, follow the full isolation recommendations below. **If the employee's results are negative, then isolation can end.**
  - i. If the employee had no symptoms
    - a. Day 0 is the day tested (not the day the employee received your positive test result)
    - b. Day 1 is the first full day following the day tested.
    - c. If the employee develops symptoms within 10 days of when tested, the clock restarts at day 0 on the day of symptom onset.
  - ii. If the employee had symptoms
    - a. Day 0 of isolation is the day of symptom onset, regardless of when the employee tested positive.
    - b. Day 1 is the first full day after the day the symptoms have started.
  - iii. If the employee develops a fever (measured temperature > 100.0 F or subjective fever) OR respiratory symptoms, the employee should immediately

notify their healthcare facility so that the employee can coordinate consultation and referral to a healthcare provider for further evaluation.

- C.** End isolation based on how serious the employees COVID-19 symptoms were. Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.
  - i. If the employee had no symptoms
    - a. The employee may end isolation after day 5.
  - ii. The employee symptoms are improving.
    - a. The employee may end isolation after day 5 if:
      - 1 The employee is fever-free for 24 hours (without the use of fever-reducing medication).
  - iii. The employees' symptoms are not improving.
    - a. Continue to isolate until:
      - 1 The employee is fever-free for 24 hours (without the use of fever-reducing medication).
      - 2 The employees' symptoms are improving.
- D.** Employees who exhibit symptoms of acute respiratory illness (i.e., flu symptoms) are recommended to stay home and are not allowed to return to work until the employee is free of fever (100.0° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees should notify their supervisor immediately and stay home if the employee is sick or think that they could have any adverse health conditions that could impact others.
- E.** Employees shall notify Atwell of any potential exposure. Employees shall inform only Atwell Safety Department along with their Supervisor if the employee has been exposed to another individual who has tested positive for the virus or may have been exposed to a family member at home who is exhibiting symptoms or has been confirmed to have the virus. Atwell will maintain such information confidentially and use the information to appropriately notify Atwell clients and potentially affected employees.
- F.** Employees are to obtain appropriate immunizations to help avoid disease. Time off work will be granted to obtain the vaccine when or if vaccines become available.

### 3.3 Onsite Development of Symptoms

- A.** If an employee of Atwell begins to develop COVID-19 symptoms while at the office or on the jobsite, all subsequent steps should be followed:



- i. Take all necessary PPE precautions when interfacing with a potentially infected employee.
- ii. Isolate the employee in a separate room or office immediately.
- iii. Employee shall self-quarantine from the office/jobsite for 5 days.
- iv. Safety shall notify employees who had direct contact with employee showing symptoms. Notified employees shall be isolated for 5 days if they have a positive test or are asymptomatic. Employees who test negative can end isolation.
- v. Employee will update Safety on any testing result for further appropriate action.
- vi. All surfaces of the potentially impacted project office will be cleansed and disinfected following the clean-up procedures found in the Atwell Bloodborne Pathogens Policy.
- vii. Any additional required notification will be undertaken.

## 4 OFFICE OPERATIONS

### 4.1 Development of Office Plan

- A. An office plan will be provided by the safety department as needed for each site to address any unique work activities and mitigation needed to keep employees safe while working. The office plan will address the elements of this Policy. The plan will utilize the most updated information from the CDC, OSHA and professional organizations recognized as an industry competent source.
- B. Each Office management will develop a list of key contacts, and the proper chain of communications for employees to follow. Employees will be furnished a list of contact numbers and provided links to electronic tracking forms built in the Well or on the AtwellSafe.com app to track employee status. business and employee's status.

### 4.2 Office & Client Meetings and Business Interactions

- A. For all Atwell offices, in-person client meetings and business interactions shall be eliminated. Any in-person greetings should be conducted without physical interaction (e.g., handshakes) while maintaining the necessary social distancing requirements.
- B. Use available technological resources (mobile/virtual meetings) for continuity of operational business flow. These include Microsoft Teams, Zoom Meetings, phone / Conference calls and email. Overcommunication is encouraged to ensure everyone is in the same information chain.

## 5 TRAINING

- 5.1 Employees shall be trained on disease prevention, symptoms, spreading of diseases, and return to work guidelines contained in this Policy and corresponding office plan. Training for  
Revision Date: September 14, 2023

employees shall be initially and on an annual basis as needed. Training will include review of the policy and office plan with employees.

**5.2** Non-English speaking employees will have interpreters or multi-language speaking individuals to deliver the training in their native language.

# ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

#HS A012

## 1 SCOPE

- 1.1 Atwell will comply with OSHA regulations pertaining to access to employee exposure and medical records as prescribed in 29 CFR 1910.1020. The purpose of this policy is to preserve the employee's right of access to exposure and medical records relevant to exposure to toxic substances or harmful physical agents including either environmental and/or biological monitoring.

## 2 RESPONSIBILITY

- 2.1 It is the responsibility of each employee to notify his or her supervisor in the event of exposure to hazardous chemicals or harmful physical agents.
- 2.2 The supervisor maintains responsibility to ensure that a Hazardous Substance Exposure Report, located in Appendix I of this Section, is completed, and submitted to the Safety Department. When applicable, a copy of the OSHA Form No. 101, Supplementary Record of Occupational Injuries and Illnesses, or state equivalent, and a copy of any pertinent SDS's should be attached to the report.
- 2.3 Employee medical records are records that concern the health status of an employee and are made and maintained by the Company Nurse or Physician. Nurse365 is responsible for maintenance of Atwell employees' medical records pertaining to this policy.
- 2.4 The Safety Department will be responsible for maintenance of employee exposure records pertaining to this policy.

## 3 RECORDKEEPING AND ACCESS TO RECORDS

- 3.1 Employee medical records will be preserved and maintained for the duration of the employee's employment with the company plus thirty (30) years.
- 3.2 Exposure records shall be preserved and maintained for thirty (30) years unless a specific OSHA standard provides for a different period.
- 3.3 Employee medical records and/or exposure records shall be made available to OSHA, the employee, or the employee's designated representative provided that the requirements of

# ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS #HS A012

29 CFR 1910.1020 are fulfilled. The person responsible for maintaining the records will provide medical and/or exposure records within fifteen (15) business days of receipt of a written request. If for some reason the records cannot be provided within 15 days, the employee will be notified of the reason for the delay and the date when the records will be available.

- 3.4** Atwell employees will be informed of the provision of recordkeeping upon initial assignment and annually thereafter and should Atwell cease to do business there will be a transfer of employee records.
- 3.5** When providing medical records to employees they will be provided at no cost to the employee and all personal identifiers (name, address, social security number, payroll number, etc.) will be removed from records before access is granted.
- 3.6** The Employee Request for Access to Medical Records form (Appendix II of this Section) and/or the Employee Request for Access to Exposure Records form (Appendix III of this Section) should be used for this purpose.



# ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

#HS A012

## 5

### APPENDIX II – EMPLOYEE REQUEST FOR ACCESS TO MEDICAL RECORDS

**Appendix II - Employee Request for Access to Medical Records**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Current Work Location \_\_\_\_\_ Phone \_\_\_\_\_

I hereby request access to the following information contained in Medical Records or Analyses of Medical Records pertaining to me:

Description of Information	Purpose/Restrictions
_____	_____
_____	_____
_____	_____

I understand that the granting of access to records is not to be construed as being an admission, express or implied, that exposure to any toxic substance or harmful physical agent has or may have occurred, or that such exposures as may have occurred were at toxic or harmful concentrations or durations.

Signature of Employee \_\_\_\_\_ SS# \_\_\_\_\_

(To Be Completed Only If Employee Wishes To Designate A Representative To Receive The Records)

I hereby authorize the Philip Morris Management Corp. Health Services Department to release the above listed record(s) to the following individual:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

I give permission for this release for the above listed purpose and restrictions, but I do not give permission for any other use or redisclosure of this information. I understand that this authorization applies only to the information contained in the medical and/or exposure record(s) described above. Authorization will be for not more than (1) year but may be revoked in writing at any time.

Signature of Employee \_\_\_\_\_

Signature of Witness \_\_\_\_\_

NOTE: A Designated Representative will be required to complete a Receipt of Medical Record form.

(To Be Completed By Health Services Department)

Date of Receipt of Request \_\_\_\_\_ Signed \_\_\_\_\_

(To Be Completed By Employee Upon Receipt Of Requested Records)

I have received the record(s) described above from the Philip Morris Management Corp. Health Services Department:

Signature \_\_\_\_\_ Date Received \_\_\_\_\_

# ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

#HS A012

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### APPENDIX III – EMPLOYEE REQUEST FOR ACCESS TO EXPOSURE RECORDS

**Appendix III - Employee Request for Access to Exposure Records**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Current Work Location \_\_\_\_\_ Phone \_\_\_\_\_

I hereby request access to the following record(s) pertaining to me: (Please check the specific record you desire.)

- Environmental Monitoring
- Biological Monitoring
- Material Safety Data Sheet
- Analysis of Exposure Records

Which relates to the following toxic substance or harmful physical agent for the following job assignment during the time period indicated: (Please be specific.)

Job Assignment or Employees	Specific Work Location	Substance/Agent	Date From	To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I understand that the granting of access to records is not to be construed as being an admission, express or implied, that exposure to any toxic substance or harmful physical agent has or may have occurred, or that such exposures as may have occurred were at toxic or harmful concentrations or durations.

Signature of Employee \_\_\_\_\_ SS# \_\_\_\_\_

(To Be Completed Only If Employee Wishes To Designate A Representative To Receive The Records)

I hereby authorize the Philip Morris Management Corp. Aviation Services Department to release the above checked record(s) to the following individual:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

(To Be Completed By Safety Specialist)

Date of Receipt of Request \_\_\_\_\_ Signed \_\_\_\_\_

(To Be Completed By Employee Upon Receipt Of Requested Records)

I have received the record(s) described above from the Philip Morris Management Corp. Aviation Services Department:

Signature \_\_\_\_\_ Date Received \_\_\_\_\_

## 1 SCOPE

- 1.1** This document contains the Atwell Asbestos Awareness policy for Atwell employees. The objective of this policy is to outline the work practices, training requirements and processes put in place by Atwell Environmental Health and Safety Department to Atwell Employees from potential exposure to asbestos during Maintenance activities. This policy is intended for Atwell employees who may work in an area that may contain or have Asbestos Containing Material (ACM). This policy will provide guidance and training to employee when working in the area that has ACM.

## 2 DEFINITIONS

- 2.1 Asbestos:** includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that has been chemically treated or altered.
- 2.2 Asbestos-Containing Material (ACM):** any material containing more than one percent (1%) asbestos.
- 2.3 Authorized Activity:** Small scale short duration job task which will impact asbestos containing material has been approved and documented by EHS, has a current Negative Exposure Assessment.
- 2.4 Class I Asbestos Work:** the removal of thermal system insulation and/or surfacing material (ACM or PACM).
- 2.5 Class II Asbestos Work:** removal of any ACM which is not Class I, such as wallboard, floor tile, ceiling tile, linoleum, transite board, roofing materials and mastics.
- 2.6 Class III Asbestos Work (O&M):** repair and maintenance operations where ACM is likely to be disturbed.
- 2.7 Class IV Asbestos Work:** maintenance and custodial activities during which employees contact but do not disturb ACM, and activities to clean up dust and debris which may be generated by Class I, II, or III work.
- 2.8 Clearance Air Monitoring:** Air monitoring conducted by an Asbestos Project Monitor at the conclusion of an asbestos project. Clearance air monitoring includes the successful completion of a final visual inspection for work area debris and the collection and analysis of air samples in accordance with AHERA protocols.



- 2.9 Competent person:** in addition to the definition in 29 CFR 1926.32 (f), one who is capable of identifying existing asbestos hazards in the workplace and selecting the appropriate control strategy for asbestos exposure, who has the authority to take prompt corrective measures to eliminate them, as specified in 29 CFR 1926.32(f): in addition, for Class I and Class II work who is specially trained in a training course which meets the criteria of EPA's Model Accreditation Plan (40 CFR 763) for supervisor, or its equivalent and, for Class III and Class IV work, who is trained in a manner consistent with EPA requirements for training of local education agency maintenance and custodial staff as set forth at 40 CFR 763.92 (a)(2).
- 2.10 Friable Asbestos Containing Material:** any material containing more than one percent asbestos, which when dry, may be crumbled, pulverized, or reduced to powder by hand pressure.
- 2.11 GAC:** General Abatement Contractor
- 2.12 High Efficiency Particulate Air (HEPA) Filter:** a filter capable of trapping and retaining at least 99.97 percent of all mono-dispersed particles of 0.3 micrometers in diameter.
- 2.13 Threshold Quantity:** Maximum number of specific types of ACM that can be removed or disturbed by Atwell personnel under this program. Quantities greater than threshold must be conducted by a GAC or with direct approval from Atwell EHS.
- 2.14 Negative Exposure Assessment (NEA):** a demonstration by the employer, which complies with the criteria in OSHA 29 (CFR) 1926.1101 paragraph (f) (2) (iii), that the employee exposure during the monitored operation is expected to be consistently below the PELs.
- 2.15 Non-Friable Asbestos Containing Material:** materials in which asbestos is bound in a matrix which cannot, when dry, be crumbled, pulverized, or reduced to powder by hand pressure (such as floor tile and asphaltic building materials).
- 2.16 Permissible Exposure Limits (PELs):**
- A.** Time Weighted Average (TWA): the employer shall ensure that no employee is exposed to an airborne concentration of asbestos more than 0.1 fiber per cubic centimeter as an eight (8) hour time weighted average.
  - B.** Excursion Limit (EL): the employer shall ensure that no employee is exposed to an airborne concentration of asbestos more than 1.0 fiber per cubic centimeter of air as averaged over a sampling period of thirty (30) minutes.
- 2.17 PPE:** Personal Protective Equipment
- 2.18 Presumed Asbestos Containing Material (PACM):** thermal system insulation and surfacing material in buildings constructed no later than 1980 are assumed to contain asbestos until it has been analyzed to verify or negate its asbestos content.

- 2.19 Regulated Area:** means an area established by Atwell to distinguish areas where airborne concentrations of asbestos exceed or there is a reasonable possibility that they may exceed the permissible exposure limits. The regulated area shall be demarcated in any manner that minimizes the number of persons within the area and protects persons outside the area from exposure to airborne asbestos.
- 2.20 Vinyl Asbestos Floor Tile (VAT):** vinyl floor tile and in some cases its mastic which contain more than one percent asbestos and must be handled as ACM.

## 3 ASBESTOS EXPOSURE AND HEALTH CONCERNS

- 3.1** When materials containing asbestos are left intact and undisturbed, they do not pose a health risk to building occupants or workers. There is a potential for exposure only when the material becomes damaged to the extent that asbestos fibers become airborne and are inhaled. Asbestos is more likely to release fibers when it is friable. The term friable means the material can be easily reduced to a dust or powder with hand pressure only. If friable forms of asbestos are disturbed and become airborne, an inhalation hazard may result. In non-friable materials like floor tile and laboratory bench tops, the asbestos fibers are tightly bound in a matrix which limits the potential for a fiber release unless the material is rendered friable through mechanical means (i.e., abraded, sanded or sawed).

Generally, adverse health effects from asbestos are the result of long-term exposure to high concentrations of airborne fibers. According to the EPA, airborne asbestos levels in buildings are typically much lower than those identified in industrial workplaces where asbestos related health effects have been observed.

If exposed to asbestos, several factors may influence whether harmful health effects will occur. These factors include:

- A.** Dose – how much asbestos one is exposed to
- B.** Duration – how long one is exposed to asbestos fibers
- C.** Whether or not you smoke

### **3.2** Health Effects of Asbestos

- A.** Asbestos has been determined to be a cancer and lung disease hazard. There are no warning signs that asbestos is causing problems in your body since there are no acute or short-term symptoms. Asbestos related diseases have a latency period of 20-40 years before seeing any symptoms. The three most common asbestos related diseases are:

- i. Asbestosis – Asbestosis is a serious, progressive, long term non-cancer disease of the lungs.
- ii. Lung Cancer – Lung cancer causes the largest number of deaths related to asbestos exposure.
- iii. Mesothelioma – Mesothelioma is a rare form of cancer that is found in the thin lining (membrane) of the lung, chest, abdomen, and heart and almost all cases are linked to exposure to asbestos.

Exposure to asbestos increases your risk of developing lung disease. That risk is made worse by smoking. Smoking increases the risk of lung cancer 90 times more than exposure to asbestos alone.

## 4 ABESTOS LOCATIONS

- 4.1 The asbestos content of every building material on projects is not accounted for on by Atwell. Prior to impacting building materials for a project, Asbestos trained staff or our client is responsible for determining if the building materials to be impacted are asbestos containing. If the building material to be impacted during a project is not known Atwell trained staff have two options.
- 4.2 Assume the building material(s) to be impacted are asbestos containing and follow all procedures set forth in this program. EHS is available as a resource to help determine the appropriate course of action on a case-by-case basis.
- 4.3 Submit a request for asbestos sampling. Appropriate contractor will conduct sampling for laboratory analysis and provide an Asbestos Hazard Communication report outlining the sample results and any necessary follow up actions.

## 5 Other Potential Asbestos Locations

- 5.1 There are many possible locations where Atwell employees may be exposed to asbestos during their job functions. Asbestos materials are used in the manufacture of:
  - A. Heat-resistant clothing,
  - B. Automotive brake and clutch linings
  - C. Variety of building materials including

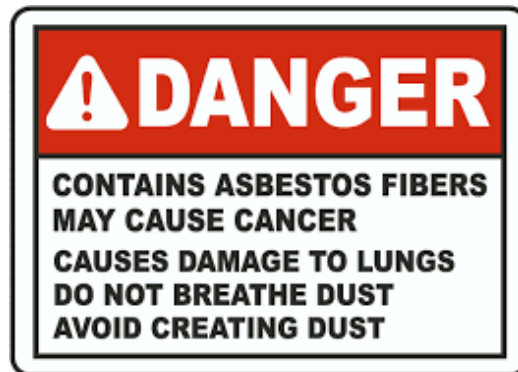
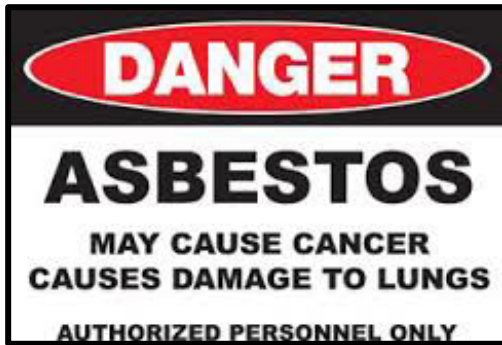
- i. Insulation,
  - ii. Soundproofing
  - iii. Floor tiles
  - iv. Roofing felts,
  - v. Ceiling tiles
  - vi. Asbestos-cement pipe and sheet
  - vii. Fire-resistant drywall
- D.** Pipe and boiler insulation materials
  - E.** Pipeline wraps and in
  - F.** Sprayed-on materials located on beams, in crawlspaces, and between walls.

## 6 Exposure Monitoring

- 6.1** In multi-Contractor work areas where Atwell employees are working adjacent to a Class I asbestos-controlled areas employees will be protected from exposure by the GAC through proper barriers and monitoring. If it is determined that exposure occurred through inadequate containment, then the affected employees will be removed from the affected area until an exposure assessment can prove the area is safe for the employee to return. The client and GAC will be responsible for exposure assessment and will provide proof prior to returning to work.

## 7 Warning signs and Controls

- 7.1** Atwell employees will not enter a regulated area. No Atwell employee will disturb any ACM and will notify Atwell EHS if it becomes necessary to do so. Signs and labels shall identify the material which is present, its location, and appropriate work practices which, if followed, will ensure that asbestos containing material (ACM) and/or presumed asbestos containing material (PACM) will not be disturbed.
  - A.** Examples of signs and labels are shown below.



## 8 EMPLOYEE TRAINING

- 8.1 There are various levels of required training for personnel who will work with or around asbestos containing building materials. The level and extent of training is dependent upon the type of work employees will be responsible for conducting with asbestos containing materials. Atwell EHS can guide and assist in training types and the subsequent requirements. Documentation of training activities must be provided to Atwell EHS.

## 9 Awareness Training

- 9.1** The OSHA asbestos standards for General Industry (29 CFR 1910.1001) and the Construction Industry (29 CFR 1926.1101) require employers to provide asbestos awareness training to employees who may encounter or potentially disturb ACM or PACM. The general industry standard applies to manufacturing, brake, or clutch servicing, and building custodial or housekeeping work. The construction standard applies to building maintenance and construction work and to housekeeping activities performed after maintenance or construction work. Asbestos awareness training is required within 30 days of initial assignment and on an annual basis thereafter. The training is provided by Atwell EHS. The Asbestos Awareness training covers:
- A.** Types of asbestos and characteristics
  - B.** Health effects associated with asbestos exposure
  - C.** Relationship between smoking and asbestos in producing lung cancer
  - D.** Information on smoking cessation programs
  - E.** Atwell Policy regarding asbestos management
  - F.** Locations where asbestos materials are commonly found
  - G.** How to recognize signs of damage and deterioration of ACM and PACM
  - H.** Proper response to fiber release episodes
  - I.** Standard requirements related to housekeeping
- 9.2** Written materials relating to the employee training program will be readily available to affected employees, the assistant Secretary of Labor for Occupational Safety and Health and the director of the National Institute for Occupational Safety and Health.

## 10 REFERENCES

29 CFR 1910.1001

29 CFR 1926.1101

# GROUND FAULT CIRCUIT INTERRUPTER (GFCI) POLICY – ASSURED EQUIPMENT GROUNDING CONDUCTOR #HS B002

## 1 SCOPE

- 1.1** It is the policy of Atwell to establish and implement an assured equipment grounding conductor program on construction sites covering all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and equipment connected by cord and plug which are available for use or used by employees.
- 1.2** Supervisors are designated to implement the assured equipment grounding conductor program on their work site.
- 1.3** Supervisors will be responsible and accountable for the following:
  - A.** Each cord set, attachment cap, plug and receptacle of cord set, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, shall be visually inspected before each day's use for external defects, such as deformed or missing pins, or insulation damage, and for indication of possible internal damage. Equipment found damaged or defective may not be used until repaired.
  - B.** Supervisors are responsible for tests on all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and cord and plug connected equipment repaired to be grounded. Tests shall be documented on the log for assured equipment grounding conductor program and shall be on the jobsite for inspection by Regulatory officials and any affected employee. Equipment that does not meet prescribed test shall not be put into service. The following tests shall be performed:
    - i. All equipment grounding conductors shall be tested for continuity and shall be electrically continuous
    - ii. Each receptacle and attachment cap or plug shall be tested for correct attachment of the equipment grounding conductor. The equipment grounding shall be connected to its terminal
  - C.** A copy of this policy shall be at the jobsite for inspection and copy by Regulatory officials and any affected employee. A copy of the completed forms will be kept on each applicable jobsite for inspection purposes.

# GROUND FAULT CIRCUIT INTERRUPTER (GFCI) POLICY – ASSURED EQUIPMENT GROUNDING CONDUCTOR #HS B002

## 2 PLAN CONTENT

Equipment grounding conductors shall be installed and maintained in accordance with this procedure.

- 2.1 Installation** - Equipment grounding conductors shall be installed as follows:
- A.** All 120-volt, single phase, 15- and 20- ampere receptacles shall be of the grounding type and their contacts shall be grounded by connection to the equipment grounding conductor of the circuit supply the receptacle in accordance with the applicable requirements of the National Electrical Code.
  - B.** All 120-volt cord sets (extension cords) shall have an equipment grounding conductor which shall be connected to the grounding contacts of the connector(s) on each end of the cord.
  - C.** The exposed concurrent-carrying metal parts of the 120-volt cord and plug-connected tools and equipment that are likely to become energized shall be grounded in accordance with the applicable requirements of the National Electrical Code.
- 2.2 Visual Inspection** - Employees shall be instructed to visually inspect receptacle, flexible cord sets (extension cords), except those that are fixed and not exposed to damage, and equipment connected by cord and plug before each day's use for external defects such as deformed or missing pins or insulation damage and for indication of possible internal damage. Where there is evidence of damage, the damaged item shall be taken out of service and tagged until tested and any required repairs have been made.
- 2.3 Testing Ground** - All 120-volt, single phase, 15 and 20- ampere receptacles which are not a part of the permanent wiring of the building or structure, 220-volt flexible cord sets, and 120 volt cord and plug connected equipment required to be grounded shall be tested as follows:
- A.** All equipment grounding conductors shall be tested for continuity and shall be electrically continuous.
  - B.** Each receptacle and attachment cord or plug shall be tested for correct attachment of the equipment grounding conductor. The equipment grounding conductor shall be connected to its proper terminal.
- 2.4 Testing Schedule** - All required tests shall be performed:
- A.** Before first use
  - B.** Before equipment is returned to service following any repairs



# GROUND FAULT CIRCUIT INTERRUPTER (GFCI) POLICY – ASSURED EQUIPMENT GROUNDING CONDUCTOR #HS B002

- C. Before equipment is used after any incident which can be reasonably suspected to have caused damage (for example, when a cord set is run over)
- D. At intervals not to exceed three (3) months, except that cord sets and receptacle which are fixed and not exposed to damage shall be tested at intervals not exceeding six (6) months

**2.5 Test Records** - Test verification shall be by means of numeric or color coded marking tape on the receptacle, cord set or equipment to identify that it has passed the test and to indicate the date (month or quarter) in accordance with section 5.0 Coding Scheme.

**2.6 Color Scheme** - Coding schemes for assured equipment grounding conductor test record. All cords, temporary wiring and portable equipment will be marked in accordance with the below color scheme.

Electrical Cord Color Coding Scheme		
Month/Quarter	Quarter	Month
January	White	White
February		Yellow
March		Blue
April	Green	Green
May		Yellow
June		Blue
July	Red	Red
August		Yellow
September		Blue
October	Orange	Orange
November		Yellow
December		Blue
Repair/Incident	Brown	Brown

## 3 References

CFR 1926.404

# GROUND FAULT CIRCUIT INTERRUPTER #HS B002

## (GFCI) POLICY – ASSURED EQUIPMENT GROUNDING CONDUCTOR

### Attachment A Assured Equipment Grounding Conductor Inspection Log

Project Name				
Location				
Job Number				
ID of Equipment Tested	Date Tested	Action, if any	Reason A,B,C,D	Tested By (signature)

**\*REASON FOR TEST:**

- 1 BEFORE FIRST USE
- 2 BEFORE EQUIPMENT IS RETURNED TO SERVICE FOLLOWING ANY REPAIRS
- 3 BEFORE EQUIPMENT IS USED, AFTER ANY INCIDENT WHICH CAN BE REASONABLY SUSPECTED TO HAVE CAUSED DAMAGE.
- 4 AT INTERVALS NOT TO EXCEED THREE (3) MONTHS, EXCEPT THAT CORD SETS AND RECEPTACLES WHICH ARE FIXED AND NOT EXPOSED TO DAMAGE SHALL BE TESTED AT INTERVALS NOT EXCEEDING SIX (6) MONTHS.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 1 SCOPE

- 1.1 Atwell is committed to providing a safe and healthy work environment for our employees. Atwell has adopted and initiated this policy for the prevention of exposure to Benzene in accordance with the following OSHA regulations:
  - A. 1910.1028 – Benzene, and Appendices A, B, C, and D
  - B. 1910.1200 – Hazard Communication Standards for Employers
- 1.2 Atwell has implemented this policy to ensure that no employee is exposed to Benzene at levels more than the permissible exposure limits (PELs).

## 2 PROGRAM OVERVIEW

- 2.1 When Atwell performs work activities on client locations that require working around benzene or equipment that may contain benzene like petroleum pipelines, Distribution hubs, Atwell management and supervisors are responsible for ensuring the following engineering controls and work practices are enforced:
- 2.2 Atwell will provide and/or arrange for employees to receive information and training at the time of their initial assignment to a work area where benzene is present. If exposures are above the action level (PEL), employees will be provided with information and training at least annually thereafter.
- 2.3 Employees will be informed of all regulated areas and are properly trained in entrance procedure, safety requirements, and practices when in regulated areas.
- 2.4 Employees are required to wear the appropriate PPE as necessary, eye, face, boots, gloves, sleeves, and aprons.
- 2.5 Atwell has implemented and will maintain a Respiratory Protection Program. The Respiratory Protection Program and respiratory protective equipment is provided for all employees with potential for exposure to benzene. Respirators will be used during:
  - A. Periods necessary to install or implement feasible engineering and work practice controls
  - B. Emergencies

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**C.** Work operations for which feasible engineering and work-practice controls are not yet sufficient to reduce employee exposure to or below the PEL

**2.6** Project managers and supervisors will select approved respirators according to airborne concentrations of benzene and condition of use from Table 1 below:#

**Table 1 – Respiratory Protection for Benzene**

Airborne concentration of benzene	Respirator type
(a) Less than or equal to 10 ppm	(1) Half-mask air-purifying respirator with organic vapor cartridge.
(b) Less than or equal to 50 ppm	(1) Full facepiece respirator with organic vapor cartridges.
(c) Less than or equal to 100 ppm	(1) Full facepiece powered air-purifying respirator with organic vapor canister <sup>1</sup> .
(d) Less than or equal to 1,000 ppm	(1) Supplied air respirator with full facepiece in positive-pressure mode.
(e) Greater than 1,000 ppm or unknown concentration	(1) Self-contained breathing apparatus with full facepiece in positive pressure mode.
	(2) Full facepiece positive-pressure supplied-air respirator with auxiliary self-contained air supply.

**2.7** Employees will always wear appropriate PPE when working in the proximity of Benzene. This PPE will include proper eye and face protection, boots, gloves, sleeves, aprons, etc. in accordance with 29 CFR 1910.133 where appropriate.

**2.8** Personal protective clothing and equipment will be worn where appropriate to prevent eye contact and limit dermal exposure to liquid benzene. Protective clothing and equipment will be provided by Atwell at no cost to the employee and Atwell will assure its use where appropriate.

**2.9** Adequate ventilation will be ensured in all enclosed work areas.

**2.10** Regular monitoring of air quality in work areas will be provided to ensure that PELs are not being exceeded. Records of all monitoring tests will be kept available at the Company office.

**2.11** Atwell will make available a medical surveillance program for employees who potentially may be exposed to Benzene at or above the action level or PEL. This service will be provided at no cost to employees under the supervision of a licensed physician.

**2.12** Atwell will make available a medical surveillance program for employees who are or may be exposed to benzene at or above the action level 30 or more days per year; for employees who are or may be exposed to benzene at or above the PEL 10 or more days per year; for employees who have been exposed to more than 10 ppm of benzene for 30 or more days in a year prior to the effective date of the standard when employed by their current employer.

- 2.13** All appropriate signs and labels will be posted in areas of potential exposure to Benzene.
- 2.14** All containers or vessels containing Benzene will be appropriately labelled to indicate the contents and the hazards of the contents.
- 2.15** Employees will be instructed as to potential locations where they may be exposed to Benzene including:
- A.** Petroleum refining sites
  - B.** Tank Gauging (tanks at producing, pipeline, and refining operations).
  - C.** Field maintenance
- 2.16** Employees will be instructed as to the characteristics of Benzene including:
- A.** Toxicity
  - B.** Color
  - C.** Odor
  - D.** Solubility
  - E.** Flammability
  - F.** Toxic by-products
- 2.17** Employees will be instructed as to the health effects of overexposure to Benzene including:
- A.** Short-term (acute) overexposure: If you are overexposed to high concentrations of Benzene, well above the levels where its odor is first recognizable, you may feel breathless, irritable, euphoric, or giddy; you may experience irritation in eyes, nose, and respiratory tract. You may develop a headache; feel dizzy, nauseated, or intoxicated. Severe exposures may lead to convulsions and loss of consciousness.
  - B.** Long-term (chronic) exposure: Repeated or prolonged exposure to Benzene, even at relatively low concentrations, may result in various blood disorders, ranging from anemia to leukemia, an irreversible, fatal disease. Many blood disorders associated with Benzene exposure may occur without symptoms.
- 2.18** Fire extinguishers of the carbon dioxide, dry chemical, or foam type will be readily available. Employees will know where they are located and how to operate them. Benzene is classified as a 1 B flammable liquid and is highly flammable and vapors may form explosive mixtures in air. Locations where Benzene may be present in quantities sufficient to produce explosive or ignitable mixtures are considered Class I Group D locations.
- 2.19** Smoking is prohibited in areas where Benzene is used or stored.

# BENZENE AWARENESS

#HS B003

- 2.20** Employees will be informed where Benzene is used at the host facility and be made aware of additional plant or work site safety rules.
- 2.21** SDS for Benzene and all other hazardous materials Atwell uses are available to employees for review upon request.

## 1

### SCOPE

- 1.1** Atwell is committed to providing a safe and healthy work environment for our employees. It is the policy of Atwell to ensure the safety and health of our employees and prohibiting the spread of Bloodborne Pathogens. Therefore, the following Bloodborne Pathogens Safety Programs has been adopted. In the event an employee is exposed to Bloodborne Pathogens, all measures within this program shall be provided to eliminate the spread of disease.
- 1.2** Atwell has implemented this plan to ensure that no employee is exposed to hazardous Bloodborne Pathogens in the workplace. The Safety Director is the Company administrator who has the overall supervisory responsibility for the effectiveness of this program and for maintaining medical and training records.

## 2

### Exposure Determination

- 2.1** The exposure determination will be made without regard to the use of personal protective equipment. All employees who, because of performing their job duties, must engage in activities where exposure to blood or other potentially infectious materials is reasonably anticipated are considered to have occupational exposure to bloodborne pathogen. Employees will take necessary precautions to avoid direct contact with body fluids.
- 2.2** Employees with occupational exposure for the construction industry are limited to job duties that require workers to administer first aid and/or CPR when necessary. Employees trained in first aid and CPR and designated as First Aid Responders are considered at risk of occupational exposure due to the nature of these duties (e.g., assisting bleeding victims, resuscitation). Occupational exposure is defined as reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

## 3 Compliance Methods

- 3.1 Universal precautions will be observed. When differentiation between body fluids is difficult or impossible, all body fluids will be considered potentially infectious.
- 3.2 The term —universal precautions refers to a method of bloodborne disease control that requires all human blood and other potentially infectious materials to be treated as if known to be infectious HIV, HBV or other bloodborne pathogens.
- 3.3 Engineering and work practice controls will be used to eliminate or minimize employee exposure. Company assigned first aid responders will be trained in universal precautions and proper PPE use when giving first aid. Engineering controls will be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
- 3.4 If provision of handwashing facilities is not feasible, Atwell, LLC will provide either an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes. All employees are allowed access to proper restroom and sanitary facilities. Hand washing and disinfecting supplies are always available to employees either at restroom facilities or upon request.

## 4 Personal Protective Equipment

- 4.1 Personal Protective equipment will be always available to prevent exposure to infectious material for employees required to handle potentially hazardous material, perform first aid procedures, or to perform routine duties which may bring an employee into contact with potentially infectious material.
- 4.2 PPE, such as gloves and gowns, is provided to our employees at no cost to them when the possibility of occupational exposure is present. Appropriate PPE in the proper sizes will be readily accessible.
- 4.3 PPE will be used unless, under rare circumstances, the employee(s) temporarily declined to use PPE.
- 4.4 Training in the use of the appropriate PPE for specific tasks or procedures is provided by Atwell PPE may be obtained by contacting the Safety Director, who is responsible for ensuring that PPE is available.
- 4.5 Any injury to personnel must be reported immediately to a supervisor. Any unauthorized personnel will be restricted from the area where the injury occurred until it is determined that no threat of infection is present, or until properly trained personnel can dispose of any infectious material.



## 4.6 Gloves

- A.** Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, or contaminated, or if their ability to function as a barrier is compromised.
- B.** Disposable gloves are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or if they are torn, punctured or their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse, provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured or show other signs of deterioration or when their ability to function as a barrier is compromised.
- C.** Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.
- D.** Wash hands as soon as feasible after removing gloves or other PPE.

## 4.7 Eye and Face Protection

- A.** Masks, in combination with eye protection devices such as goggles or glasses with solid side shields, or chin length side face shields must be worn whenever splashes, spray, splatter or droplets of blood or OPIM may be generated and eye, nose or mouth contamination can be reasonably anticipated.

## 4.8 Housekeeping

- A.** Blood or OPIM release or spills must be reported to the supervisor or appropriately trained cleaning staff and surfaces must be decontaminated immediately or per the pre-established cleaning schedule. Decontamination may be accomplished by using sodium hypochlorite mixed with water in a 1:10 to 1:100 concentration. This must be mixed daily or immediately prior to use.
- B.** Contaminated PPE must be properly handled or disposed of in properly marked, leak-proof bags. When PPE is to be decontaminated, proper handling precautions and procedures will be observed during this process.

## 4.9 PPE Cleaning, Laundering and Disposal

- A.** All PPE will be cleaned, laundered, or disposed of by the company at no cost to employees. All repairs and replacements will be provided by the company at no cost to employees.
- B.** Remove PPE after it becomes contaminated and before leaving the work area.
- C.** Proper disposal containers for potentially infectious material are available as needed. Any such containers will be properly marked for biohazards and disposed of properly.
- D.** Blood-soaked bandages or other potentially infectious materials from the accident site will be put in properly marked, leak-proof bags for handling.

## 4.10 Sharps and Other Regulated Waste

- A.** Regulated waste, including sharps, must be placed in containers that are closeable and constructed to contain all contents and prevent leakage. Sharps containers must be stored upright during use and may not be opened by employees.
- B.** All sharps and regulated waste containers must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- C.** Any exposed sharp edges or devices which may cause laceration or puncture on machines, tools, or equipment will be eliminated or protected to prevent injury to personnel. All machine guards will be inspected daily to ensure that they are in place and secure to prevent injury to personnel and the spread of bloodborne pathogens.
- D.** All equipment or environmental surfaces will be cleaned and decontaminated after contact with blood or other infectious materials.

## 5 Labels and Signs

- 5.1** The Safety Director will ensure that biohazard labels are affixed to containers of regulated waste, refrigerators and freezers containing blood or OPIM and other containers used to store, transport or ship blood or OPIM. The universal biohazard symbol will be used. Labels will be fluorescent orange or orange-red and will be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents loss or unintentional removal. Red bags or containers may be substituted for labels.



## 6 Hepatitis B Vaccine

- 6.1** Atwell will make available the Hepatitis B vaccine to all employees that have occupational exposure through assignment at no cost to the employee(s).
- 6.2** Employees in job classifications in which they may possibly have occupational exposure to bloodborne pathogens, or material possibly containing bloodborne pathogens, will be given the opportunity to participate in the hepatitis B vaccine program.
- 6.3** Employees who decline the hepatitis B vaccination will sign the OSHA required declination form indicating their refusal. Any employee who initially declines hepatitis B vaccination, but later decides to accept vaccination while still covered by the standard, will be provided the vaccination series as described above.

## 7 Post Evaluation and Follow-up

- 7.1** All exposure incidents will be reported, investigated, and documented. When an employee incurs an exposure incident, it will be reported to the Safety Department. Following a report

of an exposure incident, the exposed employee will immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- A.** Documentation of the route of exposure, and the circumstances under which the exposure incident occurred. If the incident involves percutaneous injury from a contaminated sharp, appropriate information should be entered in the sharp's injury log.
- B.** Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law. The source individual's blood will be tested as soon as feasible, and after consent is obtained, to determine HBV and HIV infectivity. If consent is not obtained, Atwell will establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the blood (if available) will be tested, and the results documented.
- C.** Results of the source individual's testing will be made available to the exposed employee, and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- D.** Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
- E.** Counseling and an evaluation of reported illnesses will be offered.

## 8

### Training

- 8.1** When employees are assigned to a position that puts them in potential contact with bloodborne pathogens they will be trained in exposure awareness and prevention techniques for bloodborne pathogens. These employees will receive refresher training annually, or when changing job conditions or assignments warrant it.
- 8.2** Atwell will establish and maintain an accurate record for each employee with occupational exposure. Training records will include the dates and contents of training, and the names and job titles of persons attending. Training records will be maintained for 3 years from the date of training and medical records will be maintained for at least the duration of employment plus 30 years.
- 8.3** Training will cover at a minimum the following topics:
  - A.** An accessible copy of the regulatory text of the Bloodborne Pathogen Standard (29 CFR 1910.1030) and an explanation of its contents

- B.** A general explanation of the epidemiology and symptoms of bloodborne disease
- C.** An explanation of the modes of transmission of bloodborne pathogens
- D.** An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan
- E.** An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
- F.** An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment
- G.** Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
- H.** An explanation of the basis for selection of personal protective equipment
  
- I.** Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge
- J.** Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
  
- K.** An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- L.** Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- M.** An explanation of the signs and labels and color-coding requirements

## 9 Medical

- 9.1** Accurate medical records for each employee with occupational exposure must be maintained for at least the duration of employment plus 30 years.
- 9.2** Atwell will ensure that all records required by this policy will be made available upon request of employees. Medical records will have the written consent of the employee before being released.

## **10** SPECIFIC RESPONSIBILITIES

- 10.1** Atwell, LLC & Atwell Safety Department

## **11** REFERENCES

29 CFR 1910.103

## 1 SCOPE

- 1.1 Atwell is committed to providing a safe and healthy work environment for our employees. Atwell employees who work in outdoor places or who work in other environments where environmental risk factors for heat illness are present are at risk for developing heat related illnesses if they do not protect themselves appropriately. The objective of this program is to reduce the potential for heat illnesses by making employees aware of heat illnesses, ways to prevent illness, and actions to take if symptoms occur.
- 1.2 A copy of this program will be made available to all employees and their designated representatives.

## 2 DEFINITIONS

- 2.1 Acclimatization means the temporary, gradual adaptation of the body to work in the heat when a person is exposed to it. Usual acclimatization time while working in the heat for at least two (2) hours per day ranges from four (4) to 14 days. Acclimation procedures include close observation of all employees during a heat wave – defined as at least 80-degree Fahrenheit. New employees must be closely observed for their first two weeks on the job.
- 2.2 Emergency response procedures include effective communication, response to signs and symptoms of heat illness, and procedures for contacting emergency responders to help stricken employees.
- 2.3 Environmental risk factors for heat illness mean the working conditions that create the possibility for a heat illness to occur. Risk factors include air temperature, air movement, relative humidity, workload, work severity, work duration, radiant heat, conductive heat, and personal protective equipment (PPE) worn by an employee.
- 2.4 Heat illness means a serious medical illness, which results from the body's inability to cope with a heat load. Heat illnesses include heat cramps, heat exhaustion, heat stroke and heat syncope (fainting).
- 2.5 High-heat procedures are required for locations that Atwell is working in when temperatures reach 95 degrees Fahrenheit or above. These procedures include observing and being in constant contact with employees, closely supervising new employees and reminding all workers to drink water. The high heat procedures shall ensure "effective" observation and monitoring, including a mandatory buddy system and regular communication with employees working by themselves. During high heat, employees must be provided with a minimum 10-minute cool-down period every two hours. The

industries specified under this modification are: 1) Agriculture, 2) Construction, 3) Landscaping, 4) Oil and gas extraction, 5) Transportation or delivery of agricultural products, construction material or other heavy materials.

- 2.6** Personal risk factors for heat illness includes factors such as an employee's age, level of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, overall health, and use of prescription medications which may alter the body's ability to retain water or otherwise affect the body's physiological response to heat. (Atwell shall not request any of the above personal information from an employee).
- 2.7** Preventative recovery period means a period for an employee to recover from a heat illness or signs of a heat illness. The amount of time for a recovery period shall be no shorter than five minutes and shall be taken in a shaded area. Employees taking a preventative cool-down rest must be monitored for symptoms of heat illness, encouraged to remain in the shade, and not ordered back to work until symptoms are gone. Employees with symptoms must be provided appropriate first aid or emergency response.
- 2.8** Shade means the blockage of direct sunlight. Sufficient blockage is when an object does not cast a shadow in the blockage. Shade is not acceptable if heat in the shaded area prevents the body from cooling. Shade shall be open to the air or otherwise provided with ventilation and/or climate controlled. Access to shade shall be always made available.
- 2.9** Shade requirements must be adequate to accommodate all employees on recovery or rest periods, and those onsite taking meal periods when temperatures reach 80 degrees, and located as close as practicable to the areas where employees are working. When temperatures are below 80 degrees, employers shall provide timely access to shade upon an employee's request.

## **3** RESPONSIBILITY

- 3.1** Health and Safety Department:
  - A.** Will assist Project Managers and Supervisors with developing a site written program which complies with the requirements of this policy
  - B.** Assisting with providing training tools to all potential employees who may be impacted and their supervisors on the risks and prevention of heat illness, including how to recognize symptoms and respond when they appear.
- 3.2** Project Managers and Supervisors are responsible for:



- A.** Identifying all employees who are required to work outdoors or in other environments where potential heat illness could occur and identify the supervisor of the employee.
- B.** Assuring that adequate water, shade, and necessary rest breaks are available when the environmental risk factors for heat stress are present.
- C.** Ensuring that all affected employees are trained on heat illness prevention
- D.** Ensuring that the requirements in this document are followed

### **3.3** Affected employees are responsible for:

- A.** Complying with the provisions of the Heat Illness Prevention Program, as described in this document and in the training sessions they attend.
- B.** Ensuring that they always have the appropriate amount of drinking water available when the environmental risk factors for heat illness are present.
- C.** Refraining from consumption of energy drinks or caffeine per Cal/OSHA Heat Illness Prevention recommendations.
- D.** Ensuring they have access to a shaded area to prevent or recover from heat related symptoms.
- E.** Reporting heat related illness symptoms to the supervisor.

## **4** PROCEDURES

### **4.1** Procedures for Provision of Water

- A.** Employees shall have access to potable drinking water that is fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift.
- B.** At the beginning of each shift, all employees who work outside when environmental risk factors for heat illness are present shall have enough and immediate access to at least one (1) quart of potable drinking water per hour for the entire shift (at least two (2) gallons of potable water per person per eight (8)-hour shift).
- C.** Smaller quantities may be provided if Atwell has an effective procedure for replenishment that meets the above quantity and time requirements.

- D. Water must be fresh, pure, suitably cool and located as close as practicable to where employees are working, with exceptions made only when infeasibility can be demonstrated by the employer.
- E. The importance of frequent drinking water shall be conveyed and encouraged it will also be described in the Heat Illness Prevention Training.

## 4.2 Procedures for Access to Shade

- A. Shade shall be present when the temperature exceeds 80 degrees Fahrenheit. When the outdoor temperature in the work area exceeds 80 degrees Fahrenheit, the employer shall always have and maintain one or more areas with shade while employees are present that are either open to the air or provided with ventilation or cooling. Shade structures must be erected if there are no other sources of shade readily available.
- B. Even when the temperature does not exceed 80 degrees Fahrenheit, shade or timely access to shade must be provided upon request. When shade from a nearby site is not readily available or accessible, shade structures will be opened and placed as close as practical to the employees. *Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air conditioned, and the air conditioner is on.*
- C. Access to shade shall be always made available to any employee experiencing heat illness, symptoms of heat illness, or believing a preventative recovery period is needed. Employees with symptoms must be provided appropriate first aid or emergency response.
- D. The preventative recovery period shall be at least five (5) minutes. Employees taking a preventative cool down rest must be monitored for symptoms of heat illness, encouraged to remain in the shade, and not ordered back to work until symptoms are gone.
- E. Water shall be made available in the shade/preventative recovery period area.
- F. When temperatures equal or exceed 80 degrees Fahrenheit or during a heat wave, adequate shade must be provided to accommodate all employees on recovery or rest periods, and those onsite taking meal periods.

## 4.3 Procedures for Monitoring the Weather

- A. To identify if environmental risk factors are present, the Supervisor shall obtain temperature and humidity measurements for the work areas, either by direct measurements or by weather forecasts that are adjusted to match worksite conditions.

- B.** To evaluate if an environmental risk factor is present, Supervision shall obtain the Heat Index, calculated by the National Weather Service, to rate the risk of heat illness depending on air temperature and humidity. The use of the Heat Index Hydration Chart has been put together to assist in making work rest decisions. Atwell shall assume there is a significant risk of heat illness when the Heat Index for an employee working in the sun is 80 degrees Fahrenheit or above, and 90 degrees Fahrenheit or above when employees are working in the shade.
- C.** High-heat procedures shall include, but are not limited to:
- D.** Effective communication by voice, observation, or electronic means
- E.** Observation of employees for alertness and signs/symptoms of heat illness
  - i. Designating one or more employees on each worksite as authorized to call for emergency medical services
- F.** Reminding employees to drink water throughout the shift
  - i. Pre-shift meetings before beginning work to review the high heat procedures, encourage drinking water, and remind employees of their right to take a cool-down rest when necessary.
- G.** To control and reduce the exposure to environmental risk factors, Atwell shall utilize the following control measures (mark all that apply):
  - i. Provide shade for work areas
  - ii. Schedule outdoor and/or vigorous work in the cooler hours of the day
  - iii. Schedule more breaks during the day
  - iv. Provide misters or other cooling devices

#### **4.4** Identifying, Evaluating and Controlling Personal Risk Factors for Heat Illness

- A.** Atwell shall train employees on the factors that can affect their vulnerability to heat illness. These factors include an employee's age, level of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, overall health, and use of prescription medications that may alter the body's ability to retain water or otherwise affect its physiological response to heat. Atwell shall convey the importance of acclimatization and shall take steps to aid employees in becoming acclimatized.

# HEAT ILLNESS PREVENTION POLICY

#HS B005

## Heat Index Hydration Chart

<b>Important Consideration:</b> NOAA devised the heat index values for shaded conditions and light winds. Full sunshine can increase heat index values by up to 15° F. Strenuous work and the use of heavy specialized protective clothing also have an added effect.		<b>Easy Work</b>		<b>Moderate Work</b>		<b>Hard Work</b>	
		Walking on hard surface at 2.5 mph < 30 lb. load		Walking on loose sand at 2.5mph with load Walking hard surface at 3.5mph < 40lb load.		Walking on hard surface at 3.5mph > 40lb load Walking loose sand at 2.5mph with load.	
<b>Heat Category</b>	<b>WBGT Index F°</b>	<b>Easy Work</b>		<b>Moderate Work</b>		<b>Hard Work</b>	
		Work/Rest (min)	Water Intake (qt/hr)	Work/Rest (min)	Water Intake (qt/hr)	Work/Rest (min)	Water Intake (qt/hr)
1	<80°	NL	½	NL	¾	40/20 min	¾
2 (Green) <b>Low Caution</b>	81°-90°	NL	½	50/10 min	¾	30/30 min	1
		Basic heat safety and planning. Provide adequate amounts of drinking water in convenient, visible locations close to the work area.					
3 (Yellow) <b>Moderate</b>	91°-103°	NL	¾	40/20 min	¾	30/30 min	1
		Implement precautions and heighten awareness. Remind workers to drink water often (about 4 cups/hour)**					
4 (Red) <b>High</b>	103°-115°	NL	¾	30/30 min	¾	20/40 min	1
		Additional precautions to protect workers. Alert workers of high risk conditions. Actively encourage workers to drink plenty of water (about 4 cups/hour)**					
5 (Black) <b>Extreme</b>	>115°	50/10 min	1	20/40 min	1	10/50 min	1
		<b>NO WORK</b>					

## 4.5 Reporting Symptoms or Signs of Heat Illness to Supervision

- A. Employees exhibiting signs or symptoms of heat illness, or who observe a co-worker with signs or symptoms, shall report these symptoms to the supervisor or foreman immediately.
- B. It shall be the responsibility of the supervisor or foreman to respond to all reports and/or observations of heat illness symptoms and signs.
- C. When a sick employee is unable to communicate, it shall be the responsibility of onsite supervision to contact emergency services when required, and to provide accurate and precise directions to the employee's location. This individual shall be immediately available to perform this function.
- D. Atwell shall account for the whereabouts of all employees at appropriate intervals during and at the end of the work shift. This procedure shall be followed whenever the outdoor work environment creates a heat hazard that could result in the collapse of an employee due to heat illness. Communication between the Supervisor and their crew is of the utmost importance.

# 5

## EMPLOYEE INFORMATION AND TRAINING

### 5.1 Training shall be administered to all employees and their supervisors who fall under the scope of this policy. Atwell shall ensure the effectiveness of the training by one of the following methods:

- A. Tailgate meetings before a shift begins
- B. Test employees/supervisors after training
- C. Conduct the training on a regular basis

### 5.2 Supervisory and non-supervisory employees shall be trained on:

- A. Environmental and personal risk factors for heat illness
- B. Atwell procedures for identifying, evaluating and controlling the exposure to environmental and personal risk factors for heat illness
- C. Importance of frequent consumption of small amounts of water under extreme conditions
- D. Acclimatization and its importance
- E. Types of heat illness and their symptoms, signs, and differences

- F.** Procedure for immediately reporting the signs and symptoms of heat illness in themselves or in a co-worker to their employer, and its importance
  - G.** Procedures for Atwell to respond to symptoms of heat illness, which shall include how emergency medical services will be provided, if needed
  - H.** Procedures for contacting emergency medical services and transporting employees to a readily accessible location for emergency medical services to reach them
  - I.** Procedures on and how to provide clear and precise directions to emergency medical services
- 5.3** Supervisors will be trained prior to assignment as a supervisor. Supervisors shall be trained on:
- A.** All information included in the above section
  - B.** Procedures a supervisor shall follow when implementing this Heat Illness Prevention Plan
  - C.** The procedures a supervisor shall follow when an employee exhibits symptoms of a possible heat illness, which includes emergency response procedures

## 6 PROGRAM REVIEW

- 6.1** Health & Safety will conduct a periodic program review at least once every three (3) years.

## 7 REFERENCES

29 CFR 1910.1200

OSHA and Cal/OSHA Hazard Communication Standard, CFR 1910.1200 and CCR Title 8, §5194)

## 1 SCOPE

This section sets forth requirements for electrical safety. It specifically addresses working in restricted areas; working near exposed energized overhead lines or parts; operating equipment near radio and microwave transmission towers; working on electrical equipment and systems; personal protective grounding; temporary wiring; disconnect and overcurrent protection; ground-fault protection; hazardous locations; wet locations; and battery charging.

## 2 COVERED TASKS

### 2.1 General Electrical Safety Requirements

All electrical work practices must comply with applicable sections of the Occupational Safety and Health Administration (OSHA), National Fire Protection Association (NFPA), National Electrical Code, National Electrical Safety Code, and State adopted electrical codes.

- A.** Approval Required. Use only electrical wire, conduit, apparatus, and Underwriters Laboratories (UL), or Factory Mutual Corporation (FMC). Install and use listed, labeled, or certified equipment according to the instructions included in the listing, labeling, or certification.
- B.** Qualified Persons. Only qualified personnel familiar with code requirements, safety standards, and experienced in the type of work may work on electrical circuits and equipment. NFPA 70E and OSHA 29 CFR 1910.269 contain references for training requirements.
- C.** Safety Requirements before Performing Electrical Work. Atwell will determine, by inquiry, direct observation, or instruments, the location of any part of an energized electric power circuit, exposed or concealed. If the work may cause any person, tool, or machine to penetrate the boundaries set forth in table 5.1, de-energize the circuit(s) and ground them, as appropriate. Additionally, all the following must be required:
- D.** Underground Lines. Protect all underground lines with surface signs and a longitudinal warning tape buried 12 inches to 18 inches above the lines. Do not perform drilling, auguring, or material excavating operation within six (6) feet of underground lines unless the lines have been de-energized.

- E.** Job Briefing. The supervisor or designee must conduct a job briefing with affected workers. The supervisor or designee must hold additional job briefings if significant changes occur during work. The briefing must cover the following:
- F.** equipment for the specific application that is approved or listed by **Job Safety Analysis (JSA)**. Identify all hazards associated with the job in a written JHA and discuss them.
  - i. Nonelectrical Hazards.** Identify, in a written JSA, hazards not associated with the electrical work but expected to be encountered and discuss them.
  - ii. Personal Protective Equipment (PPE).** Provide and use the appropriate PPE needed to accomplish the job safely. Use flash- protection clothing in accordance with NFPA 70E if the job requires operating, racking, circuit breakers with the doors open or, working within reaching distances of exposed energized parts. Employees working on energized lines and equipment rated at 440 volts or greater must use rubber gloves, hard hats, safety boots, and other approved protective equipment or hot-line tools that meet ASTM standards.
- G. Other Procedures.** Perform procedures related to electrical work in accordance with the following:
  - i.** HS B016, Lock Out Tag Out Policy
  - ii.** HS C010, Personal Protective Equipment

## 3

### GENERAL SAFE PRACTICES

- 3.1** Safety-related work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment or circuits which are or may be energized.
- 3.2** If the exposed live parts are not deenergized, other safety-related work practices shall be used to protect employees who may be exposed to the electrical hazards involved. Such work practices shall protect employees against contact with energized circuit parts directly with any part of their body or indirectly through some other conductive object.
- 3.3** All electrical equipment and systems shall be treated as energized until tested or otherwise proven to be de-energized.
- 3.4** While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts shall be locked out or tagged or both.



- 3.5** Atwell will follow its written Lock Out policy HS B016, when performing lock out, tag out, try out procedures.

## **4** DEENERGIZING EQUIPMENT

- 4.1** Safe procedures for deenergizing circuits and equipment shall be determined before circuits or equipment is deenergized.
- 4.2** The circuits and equipment to be worked on shall be disconnected from all electric energy sources.
- A.** Control circuit devices, such as push buttons, selector switches, and interlocks, may not be used as the sole means for deenergizing circuits or equipment.
  - B.** Interlocks for electric equipment may not be used as a substitute for lockout and tagging procedures.
- 4.3** Stored electric energy which might endanger personnel shall be released. Capacitors shall be discharged, and high capacitance elements shall be short-circuited and grounded, if the stored electric energy might endanger personnel.
- A.** If the capacitors or associated equipment are handled in meeting this requirement, they shall be treated as energized.
- 4.4** Stored non-electrical energy in devices that could reenergize electric circuit parts shall be blocked or relieved to the extent that the circuit parts could not be accidentally energized by the device.
- 4.5** “Application of locks and tags.” A lock and a tag shall be placed on each disconnecting means used to deenergize circuits and equipment on which work is to be performed. The lock shall be attached to prevent persons from operating the disconnecting means unless they resort to undue force or the use of tools.
- 4.6** Each tag shall contain a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag.
- 4.7** Verification of deenergized condition. The requirements of this paragraph shall be met before any circuits or equipment can be considered and worked as deenergized.
- 4.8** A qualified person shall operate the equipment operating controls or otherwise verify that the equipment cannot be restarted.

- A.** A qualified person shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are deenergized.
  - B.** The test shall also determine if any energized condition exists because of inadvertently induced voltage or unrelated voltage back feed even though specific parts of the circuit have been deenergized and presumed to be safe.
  - C.** If the circuit to be tested is over 600 volts, nominal, the test equipment shall be checked for proper operation immediately after this test.
- 4.9** Reenergizing equipment- These requirements shall be met, in the order given, before circuits or equipment are reenergized, even temporarily.
- A.** A qualified person shall conduct tests and visual inspections, as necessary, to verify that all tools, electrical jumpers, shorts, grounds, and other such devices have been removed, so that the circuits and equipment can be safely energized.
  - B.** Employees exposed to the hazards associated with reenergizing the circuit or equipment shall be warned to stay clear of circuits and equipment.
  - C.** Each lock and tag shall be removed by the employee who applied it or under his or her direct supervision. However, if this employee is absent from the workplace, then the lock or tag may be removed by a qualified person designated to perform this task provided that:
    - i.** The employer ensures that the employee who applied the lock or tag is not available at the workplace, and
    - ii.** The employer ensures that the employee is aware that the lock or tag has been removed before he or she resumes work at that workplace.
    - iii.** There shall be a visual determination that all employees are clear of the circuits and equipment.

## **5** RESTRICTED AREAS

- 5.1** General. Provide effective barriers or other means to ensure that people do not use areas with electrical circuits or equipment as passageways when energized lines or equipment are exposed. Effectively guard live parts of wiring or equipment to protect persons or objects from harmful contact. Use special tools insulated for the voltage when installing or removing fuses with one or both terminals energized.

- 5.2** High-Voltage Equipment (over 600 volts nominal). Isolate exposed high-voltage equipment, such as transformer banks, open switches, and similar equipment with exposed energized parts to prevent unauthorized access. Isolation must consist of locked rooms, fences or screened enclosures, walls, partitions, or elevated locations. Keep entrances to isolated areas locked when not under constant observation. Post DANGER—HIGH VOLTAGE warning signs at entrances to these areas. Properly ground conductive components, fences, guardrails, screens, partitions, walls, and equipment frames and enclosures.



- 5.3 Temporary Fences.** When extending a fence or removing it for work on high voltage equipment, erect a temporary fence of comparable construction and protection. Electrically bond the temporary fence to the existing fence. If the fence is more than 40 feet long, bond posts to the ground mat at no more than 40-foot intervals. Bond posts at each side of gates or openings to the ground mat/grid and install a bonding jumper across all gate hinges. Bond all corner posts to the ground mat.
- 5.4 Perimeter Markings.** Use approved perimeter markings to isolate restricted areas from designated work areas and entryways. Erect them before work begins and maintain them for the duration of work. Approved perimeter marking must be:

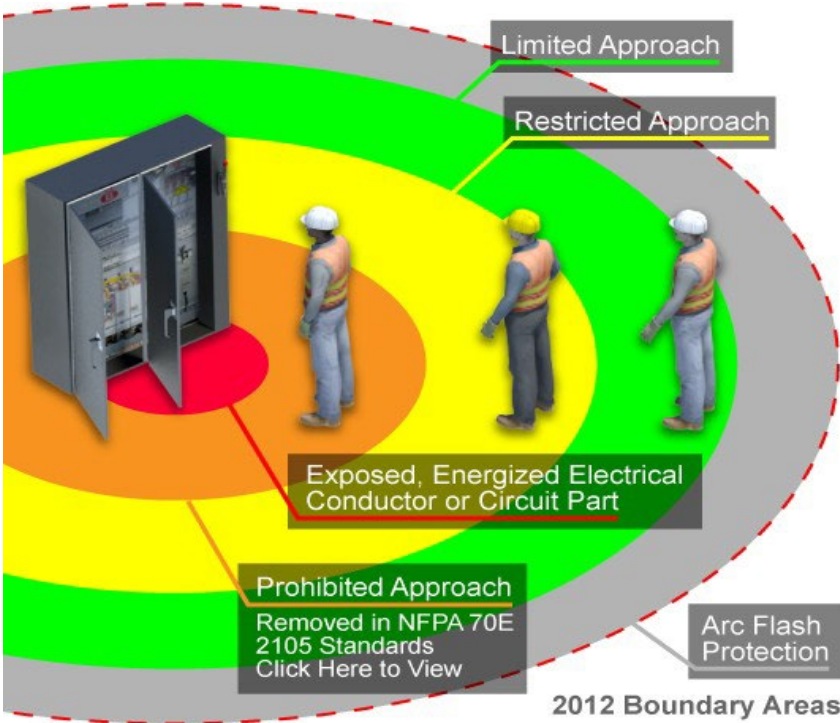
**DANGER HIGH VOLTAGE**

- 5.5 Barrier Tape.** Install red barrier tape printed with the words “DANGER—HIGH VOLTAGE” around the perimeter of the work area and access way approximately 42 inches above the floor or work surface.

- 5.6 Synthetic Rope Barrier.** Install a barrier of yellow or orange synthetic rope 36 to 45 inches from the floor with standard danger signs of non-conductive material attached at 10-foot intervals containing the words “**DANGER–HIGH VOLTAGE.**”

## 6 WORKING NEAR EXPOSED ENERGIZED OVERHEAD LINES OR PARTS

- 6.1 General** - For troubleshooting and testing purposes only, qualified persons using proper test equipment and personal protective equipment must adhere to the boundaries shown in figure 4.1 and specified in table 4.1. For adjusting, tightening, calibrating or any other work, the circuits must be de-energized, or employees must use voltage-rated gloves and voltage-rated insulated tools.
- A. Low Voltage Testing** - For low voltage troubleshooting and testing purposes only, i.e., **fewer than 480 volts**, a qualified person may penetrate the prohibited approach boundary shown in table 4.1, column 5, with test instrument probes, leads, CT's, etc. The qualified person must wear Class 00 (500 volt-rated) gloves.
- B. Unqualified Person Restrictions** - When a person without electrical training works on the ground or in an elevated position near overhead lines or any other exposed energized parts, supervisors and employees must ensure that the unqualified person and the longest conductive object they might contact or handle, can never come closer to any energized line or part than those distances listed in table 4.1, column 2, for energized lines or column 3 for other exposed live parts.



**Figure 4.1 – Boundaries**

**Table 4.1.—Approach boundaries to exposed energized conductors/parts for qualified employees (All dimensions are distances from energized conductor/part to employee)**

1	2		3		4		5	
Nominal voltage phase to phase, or single phase	Limited approach boundaries				Restricted approach boundary includes inadvertent movement		Prohibited approach boundary	
	Exposed moveable conductor		Exposed fixed circuit part					
0 to 50	not specified		not specified		not specified		not specified	
51 to 300	10-ft	0-in	3-ft	6-in	avoid contact		avoid contact	
301 to 750	10-ft	0-in	3-ft	6-in	1-ft	0-in	0-ft	1-in
751 to 15 kV	10-ft	0-in	5-ft	0-in	2-ft	2-in	0-ft	7-in
15.1 kV to 36 kV	10-ft	0-in	6-ft	0-in	2-ft	7-in	0-ft	10-in
36.1 kV to 46 kV	10-ft	0-in	8-ft	0-in	2-ft	9-in	1-ft	5-in
46.1 kV to 72.5 kV	10-ft	0-in	8-ft	0-in	3-ft	3-in	2-ft	1-in
72.6 kV to 121 kV	10-ft	8-in	8-ft	0-in	3-ft	2-in	2-ft	8-in
138 kV to 145 kV	11-ft	0-in	10-ft	0-in	3-ft	7-in	3-ft	1-in
161 kV to 169 kV	11-ft	8-in	11-ft	8-in	4-ft	0-in	3-ft	6-in
230 kV to 242 kV	13-ft	0-in	13-ft	0-in	5-ft	3-in	4-ft	9-in

345 kV to 362 kV	15-ft	4-in	15-ft	4-in	8-ft	6-in	8-ft	0-in
500 kV to 550 kV	19-ft	0-in	19-ft	0-in	11-ft	3-in	10-ft	9-in
765 kV to 800 kV	23-ft	9-in	23-ft	9-in	14-ft	11-in	14-ft	5-in

**Notes:** This table is taken from NFPA 70E table 2-1.3.4 and OSHA 29 CFR, 1910.269 table R6.

- C. Limited Approach Boundaries** - A shock protection boundary to be crossed only by qualified persons (at a distance from a live part). Unqualified persons must not cross this boundary unless accompanied by a qualified person.
- D. Restricted Approach Boundary** - A shock protection boundary to be crossed only by qualified persons (at a distance from a live part). The boundary’s proximity to a shock hazard requires the use of shock protection techniques and equipment when crossed.
- E. Prohibited Approach Boundary** - A shock protection boundary to be crossed only by qualified persons (at a distance from a live part). When crossed by a body part or object, this boundary requires the same protection as if direct contact is made with a live part (i.e., requires voltage rated tools and voltage rated gloves and, in some cases, other voltage rated clothing).

**6.2 Equipment Transit Clearances** - A signal or flag person must guide cranes, cherry pickers, high lifts, and other equipment in transit near exposed energized lines or parts always. Do not move any equipment or machinery under energized overhead high-voltage lines or near exposed energized parts unless clearances listed in table 4.2 are maintained. Unload and lower any boom or mast to transport position. Ground the equipment while it is being transported. Two grounds must be leap-frogged as the vehicle is moved or the vehicles must be treated as energized.

**Table 4.2 – Equipment In Transit Clearances**

Up to 50 kV	4 FT
50 kV up to and including 345 kV	10 FT
Over 345 kV up to 750 kV	16 FT

- 6.3 Sign Posting** - Post all crossings where equipment will be moved under energized high-voltage line(s) with appropriate signs. Place the signs 50 feet from and on both sides of the line(s). They must be large enough to be easily read from moving equipment. The sign must include the following information:
- A.** Warning of the high-voltage line
  - B.** Line voltage
  - C.** Maximum height of equipment that may pass under the line

- D. Determine the maximum height of the equipment by subtracting the clearance distance shown in table 4.2 from the actual line to ground distance during maximum sag conditions.
- 6.4** Equipment Operation Near Energized Lines - Prohibit equipment from coming any closer to overhead high-voltage lines or exposed energized parts than distances shown in table 4.3, unless both subparagraphs a. and b. below are satisfied, or subparagraph c. below is satisfied.
- A. Before beginning work, place a clearance, ground and de-energize the line or exposed energized parts, and implement hazardous energy control procedures to prevent re-energization.
  - B. Equipment does not have the capability of coming within distances shown in table 4.3.
  - C. In addition to the clearances in table 4.3, effectively ground all equipment with booms or extensions above cab level while it is operating in a substation, switchyard, or on a transformer deck, or any other location near high voltage energized lines/parts.

**Table 4.3 - Equipment Operation Near Energized Lines**  
**Table of minimum clearances (FT) for nominal system voltages (kV)**

kV	FT
50 (or less)	10
69	11
115	12
230	16
500	25

*Note: Table 4.3 shows only common reclamation voltages and rounds them up to the nearest foot. For other voltages, use the 10-foot minimum and add 4 inches for every 10 kilovolts over 50 kilovolts. For example, 60 kilovolts would be 10 feet plus 4 inches; rounding up to the nearest foot would require an 11-foot clearance. Always round up because the clearance is usually only an estimate. It is difficult, if not impossible, to accurately measure the actual distance unless you de-energize the line and/or equipment.*

- 6.5** **Placard Posting in Equipment Cabs** - Post a placard of minimum clearances (table 5.3) in the cab of all cranes, cherry pickers, shovels, backhoes, and any other equipment with booms or extensions that could possibly contact high-voltage lines. Tables posted in machines must be of substantial material and suitable for the environment.

## 7

### OPERATING EQUIPMENT NEAR RADIO AND MICROWAVE TRANSMISSION TOWERS

- 7.1 General** - Because of high frequency, low power output, and point-to-point transmissions, microwave transmissions do not present an induced charge hazard. However, many microwave towers are mounted on VHF radio transmission antennas. Therefore, the following safety precautions apply to all transmission towers. Vehicles will rarely need to be grounded at transmission towers. Tires contain carbon compounds and are conductive or semi conductive and static charges will bleed off through tires and/or out-riggers. However, voltage could build up if all tires were insulated from the earth by dry riprap or other insulation.
- 7.2 Requirement** - Shut down the transmitter or ground and test the equipment to determine if a hazard exists before working near any transmission tower where an electrical charge may be induced in the equipment or materials being handled. To conduct a test, connect an insulated wire to the vehicle and touch it to the tower base. If you see or hear the spark, you must ground the vehicle.
- 7.3 Grounding Mobile Equipment Near Transmission Towers** - If needed, ground the equipment to dissipate static electrical charge. On equipment with a rotating boom, attach a ground wire to the structure supporting the boom. Place and remove ground wires using hot-sticks or voltage-rated gloves. Attach the ground connection first (if possible, to the tower ground), then attach the other end to the equipment. These ground wires do not have to be sized to carry fault current. They need only to carry low level current to bleed off static voltage charges induced on the vehicle or lifted materials. Any convenient wire size that will mechanically withstand the service will be sufficient. A smaller conductor would carry the current, but an insulated #2 copper conductor is recommended for mechanical strength.
- 7.4 Material Ground Wire** - Also, attach a ground wire to conductive materials handled by hoisting equipment. Attach the ground connection first, and then attach the other end on the materials. Alternatively, provide a ground jumper from the load to the required grounding conductor installed on the structure.

## 8

### WORKING ON ELECTRICAL EQUIPMENT AND SYSTEMS

- 8.1 General** - Electrical installations must comply with the applicable provisions of the current editions of the National Electrical Safety Code, National Electrical Code, OSHA Regulations, and the Reclamation Safety and Health Standards. The Underwriters



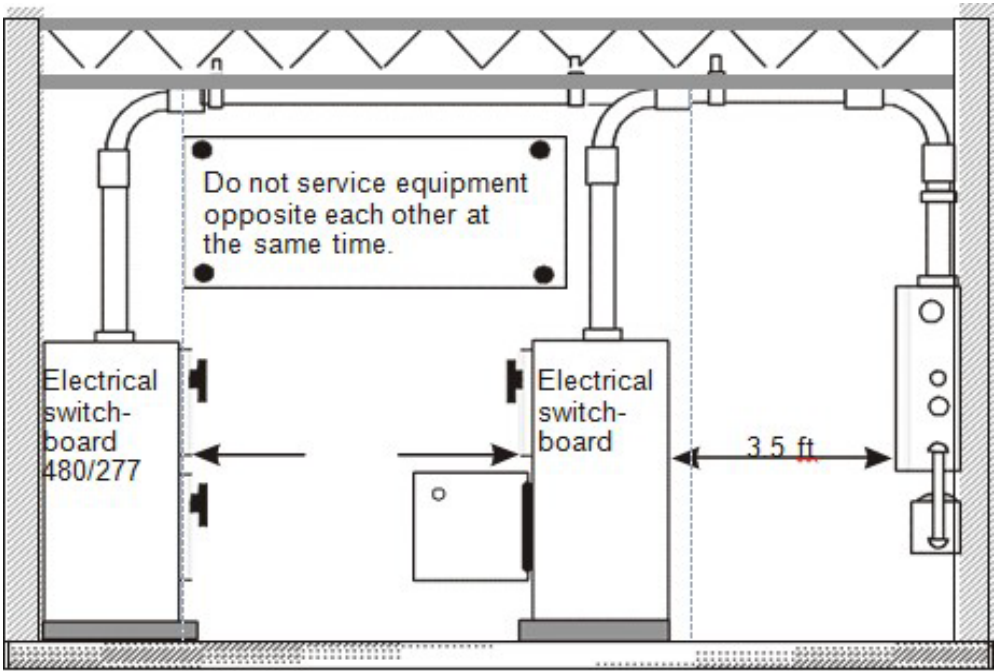
Laboratories (ul), Factory Mutual Laboratories (FMC), or other nationally recognized testing laboratory must approve or list electrical wire, conduit, apparatus, power tools and equipment, for the specific application. This approval/listing must appear on each piece of equipment or tool as part of the “marking or labeling” required below.

**8.2 Marking or Labeling** - Do not use electrical equipment unless the manufacturer’s name, trademark, and other descriptive marking by which the manufacturer may be identified, is located on the equipment. Markings must also provide voltage, current, wattage, approvals/listings, and ratings as required by the edition of the National Electric Code in effect at the time of purchase. Markings must be sufficiently durability to withstand the environment.

**8.3 Working Space**

**A.** Figure 6.2 and Table 6.4 provide access and working space distances around electrical equipment and enclosures, e.g., panel boards, motor controls, disconnects, etc., to permit ready and safe operation and maintenance. Always keep working space clear.

**B.** Provide a working space of at least 30 inches horizontally where rear or side access is required to work on de-energized parts of enclosed equipment (see figure 6.3).



**Figure 6.2 – Access and working space requirements around enclosures and equipment**

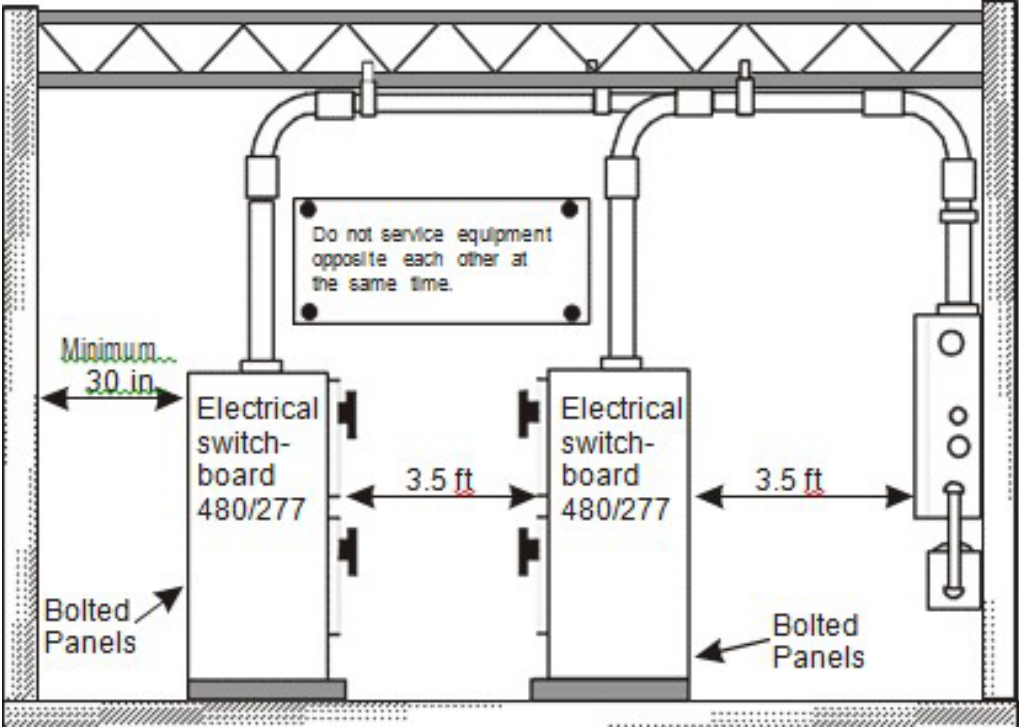


Figure 6.3 – Working space requirements for rear or side access

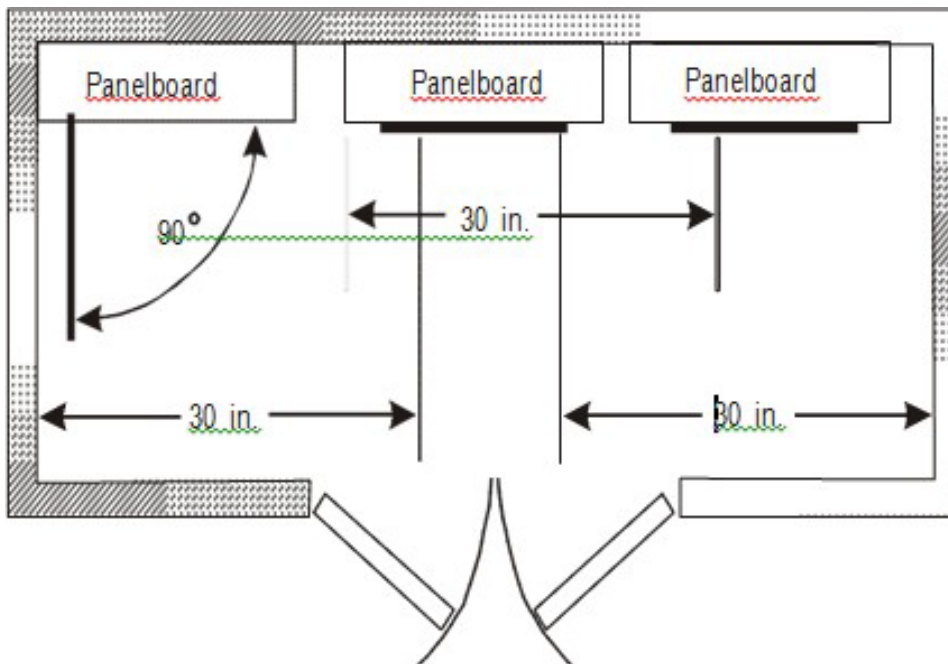
Table 6.4 – Working Spaces Around Enclosures and Equipment

Nominal Voltage to Ground	Minimum Clear Distance (FT)		
	Condition 1	Condition 2	Condition 3
0 - 150	3	3	3
151 - 600	3	3.5	4
601 – 2,500	3	4	5
2,501 – 9,000	4	5	6
9,001 – 25,000	5	6	6

**Condition 1** - Exposed live parts on one side and no live parts or grounded parts on the other side of the working space, or exposed live parts on both sides effectively guarded by suitable wood or other insulating materials. Insulated wire or insulated bus bars operating at not over 300 volts to ground shall not be considered live parts.

**Condition 2** - Exposed live parts on one side and grounded parts on the other side. Consider concrete, brick, or tile walls grounded.

**Condition 3** - Exposed live parts on both sides of the workspace (not guarded or enclosed, as provided in Condition 1) with the worker between.



**Figure 6.4 – Working space requirements for doors and hinged panels**

- C. Doors and hinged panels** - Doors and hinged panels must have at least a 90-degree opening. Keep always working space clear. Do not store parts, tools, and equipment in the clear space (see figure 6.4).
  - D. Illumination** - Employees may not enter spaces containing exposed energized parts unless illumination is provided that enables the employees to perform the work safely. Where lack of illumination or an obstruction precludes observation of the work to be performed, employees may not perform tasks near exposed energized parts. Employees may not reach blindly into areas which may contain energized parts.
- 8.4 Passageway Barriers** - Provide effective barriers or other means (barrier tape) to ensure that areas containing electrical circuits or equipment are not used as passageways when energized lines or equipment are exposed for testing or maintenance. This includes open doors on motor control centers, and switchgear.
- 8.5 Confined or enclosed workspaces** - When an employee works in a confined or enclosed space (such as a manhole or vault) that contains exposed energized parts, Atwell shall provide, and the employee shall use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts. Doors, hinged panels, and the like shall be secured to prevent their swinging into an employee and causing the employee to contact exposed energized parts.

- 8.6 Portable ladders** shall have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized parts.
- 8.7 Conductive apparel** - Conductive articles of jewelry and clothing (such a watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts. However, such articles may be worn if they are rendered nonconductive by covering, wrapping, or other insulating means.

## 9

### PERSONAL PROTECTIVE GROUNDING

- 9.1 General** - Qualified persons must comply with applicable provisions of Health and Safety Policy HS C010 Personal Protective Equipment. Include written grounding procedures in all clearances, special work permits, etc. The JSA must include the procedures, and employees must discuss them before beginning work.
- 9.2 Over 600 Volts** - Place grounds as close as possible to the work and within sight of the workers for all electrical circuits and equipment operated more than 600 volts. The clearance holder is personally responsible for proper placement and removal of protective grounds.
- 9.3 Personal Protective Ground Cables** - Personal protective grounds and clamps must be capable of conducting the calculated maximum fault current available for the time necessary to clear the fault. They must be sized in accordance with Health and Safety Policy HS C010.
- 9.4 Prior to Applying Grounds** - After implementing hazardous energy control, use a hot-stick “noise tester” or similar approved device of sufficient insulating capacity to verify that the circuit or equipment is de-energized before placing personal protective grounds. Test the voltage tester immediately before use on a known energized source of similar voltage before testing the equipment to be worked on. The circuit/equipment to be worked on must be considered energized while conducting the test.
- 9.5 Placement and Removal of Personal Protective Grounds** - After de-energization, install personal protective grounds so that all phases of lines and equipment are visibly and effectively bonded together in a multi-phase short and connected to ground at one point. Do not use single-phase personal protective grounds or grounding chains. Install personal protective grounds using a hot-stick or voltage-rated gloves on both sides of the work area, if possible. This precaution prevents a possible back feed, especially when working on transformers and related equipment. When attaching grounds, attach the ground end first, and then attach the other end to the de-energized circuit. When removing personal protective grounds, first remove the grounding clamp from the de-energized

circuit using a hot stick or voltage rated gloves, and then remove the other end from the ground connection.

## 10 TEMPORARY WIRING

- 10.1 Installation** - Temporary wiring must meet all the requirements of the National Electrical Code (NEC). Permit temporary wiring only during the period of construction, remodeling, maintenance, repair, or demolition. Remove temporary wiring immediately upon completion of construction or purposes for which the wiring was installed. Permit temporary wiring used for feeders and branch circuits in multi-conductor cord or cable assemblies or open conductors, and guard, bury, or isolate it by elevation to prevent accidental contact by personnel or equipment. Allow at least 10 feet of vertical clearance above walkways for circuits rated 600 volts or less. Support all exposed temporary wiring on insulators. Provide ground fault protection for personnel for all temporary wiring installations to comply with the NEC.
- 10.2 Weatherproof** - Conductors used in tunnels, shafts, trenches, and wet or damp locations must be of a type approved for the purpose as listed in Article 310 of the NEC.
- 10.3 Bushings** - Wiring installed in conduit must be equipped with bushings at ends of conduit.
- 10.4 Receptacles** - All receptacles must be of the grounding type and must be electrically connected to the equipment grounding conductor. Do not install receptacles on construction sites on branch circuits that supply temporary lighting. Do not connect receptacles to the same ungrounded conductor of multi-wire circuits that supply temporary wiring.
- 10.5 Lighting Strings** - Temporary lighting strings must consist of nonconductive lamp sockets and connections permanently molded to the conductor insulation. Use lamp guards to protect bulbs attached to festoon lighting strings and extension cords. Promptly replace broken or defective bulbs. Protect all lights used for illumination from accidental contact or breakage.
- 10.6 Extension Cords** - Extension cords must be 3-wire grounded type, must be designated for hard service or extra hard service, and must be listed by the Underwriters Laboratories (UL). Do not exceed the rated load. Use cords only in continuous lengths without splice. Do not use worn or frayed extension cords. To protect cable assemblies, flexible cords, and cables from damage, support them in place with approved staples, cable ties, straps, or similar type fittings installed to prevent damage.

## 11 DISCONNECT AND OVERCURRENT PROTECTION

- 11.1 Marking** - Plainly mark, label, or arrange switches, fuses, and automatic circuit breakers to identify the circuits or equipment controlled by them.
- 11.2 Switches** - Switches must be of the enclosed safety type, with the enclosures grounded, and installed to minimize the possibility of accidental operation.
- 11.3 Lockout Provision** - Provide disconnects and breakers with a means of locking in the OFF position. Also, fuse cabinets and circuit breaker cabinets must be equipped with lockable doors.
- 11.4 Wet and Outside Locations** - Enclose switches, circuit breakers, fuse panels, and motor controllers in wet or outside locations in approved weatherproof cabinets or enclosures. Prevent moisture or water from entering or accumulating within the cabinets or enclosure.
- 11.5 Shielding** - Isolate or shield the disconnecting means to protect employees.
- 11.6 Service Entrance Disconnect** - Install the service entrance disconnecting means in a readily accessible location, as close as possible to the point where the service entrance conductors enter the premise. The service disconnecting means must disconnect all the ungrounded service entrance conductors supplying power to the service equipment. This disconnecting means must plainly indicate that it is either in the open or closed position.
- 11.7 Overcurrent Protection** - Fuses or circuit breakers must provide overcurrent protection for all ungrounded conductors. All overcurrent protection devices and conductors must be designed and installed according to the latest provisions of the NEC to ensure protection and proper installation. Do not place any overcurrent device in any permanently grounded conductor, except where the overcurrent device simultaneously opens all conductors of the circuit.

## 12 GROUND FAULT PROTECTION

- 12.1 Requirement** - Protect all 125-volt, single-phase, 15 and 20 ampere receptacles outlets used in locations such as laboratories, shops, garages, wet locations, outdoor receptacles, bathrooms, kitchens, and for construction operations with a ground-fault circuit interrupter (GFCI). For temporary wiring, all 125 volts, single-phase, 15-, 20-, and 30-ampere receptacle outlets that are not a part of the permanent wiring of the building or structure and that employees use must have ground-fault circuit interrupter protection for personnel. For temporary wiring, receptacles other than 125 volts, single- phase, 15-, 20-, and 30-

ampere receptacles must have ground-fault circuit protection or protection in accordance with the assured equipment grounding conductor program. The ground-fault interrupter must open the circuit on a ground current of 5 mill amperes plus or minus 1 and must be equipped with an integral push-button test circuit. Install the GFCI in accordance with the manufacturer's instructions and test it before initial use and periodically thereafter.

**12.2 Assured Equipment Grounding Conductor Program** - Where GFCI protection is not provided for personnel, the Assured Equipment Grounding Conductor Program must be implemented. This program must be used on all receptacle outlets, except 125-volt, single-phase, 15-, 20-, and 30-amp receptacle outlets, used during construction, remodeling, maintenance, repair or demolition of buildings, structures, equipment, or similar activities. Receptacle outlets must not be connected to any branch circuits that supply power to lighting outlets, per NEC 527.4(D).

- A.** All cord sets and receptacles that are not part of the permanent wiring of the building or structure, as well as cord and plug connected equipment required to be grounded, must meet the following requirements:
  - i. Have a written description of the program
  - ii. Have a qualified person to implement the program
- B.** All equipment grounding conductors must be tested for continuity and be electrically continuous.
- C.** Each receptacle and attachment plug must be tested for correct attachment of the equipment grounding conductor.
- D.** Tests are required under the following conditions for an Assured Equipment Grounding Program:
  - i. Before first use onsite
  - ii. When there is evidence of damage
  - iii. Before equipment is returned to service following any repairs
  - iv. At intervals not exceeding 3 months
- E.** The required test for all equipment grounding conductors and each receptacle and attachment plug above must be recorded and available for inspection.
- F.** Any equipment which has not met the requirements of this program shall not be available or permitted to be used. Damaged items shall not be used until repaired.

## 13 HAZARDOUS LOCATIONS

- 13.1 General** - A hazardous location is any location where a potential hazard, either a fire or an explosion, can exist because of the presence of flammable, combustible, or ignitable materials. These materials can consist of gases, vapors, liquids, dust, fibers, etc. Hazardous locations are classified according to the properties and quantities of the hazardous material that may be present. Hazardous locations are divided into three classes, two divisions, and seven classified groups as follows: Class I, II, and III; Division 1 and 2; and Groups A, B, C, D, E, F, and G. Wiring methods used in hazardous locations must comply with more stringent requirements than wiring methods used in other locations.
- 13.2 Requirement** - Electrical wiring and equipment installed in hazardous locations, as defined in the National Electrical Code, must conform to the respective standards. All components and equipment used in hazardous locations must be from among the equipment listed by a nationally recognized testing laboratory, such as Underwriters Laboratories, Inc. (UL), or FMC.
- 13.3 Marking** - Approved equipment must be marked to show the class, group, and operating temperature or temperature range referenced to a 40 degree C ambient. Install approved equipment in accordance with the requirements of the NEC.
- 13.4 Intrinsically Safe Systems** - Permit intrinsically safe apparatus and wiring in any hazardous (classified) location for which it is approved.
- 13.5 Maintenance** - Maintain wiring components and equipment as explosion-proof. There must be no loose or missing screws, gaskets, threaded connections, seals, or other impairments to tight conditions.

## 14 WET LOCATIONS

- 14.1 Requirement** - Only the following type electrical systems are permissible for use in wet areas where there is danger of electrical shock:
- A.** Ground-Fault Circuit Interrupter. Electrical circuits for lighting and hand tools must not exceed 120 volts and must be protected by UL-listed ground-fault circuit interrupters installed in conformance with the manufacturer's specifications and tested before beginning work.



- B.** Stationary Portable Equipment. Connect stationary portable electrically powered equipment, such as pumps, heaters, blowers, welders, transformers, etc., to a circuit protected by a ground-fault circuit interrupter or effectively ground the equipment with both an internal grounding system and a visible flexible copper ground wire.
  - C.** Substitute Equipment. Whenever practical, substitute air, battery, or hydraulically powered tools for electrically powered tools.
- 14.2 Receptacles** - Receptacles and cord connectors used in damp or wet locations must be designed for use in wet or damp locations and, unless approved for submersion, must not be allowed to lie in water.

## 15 BATTERY CHARGING

- 15.1 Requirement** - Restrict battery charging operations to well-ventilated areas designated for that purpose. Post signs with the following wording (or equivalent) at all entrances when explosive gases are produced: BATTERY ROOM - NO SMOKING OR OPEN FLAME WITHIN 25 FEET
- 15.2 Ventilation** - Ventilation must be adequate to ensure diffusion of the battery gases and prevent accumulation of an explosive mixture.
- 15.3 Vented Batteries** - Locate non-seal-type batteries in enclosures with outside vents or in well-ventilated rooms, arranged to prevent the escape of fumes, gases, or electrolyte spray or liquid into other areas. Keep safety vent caps in place during charging.
- 15.4 Racks and Trays** - Racks and trays must be of sufficient strength and treated with an electrolyte resistive coating.
- 15.5 Housekeeping** - Keep battery storage and charging areas free of combustible materials and scrap. Promptly clean up and dispose of acid or corrosive spills.
- 15.6 Protective Equipment** - Provide face shields, goggles, aprons, and rubber gloves for employees who handle acids or recharging batteries.
- 15.7 First Aid** - Provide facilities for quick emergency drenching of the eyes and body within 25 feet of a battery charging area.

## 16 TRAINING REQUIREMENTS FOR ELECTRICALLY QUALIFIED PERSONS

- 16.1** General - NFPA 70E, 2015 Edition, and OSHA 29 CFR 1910.269 contains references for training requirements. A person must have all the training listed below to be a qualified person.
- A.** Required training must be of classroom and on-the-job training.
  - B.** Qualified persons must be trained in and familiar with Safety-Related Work Practices, safety procedures, and other safety requirements pertaining to their work. Qualified persons must be trained in First Aid and CPR and be familiar with applicable emergency procedures. They must be trained in any other safety practices, including those not specifically addressed in this section such as confined space entry, manhole and pole-top rescue, fall protection, personal protective equipment, etc.
  - C.** Qualified persons must be trained and knowledgeable in Job Hazard Analysis (JHA). This training and knowledge include recognizing work hazards, doing the work safely, writing a JHA, and communicating hazards and safety work practices to fellow employees.
  - D.** Qualified persons must be trained and knowledgeable in the construction, operation, and maintenance of equipment and specific work methods. They must be trained to recognize and avoid hazards with respect to equipment or work methods and must be familiar with applicable codes and standards. They shall be familiar with the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools and test equipment.
- 16.2 Unqualified employee Training requirements** – Unqualified employees working in areas with potential electrical shock but are not qualified persons shall be trained and familiar with electrical related work practices in general and related to their respective job assignment. In addition, unqualified personnel will be trained on safe work clearances when working around live energized conductors.
- 16.3 Additional Training Required** - Qualified persons permitted to work within limited approach boundaries (Table 4.1) of exposed conductors and parts must, at a minimum, be additionally trained in all the following:
- A.** Skills and techniques necessary to distinguish exposed energized parts from other parts.
  - B.** Skills and techniques necessary to determine the nominal voltage of exposed energized parts. These skills and techniques include those necessary to safely use

high and low-voltage meters, test instruments, and personal protective equipment while performing measurements and testing.

- C.** The approach distances specified in Table 4.1 and corresponding voltages to which the qualified person will be exposed. (Post Table 4.1 in the Electric Shop and hand it out to each team member before beginning work on a project that involves work near exposed energized lines or other equipment.)
- D.** The decision-making process to determine the degree and extent of the hazard and the personal protective equipment necessary to perform the task safely. For example, clothing that would increase injury by fire is not permitted. Clothing made of acetate, nylon, polyester, and rayon is prohibited. Refer to OSHA 29 CFR 1910.269 on apparel.
- E.** Lock Out/Tag Out and clearance procedures of HS B016, Lock Out Tag Out Policy
- F.** Conductive items of jewelry or clothing shall not be worn unless they are rendered non-conductive by covering, wrapping or other insulating means.

**16.4 In-Training** - A unqualified person who is undergoing on-the-job training and who, during this training, has demonstrated the ability to perform specific duties safely at his or her level of training, and is under the direct supervision of a qualified person, is considered a qualified person for the performance of those specific duties only. For qualified persons, Atwell must determine by regular supervision and inspections of the employee's work and his/her on-the-job work practices, at least annually, that each qualified person is complying with the safety-related-work practices required.

**16.5 Training Documentation** - Atwell must generate and maintain written documentation that each employee has received the required training. Atwell must verify that the training has been accomplished and is current. The documentation must contain the employee's name, the training he/she has received, and dates of training. Employee must demonstrate their competence by their proficiency in safety-on-the-job and work practices. Maintain training records in the employee's training file for the duration of employment. Employment records that indicate an employee has received the required training are an acceptable means of meeting this requirement.

**16.6** An employee must receive additional training (or retraining) under any of the following conditions:

- A.** If supervision and/or annual inspections of the employees work and on- the-job, safety-related work practices indicate the employee is not knowledgeable or complying with the requirements of this section.
- B.** If new technology, new type equipment, or changes in procedures dictate the use of safety-related work practices that are different from those which the employee would normally use.

- C.** If the worker must use safety-related practices not normally used during normal job duties.
- D.** If the worker has not performed this specific task within 1 year or feels a need for additional training to perform the job safely.
- E.** If the worker's other qualifications have expired, such as First Aid and CPR.

**Note:** *An employee who performs a task less than once a year must receive hazard retraining before the employee may perform the task again. Retraining may be done during the JSA but must also include a jobsite visit to discuss hazards. Performing a task less than once a year is not considered a part of normal job duties.*

# FALL PROTECTION/WORKING FROM HEIGHTS POLICY

#HS B007

## 1 SCOPE

- 1.1 Atwell has implemented this policy to establish minimum requirements for practices and procedures to protect employees from hazards of falls when working in or from elevated work areas.
- 1.2 This policy applies to all Atwell employees work sites, i.e., offices, client job sites, etc., where field construction related activities involve exposure to heights greater than or equal to (4) four feet exist. Atwell has chosen to follow a (4) four-foot-high rule for all applications of fall protection.

## 2 PLAN CONTENT

- 2.1 **Anchorage** -means a secure point of attachment for lifelines, lanyards, or deceleration devices that can support 5,000 lbs. per employee or two times the intended impact load, whichever is greater, or for a positioning system, 3,000 lbs. without failure.
- 2.2 **Aerial Personnel Lift** - Mechanical device that lifts personnel to heights in a work basket.
- 2.3 **Approved** - means, for the purpose of this section, authorized by the Director of Safety, tested and certified by the manufacturer or any recognized national testing laboratory to possess the strength requirements specified in this section.
- 2.4 **Catenary Line** – see Horizontal Lifeline.
- 2.5 **Competent Person** - means an individual knowledgeable (through experience and/or training) of fall protection equipment, including the manufacturer’s recommendations and instructions for the proper use, inspection, and maintenance; who is capable of identifying existing and potential fall hazards; who has the authority to take prompt corrective action to eliminate those hazards; and who is knowledgeable of the rules contained in this section regarding the erection, use, inspection, and maintenance of fall protection equipment and systems.
- 2.6 **Controlled Access Zone** - means an area in which certain work may take place without the use of guardrail systems, personal fall arrest systems, or safety net systems and access to the zone is controlled.
- 2.7 **Deceleration Device** - means a device manufactured (fall) shock-absorbing device whereby the forces of the fall are rapidly reduced to meet acceptable levels.

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- 2.8 Drop Line** - means a vertical lifeline secured to an upper anchorage for the purpose of attaching a lanyard or device.
- 2.9 Fall Arrest System (Personal)** - means the use of multiple, approved safety equipment components such as body harnesses, shock absorbing lanyards, deceleration devices, drop lines, horizontal and/or vertical lifelines and anchorages, interconnected and rigged to one's body as to arrest a free fall.
- 2.10 Fall Protection Work Plan** - means a written planning document in which the employer identifies areas in the work area where a fall hazard of six (6) feet or greater exists, whereby conventional Fall Restraint and Fall Arrest Systems cannot be utilized. The fall protection plan shall be prepared by a qualified person for the specified work site.
- 2.11 Fall Restraint System** - means an approved device and any necessary components that function together to restrain an employee in such a manner as to prevent that employee from falling to a lower level.
- 2.12 Fall Distance** - means the actual distance from the employee's work platform (area) to the level where a fall would stop (ground level or otherwise).
- 2.13 Full Body Harness** - means a configuration of connection straps to distribute a fall arresting force over at least the thighs, shoulders, and pelvis, with provisions for attaching a lanyard, lifeline, positioning rings, or deceleration devices.
- 2.14 Full Body Harness System** - means a Class III full body harness and shock absorbing lanyard attached to an anchorage or attached to a horizontal or vertical lifeline which is properly secured to an anchorage(s) capable of withstanding the forces specified in the applicable sections.
- 2.15 Hardware** - means snap hooks, D-rings, buckles, carabineers, and adjusters used to attach the components of a fall protection system together.
- 2.16 Holes (floor, roof or walking surface)**- means any opening in the floor greater than two inches whereby falling objects or an employee fall equal to, or greater than (6) six feet is possible.
- 2.17 Horizontal Lifeline** - means an approved rail, rope, or synthetic cable installed in a horizontal plane between two anchorages and used for attachment of an employee's lanyard or lifeline device while moving horizontally.
- 2.18 Lanyard** - means a flexible line of webbing, rope or cable (usually in (2) two, (4) four or (6) six-foot lengths) used to secure a harness to a lifeline or an anchorage point.
- 2.19 Leading Edge** - means the advancing edge of a floor or roof, where a fall of more than (6) six feet is possible to the ground or to another level.

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- 2.20 Lifeline (Vertical or Horizontal)** - means an approved vertical line from a fixed overhead anchorage or horizontal line between two horizontal anchorages, independent of walking or working surfaces, to which a lanyard or device is secured.
- 2.21 Restraint Line** - means a line from a fixed anchorage or between two anchorages to which an employee is secured in such a way as to restrict the employee from reaching a point where falling to a lower level is possible.
- 2.22 Shock Absorbing Lanyard** - means a flexible line of webbing or rope used to secure a harness to a lifeline or anchorage point that has an integral shock absorber of either a rip-stitch or retractable configuration.
- 2.23 Snap hook** - means a locking hook at the end of a lanyard or restraining/positioning line that has a double-action locking mechanism intended to eliminate unintentional unhooking from the D-ring of a body harness. Non-locking snap hooks are prohibited.
- 2.24 Standard Guardrail** - means a top rail at 42 inches high (plus or minus (3) three inches), a mid-rail installed midway the top edge of the guardrail system and the surface.
- 2.25 Toe board** - means a barrier at the base of the guardrail system to prevent material and objects from falling off the surface. They are at least four (4) inches of nominal height with no less than one (1) inch clearance from the surface.
- 2.26 Unprotected Sides and Edges** - means any side or edge (except at entrances to points of access) of a floor, roof, ramp, or runway where there is no wall or guardrail system.
- 2.27 Walking/Working Surface** - means for the purpose of this section, any area whose dimensions are 45 inches or greater in all directions through which employees pass or conduct work and can include scaffolding and aerial lifts regardless of surface dimensions.
- 2.28 Wall Opening** - means a gap in a wall where the outside bottom edge is (6) six feet or more above lower levels, and the inside bottom edge (e.g., parapet wall) is less than 39 inches above the walking/working surface.
- 2.29 Work Area** - means that portion of a walking/working surface where work activities are being performed.

## 3 TRAINING

### 3.1 Scaffold User Training

- A.** The following topics shall be covered in scaffold user training:

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- i. Hazard recognition and control
- ii. Fall protection equipment. Users of fall protection equipment will be trained on fall hazards of the work being performed and the correct procedures for erecting, maintaining, disassembling, and inspecting fall protection equipment. Fall protection systems including fall arrest systems, positioning device systems and warning line systems
- iii. Ladder use
- iv. Falling object protection
- v. Electrical hazards
- vi. Scaffold loading
- vii. Written examination

## 3.2 Aerial Lift Operators

- A. Aerial lift operators are required to have completed the following training:
  - i. Scaffold user training
  - ii. The aerial lift Physical Hazard Data sheet review
  - iii. Review of the specific manufacturer's operating instructions
  - iv. Review (or have explained by a Qualified Person) of all decals, warnings and instructions displayed on the aerial lift

## 3.3 Fall Protection Training Program

- A. Thorough training in the selection and use of personal fall arrest systems is imperative. Employees must be trained by a competent person in the safe use of the fall protection system.
- B. Training on inspection and care of fall arrest systems.
- C. Employees must be periodically re-trained. Circumstances where retraining is required include but are not limited to include changes in the workplace which render previous training obsolete, changes in the types of fall protection systems, or inadequacies in an affected employee's knowledge or use of fall protection systems.
- D. Training documentation shall be provided and maintained to verify the employee trained.



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## 4 HAZARDS

### 4.1 Fall Hazards

- A.** Where a worker could fall a specific distance as described in the applicable legislation for the area in which the work is being performed, or is exposed to an unusual risk of injury, and is not protected by guardrails, fall protection must be worn. Atwell recognizes that working at elevated heights poses a higher risk of injury in the event of a fall. In situations where guardrails are not effective or could cause greater risk if they were in place, fall protection in the form of a fall arrest system needs to be used.

***Note:** Permanent facilities are covered in applicable legislation for the area in which you are working. Guardrails are required in facilities on every open-sided floor or platform more than (4) four feet (1.2 meters) above the adjacent floor or ground level. Whenever performance of any task would allow a worker to fall (4) four feet (1.2 meters) or more for general/maintenance tasks, or any distance where the likelihood of a serious or fatal injury exists, the hazards of falling must be identified, evaluated, and controlled based on the hierarchy of controls. Ensure you are aware of the legislative requirements for the area in which the work is to take place.*

- B.** In the event an employee falls, or some other related, serious incident occurs, (e.g., a near miss) Atwell shall investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed and shall implement those changes to prevent similar types of falls or incidents. Falls and subsequent injury may occur because of:
- i. Lack of fixed, guarded, work platforms
  - ii. Inadequate lighting or space to conduct tasks
  - iii. Difficult access because of the proximity of other equipment
  - iv. Lack of a solid base for portable ladders
  - v. Carrying tools and equipment to elevated locations
  - vi. Inadequate training
  - vii. Improper use of fall protection equipment
  - viii. Atwell shall provide for prompt rescue of employees in the event of a fall or shall assure the employees are able to rescue themselves. Employees should utilize the Attachment A “Fall Arrest Rescue Plan” for each time fall protection is used.

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The fall protection plan shall be prepared by a qualified person for the specified work site.

## 4.2 Engineering Controls

- A. Facility or Field Management shall have a qualified competent person determine if engineering controls can eliminate or lessen the hazard of the work area or job site. Engineering controls shall be provided where possible to minimize fall hazards.

# 5

## REQUIREMENTS

### 5.1 Fall Protection

- A. Atwell recognizes that working at elevated heights poses a higher risk of injury in the event of a fall. In situations where guardrails are not effective or could cause greater risk if they were in place, fall protection in the form of a fall arrest system needs to be used. This section outlines the requirements set by OSHA for a fall arrest system to be used.

**Note:** *Guardrails are required in facilities on every open-sided floor or platform more than (4) four feet above the adjacent floor or ground level.*

### 5.2 Fall Arrest System – General Requirements

- A. The back D ring between the shoulders should be used for fall arrest. The front chest ring may be used for ladder climbing systems, and the side D rings are for positioning or restraint only.
- B. Do not use a lanyard with a knot in the lanyard. Do not connect one lanyard to another. Do not use hooks or connectors that will not completely close over the anchor.
- C. Personal fall arrest systems and their use shall comply with the provisions set forth below. Body belts are not acceptable as part of a personal fall arrest system.

**NOTE:** *The use of a body belt in a positioning device system is acceptable.*

- D. Connectors shall be drop forged, pressed, or formed steel, or made of equivalent materials and approved for use as fall protection. Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.
- E. Snap hooks shall be:

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- i. Sized for compatibility with the member to which they are connected
  - ii. Designed in order to prevent their disengagement through contact with the connecting member
  - iii. Used to connect to a horizontal lifeline, which may become a vertical lifeline, on suspended scaffolds (or similar work platforms). Snap hooks shall be capable of locking in both directions
- F.** Horizontal lifelines shall be designed, installed, and used under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
- G.** Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.
- H.** Lifelines shall be protected against being cut or abraded.
- I.** Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and be capable of supporting at least 5,000 pounds per employee attached, or shall be designed, installed, and used as follows:
  - i. As part of a complete personal fall arrest system, which maintains a safety factor of at least two; and
  - ii. Under the supervision of a qualified person
- J.** Personal fall arrest systems, when stopping a fall, shall be rigged such that an employee can neither free fall more than (4) four feet nor contact any lower level.
- K.** Full body harnesses, and components shall be used only for employee protection and not to hoist materials.
- L.** Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.
- M.** Preplan to provide for prompt rescue of employees in the event of a fall or ensure that employees can rescue themselves.
- N.** Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service. Inspections should follow the manufacturers' recommendations but at a minimum, the inspection should evaluate the conditions of D rings, buckles, keepers, back pads, webbing, stitching and labels.

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## 5.3 Positioning Device Systems

**Positioning device systems and their use shall conform to the following provisions:**

- A.** Positioning devices shall be rigged such that an employee cannot free fall more than (2) two feet.
- B.** Positioning devices shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.
- C.** Connecting assemblies shall have a minimum tensile strength of 5,000 pounds.

**Snap hooks shall be:**

- D.** Sized for compatibility with the member to which they are connected
- E.** Designed in order to prevent their disengagement through contact with the connecting member
- F.** Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration and defective components shall be removed from service.
- G.** Body belts, harnesses, and components shall be used only for employee protection and not to hoist materials.

## 5.4 Warning Line Systems

Warning line systems and their use shall comply with the following provisions:

- A.** The warning line shall be erected around all sides of the roof work area.
- B.** When mechanical equipment is not being used, the warning line shall be erected not less than (6) six feet (1.8 m) from the roof edge.
- C.** When mechanical equipment is being used, the warning line shall be erected not less than (6) six feet (1.8 m) from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet (3.1 m) from the roof edge which is perpendicular to the direction of mechanical equipment operation.
- D.** Points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
- E.** When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, shall be placed across the path at the point where the path intersects the warning line erected around the work area, or the path shall be offset such that a person cannot walk directly into the work area.

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- F.** Warning lines shall consist of ropes, wires, or chains, and supporting stanchions erected as follows:
- G.** The rope, wire, or chain shall be flagged at not more than (6) six feet intervals with high-visibility material.
- H.** The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface.
- I.** After being erected, with the rope, wire, or chain attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof, or platform edge.
- J.** The rope, wire, or chain shall have a minimum tensile strength of 500 pounds and after being attached to the stanchions, shall be capable of supporting, without breaking, the loads applied to the stanchions above.
- K.** The line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.
- L.** No employee shall be allowed in the area between a roof edge and a warning line unless a personal fall arrest system is used.
- M.** Mechanical equipment on roofs shall be used or stored only in areas where employees are protected by a warning line system, guardrail system, or personal fall arrest system.

## 5.5 Training

Users of fall protection equipment will be trained on fall hazards of the work being performed and the correct procedures for erecting, maintaining, disassembling, and inspecting fall protection equipment.

## 5.6 Scaffold Use

- A.** Ensure all scaffold users have received user training.

## 5.7 Weather Conditions

- A.** Elevated Work Platforms (EWP) must not be used in storms or high wind conditions. Areas of scaffolds affected by snow or ice cannot be used until the snow or ice has been removed and the surface has been sanded or textured to eliminate slips. These areas need to be inspected and approved for use by a competent person.

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## 5.8 Inspections

- A. Scaffolds and scaffold components shall be inspected for visible defects by a competent person before initial use and after any occurrence, which could affect a scaffold's structural integrity.

Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each shift's use. The tag will be placed adjacent to the scaffold access ladder. Do not use a scaffold that has not been inspected by a competent person for that work shift.

## 5.9 Fall Protection

- A. Fall protection in the form of guardrails or fall arrest systems is required whenever erecting, dismantling, or using scaffolding. Atwell requires the use of fall protection when working on scaffolds greater than (6) six feet in height. Height is measured from the ground to the scaffold platform.
- B. Atwell will rely on a guardrail system as the primary means of fall protection during scaffold use. If guardrails are not feasible, a fall arrest system will be used. Contact Health & Safety for guidance on alternative protective systems.
- C. Fall protection is needed on walkways meeting the height requirements specified above.
- D. The use of fall protection during construction or when dismantling a scaffold may present problems. Contact Health & Safety for recommendations for anchorage points.

## 5.10 Access

- A. Ensure shoes are free of debris, oily material, etc. before climbing or working
- B. Do not carry materials as you climb. Keep both hands on the side rails. Hoist or have materials lifted to the platform.
- C. Use an access ladder or equivalent for safe access
- D. Do not climb on braces, cross-braces or guard rails
- E. Maintain a clear path of travel to avoid tripping hazard

## 5.11 Construction-information for Scaffold Users

- A. Erecting, moving, dismantling, or altering a scaffold may only be performed under the supervision and direction of a trained, competent, qualified person. These actions may only be performed by trained employees selected by the competent person.

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- B.** Footing or anchorage shall be sound, rigid and capable of carrying the maximum intended load.
- C.** Do not use unstable objects to support scaffolds or planks. Footing must be sound. Before use, the scaffold must be level, plumb and rigid.
- D.** Scaffold poles, legs or uprights must be plumb and braced securely to prevent swaying or displacement.
- E.** Install guardrails and toe boards on all open sides and ends.
- F.** Ensure guardrail height is between 38” and 42” from the base of the work platform. Guardrails are required on the front edge if the front edge of any platform is more than 12” from the face of work.
- G.** Mid-rails should be approximately mid-way between top rail platform and toe boards. Toe boards must be a minimum height of 4” and must be secured. When the potential exists, that workers may be under or walk under the scaffold area, a mesh screen must be added that extends from the top end of the guardrail to the working surface and span the full distance between uprights.
- H.** Do not alter the scaffold.
- I.** Do not use any scaffold component damaged or weakened beyond the required listed capacity. Questionable components should be immediately repaired or replaced, braced to meet rated capacity, or removed from service until repaired.
- J.** All planking shall be scaffolding grade or equivalent.
- K.** All planking and platforms, unless otherwise cleated, restrained by hooks (or an equivalent means), must extend over the supports by the following lengths:
  - i.** For platforms less than 10 feet in length, the planks must extend between 6 - 12” over the supports.
  - ii.** For platforms more than 10 feet in length, the planks must extend 6–18” over the supports.
- L.** If platforms overlap, they must overlap not less than 12” and must occur over supports, unless restrained to prevent movement.
- M.** Abutted planks (continuous run) must rest on separate supports unless designed to rest on common supports (e.g., “hooked”).

## 5.12 General Use

- A.** Do not permit debris or materials to accumulate on platforms.

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- B.** Overhead and falling object protection is required for workers on scaffolds. (Hard hats are always required while working on or around scaffolds).
- C.** Makeshift devices (barrels, boxes, etc.) shall not be used to increase the working height of a scaffold.
- D.** Ladders shall not be used to increase the working height of a scaffold (Exception: Large area scaffolds are permitted in certain conditions). See definition of Large Area Scaffold and contact Health & Safety.
- E.** Never alter or move a scaffold horizontally while employees are on them unless they have been designed by a registered professional engineer specifically for such movement.
- F.** Ensure wheels of any rolling scaffold are locked prior to use.
- G.** Ensure the walking/working platform is fully planked.
- H.** Ladders may not be used as work platforms unless each affected employee uses fall protection.
- I.** Shield suspension ropes from heat producing processes.

## 5.13 Electrical Hazards

Do not erect, use, dismantle, alter or move scaffolds or have any conductive material handled on them that might come closer to exposed and energized power lines than as follows:

Voltage	Minimum Distance
<300 (Insulated)	3 feet
>300-50,000 (Ins/Un-insulated)	10 feet
> 50,000 (Ins/Un-insulated)	10 feet + 0.4 in for each 1KV over 50,000 volts)

**NOTE:** Scaffolds may be closer to power lines if the utility company or other qualified person is contacted, and the power lines have been de-energized or relocated to prevent accidental contact.

- A.** Use tag lines when a swing load will be hoisted onto or near scaffolds.
- B.** Contact Health & Safety if welding or burning will be conducted while on a scaffold.
- C.** GFCIs shall be used when operating electrical hand tools on scaffolds.

## 5.14 Scaffold Loading

Employees must ensure that the maximum intended load capacity of the scaffold in use is not exceeded.



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## A. Definition of:

- i. Maximum Intended Load (MIL) - The total load of all persons, equipment, tools, materials, transmitted loads, and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.
- ii. Capacity - As applied to the scope of this Standard, each scaffold and scaffold component shall be capable of supporting, without failure, its own weight and at least (4) four times the maximum intended load applied or transmitted to it. (This is an inherent property of each manufactured component and must be met by the manufacturer.)
- iii. Design - Scaffolds shall be designed by a qualified person and shall be constructed and loaded in accordance with that design.
- iv. Loading - To avoid overloading a scaffold, the user must understand two factors to properly select and use a scaffold. They are the maximum intended load and the rated load carrying capacity of the scaffold. Scaffolds are typically rated as light, medium and heavy duty:

Rating	Rated Load Capacity
Light Duty	25lbs per sq./ft.
Medium Duty	50 lbs. per sq./ft.
Heavy Duty	75 lbs. per sq./ft.

## 5.15 Access

- A. Safe and adequate access to the scaffold must be provided. Various forms are available: ladders, stairs, ramps, walkways, direct access from a structure, integral rungs, etc. Cross braces cannot be used for access. An access method must be provided for any platform more than (2) two feet above or below adjacent levels.
- B. Fabricated frame scaffolds typically have integral prefabricated access. This access must meet the following requirements:
  - A. Rungs must be at least 8 inches long.
  - B. Rungs must be uniformly spaced except where frame sections connect and can have a maximum spacing between them of 16.75 inches.
- C. Rest platforms must be provided every 35 feet.
- D. Ladders may not be used as work platforms unless each affected employee uses fall protection.

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- E.** Hook-on and attachable ladders shall be specifically designed for use with the type of scaffold and meet the following requirements:
  - A.** Rungs must be at least 11.5 inches long.
  - B.** Rungs must be uniformly spaced and can have a maximum spacing between them of 16.75 inches.
  - C.** The bottom step must be not more than 24 inches off the floor.
  - D.** Rest platforms must be provided every 35 feet.
  - E.** Ladders must be positioned so that they do not tip the scaffold.
  - F.** Ladders may not be used as work platforms unless each affected employee uses fall protection.
- F.** For stairway-type ladders, contact Health & Safety.

## 5.16 Platform

- A.** General - Scaffold platforms come in various forms and can generally be classified into three categories: solid wood, manufactured, or fabricated.
  - i.** If solid wood planking is used, it must be scaffolding grade lumber. This is noted by an American Lumber Standards Committee grading stamp on the plank indicating its suitability for scaffolds (e.g., “Scaffold Plank”, “Scaf Plk”, etc.).
  - ii.** Manufactured is usually a laminated veneer, like plywood, except all grains run parallel to the length. Follow manufacturer’s specifications for loading, testing, care, use, handling, storage, and inspection.
  - iii.** Fabricated platforms can be all metal or wood with metal framing.

## 5.17 Platform use guidelines - The following provides general standards for scaffold platforms:

- A.** Each level where work is conducted (work platforms) must be fully planked for full width with edges close together (no greater than 1” gap).
- B.** All planking must be scaffolding grade or better.
- C.** Platforms and walkways must be at least 18” wide. (If a narrower width is necessary, guard rails and/or a personal fall arrest system (PFAS) are necessary.)
- D.** The front edge of all platforms must be 14” or less from the work face (unless guard rails or a PFAS is used).
- E.** All planking or platforms, unless cleated, restrained by hooks or equivalent, must extend the following lengths over supports:

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Platform Length	Extension Over Supports
<10'	6-12"
>10'	6-18"

- F.** Abutted planks (or continuous run of planks) shall rest on separate supports unless designed to rest on common supports (e.g., “hooked”).
- G.** Overlapped planks shall occur over supports and cannot overlap less than 12” (unless nailed together or otherwise restrained to prevent movement).
- H.** Do not intermix components of different manufacturers unless authorized by a competent person and components can fit together without force or modification. Structural integrity must be maintained.
- I.** Do not use components of dissimilar metals.
- J.** Remove damaged or weakened planks immediately.
- K.** Remove or clean-up, etc. any spills or slippery conditions (chemicals, snow, ice, etc.).
- L.** Do not paint or otherwise obscure the platform surface. This could hide defects.

**5.18** Deflection

- A.** Platforms shall not deflect more than 1/60 of the span when loaded. For example, if a seven-foot (7') plank is used on a standard six-foot (6') span and is loaded at the designed load (250-500 lbs.), it should not deflect more than 1.2”.

**6 Feet = 72” X 1/60 = 1.2”**

- B.** Approximately one inch is clearly visible through a visual observation. If deflection is greater, do not use the plank.

**5.19** Inspections

Inspect each platform for defects or damage that could compromise its integrity.

- A.** Wood
  - i. Split ends that could cause weakness
  - ii. Damage by fractures or sawed cuts, splintering, rails, concrete or plaster contamination
  - iii. Spills: oil, corrosive or acidic liquids
  - iv. Paint



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- v. Warping:
  - a. Bow - Deflection from flat end to end
  - b. Crook - Edgewise deviation
  - c. Cup - Deviation in the face side to side (forming a “cup”)
  - d. Twist - Deviation from flat, creating curl or spiral

## **B.** Metal

Review manufacturer’s inspection specification. Evaluate for:

- i. Bending
  - a. Cracks
  - b. Buckles
  - c. Corrosion
  - d. Broken/Missing Hooks
  - e. Gouges
  - f. Scaffold Inspections
- ii. The dynamic nature of our work environmental produces many new, daily, variable, unanticipated hazards that can create a risk to employees working on elevated work platforms. For this reason, it is necessary to be prepared to take rapid action in the event a hazard is identified. Two steps will minimize the likelihood that dynamic site hazards will create a risk to employees:
  - a. Daily Inspections
  - b. Corrective Action
- iii. Taking corrective action quickly can help minimize hazards and job delays. Action can include, depending on the nature, exposure, likelihood of risk to the employees working on an Elevated Work Platform (EWP):
  - a. Speaking to the client, other contractors, etc. to control or eliminate the hazard.
  - b. Controlling or eliminating the hazard.
  - c. If no action will control or eliminate the hazard, stopping work immediately.

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## 5.20 Guard Rail System

### A. Components

The guardrail system consists of a top and mid-rail.

- i. Rail Height:
  - a. Top – 38”-42”
  - b. Mid - Approximately mid-way between top edge of top rail and the platform surface
- ii. Cross Braces as Guard Rails: Cross braces are an acceptable alternative to standard top and mid-rails in field operations when they meet the following criteria:
  - a. Top Rail - Cross point is 38-48” above work platform
  - b. Mid Rail - Cross point is 20-30” above work platform
  - c. Cross brace end points at the upright must not be more than 48” apart

### B. Other Protective System Components

- i. Screens/Mesh - When screens or mesh are used they must:
  - a. Extend from the top edge of the guard rail to the platform surface
  - b. Extend fully between support members
- ii. Intermediate Members (balusters or rails) must:
  - a. Extend from the top edge of the guardrail to the platform surface
  - b. Be spaced no more than 19 inches apart
- iii. Solid Panels must:
  - a. Extend from the top edge of the guardrail to the platform surface
- iv. Manila or Plastic Rope:
  - a. When rope is used as a substitute for standard guardrails, it shall be inspected by a competent person as often as necessary, but at least daily, to ensure it continues to meet the strength requirements of 200 lbs. applied as a horizontal or downward force.

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- v. Design
  - a. Guard rail system components must be specifically designed for scaffold use. Only those components supplied by the manufacturer or rental company may be used. Contact Health & Safety if an alternative is being considered.
- vi. Guard Rail Surface
  - a. Must be designed to prevent injuries from lacerations
  - b. Must be smooth and free of defects such as burrs that could cause punctures, lacerations, snagging of clothing, etc.
- vii. Prohibitions
  - a. Rail Ends - Rail ends must not overhang the terminal post unless the overhang does not create a projection hazard.
  - b. Steel/Plastic Banding - Shall not be used as a guardrail component.

## 5.21 Falling Object Protection

- A.** Employees working on scaffolds shall be protected from falling objects through the installation of toe boards, screens, or guardrail systems, or through the erection of debris nets, catch platforms, or canopy structures that contain or deflect the falling objects.
- B.** Large objects shall be re-located to prevent the fall hazard.
- C.** Areas below scaffolds shall be protected through the installation of toe boards screens or guardrail systems on the scaffolds, or by barricading the area. If toe boards are used, materials or tools may not be stacked above the height of the toe boards.

## 5.22 Aerial Lifts

- A.** Atwell is committed to ensuring a safe work environment for our employees. To accomplish this, we have developed an Aerial Lift Standard (HS C020) to ensure that the equipment is complete, functional, and used in compliance with regulatory standards and provides a safe elevated work platform for employees.
- B.** Rental Agreement
  - i. Please notify the equipment Rental or Leasing Company of the following information when arranging for rental or delivery. Atwell considers the equipment incomplete if defects, malfunctions, etc. are found during the pre-start inspection performed by Atwell. We will also consider the equipment

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incomplete if an up-to-date Operating Manual does not accompany the equipment.

## C. Receipt of Equipment

Prior to operation of the equipment, ensure that items specified below are satisfied. If they are not, the equipment cannot be used.

- i. Operating Manual - Verify that the Operating Manual accompanies the equipment. Review the manufacturers' operating instructions, user safety rules and other pertinent information contained in the Operating Manual.
- ii. Inspection - Inspect the unit to ensure the equipment is sound and fully functional.
- iii. Training - Ensure that the training is received by the AL operator and others who will perform work from the aerial lift. All employees who may operate the equipment must receive the training. Only those who received Elevated Work Platform (EWP) Users and aerial lift specific operator training are authorized to operate the equipment.
- iv. Application - Ensure that the equipment will be used within the intended application or specified by the manufacturer.
- v. Fall Protection - Appropriate fall protection (equipment and personnel) is available and used. A full body harness and lanyard are required on all aerial lifts.
- vi. Work Area Inspection - Prior to work or movement of the aerial lift, inspect the work area for the following:
  - a. Drop-offs or holes
  - b. Bumps and floor obstructions
  - c. Debris
  - d. Overhead obstructions and electrical lines
  - e. Hazardous atmosphere - ensure that a flammable atmosphere doesn't exist and won't develop
  - f. Inadequate surface and support to withstand all load forces imposed by aerial lifts in all operating configurations
  - g. Wind and weather conditions
  - h. Presence of unauthorized persons
  - i. Other moving equipment in the area

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- j. Adequate ventilation for indoor operation (if used indoors)
- k. Other possible unsafe conditions
- vii. Take appropriate action to control the hazards identified in the work area inspection. If a hazard can't be eliminated or controlled, contact Health & Safety for further direction.

## 5.23 Pre-Start Inspections

- A.** Before each use (by shift) conduct a visual inspection and/or functional test of the following:
  - i. Operating and emergency controls
  - ii. Safety devices
  - iii. Personal protective devices, including fall protection
  - iv. Air, hydraulic and fuel system for leaks
  - v. Cables and wiring harness
  - vi. Loose or missing parts
  - vii. Tires and wheels
  - viii. Placards, warnings, control markings and operating and safety manuals
  - ix. Outriggers, stabilizers, extendible axles and other structures
  - x. Guardrail system
  - xi. Items specified by the manufacturer
- B.** Review the Operating Manual to understand appropriate action to evaluate each item.
- C.** Adjustments/Repairs - Only Atwell employees who are trained and authorized are permitted to adjust or repair an aerial lift.
- D.** Defect/Malfunction Noted - If a defect, malfunction, or other problem is noted during the pre-start inspection, DO NOT OPERATE the equipment. Repairs must be made prior to continuing use of the equipment.

## 5.24 Operations

- A.** The standards listed below shall be followed when operating an aerial lift:
  - i. Battery Charging - Charge in a well-ventilated area free of ignition sources.



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- ii. Elevated Traveling, Maneuvering - Aerial lifts may not be driven while elevated. They may, however, be maneuvered into position using the following guidelines. The operator shall:
  - a. Maintain a clear view of the path of travel
  - b. Maintain a safe distance from obstacles, debris, drop-offs, holes, depressions, ramps and other hazards to ensure safe elevated travel
  - c. Maintain a safe distance from overhead obstacles

**NOTE:** *Traveling to or from work areas in an elevated position is prohibited.*

- iii. Entanglement - Take action to avoid creating a trip hazard from ropes, hoses, electrical cords, etc.
- iv. Fall Protection - Full body harnesses and lanyards are required on all aerial lifts. Never attach the lanyard to fixed object that doesn't move with the aerial lifts. Guardrails shall be installed, and access gates or openings closed, per manufacturer's instructions.
- v. Footing - Maintain firm footing. Ensure trip hazards are removed from the platform. Do not sit or climb on the basket or railings.
- vi. Fueling - Shut down the unit before fueling. Perform fueling in a well-ventilated area free of ignition sources.
- vii. Height Increasing Methods - Makeshift devices (barrels, boxes, etc.) or ladders or protective structures (toe board, mid-rail, railings) shall not be used to increase working heights.
- viii. Load Capacity - Do not exceed the rated capacity of the aerial lift.
- ix. Load Distribution - Ensure that the load and its distribution on the platform and any platform extension are in accordance with the manufacturer's rated capacity for that specific configuration.
- x. Misuse - Do not use the aerial lift as a crane or jack.
- xi. Modifications - Modifications or alterations are not permitted.
- xii. Operating Area - Do not operate the unit from a position on trucks, trailers, rail cars, floating vessels, scaffolds, unless permitted by the manufacturer.
- xiii. Other Moving Equipment - When present, take precautions to prevent collision. Acceptable methods include: flagging, roping-off area, warning lights, barricading, flag person, etc.

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- xiv. Overhead Clearance - Ensure there is adequate clearance from overhead obstructions.
- xv. Platform Positioning - Do not position against another object to steady the platform.
- xvi. Power Lines - The aerial lift cannot be operated closer than the following to exposed and energized power lines:

Voltage	Minimum Distance
<300 (Insulated)	3 feet
>300-50,000 (Ins/Un-insulated)	10 feet
> 50,000 (Ins/Un-insulated)	10 feet + 0.4 in for each 1KV over 50,000 volts)

**NOTE:** If work closer than the above distances is necessary, the local Utility or a qualified electrical person can de-energize or relocate the lines.

- xvii. Problems/Malfunctions - Report problems or malfunctions immediately.
- xviii. Safety Devices - Do not alter or disable interlocks or other safety devices.
- xix. Slopes or Inclines - The aerial platform shall not be driven on grades, side slopes or ramps exceeding those for which the aerial platform is rated by the manufacturer. See the operating manual. Set brakes and chock wheels when the aerial lift will be used on an incline or slope.
- xx. Snagged Platform - If the platform or elevating assembly becomes caught, snagged or otherwise prevented from normal motion by adjacent structure or other obstacles such that control reversal does not free the platform, all personnel shall be removed from the platform before attempts are made to free the platform using ground controls.
- xxi. Stability Enhancing - The outriggers, stabilizers, extendible axles, or other stability enhancing means, are used as required by the manufacturer. When stabilizers or outriggers are used, sound footing for the stabilizers and outriggers must be ensured.
- xxii. Travel Speed - Under all travel conditions, the operator shall limit travel speed according to conditions of ground surface, congestion, visibility, slope, location of personnel, and other factors causing a hazard of collision or injury to personnel.
- xxiii. Warnings and Instructions - Observe and follow all warnings and instructions indicated on decals, warnings and instructions displayed on the aerial lift. If obstructions must be approached, contact Health & Safety for an acceptable means to safely manage the hazard.

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xxiv. Work Area - Rope off or barricade the work area where extensible and articulating boom platforms present a hazard due to pinch points while swinging the unit or from falling objects (tools, etc.). Ensure that personnel and equipment are cleared from area surrounding the aerial lift before lowering the unit.

xxv. Backing - The vehicle should have a reverse signal alarm audible above the surrounding noise level or the vehicle is to be backed up only when an observer signals that it is safe to do so.

## 5.25 Unsafe Conditions

- A. Immediately cease operation and notify the supervisor if:
  - i. A malfunction or a suspected malfunction occurs; or
  - ii. A potentially unsafe condition related to capacity, intended use, or safe operation occurs.

## 6 Equipment

- A. Equipment purchased for fall protection shall meet the necessary OSHA, ANSI, and ASTM requirements and/or recommendations.

## 7 REFERENCES

- A. Safety Standards for Scaffold Use, 29 CFR 1910.28-.29.
- B. Safety Standards for Scaffold Use, 29 CFR 1926.450.

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## Attachment A Fall Arrest Rescue Plan

OSHA standards don't specify a time rescue need to be conducted, however research indicates that suspension in a fall arrest device can result in unconsciousness, followed by death, in less than 30 minutes. The danger begins when someone is unable to move for as little as (5) five minutes. The tolerance varies greatly from person to person, but the negative effects can set in quickly. Atwell requires that for each time an employee is required to use fall arrest systems this Fall Arrest Rescue Plan will be filled out.

Date:	Job description:	
Location:		
<b>ANSWER THE FOLLOWING QUESTIONS:</b>		
Have alternatives to using fall arrest equipment been considered?		
Will the employee be able to self-rescue in the event of a fall?		
If, No what additional support will be available to assist rescue?		
List the steps that will be taken to affect a rescue.		
1		
2		
3		
4		
5		
6		
<b>LIST THE RESCUE EQUIPMENT AVAILABLE</b>		
Equipment	Check if Available	Location of Equipment
Ladder		
Rescue pole		
Rescue rope		
Scaffold		
Lifting device		
Block & Tackle		
Other rescue equipment:		
<b>CREW SIGNATURES REQUIRED</b>		

*Note: This plan is to be kept on site where work activity is taking place.*

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## Attachment B

### Inspection and Maintenance Checklist for Fall Arrest Systems

**Warnings:** Always read all instructions and warnings contained on the product and packaging before using any fall protection equipment.

**Inspection:** All fall protection equipment should be inspected prior to each use.

**Training:** All workers should be trained by a Competent Person in the proper use of fall protection equipment.

**Regulations:** Understand all Federal, State and Local Regulations pertaining to fall protection before selecting and using the equipment.

**System Only:** Components that are fully compatible with one another component should be used. Fall arrest systems that are designed and tested as complete systems should be used in this way.

### Cleaning

Basic care of all safety equipment will prolong the durable life of the unit and will contribute toward the performance of its vital safety function. Proper storage and maintenance after use are as important as cleaning the equipment of dirt, corrosives, or contaminants. Storage areas should be clean, dry and free of exposure to fumes or corrosive elements.

**Nylon or Polyester** - Remove all surface dirt with a sponge dampened in plain water. Squeeze the sponge dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a lather with a vigorous back and forth motion; then wipe with a clean cloth. Hang freely to dry, but away from excessive heat.

**Drying** - Equipment should dry thoroughly without close exposure to heat, steam, or long periods of sunlight.

**AFTER A FALL OCCURS, ALL COMPONENTS OF THE FALL ARREST SYSTEM SHOULD BE REMOVED FROM SERVICE AND DESTROYED**

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## Attachment B (continued)

### Inspection And Maintenance Checklist For Fall Arrest Systems

#### Harness Inspection

- 1 Webbing** - Grasp the webbing with your hands (6) six inches to (8) eight inches apart. Bend the webbing in an inverted "U". The surface tension resulting makes damaged fibers or cuts easier to detect. Follow this procedure for the entire length of the webbing, inspecting both sides of each strap. Look for frayed edges, broken fibers, pulled stitches, cuts, burns, and chemical damage.
- 2 D-Rings** - Check D-rings for distortion, cracks, breaks, and rough or sharp edges. The D-ring should pivot freely.
- 3 Attachment of Buckles** - Inspect for any unusual wear, frayed, or cut fibers, or broken stitching of the buckle or D-ring attachments.
- 4 Tongue/Grommets** - the tongue receives heavy wear from repeated buckling and unbuckling. Inspect for loose, distorted, or broken grommets. Webbing should not have additional holes punched.
- 5 Tongue Buckles** - Buckle tongues should be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. Roller should turn freely on the frame. Check for distortion or sharp edges.
- 6 Friction and Mating Buckles** - Inspect the buckle for distortion. The outer bars and center bars must be straight. Pay special attention to corners and attachment point at the center bar.



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## Attachment B (continued)

### Inspection And Maintenance Checklist For Fall Arrest Systems

#### Lanyard Inspection

When inspecting lanyards, begin at one end and work to the opposite end, slowly rotating the lanyard so that the entire circumference is checked.

**7 Hardware Snaps:** Inspect closely for hook and eye distortions, cracks, corrosion, or pitted surfaces. The keeper (latch) should seat into the nose without binding and should not be distorted or obstructed. The keeper spring should exert sufficient force to firmly close the keeper. Keeper locks must prevent the keeper from opening when the keeper closes.



**8 Web Lanyard:** While bending webbing over a pipe, observe each side of the webbed lanyard. This will reveal any cuts or breaks, swelling, discoloration, cracks and charring are obvious signs of chemical or heat damage. Observe closely for any breaks in stitching.



**9 Shock Absorber Pack:** The outer portion of the pack should be examined for burn holes and tears. Stitching on areas where the pack is sewn to D rings. Belts or lanyards should be examined for loose strands, rips, and deterioration.

**10 Shock-Absorbing Lanyard:** Shock-absorbing lanyards should be examined as a web lanyard (described in Item 3 above). However, also look for the warning flag or signs of deployment. If the flag has been activated, remove this shock absorbing lanyard from service.

**11 Self-Retracting Lanyard:** Check Housing – Before every use, inspect the unit's housing for loose fasteners and bent, cracked, distorted, worn, malfunctioning or damaged parts.

**Retraction and Tension:** Test the lifeline retraction and tension by pulling out several feet of the lifeline and allow it to retract back into the unit. Always maintain a light tension on the lifeline as it retracts. The lifeline should pull out freely and retract all the way back into the unit. Do not use the unit if the lifeline does not retract.

**12 Lifeline:** The lifeline must be checked regularly for signs of damage. Inspect for cuts, burns, corrosion, kinks, frays or worn areas. Inspect any sewing (web lifelines) for loose, broken or damaged stitching.



**13 Braking Mechanism:** The braking mechanism must be tested by grasping the lifeline above the impact indicator and applying a sharp steady pull downward which will engage the brakes. There should be no slippage of the lifeline while the brakes are engaged, once tension is released, the brakes will disengage, and the unit will return to the retractable mode. Do not use the unit if the brakes do not engage.

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## Attachment B (continued) Inspection And Maintenance Checklist For Fall Arrest Systems

Full Body Harness and Lanyard Inspection Report									
Inspector :							Date:		
Instructions: 1 All parts of the body harness and its attachments must be inspected for wear and damage. 2 This ✓ symbol is for YES or OK. This X symbol is for NO or REPLACE. 3 Inspect and document monthly 4 Maintain the completed inspection report so that it is readily available for review.			Harness Webbing and/or Leather	All Stitching	Rivets & Eyelets	D-Ring(s) & Buckle(s) if applicable	Lanyard & Deceleration Device	Hook Safety Latch	Certification or Data Tag
Month	Harness Serial Number	Lanyard Serial Number							
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									



## 1 SCOPE

- 1.1 Atwell is committed to the health and safety of all personnel and others impacted by our work activities. The purpose of this policy is to protect the health and safety of Atwell employees and others by restricting company drivers from operating vehicles while impaired by fatigue.
- 1.2 This policy applies to all Company employees and outlines responsibilities for management, supervisors, and drivers.
- 1.3 While not all employees will be affected by fatigue in the same manner, studies have shown that fatigue may lead to:
  - A. Reduced concentration
  - B. Impaired coordination
  - C. Compromised judgment
  - D. Slower reaction times.
- 1.4 All Company employees must know the signs of fatigue and how to recognize them, how fatigue can affect a driver's ability to safely operate a vehicle, and what actions can be taken to manage fatigue.

## 2 RESPONSIBILITIES

- 2.1 Management responsibilities
  - A. Conduct fatigue risk assessments and implement appropriate preventative measures
  - B. Consult with staff, including drivers, when assessing risk of fatigue and developing preventative measures
  - C. Provide employees with education, training and resources to manage fatigue
  - D. Implement driver work schedules with adequate rest time between shifts to mitigate the risk of fatigue
  - E. Provide fatigue management information to all drivers and staff to help them better prepare for work

## 2.2 Supervisor/dispatch responsibilities

- A. Ensure drivers know how to manage fatigue and have the necessary resources to follow fatigue management procedures
- B. Respond appropriately to observed or reported signs of driver fatigue
- C. Monitor job performance of drivers based on workload, routes, shifts, etc.

## 2.3 Driver responsibilities

- A. Participate in fatigue risk management processes
- B. Carry out work according to fatigue management policy and safe work procedures
- C. Report any signs of fatigue to supervisor/dispatch
- D. Practice good fatigue management between work shifts
- E. Refuse work when impaired by fatigue

## 1 SCOPE

- 1.1 The purpose of this plan is to establish requirements for the safe operation and management of small boats. The Small Boat Safety Plan is designed to provide guidance, enhance safety, and familiarize participants with general operating standards and procedures for all small boat's operations.
- 1.2 Specific examples of boat operations include the following: persons engaged in research, employees acting within the scope of their employment; employees engaged in any research operation including those receiving or providing boat operation instruction or involved in boat checkouts.
- 1.3 Atwell LLC small boat operators, as well as other personnel involved in small boat operations, are required to adhere to the provisions of this plan.

## 2 DEFINITIONS

- 2.1 **Motorboat.** Any watercraft 65 feet or less in length, defined as a small boat by this Manual, that is not certified under the inspection laws or subject to regular inspections by the U.S. Coast Guard (uninspected vessels).
- 2.2 Motorboat Classifications:
  - A. Class A. Motorboat less than 16 feet in length.
  - B. Class 1. Motorboat 16 feet to less than 26 feet in length.
  - C. Class 2. Motorboat 26 feet to less than 40 feet in length.
  - D. Class 3. Motorboat 40 feet to less than 65 feet in length.
- 2.3 **Watercraft.** All vessels, including airboats, sailboats, and every description of motorized and non- motorized watercraft, except seaplanes, which are used, or capable of being used, as a means of transportation upon the water. For the purposes of this Manual, watercraft, motorboat, vessel, and small boat shall be used interchangeably.
- 2.4 **Operator.** The individual in physical control of the watercraft.

## 3 RESPONSIBILITIES

### 3.1 Safety Department

- A.** The following are the duties and responsibilities of the Safety Department.
  - i. Has authority over the Small Boat Safety Program.
  - ii. Shall periodically review and revise the Small Boat Safety Plan.
  - iii. Shall assure compliance with the Small Boat Safety Plan.
  - iv. Shall take disciplinary action for unsafe practices.
  - v. Shall recommend the issue, reissue, or the revocation of boating authorizations.
  - vi. Shall establish and/or approve training programs through which the applicant can satisfy the requirements of Boat Safety Plan.
  - vii. Shall suspend boating operations that are unsafe or unwise.
  - viii. Maintains training and authorization records.

### 3.2 Directors

- A.** Directors are personally responsible for assuring that all boat operations, under their direction, are conducted in accordance with the safety plan.
- B.** Directors are required to meet the safety standards of this plan and have on-board the safety equipment as outlined in Appendix II, regardless of ownership of the vessel.
- C.** Directors must determine that all individuals assigned to small boat operations related to their projects are properly authorized.

### 3.3 Small Boat Operators (SBO)

- A.** Only persons who have been authorized as Small Boat Operators may operate small boats.
- B.** The designated Small Boat Operator is responsible for all aspects of boating operations, regardless of any senior personnel present in the boat. These responsibilities include, but are not limited to:
  - i. Safety of the vessel and all persons on board.
  - ii. Operation of the vessel in compliance with federal, state, and local regulations
  - iii. Safe transport of the vessel to and from the launch site.
  - iv. The safe operation of all equipment.
  - v. Ensuring that all required operational and safety equipment is on board and that crew members know the location and how to operate safety/survival equipment.
  - vi. Report all accidents, incidents, boarding, citations, safety concerns, and issues

Failure to comply with provisions of Atwell Small Boat Safety Plan may be cause for the revocation or restriction of the operator's authorization. However, any operator may deviate from the requirements of the boating safety policy to the extent necessary to prevent or minimize a situation that is likely to cause death, serious physical harm, damage to the vessel, or major environmental damage. A report of such actions must be submitted within 24-hours to the Safety Department explaining the circumstances and justifications.

## 4 Procedures and Training Requirements

- 4.1 The regulations in this plan must be observed wherever Small Boat Operations are carried out.
- 4.2 All SBOs must follow the provisions of the plan, and all equipment used must conform to U.S. Coast Guard requirements.

## 5 AUTHORIZATION OF BOAT OPERATORS

- 5.1 Complete a boating safety course from an approved provider. Those offered online courses, such as those offered at boat-ed.com, are also acceptable.
- 5.2 Provide documentation of and/or acquire practical experience in operating a boat.
- 5.3 Demonstrate proficiency in the safe operation of the proposed type of boat in local conditions.
- 5.4 Demonstrate proficiency in the operation of any specialty equipment and procedures specific to the boat or task to be undertaken.
- 5.5 Maintaining Authorization
  - A. The Small Boat Safety Program shall set standards for maintaining authorization.
- 5.6 Revocation of Authorization
  - A. An SBO's authorization may be revoked for any action deemed unsafe or unlawful or for not meeting the procedural requirements of the Small Boat Safety Program.

## 6 TRAILERING, LAUNCHING, AND RETRIEVING

- 6.1 If the destination is beyond Canaveral or Sebastian inlet, it is more practical to trailer your boat to your site. Procedures for pulling trailers will be covered during your check-out. When the boat is to be trailered, it should not be loaded with gear and speed should not exceed 50 mph.

## 7 MAINTANCE OF RECORDS

- 7.1 A file of usage for all boats, including a log of scheduled and unscheduled maintenance for each boat, boat trailer and outboard engine. Records shall be maintained for a period of 5 years.

## 8 ACCIDENT REPORTING

- 8.1 All incidents should be reported to Safety as soon as it happens. A reportable incident is defined as follows:
- i. Someone is injured and requires more than just first aid for the injury.
  - ii. A vessel breaks-down while in use in any manner that is not easily remedied, suffers more than minor hull damage, or is involved in a near-accident or other unsafe event whether on land or in the water.

## 9 OPERATIONAL PROCEDURES

- 9.1 All boats and equipment used by authorized operators in US waters, regardless of ownership, will, at a minimum, conform to U.S. Coast Guard requirements and to the standards set forth in this manual.
- 9.2 The gas tank should be placed in the bottom of the boat near the rear seat. Ensure that the fuel line is securely engaged to the fuel connector fitting. All boats in the fleet are equipped with power tilt and trim units. Do not start engines "dry". To avoid damage to water pump impellers, lower the engine to the run position (propeller under water) BEFORE starting the engine. On some trailer vessels, it may be necessary to first raise the engine, lower the trailering

stop and then lower the engine into the water.

- 9.3** Before starting the engine, set the shift arm in the vertical-neutral position. While holding primer bulb in a vertical orientation, squeeze the bulb on the gas line until gas will no longer pump freely (do not over-squeeze). Lower the engine into the water and turn the key. Allow the engine to warm up.

## 10 STABILITY

- 10.1** All boats should have an installed data plate that designates the number of people and weight capacity according to the manufacturer's specifications.
- 10.2** It is the responsibility of the boat operator to stay within the designated limits and to have all weight evenly distributed so that the boat will be trimmed properly.
- 10.3** Each boat must be equipped with enough life jackets (one per person) to meet the USCG maximum occupancy rating, fire extinguishers, anchors with rope (line), first aid kits, oars (one required per boat), flares/signal kits, whistles, vessel registration and throwable (type 4) PFDs. Lights are also to be carried and used after dark, or in restricted visibility (rain, fog, etc.). SBO's are responsible for verifying this equipment is onboard before departing.
- 10.4** Life jackets can be stored underneath the seat during your trip. You are required to have one Type-I life preserver for each passenger and one Type-IV life preserver for each boat, it is your responsibility to ensure they are onboard prior to departure. Do not use them as seat cushions. The anchor line can be attached to the forward bow cleat. The fire extinguishers should be stored securely. Vessel registration forms are stored in orange dry boxes / first-aid kits located on each boat.
- 10.5** Prior to Departure the boat operator shall:
- A.** Perform a pre-departure risk assessment. Risk assessment considerations are outlined in Appendix III.
  - B.** Inform all passengers of emergency procedures – man overboard, fire, and abandonment and methods for seeking assistance.
  - C.** Inform all passengers of the location of emergency equipment.
  - D.** Inform all passengers of additional hazards and appropriate precautions for the environment, weather, and objectives of the operation.

## 1 SCOPE

- 1.1 The purpose of this program is to inform interested persons, including employees, that Atwell, LLC is committed to improve our employees' comfort and well-being by identifying and correcting ergonomic risk factors on the job. This program applies to all work operations, both in our plant and in the office areas. Our safety manager coordinates all safety and health programs for Atwell, LLC. He/she reviews the Ergonomics Program and provides guidance, as needed.
- 1.2 Atwell, LLC has implemented this ergonomics program at all our construction sites to address the problem of musculoskeletal disorders (MSDs). MSDs have become an issue of increasing concern because they continue to rise occurrence, especially at construction sites.
- 1.3 Under this program, a team of our employees will evaluate jobs which they have identified as having "problem areas" and develop and implement solutions to reduce job-related worker injury and illness.
- 1.4 Our goal through this Ergonomics Program is to prevent the occurrence of work-related musculoskeletal disorders by controlling or eliminating the risk factors which cause them. This program ensures that all affected employees are aware of job-related risk factors and provides information and solutions to elevate them. Atwell, LLC promotes continuous improvement for the efficiency, comfort, and well-being of all employees through a team effort of management and employee involvement.
- 1.5 If, after reading this program, you find that improvements can be made, please contact our safety manager. We encourage all suggestions because we are committed to the success of our Ergonomics Program. We strive for clear understanding, safe and efficient work practices, and involvement in the program from every level of the company.

## 2 INJURY/MEDICAL MANAGMENT

- 2.1 Nurse 365 is the health care provider we have chosen to provide medical treatment for our employees with injuries or illnesses relating to ergonomic factors. They have visited our facility and are familiar with our specific workplace job procedures and the job risk factors.
- 2.2 We encourage all employees to immediately report any symptoms of discomfort that may be associated with their job duties. In most cases, employees are to report to their immediate supervisor. Those supervisors are responsible to recommend alternative work or medical evaluation for injured or ill employees.
- 2.3 Supervisors record and file written reports from the first observation of illness or injury through all subsequent follow-up activities. They are also responsible to forward information about the worker injury or illness for recording on the Log of Work-Related Injuries and Illnesses.



- 2.4** Every work procedure that causes a worker injury or illness will be investigated and reported. This documentation provides vital information for the identification of job-related risk factors so that the problems can be corrected before other injuries occur.

## **3** IDENTIFYING PROBLEM JOBS

- 3.1** There are several methods used to identify problem jobs which are most likely to result in ergonomic disorders. The Ergonomics Team initially reviewed and periodically monitors Atwell, LLC injury and illness records such as the Log of Work-Related Injuries and Illnesses and workers' compensation data to identify patterns of ergonomic-related injuries and illnesses.
- 3.2** In addition, jobs are evaluated for the following risk factors:
- 3.3** Rate and number of repetitions: performance of the same motion or motion patterns every few seconds for more than two hours at a time.
- 3.4** Postures and limb positions: fixed or awkward work postures such as overhead work, twisted or bent back, bent wrist, stooping, or squatting, for more than a total of two hours.
- 3.5** Vibration: use of vibrating or impact tools or equipment for more than a total of two hours.
- 3.6** Loads/lifted: lifting, lowering, or carrying of anything weighing more than 25 pounds (11.34 kg) more than once during the work shift.
- 3.7** Loads/static: holding a fixed or awkward position with arms or neck for more than ten seconds.
- 3.8** Muscle forces: continually pulling or pushing objects.
- 3.9** Work pace: piece rate or machine paced work for more than four hours at a time (legally required breaks cannot be included when totaling the four-hour limit).

## **4** EMPLOYEE TRAINING

- 4.1** Atwell, LLC management staff receives copies of this written ergonomics program and the company's policy statement regarding ergonomics in our workplace. We train each employee who works at a job with exposure to specific risk factors and each employee in a job where a work-related musculoskeletal disorder has been recorded.
- 4.2** These are the ergonomic elements we teach to all employees:
- A.** How to recognize workplace risk factors associated with work-related musculoskeletal disorders and the ways to reduce exposure to those risk factors.
  - B.** The signs and symptoms of work-related musculoskeletal disorders, the importance of early reporting, and medical management procedures.

# ERGONOMIC POLICY

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- C.** Reporting procedures and the person to whom the employee is to report workplace risk factors and work-related musculoskeletal disorders.
  - D.** The process Atwell, LLC is taking to address and control workplace risk factors, each employee's role in the process, and how to participate in the process.
  - E.** Opportunity to practice and demonstrate proper use of implemented control measures and safe work methods which apply to the job.
  - F.** Each employee involved in job analysis will be trained in job analysis methods, especially as they relate to identifying workplace risk factors, and evaluation and implementation of control measures.
- 4.3** Constant awareness of and respect for ergonomic hazards, and compliance with all safety rules are considered conditions of employment. Supervisors and individuals in the Safety and Personnel Department reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

# HYDROGEN SULFIDE (H<sub>2</sub>S) AWARENESS POLICY

#HS B011

## 1 SCOPE

- 1.1 Atwell is committed to providing a safe and healthy work environment for our employees. The purpose of this program is to establish minimum requirements for site specific H<sub>2</sub>S safety, which will enhance safety in the occupational setting where hydrogen sulfide is present or is recognized as being potentially present.
- 1.2 This program sets forth accepted practices for Hydrogen Sulfide (H<sub>2</sub>S). This program applies to all Atwell employees, temporary employees, and any contractors working for Atwell. When work is performed on a non-owned or client site, the client's program shall take precedence, however, this document covers company employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

## 2 DEFINITIONS

- 2.1 **Contingency Plan:** a site-specific written document that provides an organized plan for alerting and protecting the public within an area of exposure following the accidental release of all potentially hazardous atmospheric concentrations of hydrogen sulfide.
- 2.2 **Exposure Level:** permissible exposure level of hydrogen sulfide is 10 PPM for an 8-hour, time weighted average.
- 2.3 **Gas Detector Instrument:** An instrument/detector to measure levels of H<sub>2</sub>S. Instruments may be electronically or manually operated.
- 2.4 **Hydrogen Sulfide (H<sub>2</sub>S):** is an extremely deadly, toxic gas that in its pure state is colorless and is heavier than air. Additionally:
  - A. It is the second most toxic gas known to man, ranking behind hydrogen cyanide and ahead of carbon monoxide
  - B. It has the odor of rotten eggs at low concentrations
  - C. In higher concentrations rapidly paralyzes the olfactory nerves (sense of smell)
  - D. Is soluble in water and is flammable and poses a definite threat of explosion
- 2.5 **Parts Per Million (PPM):** parts of vapor or gas per million parts of contaminated air by volume.

# HYDROGEN SULFIDE (H<sub>2</sub>S) AWARENESS POLICY

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- 2.6 Personal H<sub>2</sub>S Monitor:** An electronic instrument worn on the person that is set to alarm at 10 PPM of H<sub>2</sub>S.
- 2.7 Possible Locations of H<sub>2</sub>S:** While clients are required to notify Atwell of known H<sub>2</sub>S locations, most of the time H<sub>2</sub>S can be in drilling operations, recycled drilling mud, water from sour crude wells, blowouts, tank gauging, during routine field maintenance involving hydrocarbons, tank batteries, and wells.
- 2.8 Venting:** Is the process of discharging a material to the atmosphere through a series of piping and/or venting devices, to facilitate the proper and safe dispersion of toxic materials and to minimize personnel exposure.

## 3 RESPONSIBILITIES

### 3.1 Managers and Supervisors

- A.** Shall ensure all employees who are to be assigned to work at locations where hydrogen sulfide is known to be present, or suspected to be present in any concentration, have been trained in hydrogen sulfide safety.
- B.** To ensure employees have been medically approved to wear respirators and trained on the safe use of respirators, including a respirator fit test in accordance with the company Respiratory Protection Program (HS C012).
- C.** To ensure employees have been trained and are familiar with personal H<sub>2</sub>S monitors and gas detection instruments.
- D.** To have been provided with the client's safety procedures.
- E.** To ensure the necessary respiratory equipment to perform the work safely is available.
- F.** Each employee has been provided with a copy or access to review this program.

### 3.2 Employees

- A.** Employees are responsible to comply with this program.

## 4 PROCEDURE

### 4.1 Physical Effects of Hydrogen Sulfide

# **HYDROGEN SULFIDE (H<sub>2</sub>S) AWARENESS POLICY**

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- A.** H<sub>2</sub>S paralyzes the sense of smell. Do not rely on smell to detect H<sub>2</sub>S – Rely strictly on instruments designed to measure concentrations of H<sub>2</sub>S.
- B.** Hydrogen sulfide is a very dangerous and deadly gas - it is colorless and heavier than air.
- C.** It can accumulate in low places and in small concentrations it has a strong, pungent, somewhat distasteful odor like rotten eggs. In higher concentrations, it can deaden the sense of smell (olfactory nerve).
- D.** Exposure to certain concentrations of H<sub>2</sub>S can cause serious injury or death.

## **Toxic Effects of Hydrogen Sulfide**

<b>CONCENTRATION</b>	<b>PHYSICAL EFFECT</b>
.01 PPM	Can smell odor.
10 PPM	Obvious and unpleasant odor. Beginning eye irritation. ANSI permissible exposure level for 8 hours (enforced by OSHA).
100 PPM	Immediately Dangerous to life or Health (IDLH) Kills smell in 3-15 minutes; may sting eyes and throat. May cause coughing and drowsiness. Possible delayed death within 48 hours.
200 PPM	Kills smell shortly, stings eyes and throat. Respiratory irritation. Death after 1-2 hours exposure.
500 PPM	Dizziness; breathing ceases in a few minutes. Need prompt rescue breathing (CPR). Self-rescue impossible because of loss of muscle control.
700 PPM	Unconscious quickly; death will result if not rescued promptly. 1000 PPM Unconscious at once, followed by death within minutes.

### **4.2 General**

- A.** Each person entering a H<sub>2</sub>S designated location, regardless of the concentration, shall wear a personal H<sub>2</sub>S monitor that is set to alarm at 10 PPM.

### **4.3 Safe Work Procedures**

- A.** Maintain compliance with permit requirements of Atwell and any requirements by the client.
- B.** Verify that proper safety equipment is available, functioning properly and is utilized.
- C.** Check and remain aware of wind conditions and direction.
- D.** Perform a thorough check of the downwind area prior to the start of any potentially hazardous work activity.
- E.** Check for other personnel and ignition sources.

# HYDROGEN SULFIDE (H<sub>2</sub>S) AWARENESS POLICY

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- F.** Ventilate work areas by venting and purging lines and vessels prior to beginning any work activities.
- G.** Keep all non-essential personnel away from work areas.
- H.** Immediately vacate the area when any H<sub>2</sub>S monitor sounds and do not re-enter without proper respiratory protection.

## 4.4 Equipment

- A.** The following equipment shall be provided and used as required by this program:
- B.** Personal H<sub>2</sub>S monitor set to alarm at permissible exposure limit of 10 PPM for OSHA 1926 requirements and 20 PPM for OSHA 1910 requirements. Fixed monitors may be present as well at the same alarm setting.
- C.** Portable H<sub>2</sub>S gas testing instrument, either electronic or manual pump operated, capable of testing the suspected concentrations of H<sub>2</sub>S in the system.
- D.** Each testing instrument must be capable of testing the suspected concentrations of H<sub>2</sub>S by using the manufacturer's recommended calibrated tube or other means of measuring the concentration of gas.
- E.** Testing instruments shall be calibrated periodically according to the manufacturer's recommendation, and at least annually.
- F.** Calibration kits with regulator for calibrating the personal monitor.
- G.** Calibration gas cylinder for testing the personal monitor
- H.** NIOSH certified self-contained breathing apparatus (air pack) with a minimum of a 30-minute air supply or airline respirator with escape SCBA should be used.
- I.** Full face, air supplied, positive pressure hose line respirator, with (5) five-minute escape pack attached.
- J.** Respirator wearers requiring corrective eyewear will be fitted with spectacle kits according to the respirator manufacturer, at no expense to the employee.
- K.** Respirators and their components, including all fittings of hoses, shall not be interchanged, which if done, would violate the approval rating of said respirator or related equipment.

## 4.5 Medical

- A.** Each employee shall have completed a medical evaluation by a physician or licensed health care professional to determine the employee's ability to wear a respirator as required by the company Respiratory Protection Program (HS C012)

# HYDROGEN SULFIDE (H<sub>2</sub>S) AWARENESS POLICY

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- B.** Each employee will successfully complete the medical questionnaire and examination before being allowed to be fit tested with a respirator.

## 4.6 Training

- A.** Employees required to work on H<sub>2</sub>S locations will be trained. Training shall consist of:
  - i. Physical and chemical properties of H<sub>2</sub>S
  - ii. Sources of H<sub>2</sub>S
  - iii. Human physiology
  - iv. Signs and symptoms of H<sub>2</sub>S exposure, acute and chronic toxicity
  - v. Symptomatology of H<sub>2</sub>S exposure
  - vi. Medical evaluation
  - vii. Work procedures
  - viii. Personal protective equipment required working around H<sub>2</sub>S
  - ix. Use of contingency plans and emergency response
  - x. Burning, flaring, and venting of H<sub>2</sub>S
  - xi. State and federal regulatory requirement
  - xii. H<sub>2</sub>S release dispersion models
  - xiii. Rescue techniques, first aid, and post exposure evaluation
  - xiv. Use, care, and calibration of personal monitors and gas detection instruments
  - xv. Respirator inspections and record keeping
- B.** Each respirator wearer will complete Respiratory Protection training and a Respirator Fit Test, after being given a medical clearance and before entering any H<sub>2</sub>S location.
- C.** Employees and other personnel visiting H<sub>2</sub>S locations who will not be involved in the work shall be briefed on the following prior to entering:
  - i. Site-specific sources of H<sub>2</sub>S
  - ii. Health hazards of H<sub>2</sub>S
  - iii. Routes of egress
  - iv. Emergency assembly areas

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- v. Applicable alarm signals and
- vi. The proper response in the event of an emergency

## 4.7 Rescue

- A. Each employee, when working alone in a H<sub>2</sub>S designated area, shall plan and become familiar with self-escape procedures to include being aware of wind direction and obstacles to avoid when exiting the work area.
- B. Employees working under the buddy system shall pre-plan an emergency rescue and/or evacuation procedure prior to commencing work and arrange for periodic communications with his/her supervisor and document the discussion on each employee's service report.

## 4.8 Monitors and Gas Detector Calibration

- A. Each personal H<sub>2</sub>S monitor shall be calibrated at least monthly, and the results recorded on the calibration log.
- B. Those monitors that do not require calibrating shall be bump checked with calibration gas to test alarms, monthly or prior to use if not used routinely.

# 5 REFERENCES

- A. 29 CFR 1910.1000
- B. 29 CFR 1926.55



## 1 SCOPE

- 1.1** An incident is defined as an unplanned event or situation. An incident can be classified as an injury, near miss, property damage, equipment damage, and/or environmental issue.
- 1.2** Employees will follow the reporting procedures outlined in this policy. When an incident or accident occurs, it can have a significant impact on Atwell. Failure to properly report a Health, Safety or Environmental (HSE) incident can result in inadequate management of personal injury cases as well as loss or damage to the company, our client, or the community. Certain types of incidents may impose reporting obligations on the company to local or other governmental agencies. The intent of this document is to provide guidelines for reporting and management of HSE incidents.
- 1.3** This reporting process applies to all Atwell employees, contractors and subcontractors performing work on behalf of Atwell. It applies to all aspects of our business including consulting, project -site activities, driving on public roadways, or work performed on Atwell property.
- 1.4** Failure to report an incident will initiate an investigation which could lead to disciplinary action for non-reporting parties. All safety related incidents will be reviewed by the Safety Department and/or the incident review team. Atwell Management and Safety will ensure that reporting of an incident is done through the proper channels, this notification of an incident facilitates the following.
  - A.** Ensuring compliance with local, state, and Federal laws and regulations.
  - B.** Ensuring compliance with the reporting components of this manual, in addition to any site-specific Health and Safety requirements.
  - C.** Issuing clear and concise instructions on prevention of incidents and holding individuals accountable for their safety responsibilities, including all activities within their work area and while traveling in company vehicles.
  - D.** Atwell's ability to emphasize prevention by taking proactive steps that reduce the likelihood of a future incident.
  - E.** Providing all adequate and necessary Health and Safety resources and leadership required to achieve on time reporting and incident investigations.

## 2 DEFINITIONS

- 2.1 Accident** - an event that happens unexpectedly and unintentionally, typically resulting in property damage or personal injury.
- 2.2 Emergency** - a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action. This is a priority, response needed from Emergency- trained Professionals, Atwell Safety and Supervision.
- 2.3 Environmental Incident** - response includes internal procedures for complying with federal, state, and local regulations for reporting and remediating releases to the environment. This can be multiple things, for example, spills, toxins released unannounced, water contamination, oils, and storage concerns.
- 2.4 Fatality** - a disaster or incident resulting in death.
- 2.5 First Aid** - emergency aid or treatment given to someone injured, suddenly ill, etc., before regular medical services arrive or can be reached. This type of incident is very minor and may not require further treatment. Typically, this would be a minor cut or abrasion that does not need any additional medical treatment with medical professional.
- 2.6 Incidents Class**
- A. Minor Incident:** Minor incidents include an injury that only requires First Aid on site, limited equipment or property damage including a MVA where repair costs are minimal, and/or environmental reportable spills that can be controlled and cleaned up on site.
  - B. Serious Incident:** A serious incident would include personal injuries that require or may require medical attention more than First Aid, equipment or property damage where repair costs are \$5,000 to \$25,000 or would exceed insurance deductibles, equipment or property damage to a third party including an MVA, spills that require outside assistance to control or clean up, or a near miss that the most serious potential outcome would be one of the above.
  - C. Major Incident:** Major incidents include incidents that result in the hospitalization of one or more employees, a fatality, equipment, or property damage including MVAs where repair or restoration may cost in excess of \$25,000, spills that would require notification to an outside agency, or a near miss that the most serious potential outcome would be one of the above.
- 2.7 Injury** - physical harm done to or suffered by a person; it could be a minor injury or serious injury. The term injury comprises conditions as fractures, lacerations, abrasions, sprains, strains, contusions, dislocations, concussions, and compressions on any part of the body.
- 2.8 Motor Vehicle Accident (MVA)** - an incident involving the operation of a motor vehicle

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resulting in injury or damage to equipment or property. This would include all Atwell or personal vehicle traveling on a public or private road as part of business activity; it would exclude cranes and loaders performing work in the capacity for which the equipment was designed.

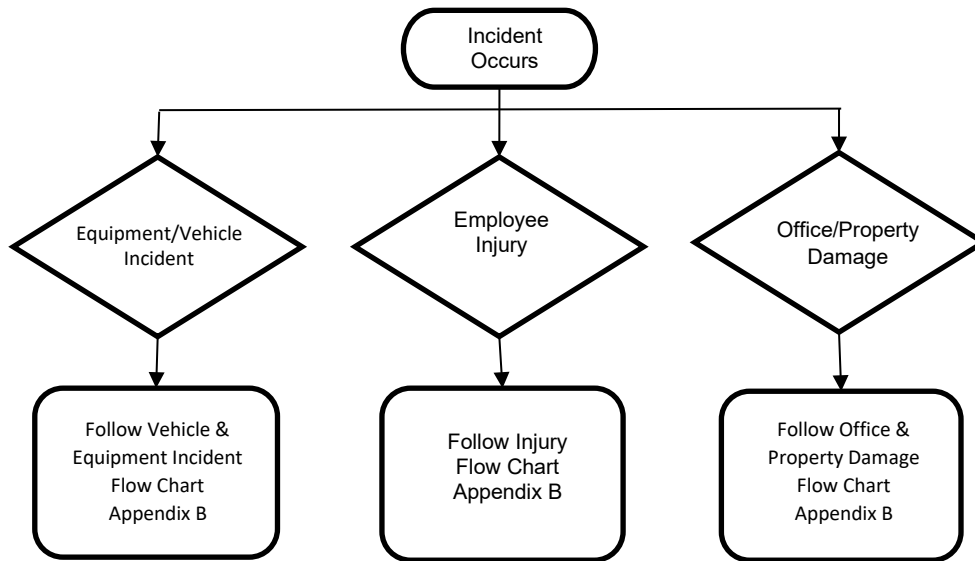
- 2.9 Near Miss** - A near miss is an undesired event that under slightly different circumstances could have resulted in personal injury, damage to equipment or property, or damage to the environment.
- 2.10 OSHA** - Occupational Safety and Health Administration is the Federal agency that regulates the Health and Safety of General Industry and Construction companies.
- 2.11 Reportable/Recordable** - an injury at the workplace that is more than a first aid in nature. If an employee(s) sustains an injury that requires treatment from a medical professional, the injury would be reported to OSHA. There is a time element to certain injuries that Atwell must report directly to OSHA. The Safety Department will determine what is reportable based on OSHA guidelines.
- 2.12 Property Damage** - sustained by real or personal property through another's negligence, wilful destruction, or by some act of nature. Property damage may include harm to an automobile, equipment, fence, a tree, a structure, or any other possession.

## 3 GENERAL REPORTING GUIDELINES

- 3.1** All accidents and incidents that result in personal injury, property damage, chemical spills, or other emergency situations will be immediately reported to the assigned supervisor, and Safety Department as soon as possible after the event. The reporting will be done electronically through the Atwellsafe app or on [www.atwellsafe.com](http://www.atwellsafe.com). (Appendix A) All forms will be completed with as much information that is available at that time and submitted through the Atwellsafe app as soon as possible but in no event more than 12 hours after the incident. For proper incident reporting, follow the incident reporting decision tree.

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**3.2** Accidents involving fatalities must be reported to appropriate government agency. Applicable regulatory agency reporting requirements shall be applied when accidents occur. The Safety Director shall make the appropriate contact with governing agency as required. No one shall contact OSHA directly without direction from Executive Management and the Director of Safety.

Governing Agency	What to Report	Reporting Time Frame
OSHA	Fatality	Within 8 hours of incident
OSHA	An in-patient hospitalization, amputation, or eye loss	Within 24 hours of incident
MSHA	Fatality	Within fifteen minutes of incident

**3.3** If an incident requires immediate notification to government agencies, the accident scene must be secured, with nothing disturbed or removed. Only after the approval from all government agencies, client and Atwell representatives is received can the area be disturbed.

**3.4** It is important to gather facts and interview witnesses as soon as possible after an accident to ensure the most accurate information is being recorded. The efficiency of corrective measures is determined by the accuracy of the information gathered. The best place to conduct an interview is wherever the employee being interviewed feels comfortable. The most important interviewing technique you can use to ensure accuracy is to listen.

**3.5** When an incident happens, it needs to be reported immediately to the Safety Department, Supervision, client and occasionally a government agency. The following matrix is designed to help you make the appropriate notifications.

**3.6** Investigations shall be fully documented and maintained for review. An Atwell Incident

	Supervisor	Safety	Fleet	Executive Management	Government Agency
Minor Injury First Aid	X	X			
Serious injury/ recordable medical treatment only	X	X			
Major injury/Restricted work activity or lost workday incident	X	X		X	X
Fatality	X	X		X	X
Motor vehicle incident	X	X	X	X	X
Property damage/equipment damage	X	X	X	X	X

Review Team may be involved and will control all evidence, statements, drug, and alcohol testing reports to include photos and diagrams of the scene.

## 4 DOCUMENTATION

**4.1** A documented incident report must be filled out within 12 hours of an incident. Atwell utilizes an electronic incident reporting form found on the Atwellsafe app. In the case of a Motor Vehicle incident or property damage, the report will flow to the Fleet Manager and Safety Department. Additional forms may be required during the investigation.

- A.** Incident report
- B.** Witness statements
- C.** Photographs
- D.** Medical documentation
- E.** Drug testing results
- F.** Police reports
- G.** Damage estimates
- H.** Investigation (Root Cause) notes
- I.** Other documents

- 4.2** All incident reports and related documents are considered company confidential and not to be shared with clients without permission from the Director of Safety. Incident reports will be stored electronically in a secure folder which has restricted access. Safety Department will control the investigation process and flow of information for the event.

## **5** INVESTIGATION PROCESS

- 5.1** Effective incident investigation is an important and necessary component of the Safety Management. An incident may have immediate and often long-lasting negative effects on the image and reputation of the organization. The objective of incident investigation is to strive to improve Atwell's performance by eliminating or reducing the risk of injury, damage, and loss of reputation.
- 5.2** All incidents, having actual or potential loss, must be investigated to the appropriate level, depending on severity. Accurate and timely investigations and reports are required to:
- A.** Determine and document the cause(s) of the incident so that recommendations can be made to implement corrective action to avoid recurrences.
  - B.** Satisfy the reporting requirements of regulatory authorities, Insurance provider(s), internal management, and clients. Types of incidents that require an internal investigation include:
    - i. Lost time recordable incidents
    - ii. Restricted work recordable incidents
    - iii. Medical aid recordable incidents
    - iv. Motor vehicle incidents with losses more than \$5,000.000 or involving injuries
    - v. Property and/or equipment damage causing an interruption of operation
    - vi. Environmental releases
- 5.3** Atwell Team Leads and Project Managers are required to participate in the internal investigation of incidents that occur within their service line. The Safety Department will use the following matrix to determine the type of investigation to be conducted for each incident.

# INCIDENT INVESTIGATION AND REPORTING #HS B012

	<b>Minor</b> Basic Fact-Finding Investigation	<b>Serious</b> Informal Cause Investigation	<b>Major</b> Formal Root Cause Investigation
Injuries	<ul style="list-style-type: none"> <li>First aid only</li> </ul>	<ul style="list-style-type: none"> <li>Recordable Medical treatment only</li> <li>Restricted work activity</li> </ul>	<ul style="list-style-type: none"> <li>Lost time</li> <li>Fatality</li> </ul>
MVA	<ul style="list-style-type: none"> <li>Non-Preventable MVA</li> <li>MVA with minor damage less than \$1000</li> </ul>	<ul style="list-style-type: none"> <li>MVA of \$1000 - \$15,000</li> </ul>	<ul style="list-style-type: none"> <li>MVA greater than \$15,000</li> <li>Multiple vehicles involved</li> </ul>
Property Damage/Theft	<ul style="list-style-type: none"> <li>Damage less than \$1000</li> </ul>	<ul style="list-style-type: none"> <li>Damage \$1000 - \$15,000</li> </ul>	<ul style="list-style-type: none"> <li>Damage greater than \$15,000</li> <li>Involvement of client property</li> </ul>
Environmental Incident	<ul style="list-style-type: none"> <li>Minor leak or spill</li> </ul>	<ul style="list-style-type: none"> <li>Spill or leak that requires additional help to resolve</li> </ul>	<ul style="list-style-type: none"> <li>Major spill or loss of containment requiring reporting to government agencies.</li> </ul>

**5.4 Basic Fact-Finding Investigation** will be conducted by a member of the Safety Department to determine the basic facts of the incident. The Director of Safety will decide whether additional investigation is required.

**5.5 Informal Cause investigation** will be conducted through the Safety Department with input from the Fleet Manager, Team Leads and Project Managers. Once all the facts are gathered on the incident, the investigating team will hold an incident review meeting to determine the cause and corrective actions to be taken. The incident review meeting must take place no more than five working days from the incident. The Safety Department is responsible for setting up and leading the incident review meeting.

- 5.6 Formal Root Cause Investigations** are designed to do an in-depth review of the incident looking at all available documentation and evidence. A Root Cause Analysis (RCA) allows Atwell to discover the underlying or systemic, rather than the generalized or immediate, causes of an incident. Correcting only an immediate cause may eliminate a symptom of a problem, but not the problem itself.
- A.** When conducting an RCA, a combination of tools will be used to help determine a root cause and are not meant to be used exclusively. Examples of RCA tools are:
    - i. Brainstorming
    - ii. Checklists
    - iii. Logic/Event Trees
    - iv. Timelines
    - v. Sequence Diagrams
    - vi. Causal Factor Determination
  - B.** For minor incidents, brainstorming and checklists may be sufficient to identify root causes. For major incidents, logic/event trees should also be considered. Timelines, sequence diagrams, and causal factor identification are often used to support the logic/event tree tool. Regardless of the combination of tools chosen, Incident review teams should use these tools to answer four important questions:
    - i. What happened?
    - ii. How did it happen?
    - iii. Why did it happen? and
    - iv. What needs to be corrected?
  - C.** Interviews and review of documents, such as maintenance logs, can be used to help answer these questions. Involving employees in the root cause investigative process, and sharing the results of those investigations, will also go a long way toward preventing future similar incidents.
- 5.7** Atwell Executive Management, at their discretion, may request a Root Cause Investigation for any incident, trend, or concern not noted above.
- 5.8** Atwell Management Representative(s) is/are required to directly participate in the investigation of a Serious or Major incident that occurs within their office, service line or region.



## Investigative Tools and Techniques:

- 5.9 Identification, Collection, Preservation, and Security of Evidence:** For Major incidents, the investigation team members must preserve the scene with cones, tape, or guards to ensure no evidence can be removed or altered. Once the site is preserved and secured, evidence can then be identified, (who, what, where) collected, and documented. Ways of evidence collection and documentation are listed below.
- A. Sketch & Map Site:** This helps to visualize the scene and illustrate the location of equipment, people, barriers, etc. When the effects of an incident (a chemical spill, for example) cover an expanded site, a map or site plan may be helpful in indicating various points important to understanding the situation.
  - B. Re-enactment:** Another method of helping to visualize the incident is for the investigation team to demonstrate the activities that took place prior to the incident. If possible, a mock-up can be used in a de-energized setting. The benefit of this technique is that the investigation team gets close to the incident and has a much better opportunity to visualize or even act out the sequence of events. It is imperative that caution is emphasized, and this exercise be performed in a safe, controlled environment.
  - C. Analyse Relative Positions:** Determining the event sequence or the conditions impacting the events can be clarified by analysing the relative position of people or objects immediately following the incident. Investigative teams need to analyse the positioning of people, equipment, vehicles, etc. to better understand the incident sequence.
  - D. Photographs:** Photographs are an excellent means of preserving visual evidence. When taking photographs of the incident scene, start with a broad view of the incident and then start moving in for closer shots. All photographs should be labelled and kept confidential and stored in a secure location.
  - E. Physical Observations:** In addition to the above techniques, the investigation team will be required to make certain observations to understand the events and influencing conditions surrounding the incident. The following items are intended to be examples of items that may require examinations such as:
    - i. Equipment – instruments, vehicles, machinery, personal protective equipment
    - ii. Materials – raw materials, mixtures, contaminants
    - iii. Records – maintenance logs, training records, meeting minutes
    - iv. Documentation – policies and procedures, memos, inspection reports, hazard assessments, SDS's
    - v. Manuals – operator's manuals, employee handbooks, environmental manuals
    - vi. Other Paperwork – plan drawings, schematics, instructions, technical layouts, investigative interviews

- F. Witness interviews:** Interviews should be conducted with people directly and/or indirectly involved in the incident which may include, but is not limited to, individuals who are:
- i. Nearest to the Incident – includes the accident victim, eyewitnesses, passersby, emergency responders, etc.
  - ii. A Direct Influence – includes other people who may have knowledge of one or more events prior to (or following) the incident.
  - iii. An Indirect Influence – includes other people with knowledge of policies, procedures, previous similar incidents, technical information relative to equipment or materials, etc.

## Write the Incident Report

**5.10** For Serious and Major incident investigations a written report is to be submitted for the Management review of the incident. The Incident Report form can be found at [www.atwellsafe.com](http://www.atwellsafe.com) . The standard Atwell Investigation report format is as follows:

- A.** Description section
  - i. Company Name
  - ii. Brief Summary of incident
  - iii. Date of incident
  - iv. Statement of Confidentiality
- B.** Abstract
  - i. Purpose of the Investigation
  - ii. Investigation Team
- C.** Executive Summary
  - i. Introduction
  - ii. Background
  - iii. Conclusions
- D.** Investigation Process
- E.** Incident Location Information
- F.** Sequence of Events and Conditions
- G.** Key Findings (Judgments of Needs)
- H.** Recommendations (Action Plan)
- I.** Appendices (Supporting documentation: diagrams, photographs, training records, etc.)

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**5.11 Incident Review Meeting:** Upon the conclusion of the investigation of all incidents, an Incident Review meeting will be held. The Incident Review meeting must be held as soon as the investigation is completed. The purpose of the incident review meeting is to review the facts of the incident, conclusions from the investigation and recommended report. The members of the Incident Review Meeting will accept or amend the report, corrective actions, and recommendations. The incident review discussions and conclusions will remain confidential. The following chart will identify who should attend the Incident review meeting. The incident review meeting will be documented and kept in the incident file on the company servers. All documentation and discussions will remain confidential and not shared unless specified in the purpose of communicating with management and employees.

	Minor	Serious	Major
Injury	<ul style="list-style-type: none"> <li>• Safety</li> <li>• Involved employee</li> <li>• Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Director or Regional Safety Manager</li> <li>• Team Leader</li> <li>• Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Director &amp; Regional Safety Manager</li> <li>• Team Leader</li> <li>• General Counsel</li> <li>• Vice President</li> </ul>
MVA	<ul style="list-style-type: none"> <li>• Fleet Manager</li> <li>• Safety</li> <li>• Involved employee</li> <li>• Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Fleet Manager</li> <li>• Safety Director or Regional Safety Manager</li> <li>• Team Leader</li> <li>• Vice president</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Director &amp; Regional Safety Manager</li> <li>• Fleet Manager</li> <li>• Team Leader</li> <li>• General Counsel</li> <li>• Vice President</li> </ul>
Property Damage	<ul style="list-style-type: none"> <li>• Fleet Manager</li> <li>• Safety</li> <li>• Involved employee</li> <li>• Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Fleet Manager</li> <li>• Safety Director or Regional Safety Manager</li> <li>• Team Leader</li> <li>• Vice president</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Director &amp; Regional Safety Manager</li> <li>• Fleet Manager</li> <li>• Team Leader</li> <li>• General Counsel</li> <li>• Vice President</li> </ul>

Additional attendees can be invited, if needed.

**5.12** From the Incident Review meeting, any assignment, recommendations, or corrective actions will be assigned to the respective managers to complete. The results and the corrective measures from the investigation will be clearly communicated to the respective teams and personnel. Persons assigned responsibility for implementing corrective actions will also be responsible for following up and verifying the completion and effectiveness. If warranted by the Incident Review meeting, a Safety Alert communication will be distributed and posted outlining the incident and the measures for improvements and/or enhancements.

**5.13 Incident Investigation Kit:** It is recommended that all Health & Safety Representatives offices and vehicles owned by Atwell have an Incident Investigation kit available, should one be required. A typical kit should contain the following items:

- A.** Portable case
- B.** Digital camera, or Cell phone with camera
- C.** Clipboard, pad of paper
- D.** Incident Report forms found on [www.atwellsafe.com](http://www.atwellsafe.com) .
- E.** Pens, pencils, highlighters, 2 tape measures – 100 ft. (30 meters) & 300 ft. (100 meters)
- F.** Investigation checklist
- G.** Survey paint
- H.** Flashlight & batteries
- I.** “DO NOT ENTER” tape or ribbon
- J.** Hazard assessment form
- K.** Specialized Items:
  - i. Grease or wax pencils or Video Camera (if available)
  - ii. Zip lock bags/Material sample containers

## 6 TRAINING

**6.1** All employees need to be trained on incident reporting and the provisions of this policy. At least one member of the investigation team needs to be trained on Root Cause Analysis to help facilitate the investigation.

# INCIDENT INVESTIGATION AND REPORTING #HS B012

## Appendix A

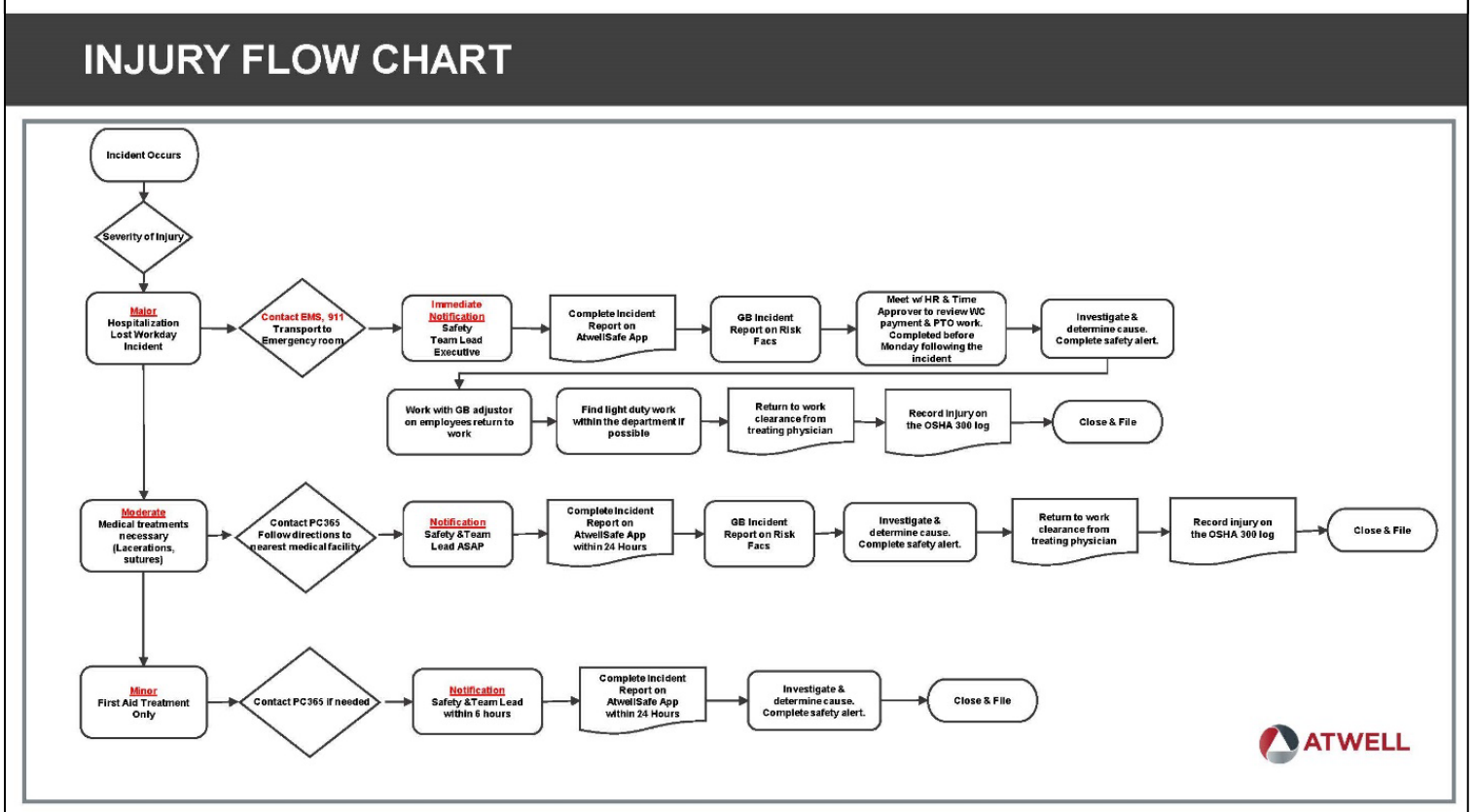
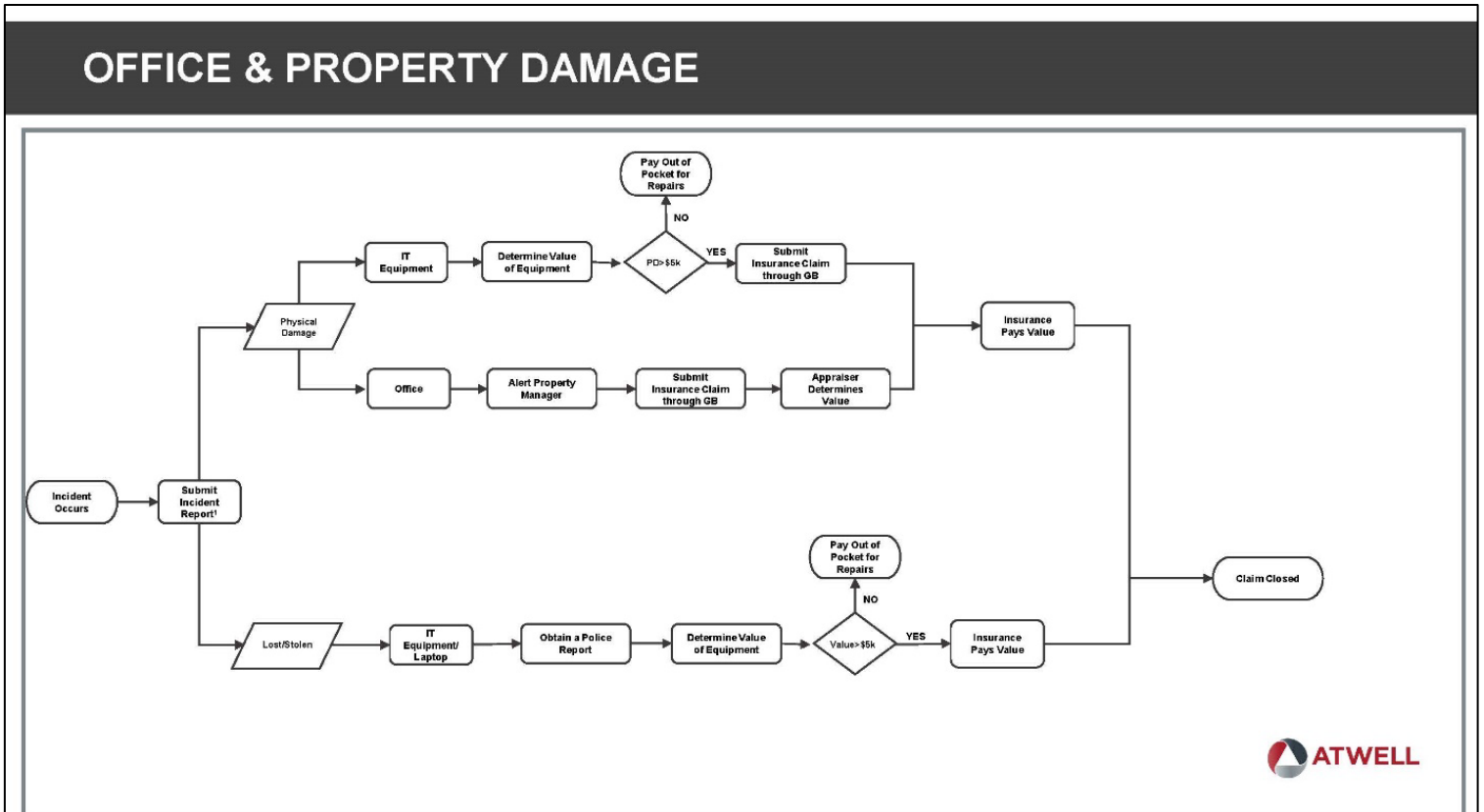
To access the Incident report, employees need to download the Atwellsafe App from Apple store or Google play, by scanning the QR code shown below or go to [www.atwellsafe.com](http://www.atwellsafe.com).



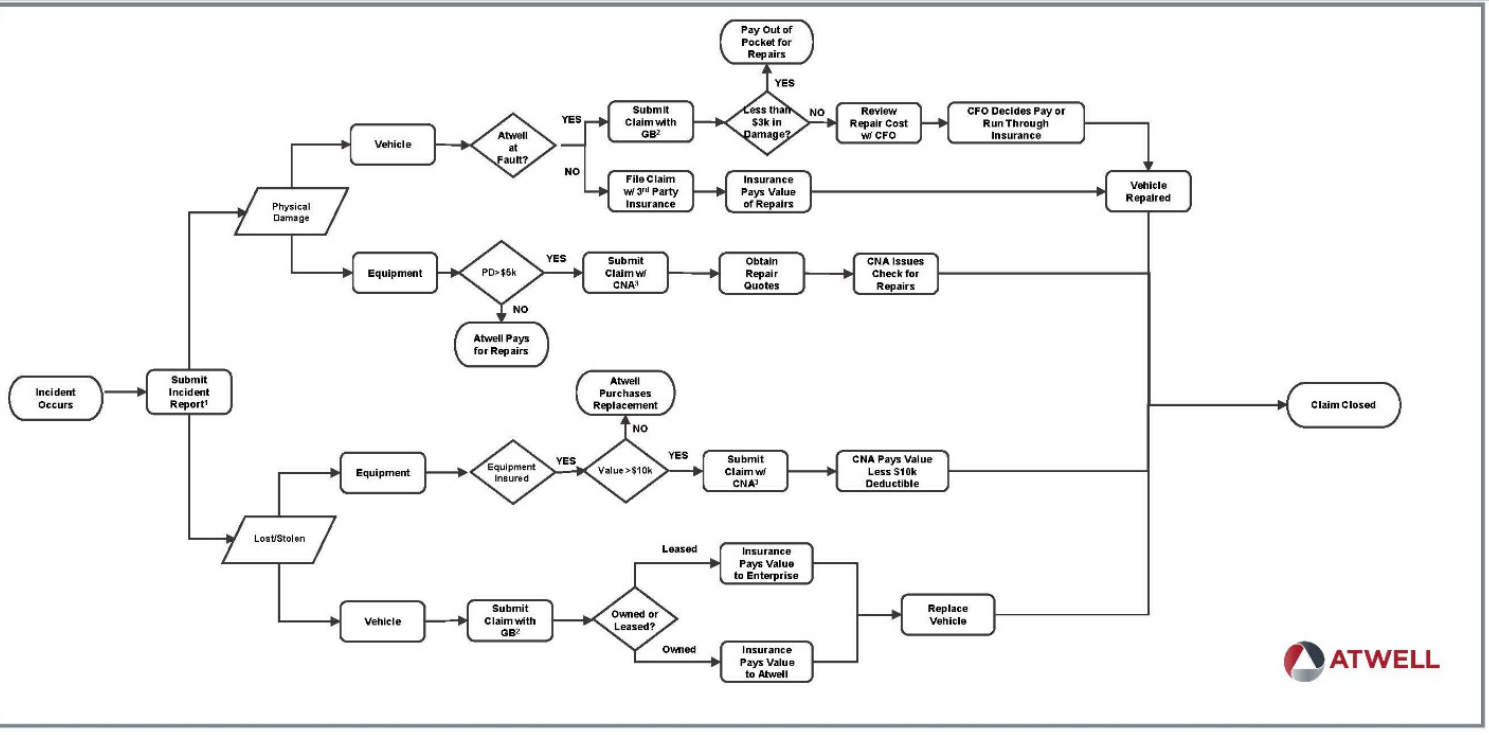
Example of incident report form

A screenshot of the Atwell Incident Report Form. At the top left is the ATWELL logo. The title is "Atwell Incident Report Form". Below the title is a horizontal line. A note reads: "When filling out the incident report, if a section does not apply leave it blank." The form contains several fields: "Incident reported by" with sub-fields for "First Name" and "Last Name"; "Job Title"; "Email" with a placeholder "example@example.com"; "Supervisors Email" with a placeholder "example@example.com"; "Phone Number" with sub-fields for "Area Code" and "Phone Number"; and "Date of Incident" with a date input field (placeholder "mm/dd/yyyy"), a calendar icon, and dropdown menus for "Hour", "Minutes", and "PM".

## Appendix B, Incident Flow Chart



## VEHICLE & EQUIPMENT INCIDENT FLOW CHART



## 1 SCOPE

- 1.1** Atwell is committed to providing a safe and healthy work environment for our employees. The purpose of the program is to prescribe rules and establish minimum requirements for the construction, care, and use of the common types of ladders.
- 1.2** All ladders that are purchased and placed into service; or any ladders that are engineered, manufactured, and installed on any of Atwell equipment shall follow the requirements set forth by OSHA/ANSI specifications and listed in this program.
- 1.3** This program is applicable to all employees who may utilize ladders. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Atwell employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

## 2 DEFINITIONS

- 2.1** Ladder: an appliance usually consisting of two side rails joined at regular intervals by cross pieces called steps, rungs, or cleats, on which a person may step in ascending or descending.
- 2.2** Stepladder: a self-supporting portable ladder, nonadjustable in length, having flat steps and a hinged back. The size is designated by the overall length of the ladder measured along the front edge of the side rails.
- 2.3** Single ladder: a non-self-supporting portable ladder, nonadjustable in length, consisting of but one section. The overall length of the side rail designates its size.
- 2.4** Extension ladder: a non-self-supporting portable ladder adjustable in length. It consists of two or more sections traveling in guides or brackets so arranged as to permit length adjustment. Its size is designated by the sum of the lengths of the sections measured along the side rails.
- 2.5** Fixed ladder: a ladder permanently attached to a structure, building, or equipment.
- 2.6** Individual-rung ladder: a fixed ladder each rung of which is individually attached to a structure, building, or equipment.



- 2.7** Cage: a guard that may be referred to as a cage or basket guard, which is an enclosure that is fastened to the side rails of the fixed ladder or to the structure to encircle the climbing space of the ladder for the safety of the person who must climb the ladder.

## 3 RESPONSIBILITIES

### 3.1 Managers and Supervisors

- A.** Managers and supervisors are responsible for ensuring that all employees, and/or contractors have been trained in the use and inspection of ladders in accordance to the manufactures guidelines.
- B.** Managers and supervisors are responsible for ensuring that all employees and contractors are aware that if an inspection discovers a defect, the ladder shall not be used and be taken out of service.

### 3.2 Employees

- A.** Employees shall inspect ladders prior, during, and at the completion of each use to ensure the condition of the ladder and the safety of its occupants.
- B.** Employees are responsible for following this program and reporting any damage or repairs that may be needed to their supervisor.

## 4 PROCEDURE

### 4.1 Inspection, Care, and Safe Work Practices of Ladders

- A.** Inspection: Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.
  - i.** Ladder rungs must be uniformly spaced or meet OSHA/ANSI specifications. Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced when the ladder is in position for use.
  - ii.** Portable and fixed ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, shall either be immediately marked in a manner that readily identifies them as defective, or be

tagged with “Do Not Use” or similar language and shall be withdrawn from service until repaired.

- iii. If a ladder is tipped over, it shall be inspected by a competent person for side rail dents or bends, or excessively dented rungs; check all rung to side rail connections; check hardware connections; check rivets for shears.
- iv. Ladders with broken or missing steps, rungs, or cleats, broken side rails, or other faulty equipment shall not be used; they shall either be immediately marked in a manner that readily identifies them as defective or be tagged with “Do Not Use” or similar language and shall be withdrawn from service until repaired.
- v. All wood parts shall be free from sharp edges and splinters; sound and free from accepted visual inspection from shake, or other irregularities.

## 4.2 Care:

- A. Ladders shall be always maintained in good condition, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached, and the movable parts shall operate freely without binding or undue play.
- B. Metal bearings of locks, wheels, pulleys, etc., shall be frequently lubricated.
- C. Frayed or badly worn rope shall be replaced. Safety feet and other auxiliary equipment shall be kept in good condition to ensure proper performance.
- D. Rungs shall be kept free of grease and oil.
- E. Ladders shall be stored in a well-ventilated area in a manner to prevent sagging and warping.

## 4.3 Ladder Safe Work Practices:

- A. Ladders shall be used only for the intended purpose for which they were designed.
- B. The ladder shall be secured at the top or held by another person at the base.
- C. The footing of the ladder shall be placed on a stable and level surface.
- D. Extension ladders shall be placed at a 4:1 ratio. Ladders shall be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder (the distance along the ladder between the foot and the top support).
- E. When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect.

# LADDER SAFETY POLICY

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- F.** Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height.
- G.** Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.
- H.** Ladders shall not be used by more than one person at a time.
- I.** Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.
- J.** If a ladder is used in a high traffic area, barricades shall be placed to avoid accidental displacement due to collisions.
- K.** Do not stand on the top two rungs or top of step ladders.
- L.** On two-section extension ladders the minimum overlap for the two sections in use shall be as follows:

Size of Ladder (feet)	Overlap (feet)
Up to and including 36'	3
Over 36 up to and including 48'	4
Over 48 up to and including 60'	5

- M.** Ladders shall extend a minimum of (3) three feet above top of upper landing surface. The ladder side rails shall extend at least (3) three (.9m) above the upper landing surface. When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect.
- N.** The employee shall always maintain a three (3) point grip on the ladder and carry tools/equipment on a belt or hoist up. Do not carry anything in the hands that could cause injury in case of fall.
- O.** The employee shall face the ladder while ascending or descending.
- P.** The bracing on the back legs of stepladders is designed solely for increasing stability and not for climbing.
- Q.** The ladder shall not be moved while occupied.

## 4.4 Portable Ladders

- A.** Stepladders shall not be longer than 20 feet. Single ladders shall not be longer than 30 feet.



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- B.** A two-section extension ladder shall not be longer than 60 feet. All ladders of this type shall consist of two sections, one to fit within the side rails of the other, and arranged in such a manner that the upper section can be raised and lowered.
- C.** Keep all ladders at least ten (10) feet away from power lines.
- D.** Ladders shall have the correct load capacity for the task and not be loaded beyond the maximum intended load for which they were built nor more than the manufacturer's rated capacity. Weight includes the combined weight of the climber and his tools/equipment. Ladders are rated as the following:

Classification ID	Weight Capacity
I-A	Up to 300 lbs
I	Up to 250 lbs
II	Up to 225 lbs
III	Up to 200 lbs

## 4.5 Fixed Metal Ladders

- A.** Ladders shall be constructed to withstand a minimum of 200 pounds
- B.** All metal rungs shall have a minimum diameter of 3/4 inches and wooden rungs shall have a minimum diameter of 1 1/8 inches.
- C.** Rungs shall not be more than 12 inches apart and shall be uniform throughout the length of the ladder.
- D.** Rungs shall be a minimum length of 16 inches and provide protection so a foot cannot slip off the end.
- E.** Rungs shall have a minimum of (7) seven inches between itself and the structure behind it.
- F.** A fall restraint system must be provided for all fixed ladders greater than (6) six feet in length.
- G.** A Cage is required when the fixed ladder is at least 20 feet tall.
  - i.** Cages on fixed ladders shall not begin at a point less than (7) seven feet or greater than (8) eight feet from the walking surface below the cage.
  - ii.** Cages shall provide a clear width of 15 inches in each direction of the rung's centerline.
  - iii.** Cages shall not extend less than 27 inches, but not greater than 28 inches from the centerline of the rung.

- H. A climbing fall restraint system may be substituted for a ladder cage.

## 5 REFERENCES

- 5.1 29 CFR 1926.1503
- 5.2 Cal/OSHA T8 CCR 3276

## 1 SCOPE

- 1.1 This document contains the Atwell lead Safety policy for the Atwell employees. The purpose of this procedure provides guidelines for the safe handling of lead in work areas and the protection of its workers.
- 1.2 This procedure applies to Atwell operations where employees whose work activities may contact lead containing materials but do not disturb the material during their work activities. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Atwell employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

## 2 DEFINITIONS

- 2.1 **mg/m<sup>3</sup>**: Milligram per cubic meter
- 2.2 **IDLH**: Immediately Dangerous to Life and Health
- 2.3 **PEL**: Permissible Exposure Limit
- 2.4 **TLV**: Threshold Limit Value
- 2.5 **TWA**: Time Weighted Average
- 2.6 **STEL**: Short Term Exposure Limit
- 2.7 **PPM**: Parts per million

## 3 TRAINING PROGRAM

- 3.1 Prior to the commencement of lead handling operations, the Project Manager shall be responsible for assuring all employees are trained on the hazards associated with lead. This training shall include, but not be limited to, the following:
  - A. The specific nature of the operations, which could result in exposure to lead above the action level

- B.** The purpose, proper selection, fitting, use, and limitations of respirators
- C.** The purpose of the medical surveillance program and the medical removal protection program including information concerning the adverse health effects associated with excessive exposure to lead (with particular attention to the adverse reproductive effects in both males and females)
- D.** The engineering controls and work-practices associated with the employee's job assignment
- E.** The contents of this Site-Specific Health & Safety Plan (Compliance Plan)
- F.** Instructions to employees that chelating agents should not routinely be used to remove lead from their bodies and should not be used at all except under the direction of a licensed physician;
- G.** Employee's right of access to records

## 4 HAZARDS

CAS Number	Exposure Limits	8-hour Occupational Exposure Limits		15- min – ceiling ( c ) Exposure Limits		Substance Interaction	Carcinogen (A1, A2)
		ppm	mg/m3	ppm	mg/m3		
7439-92-1	ACGIH TLV-TWA		0.05				
	ACGIH TLV-STEL						
	OSHA PEL		0.05				
	OSHA STEL						
	IDLH		100				
	NIOSH (REL)		0.05				

\*0.04 mg/m3, 10-hour shift; 0.033 mg/m3, 12-hour shift

**Notes for Table:**

- 1 A person using this Table may apply either the “mg/m3” or “ppm” measure defined as follows:
  - 1.1 “mg/m3” means milligrams of substance per cubic meter of air measured at ambient work site conditions;
  - 1.2 “ppm” (parts per million) means parts of a vapor or gas by volume at standard conditions (77°F/25°C and an absolute barometric pressure of 101.3 kilopascals) per parts of contaminated air by volume at ambient work site conditions.
- 2 “f/cc” means fibers per cubic centimeter of air; “CAS” means Chemical Abstracts Service.
- 3 The numbers 1, 2 and 3 in the “Substance Interaction” column have the following meanings:
  - 1.3 Substance may be readily absorbed through intact skin;
  - 1.4 Substance is a simple asphyxiant that may create an atmosphere deficient in oxygen; available oxygen in the range of 19.5 percent to 23 percent by volume must be present.
  - 1.5 Occupational exposure limit is based on irritation effects and its adjustment to compensate for unusual work schedules is not required.
- 4 A carcinogen is defined as “an agent capable of inducing benign or malignant neoplasms”. Based on the weight of evidence from epidemiologic studies, “A1” would be a Confirmed Human Carcinogen and means that the agent is carcinogenic to humans. “A2” would be a Suspected Human Carcinogen and means that human data are accepted as adequate in quality but are conflicting or insufficient to classify the agent as A1 (American Conference of Governmental Industrial Hygienists).
- 5 TLV-TWA ACGIH, Threshold Limit Value – Time Weighted Average.
- 6 TLV-STEL ACGIH, Threshold Limit Value – Short Term Exposure Limit.
- 7 PEL-TWA OSHA, Permissible Exposure Limit – Time Weighted Average.
- 8 PEL-STEL OSHA, Permissible Exposure Limit – Short Term Exposure Limit.
- 9 IDLH NIOSH, Immediately Dangerous to Life or Health; a maximum concentration from which, in the event of respiratory failure, one could escape within 30 minutes without experiencing any escape impairing or irreversible health effects.
- 10 A1 ACGIH, Known Human Carcinogen.
- 11 A2 ACGIH, Suspected Human Carcinogen.
- 12 Skin: this attention calling designation refers to the potential contribution to the overall exposure through skin absorption, including mucus membranes and eye, either airborne or through direct contact with the substance.



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13 Ceiling ACGIH, the concentration that should not be exceeded during any part of the working exposure.	
<b>Additional Information</b>	
Synonyms:	Vary depending upon specific compound such as Lead Arsenate; Lead Chromate.
Appearance:	Bluish-white or silvery-gray, powder or solid.
Odor:	None.
Boiling Point:	1740 C (3164 F)
Specific Gravity:	11.3 (water = 1)
Flammability:	Metal is not flammable, powders or dust may be flammable.
Product Uses:	Major component of lead acid batteries; ballast keel for sailboats and scuba diving weight belts; glazing bars for stained glass or multi-lit windows; projectiles for fishing sinkers & firearms; commonly used in PVC that covers electrical cords; Lead sheets are utilized in the construction industry for weathering, roofing and cladding to prevent water penetration; lining of chemical treatment baths, acid plants and storage vessels; lead sheet is used for sound insulation and radiation shielding. Molten lead is utilized as a coolant for lead cooled fast reactors; used in high voltage power cables as a sheathing material to prevent water diffusion into insulation.
Short Term Exposure:	The effects of exposure to lead dusts may not develop quickly. Symptoms may include decreased physical fitness, fatigue, sleep disturbance, headache, aching bones and constipation, abdominal pains and decreased appetite. These effects are reported to be reversible if exposure ceases. Inhalation or ingestion of large amounts of lead over an extended period of time may result in seizures, coma, and death. Lead may be irritating to the skin and eyes.
Long Term Exposure:	Lead can accumulate in the body over time. Therefore, long-term exposures to lower levels can result in a build-up of lead in the body and more severe symptoms. These may include anemia, pale skin, a blue line at the gum margin, decreased hand-grip strength, abdominal pains, severe constipation, nausea, vomiting, and paralysis of the wrist joint. Prolonged exposure may also result in kidney damage. If the nervous system is affected usually due to very high exposures, the resulting effects include severe headache, convulsions, coma delirium, and death. In non-fatal cases, recovery is slow and not always complete.  Alcohol ingestion and physical exertion may bring on symptoms. Continuous exposure can result in decreased fertility. Elevated lead exposure of either parent before pregnancy can increase the chances of miscarriage or birth defects. Exposure of the mother during pregnancy can cause birth defects.
Incompatibility & Reactivity:	Metal is stable. High temperatures may produce hazardous fumes. Incompatibility: Strong oxidizers, hydrogen peroxide, active metals.
<b>Acute Health Effects</b>	
Affected Organs:	Eyes, GI tract, CNS, Kidneys, Blood, Gingival tissue.
Inhalation:	Can irritate the upper respiratory tract (nose, throat) as well as the bronchi and lungs by mechanical action. Lead dust can be

	absorbed through the respiratory system. May cause metallic taste, chest pain, decreased physical fitness, fatigue, sleep disturbance, headache, irritability, reduces memory, mood and personality changes, aching bones and muscles, constipation, abdominal pains, decreasing appetite. Inhalation of large amounts may lead to ataxia, delirium, convulsions/seizures, coma and death. Inhalation of fumes may cause fume metal fever characterized by flu-like symptoms including metallic taste, fever, nausea, vomiting, chills, cough, weakness, chest pain and increased white blood cell count.
Eye Contact:	Can irritate eyes by mechanical action.
Skin Contact:	May cause skin irritation by mechanical action.
Ingestion:	May cause lead poisoning characterized by abdominal pain or cramps (lead cholic), spasms, nausea, vomiting, headache, muscle weakness, hallucinations, distorted perceptions, "lead line" on the gums, metallic taste, loss of appetite, insomnia, dizziness, and other symptoms similar to that of inhalation.
FOR FURTHER INFORMATION, REFER TO SDS OR CONTACT HEALTH AND SAFETY	

## 5 REQUIREMENTS

### 5.1 Lead Exposure Control Plan (Area specific)

- A.** In certain areas an exposure control plan may need to be developed if:
  - i. Any worker at a work site may be exposed to airborne lead in excess of its occupational exposure limit for more than 30 days in a year; or
  - ii. A worker's exposure at a work site could result in an elevated body burden of lead through any route of entry.
- B.** Refer to applicable legislation for the area in which the work is taking place. If an exposure control plan is required it must include, at minimum, the following:
  - i. A statement of purpose and responsibilities of individuals
  - ii. Methods of hazard identification, assessment, and control
  - iii. Worker education and training
  - iv. Safe work practices if required by the hazard assessment
  - v. Descriptions of personal and work site hygiene practices and decontamination practices
  - vi. Process of health monitoring, including biological testing

- vii. Methods of documentation and record keeping
- viii. Procedures for maintenance of the plan, including annual reviews and updating

## 5.2 Action Levels

- A.** To ensure the wellbeing of Atwell employees, all lead handling operations shall be initiated in Level B protection unless there is adequate documentation indicating that a lower level of protection is appropriate. Atwell Environmental or Health & Safety Department must be involved in that decision-making.
- B.** Level B protection shall be maintained until such time as the specific airborne concentrations can be quantified and a judgment made as to the appropriateness of downgrading. Downgrading must be authorized by Atwell Environmental or Health & Safety Department.

### **C.** Level B Action Levels

If any of the following levels are exceeded, Level B operations shall stop immediately, and personnel shall immediately leave the work area and notify Health & Safety personnel:

- i. Lead concentrations are above 2.5 mg/m<sup>3</sup>
- ii. Lower explosive limits are above 10%
- iii. Oxygen content is below 19.5% or above 22.0%
- iv. Employees experience symptoms of lead exposure

### **D.** Level C Action Levels

If any of the following levels are exceeded, Level C operations shall stop immediately, and personnel shall immediately leave the work area:

- i. Lead concentrations are above 0.25 mg/m<sup>3</sup>
- ii. Lower explosive limits are above 10%
- iii. Oxygen content is below 19.5% or above 22.0%
- iv. Symptoms of lead exposure experienced
  - a. All work shall cease, and workers shall immediately leave the work area if any odor or irritation is detected inside the respirator mask.
  - b. In addition, respirator cartridges must be replaced after the end of service life or at the beginning of each shift, whichever comes first. Cartridges must be labeled to indicate the date and time that they were installed. Cartridges must be replaced outside of the work area.

**E. Level D Action Levels**

Level D protection is allowed for workers located outside of the work area. If any of the following levels are exceeded and persist for five (5) minutes, Level D operations shall stop immediately, and personnel shall immediately leave the area:

- i. Lead concentrations are above 0.025 mg/m<sup>3</sup>
- ii. Lower explosive limits are above 10%
- iii. Oxygen content is below 19.5% or above 22.0%
- iv. Symptoms of lead exposure experienced

**5.3 Personal Protective Equipment**

**A. Minimum Respiratory Protection Prior to Air Monitoring**

- i. Atwell Lead Standard specifies minimum respiratory protection requirements until worker exposures are determined through personal air monitoring. Respiratory requirements are categorized according to lead handling tasks performed:

EXPOSURE CATEGORY	PPE LEVEL	OPERATION/TASKS
>PEL <10PEL (.05-0.5 mg/m <sup>3</sup> )	LEVEL C/B	<ul style="list-style-type: none"> <li>• LEAD PAINT PRESENT:</li> <li>• Manual demolition</li> <li>• Manual scraping</li> <li>• Manual sanding</li> <li>• Heat gun application</li> <li>• Power tool with dust collection system</li> </ul>
> 10 PEL (0.5-2.5 mg/m <sup>3</sup> )	LEVEL B	<ul style="list-style-type: none"> <li>• USING LEAD MORTAR</li> <li>• LEAD BURNING</li> <li>• LEAD PAINT PRESENT:</li> <li>• Rivet busting</li> <li>• Dry abrasives used</li> <li>• Power tool cleaning without dust collection system</li> <li>• Moving and removal of abrasive blasting enclosures</li> </ul>
> 50PEL (>2.5 mg/m <sup>3</sup> )	LEVEL B	<ul style="list-style-type: none"> <li>• LEAD PAINT PRESENT:</li> <li>• Welding, cutting, torch burning</li> <li>• Abrasive blasting</li> </ul>

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- ii. This protection level must be utilized at a minimum until actual exposure levels are determined through personal air monitoring.
- iii. Atwell Policy requires Level C protection above ½ PEL, and less than ten times one-half the PEL (10x (½ PEL)).
- iv. Atwell Policy requires Level B protection above 10x (½ PEL).
- v. Atwell requires respirators to be worn during period when:
  - a. An employee’s exposure to lead exceeds the OSHA PEL.
  - b. Work operations for which engineering, and work practice controls are not sufficient to reduce employee exposures to, or below, the OSHA PEL.
  - c. An employee requests a respirator.
- vi. In addition to the PPE/Respirator section criteria in this Standard, Atwell will provide a powered air-purifying respirator (PAPR), when an employee elects to choose a PAPR and it will provide adequate protection to the employee.

## B. Atwell Historical Air Monitoring Records

- i. Historical air monitoring data has shown with statistical confidence that airborne levels of lead remain below the protection factor of air purifying respirators (0.25 mg/m3) for liquids, sludge, and solids regardless of bulk concentration when appropriate engineering controls are used.

MATERIAL/ACTIVITIES	MONITORING HISTORY	PPE LEVEL
<b>LIQUIDS CONTAINING LEAD</b> <ul style="list-style-type: none"> <li>● Pumping</li> <li>● Drum loading, transfer</li> </ul>	Exposure Range: <.001-.024 mg/m3 95% UCL: 0.164 mg/m3	C
<b>WET SLUDGE</b> <ul style="list-style-type: none"> <li>● Tank, pit cleaning</li> <li>● Pressure washing</li> </ul>	Exposure Range: <.001-.044 mg/m3 95% UCL: 0.132 mg/m3	C
<b>SOILS</b> <ul style="list-style-type: none"> <li>● Excavation</li> <li>● Soil Transfer</li> <li>● Solids Consolidation</li> <li>● Vactoring</li> </ul>	Exposure Range: <.001-0.003 mg/m3 95% UCL: 0.038 mg/m3	C
<b>DUSTS</b> <ul style="list-style-type: none"> <li>● Baghouse Cleaning</li> <li>● Baghouse Filter Handling</li> </ul>	Exposure Range: <.001-6.9 mg/m3 95% UCL: Not calculated due to large number of samples above Level C protection	B

<ul style="list-style-type: none"> <li>Firing Range DeCon</li> </ul>		
<b>DUCTWORK</b> <ul style="list-style-type: none"> <li>Duct DeCon</li> <li>Duct Removal</li> <li>Duct Cutting</li> </ul>	Exposure Range: <.001-.234 mg/m3 95% UCL: Not calculated due to Number of samples above PEL	B/C* depends on bulk conc.
<b>HOT WORK ON PAINTED SURFACES WITH LOCAL VENTILATION</b> <ul style="list-style-type: none"> <li>Torch Cutting</li> </ul>	Exposure Range: <.002 - .015 mg/m3 95% UCL: Not calculated due to site variables	B/C* depends on bulk conc.

### C. Level B

Level B includes the following:

- i. Full-face supplied air respirator or SCBA in pressure demand mode
- ii. Saranex or another appropriate chemical resistant coverall
- iii. Nitrile or similar protective inner gloves
- iv. PVC chemical resistant outer gloves
- v. Disposable boot covers
- vi. Steel toe work boots
- vii. Hard hat
- viii. Hearing protection (Minimum NRR 26)

### D. Level C

Level C includes the following:

- i. Full-face air purifying respirator with MSA type GMC-P100, or GME-P100 cartridges. P100 cartridges alone are permitted if dust particulates are the only inhalation hazard
- ii. Saranex or other appropriate chemical resistant coverall
- iii. Nitrile or similar protective inner gloves
- iv. PVC chemical resistant outer gloves
- v. Disposable boot covers
- vi. Steel toe work boots

- vii. Hard hat
- viii. Hearing protection (Minimum NRR 26)

*Note: Half-face respirators are not permitted since lead is an eye irritant.*

## **E. Level D**

Level D includes the following:

- i. Atwell work uniform
- ii. Steel toe work boots
- iii. PVC chemical protective gloves
- iv. Chemical safety glasses
- v. Hard hat
- vi. Hearing protection (Minimum NRR 26)

## **F. Additional Information**

- i. On-site personnel shall don all appropriate/specified PPE prior to commencement of operations.
- ii. All PPE listed is subject to change if there are other contaminants present. Selection of PPE shall be made in consultation with Environmental department or Health & Safety personnel.
- iii. For employees exposed to lead above the PEL, without regard to respirator use or where skin or eye irritation may result from exposure to certain lead compounds (e.g., Lead Arsenate and Lead Azide), Atwell shall provide appropriate protective work clothing and equipment to employees at no cost to them. This applies to coveralls or similar full body protective clothing, gloves, hats, shoes (or disposable shoe coveralls) and face shields, goggles, or other personal protective equipment.

## **5.4 Site Monitoring**

### **A. Frequency and Methods of Site Monitoring**

- i. The Project Manager is responsible for ensuring adequate air monitoring is conducted and that adequate personnel protection and site integrity are maintained. Type and frequency of monitoring shall be determined in consultation with Health & Safety personnel.
- ii. Due to the inability to effectively monitor airborne metal concentrations with field instrumentation, integrated air monitoring must be conducted. Personal

samples shall be collected and analyzed for lead. These results shall then be compared to the Action Levels specified in this Standard to determine the appropriateness of the assigned levels of protection and the effectiveness of work practices and engineering controls.

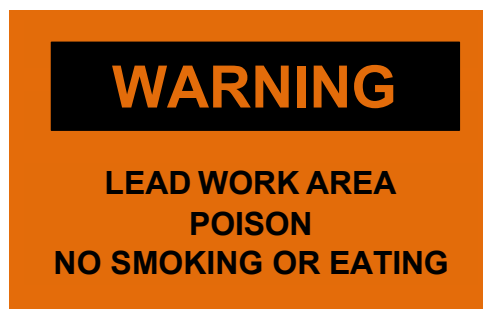
- iii. An initial determination of employee(s) potential lead exposure shall be performed through integrated monitoring during the initial phase of lead handling. As a minimum, full shift (or the job duration, whichever comes first), personal samples shall be collected for a worst case scenario in each work area and for each task. The employee who will be working closest to the contamination source for the longest period of time is chosen as the worst case employee. These full shift samples shall be representative of the monitored employee's regular, daily exposure to lead as well as representative of other employees conducting similar operations in the immediate area.

## 5.5 Engineering Controls/Work Practices

### A. Site-Specific Hazardous Identification Requirements and Control Measures

To reduce the potential hazards of lead handling operations, on-site personnel shall comply with the following site-specific hazardous identification requirements and control measures:

- i. The project supervisor and foreman will be assigned to identify lead hazards in the work area and have the authority to take prompt corrective measures to eliminate these hazards. The project foreman should continuously inspect the job site, materials, and equipment to ensure that all hazards have been eliminated.
- ii. All work areas where exposure is above the PEL shall be conspicuously identified with appropriate warning signs and barriers as follows:



- iii. Work areas can be enclosed with polyethylene sheeting to reduce or eliminate the potential re-entry of lead into the workplace (if specified in task hazard assessment and control section).
- iv. Shoveling, sweeping, and brushing are permitted when removing bulk contamination (e.g., soil, sludge removal), but not during housekeeping activities



(tidying work area at end of shift). These work practices must be used in conjunction with engineering controls (water misting, ventilation) so that visible dust is minimized as much as possible.

- v. Excavation/Digging: excavator and backhoe buckets should be emptied as close to ground level as possible so that dust is minimized. Water misting can be used to knock down dusts as the bucket is emptied.
- vi. Hot-work, Power Tools - Remove Contamination and Ventilate
  - a. Work upwind of the hot work area
  - b. Remove paint and surface contamination to a point at least 4 (four) inches from the area where heat will be applied
  - c. Local ventilation should be provided to remove dusts and fumes at the source of generation. Coppos blowers should pull air directly from the hot-work or power tool area. Ventilation exhaust should be placed in unoccupied areas
- vii. Stop work immediately if chemical protective clothing is ripped or torn. Replace clothing immediately in the decontamination zone.
- viii. Selection of engineering controls will depend on the scope of work, material handled and air monitoring history. Engineering controls will be designed to keep employee exposure as low as possible.
- ix. Water misting shall be performed where appropriate to minimize airborne dust levels in the work area. Thoroughly soak material using garden sprayers, or preferably, a garden hose.
- x. Ventilation: Localized exhaust ventilation is preferred over general work area ventilation. Position a coppos blower or HEPA-filtered negative air machine at the source of dust generation so that dust is pulled quickly and directly away from the worker's breathing zone.
  - a. Design Ventilation System: Many factors influence the effectiveness of work area ventilation including size of work area, length of flex hose, elbows in flex hose, and machine capacity. See the Confined Space Ventilation Standard for specific recommendations.
  - b. Test Ventilation System: When ventilation is used to control lead exposure, the performance of the system shall be evaluated by the project foreman to ensure its effectiveness is maintained. Any of the following test methods may be used; (some are more appropriate than others depending upon scope of work and work area design):
    - Visually observe to ensure no dust escapes work area

- Test airflow with smoke tubes
  - Check magnahelic gage on negative air machine
  - Collect area air sample at ventilation exhaust
- x. HEPA vacuuming of lead dust shall be performed where appropriate. HEPA Filter Replacement may result in an exposure to lead. Filters should be wetted and bagged in the hot zone to prevent re-entry of airborne lead into the workplace.
- xii. Paint Removal: The following techniques create less dust when removing surface coatings. These techniques should be investigated when planning projects:
- a. Centrifugal blasting where abrasive is recovered and recycled
  - b. Wet blasting using high-pressure water with or without an abrasive
  - c. Wet blasting using a ring of water to surround the blast nozzle
  - d. Vacuum blasting, which shrouds the nozzle with local exhaust ventilation
  - e. Manual scraping
  - f. Heating and scraping
  - g. Needle guns
  - h. Chemical removal
- xiii. On-site personnel shall don new/clean PPE and work clothes prior to the start of each shift of operations.
- a. Engineering controls and PPE are a first line of defense against lead exposure. Proper, consistent use of chemical protective clothing will prevent the uniform, skin or hair from becoming contaminated.
- xiv. No eating, drinking, or smoking is allowed inside the work and decontamination areas. All personnel shall wash their hands and faces prior to eating, drinking, smoking and/or applying cosmetics.
- a. Lack of Hand-washing Facilities: If hand-washing facilities are not available in the immediate support zone, temporarily clean hands with moist towelettes and proceed as soon as possible to hand-washing facilities.
- xv. On-site personnel shall follow all specified Atwell personnel decontamination procedures outlined in the Site-Specific Health & Safety Plan.

- xvi. Lead cannot be removed from protective clothing or equipment by blowing, shaking or any other method, which disperses lead into the air.
- xvii. Compressed air cannot be used for housekeeping purposes to clean floors and other surfaces where lead accumulates (or is potentially present).
- B.** Showers: Shower facilities shall be provided when airborne exposure to lead is above or anticipated to be above the PEL.
  - i. Employees must wash their hair while showering
  - ii. If showering is not feasible on-site, valid reasons why it is not feasible must be demonstrated
  - iii. If showers are not available on-site, all employees must wash their hands and face at the end of the work-shift
  - iv. If showers are not available on-site, employees should take a shower off-site as soon as possible at the end of the work-shift
  - v. If showers are obtained off-site, employees must ensure that vehicles and off-site facilities are not cross-contaminated. Decontaminate all equipment, remove contaminated clothing, and seal re-usable decontaminated clothing (i.e. boots) in plastic bag.
- C.** Changing Areas: Separate storage facilities for PPE and street clothes should be available to prevent cross-contamination. Do not mix clean and used clothing in employee spill bags.
- D.** No employee may leave the work site with contaminated clothing or equipment.
- E.** Selection of Engineering & Work Practice Controls
  - i. Engineering, work practice controls, and administrative controls shall be selected to reduce and maintain employee exposure to lead below the permissible exposure limit if exposure is above the PEL for more than 30 days a year.
  - ii. Where engineering work practice controls and administrative controls fail to reduce employee exposure below the permissible exposure limit to lead, they will be used to reduce employee exposure as low as possible and they shall be supplemented by respiratory protection.
  - iii. If engineering work practice controls and administrative controls are not feasible, the reason(s) why they are not feasible will be documented on Attachment A "Documentation of Controls in Place"

## 5.6 Emergency Situations

- A. Where spills of lead or lead containing materials are observed, all surfaces contacted by lead shall be decontaminated.
- B. Employees not engaged in decontamination and/or emergency response activities shall leave the area of the spill and shall not be permitted in the area until decontamination and/or emergency response operations are completed.

## 5.7 Medical Surveillance

- A. It is the responsibility of Atwell to ensure that any worker exposed to lead, is informed of the availability of the blood lead test, however:
  - i. An exposed worker may refuse to undergo a blood level test by providing a written statement refusing it. Should an employee provide the written refusal, Health & Safety should be notified and all written documentation with respect to this should then be forwarded to Human Resources for placement on their personnel file.  
  
*Note: All documentation related to lead exposure must be kept on file for a specific period of time, as governed by applicable legislative bodies*
  - ii. An employee may not be coerced, threatened or forced to refuse part or the entire test.
  - iii. Should a worker have an elevated blood lead level that exceeds numerical criterion as established by regulatory agencies, legislative authorities may require the employee to be removed from further lead exposure.

## B. Medical Examinations

Medical examinations shall be made available at no cost to each employee who may be exposed above 0.03 mg/m<sup>3</sup> lead on the following schedule:

- i. Annually, according to Atwell medical surveillance program outlined in the Atwell Health & Safety Standard Manual;
  - ii. As soon as possible, upon notification by an employee or receipt of air monitoring results that they had an uncontrolled exposure above the PEL;
  - iii. As soon as possible, upon notification by an employee that they have symptoms of lead poisoning;
  - iv. As soon as possible, upon notification by an employee that they desire medical advice about their ability to procreate a healthy child;
  - v. As soon as possible, upon notification by an employee that she is pregnant.
- ## C. Biological Monitoring

- i. In addition to medical examination, another significant aspect of the medical surveillance program includes biological monitoring. The test requirements that satisfy biological monitoring criteria are a whole blood lead analysis and an analysis for Zinc Protoporphyrin, also referred to as ZPP. Whenever a blood sample is requested for lead analysis, a zinc protoporphyrin analysis is also to be performed.
- ii. Biological monitoring shall be made available to an employee who has had an exposure to lead = 30 micrograms of Pb/cubic meter, the Action Level (AL) on any day.
- iii. Biological monitoring shall be conducted for employees exposed = AL for more than 30 days in any consecutive 12 months. The sampling will be conducted at least every 2 (two) months for the first 6 (six) months and every 6 (six) months thereafter.
  - a. Employees who meet the criteria both 7.6.2(1) and 7.6.2(2), but who have had a blood lead of = 40 micrograms of Pb/100 ml of blood, must be sampled at least every 2 (two) months and maintain that frequency until two consecutive blood level analyses indicate a blood lead level < 40 micrograms/100 ml.
  - b. If an employee is temporarily removed from exposure to Pb they must have biological monitoring conducted monthly during that removal period.

## **D.** Medical Removal/Return to Work

- i. There are two conditions that prompt temporary removal from work having exposure = AL:
  - a. Temporary Removal Due to Elevated Blood Lead: When an employee's blood lead level on each occasion that a periodic and a follow-up blood test indicates that the lead level is 50 = micrograms/100 ml.
  - b. Temporary Removal Due to a Final Medical Determination: When a final medical determination results in a medical finding, determination or opinion that the employee has a detected medical condition that places the employee's health at risk from exposure to lead.
- ii. Employees will be notified in writing within 5 (five) working days after the receipt of biological monitoring results and, in addition, if their blood level is = 40 micrograms/100 ml, they will be notified that the Pb Standard requires temporary medical removal with medical removal protection and when employee's blood level is > 50 micrograms/100 ml.

# LEAD SAFETY & AWARENESS POLICY

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- a. Employees that have had a blood lead > 50 micrograms/100 ml, shall have a second (follow-up) blood test within two weeks after the employee receives the first blood test results.
- b. Employees may return to their former job status following removal due to a blood lead level = 50 micrograms/100 ml after 2 consecutive blood sample tests indicate the employee blood level has dropped to = 40 micrograms/100 ml.

# LEAD SAFETY & AWARENESS POLICY

#HS C002

## Attachment A Documentation of Controls in Place

<b>Date:</b>		<b>Project Name:</b>		<b>Project #</b>	
<b>Location:</b>					
<b>Project Description:</b>					
<b>Project Manager:</b>					
Check the appropriate task; put a check mark ✓ for yes or no as applicable.					
Task	Activity	Controls Used	Yes	No	
<input type="checkbox"/>	EXCAVATION	Water misting			
		Empty buckets at ground level			
		Poly tarps in windy areas			
<input type="checkbox"/>	FIRING RANGE or FLYASH REMOVAL	Vactor with HEPA attachment			
		Water misting			
		Ventilation			
		Poly Enclosure			
<input type="checkbox"/>	SLUDGE REMOVAL	Water misting			
		Empty buckets without splashing			
		Rinse from outside space			
<input type="checkbox"/>	SLUDGE SOLIDIFICATION	Water misting			
		Empty buckets at ground level			
		Poly tarps in windy areas			
<input type="checkbox"/>	PAINT REMOVAL	Centrifugal blasting (abrasive is recovered and recycled)			
		Wet blasting			
		Vacuum blasting			
		Needle gun			
		Chemical removal			
		Manual scraping			

# LEAD SAFETY & AWARENESS POLICY

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		Ventilation		
		Poly enclosure w/ventilation		
<input type="checkbox"/>	CUTTING	Local (direct) ventilation		
		Remove contamination within 4 inches of cutting area		
		Work upwind of cutting area		
		Use of low heat tools: nibbler, snips, etc		
<input type="checkbox"/>	SURFACE DECON	Wet wiping with tri-sodium phosphate solution		
		HEPA vacuum		
If any of the above answers were "No," explain why (method is infeasible, a better technique was chosen, exposure levels were kept below PEL when working with this substance previously, etc).				
Use back of form for additional information.				



# CONTROL OF HAZARDOUS ENERGY LOCKOUT TAGOUT (LOTO) POLICY

#HS C004

## 1 SCOPE

- 1.1 Atwell established this Hazardous Energy Control and Lockout/Tagout Program to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, start up or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source, and rendered inoperative.
- 1.2 Included are procedures to place and remove appropriate Lockout devices or Tagout devices to energy isolating devices, and to otherwise disable machines or equipment and to notify personnel in preventing unexpected energizing, startup, or release of stored energy.
- 1.3 Atwell has adopted this policy to cover servicing, inspection and maintenance of machines and equipment in which the unexpected energizing or startup of the machines or equipment, or release of stored energy could cause injury to employees. This policy establishes minimum requirements for the control of such hazardous energy.

## 2 ASSIGNMENT OF RESPONSIBILITIES

- 2.1 The Safety Director is responsible to ensure the program is current and assessments on programs effectiveness are conducted annually.
- 2.2 Line managers and Supervisors are responsible to ensure engineering controls, safe work practices and procedures are in place and followed.

## 3 PLAN IMPLEMENTATION

- 3.1 If an energy source can be locked out, this method will be utilized. A “Lockout Device” utilizes a lock, either key or combination, to hold an energy isolating device in a safe position.
- 3.2 If an energy source cannot be locked out, a Tagout system will be utilized. A “Tagout Device” is a warning tag (weather and chemical resistant) standardized in size, color, with wording warning of hazardous energy such as: (Do Not Start) (Do Not Open) (Do Not Close) (Do Not Energize) (Do Not Operate).

# CONTROL OF HAZARDOUS ENERGY LOCKOUT TAGOUT (LOTO) POLICY

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- 3.3 Potential energy that may require Lockout/Tagout include any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
- 3.4 Lockout or Tagout will be performed only by the authorized employees who are performing the servicing or maintenance and will identify affected person.
  - A. Supervisor or an authorized employee will notify affected employees when Lockout or Tagout devices are applied and removed.
  - B. Notification will be given before the controls are applied, and after they are removed from the machine or equipment.
- 3.5 Atwell will provide Lockout and Tagout devices that will be standardized, substantial in strength and used only for isolating, securing, or blocking of machines or equipment from energy sources.
- 3.6 Atwell shall conduct a periodic inspection of the program at least annually to ensure that the procedure and the requirements of this standard are being followed.

## 4 TRAINING

Training will be provided to ensure that the purpose and function of the energy control program is understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls is acquired by employees. Only employees who may come in contact with energized electrical equipment or stored energy will be trained.

- 4.1 **Authorized Employee:** Each authorized employee will receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
- 4.2 **Affected Employee:** Each affected employee will be instructed in the purpose and use of the energy control procedure.
- 4.3 **Other Employees:** All other employees whose work operations are or may be in an area where energy control procedures may be utilized, will be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.
- 4.4 Employees should be aware that the tagout system and the tags have limitations.
  - A. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

# CONTROL OF HAZARDOUS ENERGY LOCKOUT TAGOUT (LOTO) POLICY

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- B.** When a tag is attached to an energy isolating means, it is not to be removed without permission of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
- C.** Tags must be in good condition and legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
- D.** Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
- E.** Preferred attachment means is a nylon single use self-locking tie wrap able to withstand 50lbs of force.
- F.** Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.
- G.** Additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization should be used during the Tagout process.

**4.5** Retraining will be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment, or processes that present a new hazard, or when there is a change in the energy control procedures.

- A.** Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever management has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures. Retraining will reestablish employee proficiency and introduce new or revised control methods and procedures.

**4.6** Company will certify that employee training and/or retraining has been accomplished and is being kept up to date. Employee records will contain employee name, dates of training, and who conducted the training.

## 5 APPLICATION OF ENERGY ISOLATION

**5.1** The following Lockout/Tagout energy control procedure elements and actions shall be done in the following sequence:

- A. Preparation for Shutdown** - Before an authorized or affected employee turns off a machine or equipment, the authorized employee will have knowledge of the type

# CONTROL OF HAZARDOUS ENERGY LOCKOUT TAGOUT (LOTO) POLICY

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and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

- B. Machine or Equipment Shutdown** - The machine or equipment will be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown will be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.
- C. Machine or Equipment Isolation** - All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).
  - i. Lockout or Tagout Device Application –
  - ii. Lockout or Tagout devices will be affixed to each energy isolating device by authorized employees.
  - iii. Lockout devices, where used, will be affixed in a manner to hold the energy isolating devices in a “safe” or “off” position. Lockout devices shall indicate the identity of the employee applying the device.
  - iv. Tagout devices, where used, will be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the “safe” or “off” position is prohibited.
    - a. Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment will be fastened at the same point at which the lock would have been attached.
    - b. Where a tag cannot be affixed directly to the energy isolating device, the tag will be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.
- D. Stored Energy** – Following the application of logout or tagout procedures and devices to energy isolating devices, all potentially hazardous stored or residual energy must be relieved, disconnected, restrained, and otherwise rendered safe. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing of maintenance is completed, or until the possibility of such accumulation no longer exists. Stored or residual energy such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc. must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

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- E. Verification of Isolation** - Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee will verify that isolation and de-energizing of the machine or equipment have been accomplished.

## 5.2 Release from Lockout or Tagout

Before employees remove Lockout or Tagout devices and energy is restored to the machine or equipment the following procedures will be followed and actions taken by the authorized employee(s).

- A.** The machine or equipment - The work area will be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.
- B.** Employees –
  - i. The work area will be checked to ensure that all employees have been safely positioned or removed.
  - ii. After Lockout or Tagout devices have been removed and before a machine or equipment is started, affected employees will be notified that the Lockout or Tagout device(s) have been removed.
  - iii. Removal of Lockout or Tagout Devices - Each Lockout or Tagout device will be removed from each energy isolation point by the employee who applied the device. When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the Supervisor on location by following these procedure steps:
    - a. Verification by the Supervisor that the authorized employee who applied the device is not at the facility.
    - b. Making all reasonable efforts to contact the authorized employee to inform him/her that their Lockout or Tagout device has been removed.
    - c. Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.

## 5.3 Temporary Removal of Lockout Tagout devices

In situations where Lockout or Tagout devices must be temporarily removed and the machine or equipment energized to test or position, the following steps will be followed:

- A.** Clear the machine or equipment of tools and materials
- B.** Remove employees from the machine or equipment area
- C.** Remove the Lockout or Tagout devices as specified

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- D. Energize and proceed with testing or positioning
- E. De-energizing all systems and reapply energy control measures to continue the servicing and/or maintenance.

## 5.4 Outside Personnel (Contractors, etc.)

- A. When contract or service personnel are working for Atwell and performing work that requires lockout or tagout procedures to be applied, the Atwell location supervisor and the outside employer will inform each other of their respective lockout or tagout procedures. The Atwell location supervisor will ensure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program. This procedure will be verified and documented by personnel performing it.

## 5.5 Group Lockout/Tagout

- A. When servicing and/or maintenance is performed by a crew, craft, department, or other group, they will utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.
- B. An authorized employee will have primary responsibility for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock).
- C. Location supervisors will have responsibility to ensure the status of individual group members with regard to the lockout or tagout of the machine or equipment. Location supervisors will assign overall job-associated lockout or tagout control responsibility to an authorized employee when more than one crew, craft, department, etc. is involved, and to coordinate affected work forces and ensure continuity of protection.
- D. Each authorized employee of the work crews, craft, department, etc. will affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and will remove those devices when he or she stops working on the machine or equipment being serviced or maintained. See attachment 1 – Group Lockout/Tagout Plan.
- E. Shift or personnel changes – If a lockout procedure will extend into the following shift, the authorized employee who originally placed the lock will remove it and it will immediately be replaced with the lock of the authorized employee who is to continue the repair or maintenance on that equipment or machine for the following shift.
- F. A Lockout/Tagout Activity Log will be utilized to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off going and oncoming employees, to minimize

# CONTROL OF HAZARDOUS ENERGY LOCKOUT TAGOUT (LOTO) POLICY

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exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy.

- G.** Documentation will be maintained as to personnel, equipment, and particular Lockout/Tagout procedures involved in a specific ongoing operation. See attachment 2 – Lockout/Tagout Activity Log.

## **5.6** Compliance

- A.** Failure to comply with proper Lockout/Tagout procedures is grounds for disciplinary action. Any unauthorized removal of warning tags or lockout devices will be grounds for immediate termination of employment.

# **6** REFERENCE

## **6.1** CFR 1910.147

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## Attachment 1 – Group Lockout/Tagout Plan

The purpose of this procedure is to ensure that all sources of hazardous energy are isolated from the work area, locked out and tagged, and tested before work begins. The Person-in-charge (Responsible Employee/Worker) is responsible for the safe execution of this procedure and must:

- 14 Communicate this procedure to all Authorized Employees/Workers;
- 15 Address concerns of employees who might be exposed, and
- 16 Ensure that each person understands the hazards and safety related work practices they are to use.

Start Date:	End Date:
Responsible Employee/Worker:	
Work Location or Terminal:	

- 1 Affected Employees/Workers working under the group lock (attach additional sheet if required):

1
2
3
4
5
6

- 2 Review drawings, tags, labels, and signs to identify and locate all disconnecting means (attach additional sheet if required):

Description of circuit(s)/equipment to be locked out:
Disconnecting means to be locked:
Sources of stored energy:

- 3 Notify all Affected Employees/Workers (persons in the equipment and operators of equipment).
- 4 Shut machine or equipment down using normal stopping procedures and relieve stored energy.



# CONTROL OF HAZARDOUS ENERGY LOCKOUT TAGOUT (LOTO) POLICY

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**5** De-activate the energy isolating device and apply your lock to the disconnecting device. (For electrical disconnect switches test for absence of voltage prior to locking).

**6** Method used to dissipate or restrain stored energy (attach additional sheet if required):

Electrical/capacitors – grounding:	
Springs/elevated machines – blocking	
Hydraulic/pneumatic – bleeding	
Other:	

**7** Verify equipment is disconnected by operating controls or by testing the equipment will not operate (make sure no personnel will be exposed during this step). Caution: Return operating controls to neutral or off position.

## 6.2 Restoring Equipment to Service

- A.** Visually verify that all job/tasks are complete
- B.** Check area to ensure that tools and nonessential items are removed, housekeeping appropriate
- C.** Check all guards and covers installed properly, grounding equipment removed, and equipment is operationally intact
- D.** Check that all controls are in neutral position
- E.** Verify status of all employees working under group lockout (safely positioned or removed)
- F.** Notify all personnel involved in the job/task that work is complete, and system will be returned to service
- G.** Remove lockout devices and notify Affected Employees/Workers that work is complete, and equipment is ready for use

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## Attachment 2 – Lockout/Tagout Activity Log

Lockout/Tagout Log						
List who applied the LOTO device Employee Name:	List system or equipment is being isolated.	Location LOTO was applied	Configuration of switch or valve, on/off, blinded or removed	Date & time applied	Date & time removed	Name of employee removing device

Signature of Supervisor ensuring all devices have been removed: \_\_\_\_\_

Date:

# JOB HAZARD IDENTIFICATION RISK ASSESSMENT/JHA

#HS C005

## 1 SCOPE

- 1.1 Atwell is committed to providing a safe and healthy work environment for our employees.
- 1.2 The purpose of this policy is to provide guidelines for identifying, assessing, and controlling workplace hazards; to ensure the potential hazards of new processes and materials are identified before they are introduced into the workplace; to identify the jobs/tasks which require risk assessment.

## 2 RESPONSIBILITIES

- 2.1 Atwell must assess a work site and identify existing or potential hazards before work begins at the work site or prior to the commencement of a new work site.

## 3 HAZARD AND RISK IDENTIFICATION

- 3.1 The hazard identification process is used for routine and non-routine activities as well as new processes, changes in operation, products, or services as applicable.
- 3.2 The Project Manager shall conduct a baseline worksite hazard assessment which is a formal process in place to identify the various tasks that are to be performed by Atwell employees, and to identify potential hazards. The results are included in a report of the results of the hazard assessment and the methods used to control or eliminate the hazards identified. The hazard assessment report must be signed and have the date on it.
- 3.3 Inputs into the baseline hazard identification include, but are not limited to:
  - A. Scope of work
  - B. Legal and other requirements
  - C. Previous incidents and non-conformances
  - D. Sources of energy, contaminants and other environmental conditions that can cause injury
  - E. Walk through of work environment

# JOB HAZARD IDENTIFICATION RISK ASSESSMENT/JHA

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- 3.4** Hazards identifications (as examples) are to include:
- A.** Working Alone
  - B.** Thermal Exposure
  - C.** Isolation of Energy
  - D.** Hearing Protection
  - E.** Musculoskeletal Disorders
  - F.** Bloodborne Pathogens
  - G.** Confined Spaces
  - H.** Driving
  - I.** General Safety Precautions
  - J.** Any established policy or procedure by Atwell
  - K.** Any other site-specific work scope
- 3.5** Atwell has a formal process for identifying potential hazards. Processes are in place to identify potential hazards using JHA's, companywide or area specific analysis/inspections.
- 3.6** All identified hazards are assessed for risk and risk controls are assigned on the Hazard Assessment Form (Attachment A) for that specific hazard.
- 3.7** Employees and/or sub-contractors are actively involved in the hazard identification process. Atwell policy provides processes to ensure employees and/or sub-contractors are actively involved in the hazard identification process and hazards are reviewed with all employees concerned.
- 3.8** Employees are trained in the hazard identification process. Employees will be trained in the hazard identification process including the use and care of proper PPE.
- 3.9** Unsafe hazards must be reported immediately and addressed by the supervisor. The supervisor discusses the worksite hazard assessment with employees at the respective work location.
- 3.10** Review of Hazard Assessment: Existing worksite hazard identifications are formally reviewed annually or repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions. The Hazard Assessment Form will be updated when new tasks are to be performed that have not been through the risk assessment process. This could be when a work process or operation changes before the construction of a new site or when significant additions or alterations to a job site are made.

# JOB HAZARD IDENTIFICATION RISK ASSESSMENT/JHA

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**3.11** The respective supervisor or project manager will make the changes as additional hazards are introduced into the workplace in order to revise planning and assessment needs.

## 4 RISK ASSESSMENT

**4.1** Hazards are classified and ranked based on severity. On the Hazard Assessment form, the identified hazards are classified/prioritized and addressed based on the risk associated with the task. (See the risk analysis matrix outlining severity and probability).

Consequence					PROBABILITY				
Severity	People	Assets	Environment	Reputation	A	B	C	D	E
					Not Done	Rarely	Once a week	Several Times in a Week	Multiple Times in a Day
0	No health effect	No damage	No effect	No impact	Green	Green	Green	Green	Green
1	Slight health effect	Slight damage	Slight effect	Slight impact	Green	Green	Green	Green	Yellow
2	Minor health effect	Minor damage	Minor effect	Limited impact	Green	Green	Green	Yellow	Red
3	Major health effect	Localized damage	Localized effect	Considerable impact	Green	Green	Yellow	Red	Red
4	Single fatality	Major damage	Major effect	National impact	Green	Yellow	Yellow	Red	Red
5	Multiple fatalities	Extensive damage	Massive effect	Global impact	Yellow	Yellow	Red	Red	Red
<b>Key</b>	Manage for continuous improvement (Low)			Incorporate risk reduction measures (Medium)			Intolerable (High)		

## 5 RISK CONTROLS/METHODS

The following describes how identified hazards are addressed and mitigated:

**5.1** Risk assessed hazards are compiled with and addressed and mitigated through dedicated assignment, appropriate documentation of completion, and implemented controls methods including engineering or administrative controls and PPE required into the

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worksite hazard assessment of the site-specific HS plan. No work will begin before the worksite assessment is completed. Additionally, no risk assessed as High (Intolerable) shall be performed.

- 5.2** If an existing or potential hazard to workers is identified during a hazard assessment Atwell must take measures to eliminate the hazard, or if elimination is not reasonably practicable, control the hazard. If reasonably practicable, Atwell must eliminate or control a hazard through the Hierarchy of Controls Method using the following in order.
- A.** Engineering controls: Using engineering practices to remove the hazard from the workplace.
  - B.** If a hazard cannot be adequately controlled using engineering controls, Atwell must use administrative controls that control the hazard to a level as low as reasonably achievable.
  - C.** If the hazard cannot be adequately controlled using engineering and/or administrative controls, Atwell must ensure that the appropriate personal protective equipment (PPE) is used by workers affected by the hazard.
  - D.** Atwell may use a combination of engineering controls, administrative controls, and personal protective equipment if there is a greater level of worker safety because a combination is used.
- 5.3** Emergency Control of Hazards: Only those employees competent in correcting emergency controls of hazards may be exposed to the hazard and only the minimum number of competent employees may be exposed during hazard emergency control.
- 5.4** Certification of Hazard Assessment: The Project Manager completes and signs the certification of hazard assessment for the worksite hazard assessment (also see PPE Program HS C010) and includes it within the site-specific HS plan.
- 5.5** Job Safety Analysis (JHA): Job Hazard Analyses (JHA) prevents accidents and workplace illnesses by improving employee skills and awareness through an organized process. A JHA is an evaluation tool used to identify potential accidents or hazards and then implement safe job procedures.
- 5.6** Site Specific Safety Plan (SSSP): Each work location has a site specific SSSP plan. Each employee reporting to a location shall receive a documented orientation from an Atwell supervisor that includes the SSSP for that site. The SSSP contains the Atwell Health and Safety Policy, site specific safety requirements as well as a PPE matrix and a signed site-specific worksite hazard assessment for that location, which Atwell has a responsibility to provide.

## 6 REVIEW PROCESS

- 6.1** The hazard assessment program will be reviewed to ensure no new hazards derived from the corrective measures.

## 7 JOB HAZARD ANALYSIS

- 7.1** General: The JHA is a systematic method of identifying hazards and control measures to safely perform a specific job or task. The process involves breaking down a particular job/task into a series of simple steps. In each of these steps, hazards are identified and documented using Appendix A. Appendices B and C are examples of JHA's. After these hazards are identified, then solutions and recommendations for the prevention of accidents shall also be documented in the analysis.

### **7.2** Job Safety Analysis Procedures

- A.** Step 1: Select the Job: In selecting jobs to be analyzed and in establishing the order of analysis, the following factors should be considered. They are listed in order of importance.
- i. Occurrence of injuries: Jobs that have produced an incident or accident trend, or death, during the past three years shall be analyzed.
  - ii. Frequency of Accidents: Jobs that repeatedly produce accidents (trends) are candidates for a JHA. The greater the number of accidents associated with the job, the greater its priority for a JHA. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.
  - iii. Potential Severity: Some jobs may not have a history of accidents but may have the potential for severe injury or property damage. The greater the potential severity of risk, the greater its priority to complete a JHA.
  - iv. New Jobs or a Change in a Job: New operations created by changes in equipment or processes obviously have no history of accidents, but their accident potential should be fully appreciated. A JHA shall be made on every new job with potential hazards. Analysis should not be delayed until an accident or incident occurs.
  - v. On Construction Sites: Due to the ever-changing dynamics of a construction site a daily JHA should be completed to identify the changing hazards of the

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work site. Each JHA should reflect the current task and hazards associated with this task.

- B.** Step 2: Perform the analysis: The supervisor responsible for the job/task should perform the JHA using the JHA. The supervisor shall conduct the JHA with the help of employees who regularly perform the task. The job being analyzed should be broken down into a sequence of tasks that describe the process in detail. Avoid two common errors:
    - i. Making the breakdown too detailed so that an unnecessarily large number of steps result
    - ii. Making the job breakdown so general that the basic steps are not distinguishable.
  - C.** As a rule, the JHA should contain less than 12 steps. If more steps are needed, the job should be broken into separate tasks.
  - D.** Select an experienced, capable, and cooperative person who is willing to share ideas. They should be familiar with the purpose and method of a JHA. Reviewing a completed JHA before conducting one will help illustrate the terminology and procedure to be followed.
  - E.** Review the breakdown and analysis with the person who performed the job to ensure agreement of the sequence and description of the steps. Variations of routine procedure should also be analyzed. The wording for each step should be with an action word such as “remove,” “open,” or “lift.”
- 7.3** Step 3: Identify Hazards: Hazards associated with each step are identified. To ensure a thorough analysis, answer the following questions about each step of the operation:
- A.** Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
  - B.** Can the employee be caught in, by, or between the objects?
  - C.** Is there a potential for a slip or trip?
  - D.** Can someone fall on the same level or to another?
  - E.** Can employees strain themselves by pushing, pulling, lifting, bending, or twisting?
  - F.** Is the environment hazardous to one’s health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)? Using the JHA form, document hazards associated with each step. Check with the employee who performed the job and others experienced in performing the job for additional ideas. A reliable list may be developed through observation and discussion.



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- 7.4** Step 4: Develop Solutions: The final step in job safety analysis is to develop a safe, efficient job procedure to prevent accidents. The principal solutions for minimizing hazards that are identified in the analysis are as follows:
- A.** **Find a new way to do the job.** To find an entirely new way to perform a task, determine the goal of the operation and analyze the various ways of reaching this goal. Select the safest method. Consider work saving tools and equipment.
  - B.** **Change the physical conditions that create the hazard.** If a new way to perform the job cannot be developed, change the physical conditions (such as tools, materials, equipment, layout, location) to eliminate or control the hazard.
  - C.** **Change the work procedure to eliminate the hazard.** Investigate changes in the job procedure that would enable employees to perform the task without being exposed to the hazard.
  - D.** **Reduce the frequency of its performance.** Often a repair or service job must be repeated frequently because of another condition that needs correction. This is particularly true in maintenance and material handling. To reduce the frequency of a repetitive job, eliminate the condition or practice that result in excessive repairs or service. If the condition cannot be eliminated, attempt to minimize the effect of the condition.
  - E.** Reducing the number of times, a job is performed contributes to safer operations only because the frequency of exposure to the hazard is reduced. It is, of course, preferable to eliminate hazards and prevent exposure by changing physical conditions or revising the job procedure or both.
  - F.** In developing solutions, general precautions such as “be alert,” “use caution,” or “be careful” are useless. Solutions shall precisely state what to do and how to do it. For example, “make certain the wrench does not slip or cause loss of balance” does not tell how to prevent the wrench from slipping. A good recommendation explains both “what” and “how”. For example, “set wrench jaws securely on the bolt. Test its grip by exerting slight pressure on it. Brace yourself against something immovable, or take a solid stance with feet wide apart, before exerting slow steady pressure.” This recommendation reduces the possibility of a loss of balance if the wrench slips.
  - G.** If a job or process is changed dramatically, it should be discussed with all personnel involved to determine the possible consequences of the changes. Such discussions check the accuracy of the JHA and involve personnel to reduce job hazards.
- 7.5** Step 5: Conduct a follow up analysis: No less than once per month, each supervisor should observe employees as they perform at least one job for which a JHA has been developed. The purpose of these observations is to determine whether the employees are doing the jobs in accordance with the safety procedures developed. The supervisor should

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review the JHA before doing the follow-up review to reinforce the proper procedures that are to be followed.

- 7.6** Step 6: Use of the Job Safety Analysis: The JHA provides a learning opportunity for the supervisor and employee. Copies of the JHA should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and, if necessary, provide additional training.
- A.** New employees or employees asked to perform new tasks must be trained to use the safe and efficient procedures developed in the JHA. The new employee should be taught the correct method to perform a task before dangerous habits develop, to recognize the hazards associated with each job step, and to use the necessary precautions to avoid injury or accidents.
  - B.** Jobs that are performed infrequently require additional effect to minimize accident potential. Pre-job instruction addressing the points listed on the JHA will serve as a refresher to employees who may have forgotten some of the hazards in performing the task and the proper procedure to be used to avoid these hazards.
  - C.** Finally, the JHA is an incident/accident investigation tool. When incidents/accidents occur involving a job for which a JHA has been performed, the analysis should be reviewed to determine if proper procedures were followed or if the procedures should be revised.
- 7.7** Step 7: Recordkeeping for Job Safety Analysis: Documentation is an important part of performing a JHA. Records must be uniform and consistent so that many people can understand and use this information. JHA forms should be maintained in the department creating the documents and should be readily accessible. An index identifying the job/task, the date the JHA was completed, and the date the analysis was revised should be maintained.

## **8** TRAINING

### **8.1** Initial Training

- A.** All new employees will be trained on how the JHA works and its purpose.
- B.** New employees or employees who are asked to perform new jobs/tasks shall be trained to use the procedures developed in the JHA.

### **8.2** Refresher Training

- A.** Supervisors/PIs will perform and document employee training on completed/existing JHA's at least annually.

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- B.** Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction will serve as a refresher so that employees may remember and avoid any hazards.

## 9 RECORDKEEPING

**9.1** Supervisors: Maintain a copy of employee training records for a minimum of six years.

- A.** JHA forms will be maintained and readily accessible.

## 10 REFERENCES

- OSHA Regulation 29 CFR 1910.132;
- Job Hazard Assessment OSHA Publications Handbook 3071;

# JOB HAZARD IDENTIFICATION RISK ASSESSMENT/JHA POLICY

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## Attachment 270

### Hazard Identification and Risk Assessment Form

This hazard Identification and risk assessment is for \_\_\_\_\_ (Location)

Date of Assessment: \_\_\_\_\_ Assessment conducted by: \_\_\_\_\_

<b>List Task being assessed:</b>					
Task Steps	Risk Level	Hazards Identified	Engineering Controls	Administrative Controls	PPE or Barriers
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

#### Note:

- 1 Hazards written in should be the ones directly associated with the particular step of the task.
- 2 Engineering controls are listed if an engineering solution can eliminate exposure to the hazard.
- 3 Administrative controls are Policies, procedures or work restrictions set by management.
- 4 PPE is the last line of defense and must list specific type used for the task step.

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## Attachment 2 JHA Form

*This JSA is valid only for the work, date, and time specified. This JSA shall be posted at the work site during the work activity. If the terms noted change, work must be stopped and the JSA reissued. Fire and/or Emergency Alarm automatically invalidate the JSA. When the work is completed or the JSA expires, return the JSA to the supervisor marked "Complete."*

Project Name and Number: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Description of Work: \_\_\_\_\_

A. Employees Task Trained:  YES  NO  N/A

What Equipment will be used:


D. Permits Required (displayed and properly signed):

High Wall Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Excavation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LOTOTO	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Confined Space	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Line Locate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hot Work	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Open Hole	<input type="checkbox"/> Yes	<input type="checkbox"/> No	HDPE	<input type="checkbox"/> Yes	<input type="checkbox"/> No

B. Emergency Assembly Point:

Primary:	
Secondary:	
Weather Conditions:	

E. Is there a Safety Plan for this project?  Yes  No  N/A

F. Is there special training required for this project? \_\_\_\_\_

C. Safety Checklist Requirements: (See Page 2)

Access	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Electrical	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Excavation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emergency equipment locations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hazards (Body)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New Worker	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pipeline	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hazards (Environmental)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Equipment/Lifting	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Overhead Work	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Process/Equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tools	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Personal Protective equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stand-By Person	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Welding/Burning	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hazards	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bodies Of Water	<input type="checkbox"/> Yes	<input type="checkbox"/> No

G. Potential hazards: \_\_\_\_\_

H. Actions taken to eliminate hazards: \_\_\_\_\_

I. Tools, materials, and safety equipment required: \_\_\_\_\_

J. Signatures showing acceptance of this safe task plan:  
Please print & sign your names below: (Foreman & Crew)


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Check off and discuss all pertinent items from the attached checklist that apply to the scope of work being performed. The items that are checked shall be discussed with the crew performing the work to ensure that all understand the safety requirements necessary to safely perform this task.

**ACCESS**

- Scaffold (properly inspected) Date: \_\_\_\_\_
- Scaffold (complete handrails, toe boards, solidly decked)
- Ladder (condition, secured, placement)
- Walkways and Handrails
- Fall protection

**ELECTRICAL**

- Lockout/tagged (Try start/stop switch)
- Color code current
- Disconnected (if required)
- Properly grounded tools
- Good condition
- Trained

**EXCAVATION**

- Properly Shored/Sloped or Benched
- Escape Ladder provided
- Competent Person on site
- Entry Permit required soil
- Typed/Documented
- Daily Inspection (Documented)
- Barricaded properly

**EMERGENCY EQUIPMENT LOCATIONS**

- Fire Hoses/Hydrants located at \_\_\_\_\_
- Fire Extinguishers located at \_\_\_\_\_
- Safety Shower located at \_\_\_\_\_
- Eye Wash located at \_\_\_\_\_
- Medical located at \_\_\_\_\_
- Emergency phone numbers \_\_\_\_\_

**HAZARDS (Body)**

- Fall potential
- Pinch points
- Electrical Shock
- Housekeeping
- Slip/Trip (Cords, Pipe, etc.)

- Flying particles
- Thermal burns
- Sharp objects

**NEW WORKER**

- Site orientation
- Buddy assigned

**HDPE**

- Pipe pulling permit
- Tools for pipe size
- Unloading checklist
- Pipe pulling equip
- Rigging
- Exemptions
- Pipe chocked
- Generator resistivity
- Data logger
- Yellow marker flags
- Safe area for HDPE operations

**HAZARDS (Environmental)**

- Airborne particulate (Fumes, Mists)
- Heat stress (Hot/Cold Surfaces)
- Materials adequate
- Lighting
- Noise
- Access/Egress
- Radiation from radiography
- Radiation from other source

**EQUIPMENT/LIFTING**

- Operator Certified/Licensed
- Good equipment condition
- Backup warning device
- Forklift
- Man lift
- Boom Truck
- Crane
- Load charts
- Position hooks
- Proper rigging
- Chain fall
- Overhead lines
- Personnel basket permit

**OVERHEAD WORK**

- Barricades/Tags
- Signs
- Hole cover handrail
- Grating secured
- Fall protection in place
- Life lines properly installed/inspected

**PROCESS/EQUIPMENT**

- Valves blocked in tags hung
- Equipment cleared
- Blinds installed and tagged
- Blind list
- HazCom summary
- LOTOTO complete

**TOOLS**

- Current inspection
- Proper tools
- Good tools condition
- Tool use instructions
- Color code current

**PERSONAL PROTECTIVE EQUIPMENT**

- Hardhat
- Safety glasses
- Mono goggles
- Ear protection
- Face Shield/Burning Goggle
- Proper type respirator
- Fresh air
- Gloves
- Safety-Toe shoes
- Metatarsal guards
- Rubber boots
- Other safety footwear
- Fire retardant clothing
- Slicker suit
- Acid suit
- Safety Harness/Lanyard
- H<sub>2</sub>S Monitor
- Life Jacket
- Fall Protection
- Other (List): \_\_\_\_\_

**STAND-BY PERSON**

- Confined space entry (Hole-Watch)
- Spotter
- Fire watch
- Attendant traffic
- Flagman

**WELDING / BURNING**

- Spark Arrestors
- Combustibles Spark
- Containment Shields
- Grounding
- Water Hose
- Fire Extinguishers (Inspected/Nearby)
- Fire Blanket
- Cylinders Secured
- Cylinder Caps in Place

**HAZARDS**

- Hygiene
- Chemical burns
- Eyes
- Flammable
- Inhalation
- Skin contamination

**COMMUNICATION**

- Radio

**MISC. TOPICS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Forman/On Site Safety Personnel

\_\_\_\_\_

Time/Date

\_\_\_\_\_

# COLD WEATHER SAFETY/COLD STRESS POLICY

#HS C006

## 1 SCOPE

- 1.1** At Atwell, LLC the safety and health of our employees is the first consideration. The intent of this policy is to provide Atwell employees with general knowledge and guidelines enabling employees to anticipate, recognize, evaluate, and control Cold Stress hazards in the workplace.

## 2 RESPONSIBILITIES

### A. Project Management

- i. Identify and conduct an assessment of tasks and occupations where there is the potential for cold stress
- ii. Implement and/or provide controls (engineering, administrative or personal protective equipment) to minimize cold stress
- iii. Provide training and education using this policy regarding cold stress, including early signs and symptoms of cold-related exposure

### B. Crew Chief / Supervision

- i. Monitor weather conditions and plan work to minimize the exposure of employees to conditions that could cause cold stress.
- ii. Implement a "Buddy System" to ensure that no employee is working alone in cold work environments.
- iii. Ensure that employees are equipped with and wear protective outerwear when necessary.
- iv. Upon observing, or being notified of, an employee experiencing the initial symptoms of frostbite or hypothermia, the supervisor is to ensure that the employee is moved to a warm location. If symptoms worsen or additional symptoms appear, the supervisor should ensure that the employee is examined by a medical professional.
- v. The supervisor must complete an Accident/Incident Report upon notification of potential frostbite or hypothermia.

# COLD WEATHER SAFETY/COLD STRESS POLICY

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- C. Employees
  - i. Adhere to all control measures or work procedures that have been designed and implemented to reduce exposure to conditions that could cause cold stress
  - ii. Leave cold environments if signs or symptoms of cold-related stress appear
  - iii. Wear all required cold temperature clothing and PPE
  - iv. Immediately report any signs or symptoms of cold-related stress

## 3 HAZARD ASSESSMENT

- A. It is Atwell’s policy that managers and crew chiefs must exercise due diligence for worker safety when assigning work in cold environments by monitoring and taking the following into account:
  - i. Air temperature
  - ii. Wind chill factor (See chart below)
  - iii. Level of work effort (light, moderate or heavy)
  - iv. Work conditions (dry or wet)

Wind Chill Calculation Chart

		Temperature (°F)																	
		Calm	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40
WIND (mph)	5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63
	10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72
	15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77
	20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-42	-55	-61	-68	-74	-81
	25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84
	30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87
	35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89
	40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91
	45	26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93
	50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95
	55	25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-97
60	25	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98	
		Frostbite occurs in 15 minutes or less																	

$$\text{Wind Chill (°F)} = 35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})$$

Where, T = Air Temperature (°F)

V = Wind Speed (mph)



# COLD WEATHER SAFETY/COLD STRESS POLICY

#HS C006

## 4 COLD WEATHER HAZARD RECOGNITION

- 4.1** When the body is unable to warm itself, cold related stress may result. This may include tissue damage and possibly death. Four factors contribute to cold stress:
- A.** Cold air temperatures
  - B.** High velocity air movement
  - C.** Dampness of the air
  - D.** And contact with cold water or surfaces
- 4.2** A cold environment forces the body to work harder to maintain its temperature. Cold air, water, and snow all draw heat from the body. Wind chill is the combination of air temperature and wind speed. For example, when the air temperature is 40°F, and the wind speed is 35 mph, your exposed skin receives conditions equivalent to the air temperature being 11° F. While it is obvious that below freezing conditions combined with inadequate clothing could bring about cold stress, it is also important to understand that it can also be brought about by temperatures in the 50's coupled with some rain and wind.
- 4.3** When in a cold environment, most of your body's energy is used to keep your internal temperature warm. Over time, your body will begin to shift blood flow from your extremities (hands, feet, arms, and legs) and outer skin to the core (chest and abdomen). This allows exposed skin and the extremities to cool rapidly and increases the risk of frostbite and hypothermia. Combine this with cold water, and trench foot may also be a problem.
- 4.4** Hypothermia
- A.** Hypothermia which means "low heat", hypothermia is a potentially serious health condition. This occurs when body heat is lost faster than it can be replaced.
    - i. When the core body temperature drops below the normal 98.6° F to around 95° F, the onset of symptoms normally begins. The person may begin to shiver and stomp their feet to generate heat. Workers may lose coordination, have slurred speech, and fumble with items in the hand. The skin will likely be pale and cold. As the body temperature continues to fall these symptoms will worsen and shivering will stop. Workers may be unable to walk or stand.
    - ii. Once the body temperature falls to around 85° F severe hypothermia will develop and the person may become unconscious, and at 78°, the person could die.

# COLD WEATHER SAFETY/COLD STRESS POLICY

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- iii. Anyone working in a cold environment may be at risk for cold stress. However, older people may be at more risk than younger adults, since older people are not able to generate heat as quickly.
- iv. Certain medications may prevent the body from generating heat normally. These include anti-depressants, sedatives, tranquilizers, and others.

**B.** Treatment depends on the severity of the hypothermia.

- i. For cases of mild hypothermia move to warm area and stay active. Remove wet clothes and replace with dry clothes or blankets, cover the head. To promote metabolism and assist in raising internal core temperature drink a warm (not hot) sugary drink. Avoid drinks with caffeine.
- ii. For more severe cases do all the above, plus contact emergency medical personnel (Call 911 for an ambulance), cover all extremities completely, place very warm objects, such as hot packs or water bottles on the victim's head, neck, chest, and groin. Arms and legs should be warmed last. In cases of severe hypothermia treat the worker very gently and do not apply external heat to re-warm. Hospital treatment is required.

## 4.5 Frostbite

- A.** Frostbite occurs when the skin freezes and loses water. In severe cases, amputation of the frostbitten area may be required. While frostbite usually occurs when the temperatures are 30° F or lower, wind chill factors can allow frostbite to occur in above freezing temperatures.
- B.** Frostbite typically affects the extremities, particularly the feet and hands. The affected body part will be cold, tingling, stinging, or aching followed by numbness. Skin color turns red, then purple, then white, and is cold to the touch. There may be blisters in severe cases. Do not rub the area to warm it. Wrap the area in a soft cloth, move the worker to a warm area, and contact medical personnel.
- C.** Do not leave the worker alone. If help is delayed, immerse in warm (maximum 105 °F), not hot, water. Do not pour water on affected part. If there is a chance that the affected part will get cold again do not warm. Warming and re-cooling will cause severe tissue damage.

## 4.6 Trench Foot

- A.** Trench Foot or immersion foot is caused by having feet immersed in cold water at temperatures above freezing for long periods of time. It is like frostbite but considered less severe. Symptoms usually consist of tingling, itching, or burning sensation. Blisters may be present. Soak feet in warm water, then wrap with dry cloth bandages. Drink a warm, sugary drink.

## 5 HAZARD CONTROL

### 5.1 Engineering Controls

- A. Engineering controls can be effective in reducing the risk of cold stress. Radiant heaters may be used to warm workers. Shielding work areas from drafts or wind will reduce wind chill. Use insulating material on equipment handles, especially metal handles, when temperatures drop below 30° F.

### 5.2 Administrative & Training Controls

- A. Training in recognition and treatment is important. Supervisors, workers, and coworkers should watch for signs of cold stress and allow workers to interrupt their work if they are extremely uncomfortable. Supervisors should also ensure that work schedules allow appropriate rest periods and ensure liquids are available. They should use appropriate engineering controls, personal protective equipment, and work practices to reduce the risk of cold stress. All of these measures should be incorporated into the relevant health and safety plans.

### 5.3 Procedure or Work Practice Controls

- A. Work Practices and planning are important preventative measures. Drink plenty of liquids, avoiding caffeine and alcohol. It is easy to become dehydrated in cold weather. If possible, heavy work should be scheduled during the warmer parts of the day. Take breaks out of the cold. Try to work in pairs to keep an eye on each other and watch for signs of cold stress. Avoid fatigue since energy is needed to keep muscles warm. Take frequent breaks and consume warm, high calorie food such as pasta to maintain energy reserves.

### 5.4 PPE Controls

- A. Protective Clothing is the most important way to avoid cold stress. The type of fabric also makes a difference. Cotton loses its insulation value when it becomes wet. Wool, silk and most synthetics, on the other hand, retain their insulation even when wet. The following are recommendations for working in cold environments:
  - i. Wear at least three layers of clothing. An inner layer of wool, silk or synthetic to wick moisture away from the body. A middle layer of wool or synthetic to provide insulation even when wet. An outer wind and rain protection layer that allows some ventilation to prevent overheating.
  - ii. Wear a hat or hood. Up to 40% of body heat can be lost when the head is left exposed.
  - iii. Wear insulated boots or other footwear.

# COLD WEATHER SAFETY/COLD STRESS POLICY

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- iv. Keep a change of dry clothing available in case work clothes become wet.
- v. Except for the wicking layer do not wear tight clothing. Loose clothing allows better ventilation of heat away from the body.
- vi. Do not underestimate the wetting effects of perspiration. Oftentimes wicking and venting of the body's sweat and heat are more important than protecting from rain or snow.

## 5.5 Working Conditions Controls

- A. Regularly used walkways and travel ways shall be sanded, salted, or cleared of snow and ice as soon as practicable.
- B. All employees should be informed of the dangers and destructive potential caused by unstable snow buildup, sharp icicles, and ice dams and know how to prevent accidents caused by them.
- C. Regular inspections on cold weather supplies (e.g., hand warmers, jackets, shovels, etc.) should be carried out to ensure that supplies are always in stock.

## 6 TRAINING

- A. Workers exposed to cold should receive initial and annual training regarding the health effects of cold exposure, proper rewarming procedures, recognition and first aid for frostbite and hypothermia, required protective clothing, proper use of warming shelters, the buddy system, vehicle breakdown procedures, and proper eating and drinking habits for working in the cold.
- B. Training Content - Training will cover the following topics:
  - i. Cold Stress Program and Policy
  - ii. Responsibilities
  - iii. Hazard Recognition & Control
  - iv. All employees who are required to perform work in cold conditions should be knowledgeable on how to administer first aid treatment on cold induced injuries or illnesses.
- C. Personnel Training – Atwell personnel shall receive the following training:
  - i. All employees who work in cold weather shall receive Cold Stress awareness training.

# COLD WEATHER SAFETY/COLD STRESS POLICY

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- D.** Training Frequency - Training and re-training frequency shall be as follows:
  - i. Awareness training be refreshed semi-annually

# HEALTH AND SAFETY DISCIPLINARY POLICY

#HS C007

## 1 SCOPE

- 1.1** At Atwell the safety and health of our employees is the first consideration. This policy is to communicate disciplinary measures taken against employees found to be in violation of the company Health and Safety program.
- A.** It is the responsibility of every employee to always follow all safety rules. It is the responsibility of every employee to inform their immediate supervisor of any safety hazards noted in the workplace, and to warn other employees of those hazards.
  - B.** Every employee is authorized and required to stop any activities which may endanger the health and safety of any person on or around Atwell operations.

## 2 ENFORCEMENT OF SAFETY POLICIES

- 2.1** The compliance of all employees with Atwell Safety and Health Program is mandatory and shall be considered a condition of employment. All safety rules, procedures, and plans in effect are to be followed as specified in the safety program. Employees found to be in violation of Company safety policy may be subject to contents of this policy.
- 2.2** Employees who are in a position of a management, supervisory or a foreman capacity may initiate disciplinary action against any employee found to be in violation of Company policy. Not following verbal or written safety procedures, guidelines, rules, horse play, failure to wear selected PPE, abuse of selected PPE, and etc. constitutes a safety violation. This list is not all inclusive and the determination of what constitutes a safety violation will be left up to the discretion of onsite supervision and/or management.
- 2.3** Periodic safety inspections of the workplace and equipment will be undertaken to ensure that all personnel, including supervisory positions, are demonstrating the required commitment to safety. A general neglect of safe work procedures, practices, and requirements in the workplace, or neglect of equipment safety, will be viewed as a lack of supervisory enforcement of safety policy and the appropriate supervisor/management personnel will be subject to the same disciplinary procedures described below.

## 3 SAFETY COMPLIANCE PROGRAMS

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules:

### 3.1 Training Programs

- A. The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and at Tailgate/Toolbox Safety Training. This will help ensure that all employees understand and abide by Atwell safety policies.

### 3.2 Retraining

- A. Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained. Retraining for failure to follow safety guidelines will be documented and placed into the employee file. If multiple employees are involved, additional safety meetings will be held.

### 3.3 Safety Incentive Programs

- A. Although strict adherence to safety policies and procedures is required of all employees, Atwell may choose to periodically provide recognition of safety-conscious employees and jobsites without accidents through a safety incentive program.

### 3.4 Disciplinary Action

- A. The failure of an employee to adhere to safety policies and procedures established by Atwell can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and/or customers. Accordingly, any employee who violates any of Atwell safety policies will be subject to disciplinary action.
- B. When an employee is noted violating safety policies and procedures the employees' immediate supervisor will meet with employee(s) to discuss the infraction and inform individual(s) of the rule or procedure that was violated and the corrective action to be taken.

**Note:** Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of Atwell Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor shall be subject to disciplinary action.

## 4

### DISCIPLINARY ACTIONS

- 4.1** The following outlines the disciplinary measures which may be taken against employees found to be in violation.
- A.** Violations of safety rules and standard safe practices as outlined in Job Safety Analysis are to be considered equal to violations of other Company policy. Discipline for safety violations will be administered in a manner that is consistent with Atwell system of discipline. If, after training, violations occur, disciplinary action will be administered.
- 4.2** Examples of how the progression of discipline should be carried out is as follows:
- A.** Verbal warning - Documented, including date and facts on the Employee Corrective Action Form (Attachment 1). Add any pertinent witness statements. Restate the policy and correct practice(s).
  - B.** Written warning – Same as verbal warning with retraining as to how to correct behavior.
  - C.** Written warning with suspension – Must be approved through HR Director prior to issuing suspension.
  - D.** Termination - Must be approved through HR Director prior to the termination.
- 4.3** Atwell system of progressive discipline policy is a guideline for discipline. Atwell has the discretion to modify as needed the progression of discipline. The final determination of what constitutes a safety violation will be left up to the discretion of onsite supervision, the Safety Director and/or Director of Human Recourses.
- 4.4** Any discipline that requires more than a written warning must be approved by the Director of Human Recourses. As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Supervisors should consult with the Corporate Office/Human Resources, if there is any question about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations.



## 5

### MANAGEMENT DISCIPLINARY REVIEW

- 5.1** Some employee disciplinary actions may require review by the Management Disciplinary Review team. This may be made up of the Employee's immediate supervisor, the Project Manager, VP, Safety Director, Director of Human Resources, and any others with knowledge or experience in the issues to be discussed. The Management Review team will evaluate the issues involved, recommend disciplinary actions, and recommend corrective actions.

**Note:** *Consistency in the enforcement of safety rules shall be exercised at all times.*

# HEALTH AND SAFETY DISCIPLINARY POLICY

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## Attachment 1 Employee Corrective Action Form

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor \_\_\_\_\_

Level of Corrective Action			
<input type="checkbox"/> Verbal Warning	<input type="checkbox"/> Written Warning	<input type="checkbox"/> Suspension	<input type="checkbox"/> Termination
<b>Facts:</b>			
<b>Objective:</b>			
<b>Solution:</b>			
<b>Action/Comments:</b>			
<b>Employee Comments:</b>			
I acknowledge that the above unsatisfactory performance/behavior has been discussed with me. I understand that either failure to improve my performance/behavior or additional incidence(s) of any unsatisfactory performance or behavior may result in further corrective action, up to and including recommendation for termination.			
Employee Signature:		Date:	
Supervisors Signature:		Date:	
HR approval:		Date:	
<i>A copy of this corrective action will be placed in your personnel file for reference.</i>			

## 6 SUPERVISOR INSTRUCTIONS

Below are guidelines for using the Employee Corrective Action Form.

- 6.1** When documenting corrective action, it is helpful to adhere to the following guidelines:
  - A.** Facts - List only facts, not opinions. Give concrete examples, when possible, to document the behavior.
  - B.** Objectives - What is the desired outcome? What do you expect? You may want to cite a portion of the job description or a policy.
  - C.** Solutions - How do you suggest that he/she improve their performance? Does the employee have any suggestions? You may offer additional training, review of procedures, etc.
  - D.** Action - Tell the employee in writing that he or she is receiving a warning, suspension, etc. and set a date to review his or her progress towards obtaining the goals set.
- 6.2** Directions for Submitting the Corrective Action Form
- 6.3** The employee must sign the Corrective Action form to acknowledge receipt. If the employee refuses to sign, write “refused to sign” and sign your name as a witness.
- 6.4** In the event of suspension affecting pay or termination, an Employee Corrective Action form must be completed and submitted to the HR Director for approval prior to the execution of a suspension or termination.
- 6.5** The supervisor should give a copy of the signed document to the employee and send the original to the Human Resources Department in a sealed envelope. The Corrective Action will be placed in the personnel file.

## 1 SCOPE

- 1.1 Atwell has adopted this policy for Fire Protection and Extinguisher use to ensure the safety of its employees. This Policy is meant to serve as an outline of the various aspects of the Atwell fire prevention program and as a resource for all employees, especially work area supervisors, who must carry out specific procedures in this plan.
- 1.2 This plan covers all employees and contractors who may become directly or indirectly involved in any fire situation associated with Atwell. The fire prevention policy is designed to ensure that all reasonable steps are taken to preserve life, property, and the environment from exposure to fire hazards. This plan identifies the basic elements of Atwell fire prevention program.

## 2 FIRE EVACUATION, REPORTING AND FIRE FIGHTING PROCEDURES

- 2.1 **General:** The Code of Federal Regulations permits employers to select from among several options relative to the procedures to be followed in the event of a fire in a work area depending on whether fire extinguishers are provided and if designated personnel have been trained in their use. Atwell policy is that buildings and vehicles shall be evacuated upon discovery of a fire and that only those persons who have received proper training in the use of portable fire extinguishers shall attempt to fight the fire in its early stages if it can be controlled.
- 2.2 **Evacuation Policy:** The evacuation policy is based upon whether the fire is of an interior or exterior nature.
  - A. **Interior** - Fires in interior workplaces pose a greater hazard to employees. They can produce greater exposure to quantities of smoke, toxic gases, and heat because of the capability of a building or structure to contain or entrap these combustion products.
  - B. **Exterior** - Work areas which are normally open to the environment are somewhat less hazardous because the products of combustion generally are carried away by the thermal column of the fire. Employees also have a greater selection of

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evacuation routes if it is necessary to abandon any ongoing employee firefighting actions.

**2.3** Interior Fires: Upon discovery of any interior fire, the following procedures shall be followed:

- A.** Activate the building fire alarm if one exists in the building
- B.** If the building is not equipped with a fire alarm system, start a verbal alert to warn all personnel of the danger and to order them to leave the building immediately. Leave the area immediately; if possible, without compromising safety, close all windows and doors in the vicinity of the fire.
- C.** From a telephone in a safe location, dial 911 and provide the Emergency Personnel with the following information:
  - i. Your name
  - ii. The building address and room number you are calling from. If the fire is in a different building, provide that information.
  - iii. Nature of the fire and any specific information which may be valuable to the fire department such as any toxic chemicals that may be encountered or any incapacitated or trapped personnel that you are aware of.
- D.** Even if properly trained in the use of fire extinguishers, before you consider fighting an interior fire:
  - i. Make sure everyone has left the immediate area or is leaving
  - ii. Make sure the Emergency Personnel has been notified
  - iii. Make sure you are familiar with the operation of the portable fire extinguisher in the area
  - iv. Decide your primary and secondary means of egress if the firefighting is unsuccessful
- E.** Never attempt to fight an interior fire if any of the following conditions exist:
  - i. If the fire is spreading beyond the immediate area where it started, or is already a large fire
  - ii. If the fire could block your escape
  - iii. If you are unsure of the proper operation of the fire extinguisher
  - iv. If any of the above conditions exist, it is reckless to attempt to fight the fire with a portable extinguisher. Instead, leave the area immediately; if possible, without

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compromising safety, close all windows and doors in the immediate area of the fire.

- F.** In the event you are trapped in a building and cannot escape:
  - i. Call 911 and advise the dispatcher of your location and the fact that you are trapped.
  - ii. If you get caught in smoke, get down on your hands and knees and stay low. Smoke and hot fumes rise, so the cleanest air is near the floor.
  - iii. If the fire is on the other side of the door to the room you are in, try to seal the doorway so that smoke and fumes cannot enter your room.
  - iv. If water is available in the room, use a wet rag or a piece of your clothing as a filter to breathe through.

## **2.4** Exterior Fires: Upon discovery of any exterior fire, the following procedures shall be followed:

- A.** If the fire poses a threat to any immediately adjacent structure, inform someone inside the building so that personnel can evacuate the area.
- B.** Dial 911 and provide Emergency Dispatcher with the following information:
  - i. Your name
  - ii. Location of the fire, if different from the location you are calling from. Use buildings or other readily identifiable landmarks for reference.
  - iii. Nature of the fire, (automobile, brush, boat, etc.), any toxic chemicals or trapped personnel that you are aware of.
- C.** Before you attempt to fight an exterior fire:
  - i. In general, unless the area involved is a small patch of grass or brush and you have a water supply line available, it is best to leave the task to the fire company.
  - ii. Automobile fires can be extremely hazardous due to the type of materials used for construction and the proximity of the fuel tank. Most automobiles contain synthetic materials which may produce cyanide and a host of other highly toxic gases when burned. Always stay upwind.
  - iii. A minor fire in the engine compartment of a vehicle can be fought with a portable fire extinguisher if the hood can be opened a few inches and the contents of an appropriate portable fire extinguisher are directed through the opening. Do not raise the hood all the way open. If in doubt, activate the inside hood release mechanism and leave the vehicle. Keep others clear of the area.

- 2.5 Coordinating with the Fire Company:** In the event the Fire Department is called, either by automatic or telephone alarm, stand well away from the building, driveways, roads, and fire hydrants. Arrival of individual fire fighters and emergency apparatus can be hindered by you or your vehicle. If you have specific knowledge of the fire (nature, location, or hazards) stay nearby and inform the operator of the fire apparatus or a fire officer (white or red helmet), if one is available.

## 3 PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers are designed to cope with fires of limited size. Fire extinguishers should be checked for use codes and used only on the type of fires for which the contents are specified.

### 3.1 Classes and Uses

- A.** Class "A" Use for paper, trash, rubbish products, etc.
- B.** Class "B" Used for oils, solvents, gas, grease, etc.
- C.** Class "C" Used for electrical.
- D.** Class "D" Used for metal.
- E.** Class "K" Used for vegetable oils, animal oils, or fats in cooking appliances.

- 3.2 Location:** Extinguishers shall be conspicuously located where they shall be readily accessible and immediately available in the event of fire. They shall be located along normal routes of travel and, where practical, should be located near exits. Extinguishers must not be obstructed from view by furnishings, storage containers, furnaces, etc. In large rooms or storage areas where visual obstructions cannot be completely avoided, appropriate signs shall be provided to indicate their location.

- 3.3 Installation:** Extinguishers shall be installed on the hangers or in the brackets supplied and shall be installed so that the top of the extinguisher is not more than 5 feet above the floor. Extinguishers mounted in cabinets or wall recesses or set on shelves shall be placed so that the operating instructions face outward. Extinguishers installed under conditions where they are subject to severe vibration shall be installed in brackets specifically designed to cope with vibration.

- 3.4 Inspection:** Portable extinguishers shall be maintained in a fully charged and operable condition. Each location must perform the monthly visual inspection of portable fire extinguishers and an annual maintenance check required under 29 CFR 1910.157(e)(2). The purpose of the inspection is to ensure that the portable fire extinguishers are:

- A.** In their designated places

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- B.** have not been tampered with or actuated
- C.** and are free from:
  - i. Obvious physical damage
  - ii. Corrosion
  - iii. Other impairments to full service
- D.** Any extinguisher showing defects shall be removed from service and replaced with a fully serviceable unit
- E.** Staff shall maintain appropriate records of inspections through tagging of the extinguishers and other means as found appropriate
- F.** Each extinguisher shall have a durable tag securely attached to show inspections, maintenance and/or recharge dates. This tag shall also include the initials or signature of the person who performs the service
- G.** Anyone noting a fire extinguisher in a location or condition that may compromise its operation should contact the Safety Department.

## 4 FIRE ALARM, SPRINKLER, AND STANDPIPE SYSTEMS

- 4.1** The Facilities Management is responsible for the scheduling of required routine maintenance for all buildings which have alarm, sprinkler, and standpipe systems. This service has been conducted in accordance with the various applicable National Fire Protection Association Standards.

## 5 FLAMMABLE AND COMBUSTIBLE LIQUIDS

- 5.1 Flammable:** A flammable liquid means any liquid having a flash point below 100° F.
- 5.2 Combustible:** A combustible liquid means any liquid having a flash point at or above 100° F.
- 5.3 Sources of Ignition:** In locations where, flammable vapors may be present, precautions shall be taken to prevent ignition by eliminating or controlling sources of ignition.



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- A.** All electrical equipment and wiring shall be in accordance with the appropriate NFPA, National Electrical Code, and OSHA standards.
  - B.** Flammable liquids shall not be dispensed unless the nozzle and container are appropriately grounded to prevent ignition from static electricity.
  - C.** Open flames are not permitted in flammable or combustible storage areas.
  - D.** Hot work such as welding or cutting operations, use of spark-producing tools, and chipping operations shall be permitted only under supervision of a responsible individual in charge. The individual in charge shall inspect the area to ensure that safety procedures are followed for the work specified.
- 5.4** Storage and Use of Flammable Liquids: Flammable liquids required in small quantities for frequent use shall be stored in approved safety cans in a metal cabinet or closet ventilated to the outside where practical. All containers used for storage, issue, and transport of flammable liquids shall be clearly marked as to their contents in accordance with the National Fire Protection Association Standard 704.
- A.** Flammable liquids shall not be used for cleaning floors, clothing, or equipment.

## 6 FIRE EXITS

- 6.1** Any swinging fire doors and any door in any stairwell designed to prevent the spread of fire shall be provided with positive latching mechanisms to hold it in the closed position against the pressure of expanding fire gases. Fire doors shall not be secured in the open position at any time. All exits and corridors must be always kept free of obstructions.
- 6.2** Everyone should know at least 2 (two) exits, a primary and a secondary, from her or his usual work area.
- 6.3** Under no circumstances should elevators be used in the event of a fire. Most Elevators are programmed to halt when a fire alarm pull station is activated from any location in the building. Every individual is responsible for studying the posted building floor plan to ensure he or she is familiar with all available fire exits.

## 7 SMOKE DETECTORS

- 7.1** Smoke detectors in buildings with central alarm systems are tied into a control panel which will automatically activate the internal fire alarm system and alert the Emergency Dispatch.

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- 7.2** Most smoke detectors are smoke ionization type detectors commonly found in home use. An ionization smoke detector has a small amount of radioactive material that ionizes air in the sensing chamber, allowing an electrical current to flow which in turn activates the alarm mechanism. Many of the detectors are hardwired into the building electrical system and have a battery to ensure continued use in the event of a power failure.

## 8 SAFE PRACTICES

- 8.1** The easiest fire to extinguish is the one that never starts. Fire prevention is everybody's responsibility. Unsafe practices shall not be tolerated. The following safe practices are only common sense, yet they are often forgotten or ignored.
- A.** Flammables, including data sheets, books, rags, clothing, flammable liquids (solvents, thinners, cleaners) or trash shall not be placed or stored near heaters or their vents, any electrical appliance (for instance, copying machines), or other potential sources of ignition.
  - B.** Sources of actual or potential heat such as hot plates, electric coffee pots, and welding or cutting apparatus will not be placed near flammable materials.
  - C.** Care must be taken not to block potential escape routes, particularly with flammable materials.
  - D.** Any gasoline or kerosene which must be stored inside must be stored in an approved container and have the appropriate NFPA 704 markings readily visible. All portable storage cans must conform to OSHA Standards 29 CFR 1910.106 (d) and any other applicable regulations.
  - E.** Everyone is personally responsible for assuring that extension cords and multiple plugs are in good condition.
  - F.** Care must be taken at any construction/repair site or shop/lab area to avoid an accumulation of debris (wood shavings, saw dust, metal shavings, or fiberglass)

## 9 EMERGENCY PROCEDURES

- 9.1** It is the responsibility of every Manager or supervisor to ensure that all persons under her or his supervision know how to get out of the building in the event of a fire or other

# FIRE PROTECTION/EXTINGUISHER POLICY

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emergency. An orderly evacuation depends on both an early and effective warning system and an individual awareness of the proper procedures to follow.

- 9.2** Each location shall follow the Emergency Action Procedures establish regarding the evacuation of buildings in emergencies. Supervisors must be able to account for all persons reporting to them or known to have been in the area at the time of evacuation. Pre-determined assembly points shall be established at a safe distance for personnel accounting.
- 9.3** Due to the number of occupied buildings, their widespread locations, and diverse operations, it is not practical or safely feasible to develop or manage each unique evacuation plan from a central office. Each location supervisor shall ensure the contents of this plan are carried out and to develop any site-specific sub-plans if required.

## 10 FIRE DRILLS

- 10.1** It is necessary that all persons be aware of and reminded of the procedures to follow should there be a fire. At least annually each location should conduct an emergency drill for their location. All persons should remember that personal safety is more important than the work. Should a fire alarm sound, the situation should be treated as a true emergency in which data and equipment might have to be lost to assure personal safety.

## 11 FIRE HAZARDS, GENERAL

- 11.1** Electrical equipment can become dangerously hot if the vent systems are blocked.
- 11.2** The policy forbidding smoking in all areas of all buildings, including individual offices, and enclosed spaces (automobiles, trucks) under the management or control of Atwell is of significant benefit in reducing fire hazards.

## 12 TRAINING

- 12.1** The purpose of this section is to establish training procedures which are necessary for the proper use and understanding of a fire and extinguishing the fire. Selected employees will be provided with an educational program to familiarize them with the general principles of

# FIRE PROTECTION/EXTINGUISHER POLICY

#HS C008

fire extinguishers use and the hazards involved with incipient stage firefighting. Training will require annual updating to ensure the proper procedures are being followed.

## 12.2 Initial Training

- A. General principles of a fire
- B. Hazards employed with an incipient stage fire(s)
- C. When to “back off” (evacuate) of an incipient stage fire(s)
- D. General fire principles of a fire extinguisher
- E. Hazards employed with the use a fire extinguisher.
- F. Proper use of a fire extinguisher

## 12.3 Retraining shall re-establish employee proficiency and introduce new or revised control methods and procedures, as necessary. Retraining shall be provided for all authorized and affected employees whenever there is:

- A. A change in job assignment
- B. A change in machines, equipment or processes that present a new potential fire hazard
- C. There is a change in the fire prevention procedures
- D. This employer has reason to believe that there are deviations from or inadequacies in the employee’s knowledge or use of fire extinguishers or fire prevention procedures.

## 12.4 Training Documentation: All training will be documented, and each employee’s understanding will be subject to a “hands-on” test. Documentation will consist of, as a minimum, the employee’s name, the trainer’s name, the date of the training, and an outline of training provided.

## 1 SCOPE

- 1.1 Atwell is committed to providing a safe and healthy work environment for our employees. There are various types of tools and equipment used in the workplace for many different purposes. Examples include, but are not limited to, portable hand tools, power tools, pneumatic tools, and powder actuated tools.
- 1.2 The purpose of this policy is to provide employees with appropriate knowledge relating to the care and use of tools and equipment and to protect employees from hazards associated with improper use of tools and equipment and defective and poorly maintained tools and equipment.

## 2 GENERAL POLICY

- 2.1 Only trained and/or experienced employees may use/operate tools or equipment. Tools and equipment shall not be modified, and they are to be used only for their designed purpose.
  - A. It shall be the responsibility of the employee to inspect tools and equipment prior to use and to use all tools and equipment in a safe manner.
  - B. Employees observed abusing, altering, modifying, or misusing tools or equipment shall be subject to disciplinary action.
  - C. Employees shall wear all appropriate personal protective equipment while using tools and equipment.
  - D. Additionally, if a tool or piece of equipment is found to be defective, the tool/equipment shall be red tagged, taken out of service until it can be replaced or repaired by a qualified person.
- 2.2 It shall be the responsibility Project Manager or Site Superintendent to designate a competent person who will be assigned to be responsible for testing/inspecting and repairing all tools and equipment. All periodic inspections, maintenance, and repairs of tools or equipment shall be documented.

## 3 PROCEDURES

**3.1** General Tool Safety: Many serious injuries have resulted from the improper use of tools and equipment. Many of these injuries could have been prevented if the following rules were followed:

**A.** Inspection and Maintenance:

- i. All tools shall be identified and inventoried either individually or by group.
- ii. All tools in the inventory shall have a documented inspection at least once every six months. In addition to these periodic documented inspections all tools shall be inspected prior to issue and upon return to Site Supervisor and prior to each use by the user.
- iii. All tools will be kept in good working condition with no modifications.
- iv. All periodic inspections and all maintenance and repairs shall be documented. Completed forms shall be kept in a job binder with the Site Supervisor for one year. The binder shall contain a copy of the inspection checklist for the type for tools and/or equipment being inspected.

**B.** Selection:

- i. Use the right tool for the task instead of trying to make the wrong one fit.

**C.** Use:

- i. Keep control of yourself, the tool, and the job. When applying force with a tool, remember that it may slip, break, or just suddenly do its job. Watch your hands and your balance (body mechanics) to avoid injury.
- ii. Vibration Absorbing Gloves are to be made available to workers using pneumatic impact guns or other vibrating equipment. These gloves are required PPE for worker's operating heavy vibrating tools (i.e., jack hammers, 90 guns, impact guns etc.). The use of these gloves is designed to dampen vibration, dissipate impact and absorb shock, they can assist in the prevention of cumulative trauma injury often associated with operating this type of equipment. They only work if you use them.
- iii. Select the right protective equipment for the task and use it properly.
- iv. Do not use tools and equipment that you have not been trained to use.

- D.** Care:
  - i. Take proper care of your tools and equipment. Keep them stored where they will not get damaged and will not present a hazard.
  - ii. Check your tools and equipment prior to use for defects, wear, or damage. Immediately remove from service and tag any defective tools. Damaged tools shall be turned into the Site Supervisor for repair or replacement.
- E.** Supervision:
  - i. Supervisors shall be responsible for ensuring that employees are trained before using a specific tool. Watch your employees at work. Ask them about their immediate assignment and take an interest in finding the safest way to do the job. Then follow up to ensure that the tools and equipment in your area are being used safely.

## 3.2 Hand Tool Safety

- A.** Hand tools shall only be used for the purpose for which they are intended
- B.** All appropriate PPE will be worn while using hand tools
- C.** Wrenches, including adjustable, pipe and socket shall not be used when jaws are sprung to the point of slippage
- D.** Pipe wrench parts (i.e., jaws) are not to be removed and used for anything other than the manufactured use
- E.** The use of snipes and cheater bars or double wrenching to gain leverage is prohibited
- F.** Always use tool holder while using hammer and knocker wrenches
- G.** Hand tools shall be tagged and removed from service if any of the following defects are present:
  - i. Impact tools, such as hammers, flange wedges, chisels, drift pins, pin bars and knocker wrenches, with visible signs of mushrooming, cracking, or bending.
  - ii. Wooden handle tools, such as hammers, picks, shovels, and brooms with visible sign of cracking, loosening, or splintering of the handle.
  - iii. Wrenches, such as adjustable, combo and pipe with visible signs of bending, cracking, defective handles, or other defects that impair their strength.

## 3.3 Electrical Power Tool Safety

- A.** All appropriate PPE will be worn while using power tools.

- B.** Be sure that the proper permit has been obtained prior to use of electrical power tools. GFCI's are to be used with all portable electric equipment. GFCI's are to be inspected and tested prior to each use.
- C.** **Do not** connect electrical power unless the operating switch is turned off. Employee shall avoid loose fitting clothing when operating power tools.
- D.** The power source on tools shall be physically disconnected prior to attempting any repairs or attachment replacement.
- E.** Protective guards on power tools shall not be removed, altered, or modified. All guarding will meet the requirements set forth by ANSI B15.1 1926.300 (c)
- F.** Trigger/switch locks on power tools are prohibited.
- G.** All electrical tools and power cords must be inspected.
- H.** Electrical tools and power cords must display the current inspection color code for the current inspection period to it being placed in service.
- I.** Electrical tools **shall not** be hoisted or carried by their power cords.
- J.** Cords are tripping hazards. Route them to minimize interference in walkways. Overhead is preferred.
- K.** Electrical power tools shall be tagged and removed from service if any of the following defects are present:
  - i. Electrical power tool cord does not have current inspection color code
  - ii. Power cord is frayed, cut, or damaged. The use of electrical tape to cover damage to cords is prohibited.
  - iii. Defective or faulty on/off switches.
  - iv. Loose or defective components

## 3.4 Air Power Tool Safety

- A.** All hoses exceeding 1/2" inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
- B.** Chicago fittings shall be pinned.
- C.** Attachments on air tools shall be secured by retainer pins and rings.
- D.** **Do not** connect air unless the operating switch is turned off.
- E.** **Do not** disconnect tool until air supply is shut off and air pressure is bled off.
- F.** Air power tools **shall not** be hoisted or carried by their hoses.



- G.** Hoses are tripping hazards. Route them to minimize interference in walkways. Overhead is preferred.
- H.** Air power tools shall be tagged and removed from service if any of the following defects are present:
  - i. Air power tools, such as air power grinders, impact wrenches, German hacksaws with visible signs of deformities in the body of the tool, improperly functioning actuator, bent or deformed blades, or any signs of obvious damage to the air supply line fittings.
  - ii. Hoses must be visually inspected for cracking, signs of aging, worn or damaged connecting fittings, or any other obvious deformities, such as blistering or bulges.

## 3.5 Powder Actuated Tool Safety

- A.** Only employees who have received an approved training course and license for the tool to be used may operate powder-actuated tools.
- B.** Site Supervisor **shall not** issue powder-actuated tools unless the person requesting the tool can provide a current training for that tool.
- C.** Powder-actuated tools shall be tested prior to use to ensure all safeties are functioning.
- D.** The fastener **shall not** be loaded until ready for the shot. The tool **shall not** be left unattended unless it is unloaded.
- E.** **Never** point either an empty or loaded tool at any person
- F.** Keep both hands and feet clear of the open-end of the barrel
- G.** In the event of a misfire, the operator shall hold the tool firmly against the work surface for a period of 30 seconds and then follow manufacturer's instructions.
- H.** Personnel, other than the operator of the tool, must stay clear of the area where the tool is being used.
- I.** Operators of powder-actuated tools shall wear goggles for eye protection while operating these tools.
- J.** A sign at least 8 x 10 inches, using boldface type no less than 1 inch in height, shall be posted within 50 feet of the area where the tool is being used. The sign shall bear the following wording:



- K.** Powder-actuated tools shall be tagged and removed from service if any of the following defects are present:
- i. Tool has visible signs of worn or damaged part.
  - ii. Missing or malfunctioning parts or accessories
  - iii. Missing operator's instruction manual or missing power load and fastener chart
  - iv. Tool misfires more than one time during use

# NOISE EXPOSURE/HEARING CONVERSATION POLICY

#HS C010

## 1 SCOPE

- 1.1** Atwell is committed to providing a safe and healthy work environment for our employees. It is the policy of Atwell to protect its employees from the hazards of excessive noise exposure on the job. Atwell has instituted a Hearing Conservation Program to ensure compliance with the OSHA standards regarding occupational noise exposure. The general objectives of this policy are as follows:
- A.** To identify a population of noise “exposed” employees, i.e., those whose typical exposure to workplace noise equals or exceeds the action level as set by OSHA, or a level equivalent to a continuous 8-hour exposure to 85 dB(A). These employees are enrolled in the Hearing Conservation Program.
  - B.** To identify and demarcate work areas in which the sound level is sufficiently high to contribute substantially to an exposure at the level described above.
  - C.** To reduce workplace exposure to noise using hearing protection devices (ear plugs or earmuffs).
  - D.** To assess annually the hearing acuity of “exposed” employees, in order to detect very early noise-induced hearing loss, so that the progressive loss can be halted
  - E.** To ensure that all “exposed” employees are trained in the effects of excess noise on human hearing, and that each employee is informed on the correct use of hearing protection devices.

## 2 GENERAL POLICY & PROCEDURES

### 2.1 Administration of Program

- A.** The Director of Safety is responsible for administering this program at Atwell.

### 2.2 Use of Engineering Controls

- A.** Where employee noise exposure exceeds the OSHA Permissible Exposure Limit (PEL) of 90 dB on an eight-hour time-weighted average, engineering or administrative controls will be used to reduce exposure. If such controls are not feasible, hearing protection devices (HPDs) will be provided and used to reduce exposures to below 90 dB.

# NOISE EXPOSURE/HEARING CONVERSATION POLICY

#HS C010

- B.** For all Atwell locations, there is no location with exposure levels approaching the action levels. On occasions Atwell employees will be on customer locations where Atwell employees will follow customers established Hearing Conservation Program.

## 2.3 Inclusion of Employees Into the Hearing Conservation Program

- A.** Employees exposed to noise levels equal to or exceeding an 8-hour time weighted average of 85 dB will be included in the Hearing Conservation Program.

## 2.4 Noise Monitoring

- A.** Noise measurements will be conducted to determine employee exposure to noise, and to identify those work areas and/or equipment that could contribute to noise exposure.
- B.** Atwell will when suspect high noise area is present conduct noise exposure testing to ensure compliance with this policy.
- C.** The Safety Department will maintain exposure and noise measurement records.

## 2.5 Labeling of Areas/Equipment

- A.** All areas with noise levels exceeding 85 dB will be labeled thus to warn employees and visitors entering the area, of the need for hearing protection:



## 2.6 Audiometric Testing

- A.** All employees assigned to jobs that require inclusion in the Hearing Conservation Program will receive a baseline audiogram within six (6) months of the first high noise exposure.
- B.** Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protection may be used to meet the requirement. Employees shall also be notified to avoid high levels of noise.

# NOISE EXPOSURE/HEARING CONVERSATION POLICY

#HS C010

- C.** Audiograms will then be given at least annually and compared to the baseline audiogram to determine if a standard threshold shift (STS) has occurred. An STS is defined as a change in the hearing threshold of an average of 10 dB or more in either ear, measured at 2000, 3000 and 4000 Hz.
- D.** If an STS occurs, the affected employee shall be informed of this fact in writing, within 21 days of the determination.
- E.** Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, Atwell shall ensure that employees already using hearing protectors shall be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary.
- F.** Employees must have a termination audiogram upon leaving Atwell if they were required to participate in Atwell Hearing Conservation program.
- G.** Concentra Medical clinics will keep all audiogram records on file.

## 2.7 Hearing Protection

- A.** Hearing protection will be worn:
  - i. By all employees with noise exposures exceeding an eight-hour time weighted average (TWA) of 90 dB.
  - ii. When employees operate equipment that produces noise exceeding 85 dB
  - iii. When employees or visitors enter areas where the noise level exceeds 85 dB
- B.** Hearing protection devices will provide adequate attenuation as to reduce exposures to below 85 dB.
- C.** Atwell shall evaluate hearing protection for the specific noise environments in which the protector will be used.

## 2.8 Training

- A.** All employees in the Hearing Conservation Program will receive training annually. This training will cover:
  - i. Effects of noise on hearing
  - ii. Purpose of hearing protection
  - iii. Types of hearing protection
  - iv. Selection, use, fitting and care of hearing protectors
  - v. Purpose and procedures for audiometric testing.

# NOISE EXPOSURE/HEARING CONVERSATION POLICY

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- B.** Training is provided through any one or a combination of the following modes:
  - i. Classroom presentations
  - ii. Video-based training
  - iii. Online, text-based training through the Learning Management System

## **3** SPECIFIC RESPONSIBILITIES

### **3.1** Atwell

- A.** Notify Safety Department when new noise sources are introduced
- B.** Minimize noise through use of engineering controls
- C.** Offer a variety of hearing protectors
- D.** Provide access to clinic to ensure workers receive training and audiograms
- E.** Administer and maintain this program

### **3.2** Supervisors

- A.** Ensure workers use hearing protection when required

### **3.3** Safety Department

- A.** Conduct noise monitoring and notify affected employees of their exposure
- B.** Provide training services
- C.** Recommend appropriate hearing protection
- D.** Audit this departmental program periodically
- E.** Conduct audiograms, evaluate results, and notify the affected employee within 21 days of determination of an STS

### **3.4** Individual

- A.** Attend training and receive audiometric testing when required to do so under this policy
- B.** Wear appropriate hearing protection when required and minimize noise exposure outside of work

# NOISE EXPOSURE/HEARING CONVERSATION POLICY

#HS C010

## **4** REFERENCES

**4.1** 29 CFR 1910.95,

**4.2** 29 CFR 1926.52

# PERSONAL PROTECTIVE EQUIPMENT POLICY

#HS C011

## 1 SCOPE

- 1.1 The purpose of the Personal Protective Equipment Policies is to protect Atwell employees from exposure to workplace hazards and the risk of injury using personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.
- 1.2 Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness. All PPE will be provided by Atwell to employees, employee-owned PPE shall not be used on any Atwell project.
- 1.3 This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection, and protection from drowning. Separate programs exist for respiratory protection and hearing protection as the need for participation in these programs is established through industrial hygiene monitoring. Hearing Protection (HS C009), Respiratory Protection (HS C012), and Fall Protection (HS B008) is addressed separately in their respective policies.
- 1.4 Atwell Personal Protective Equipment Policies includes:
  - A. Responsibilities of supervisors and employees
  - B. Hazard assessment and PPE selection
  - C. Employee training
  - D. Cleaning and Maintenance of PPE
  - E. Procurement procedures
- 1.5 A copy of this policy will be made available to all employees and their designated representatives.
- 1.6 Atwell provides personal protective equipment per task.

## 2 RESPONSIBILITIES

- 2.1 Health and Safety Department is responsible for the development, implementation, and administration of Atwell PPE policies. This involves:



# PERSONAL PROTECTIVE EQUIPMENT POLICY

#HS C011

- A.** Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE
    - i. Selecting and purchasing PPE
    - ii. Reviewing, updating, and conducting PPE hazard assessments whenever
    - iii. A job changes
    - iv. New equipment is used
    - v. There has been an accident
    - vi. A supervisor or employee requests it
  - B.** Maintaining records on hazard assessments
  - C.** Maintaining records on PPE assignments and training
  - D.** Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
  - E.** Periodically re-evaluating the suitability of previously selected PPE.
  - F.** Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.
- 2.2** Supervisors, Crew Chiefs & Foreman have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:
- A.** Providing appropriate PPE and making it available to employees
  - B.** Ensuring that employees are trained on the proper use, care, and cleaning of PPE
  - C.** Ensuring that employees properly use and maintain their PPE, and follow PPE policies
  - D.** Notifying Safety Department and Management when new hazards are introduced or when processes are added or changed
  - E.** Ensuring that defective or damaged PPE is immediately disposed of and replaced
- 2.3** Employees as the PPE user are responsible for following the requirements of the PPE policies. This involves:
- A.** Properly wearing PPE as required
  - B.** Attending required training sessions
  - C.** Properly caring for, cleaning, maintaining, and inspecting PPE as required

# PERSONAL PROTECTIVE EQUIPMENT POLICY

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- D. Following Atwell PPE policies and rules
- E. Informing the supervisor of the need to repair or replace PPE

2.4 Employees who repeatedly disregard and do not follow PPE policies and rules will be disciplined in accordance with the Atwell Disciplinary policy HS C001.

## 3 SELECTION PROCEDURES

3.1 Controlling and assessing PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound manufacturing practices. Certified hazard assessment general guidelines and steps are to be used by persons experienced in assessing hazard situations when matching protective devices to identified hazards. The use of the Certified Hazard Assessment form (Attachment 1)

3.2 Selection and fitting of the protective devices are most important. Careful consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes and adjustable. Care should be taken to ensure that the right size is selected.

3.3 Eye and Face: To protect employee’s eye site from potential harm to the eyes specific eye protection PPE must be used. All eye protection must meet the ANSI Z 87 standard for face and protection. Eye protection must display the Z87 approval marked on the ear band.

Selection guideline for eye and face protection. The following chart provides general guidance for the proper selection of eye and face protection to protect against hazards associated with the listed hazard source operations.

Eye and Face Protection Selection Chart		
Source	Assessment of Hazards	Protection
<b>IMPACT</b> --- Chipping, grinding, machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding	Flying fragments, objects, large chips, particles sand, dirt, etc.	Spectacles with side protection, goggles, face shields. For severe exposure, use face shield. See notes 1, 3, 5, 6, 10
<b>HEAT</b> -- Furnace operations, pouring, casting, hot dipping, and welding	Hot sparks	Face shields, goggles, spectacles with side protection. For severe exposure use face shield. See notes 1, 2, 3



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	Splash from molten metals	Face shields worn over goggles. See notes 1, 2, 3
	High temperature exposure	Screen face shields, reflective face shields. See notes 1, 2, 3
<b>CHEMICALS</b> -- Acid and chemicals handling, degreasing, plating	Splash	Goggles, eyecup, and cover types. For severe exposure, use face shield. See notes 3, 11
	Irritating mists	Special-purpose goggles
<b>DUST</b> -- Woodworking, buffing, general dusty conditions	Nuisance dust	Goggles, eyecup, and cover types. See note 8
<b>LIGHT AND/OR RADIATION</b>		
Welding: Electric arc	Optical radiation	Welding helmets or welding shields. Typical shades: 10-14. See notes 9, 12
Welding: Gas	Optical radiation	Welding goggles or welding face shield. Typical shades: gas welding 4-8, cutting 3-6, brazing 3-4 See note 9
Cutting, Torch brazing, Torch soldering	Optical radiation	Spectacles or welding face-shield. Typical shades 1.5-3. See notes 3, 9
Glare	Poor vision	Spectacles with shaded or special-purpose lenses, as suitable. See notes 9, 10.

## Notes to Eye and Face Protection Selection Chart:

- 1 Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards should be provided. Protective devices do not provide unlimited protection.
- 2 Operations involving heat may also involve light radiation. As required by the standard, protection from both hazards must be provided.
- 3 Face shields should only be worn over primary eye protection (spectacles or goggles).
- 4 As required by the standard, filter lenses must meet the requirements for shade designations in 1910.133(a)(5). Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.
- 5 As required by the standard, persons whose vision requires the use of prescription (Rx) lenses must wear either protective devices fitted with prescription (Rx) lenses or protective devices designed to be worn over regular prescription (Rx) eyewear.
- 6 Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment. It should be recognized that dusty and/or chemical environments might represent an additional hazard to contact lens wearers.

# PERSONAL PROTECTIVE EQUIPMENT POLICY

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- 7 Caution should be exercised in the use of metal frame protective devices in electrical hazard areas.
- 8 Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleansing may be necessary.
- 9 Welding helmets or face shields should be used only over primary eye protection (spectacles or goggles).
- 10 Non-side shield spectacles are available for frontal protection only but are unacceptable for the sources and operations listed for impact.
- 11 Ventilation should be adequate, but well protected from splash entry. Eye and face protection should be designed and used so that it provides both adequate ventilation and protects the wearer from splash entry.
- 12 Protection from light radiation is directly related to filter lens density. See note (4). Select the darkest shade that allows task performance.

**3.4 Inspection eye and face protection:** The following chart should be used to inspect the Face and Eye protection. Eye and Face protection must be inspected prior to each use by employees.

Inspection Criteria for Eye and Face protection		
Inspected Part	Conditions	Action
Lenses	If vision is obstructed by scratches, distortion or involved in an incident	Replace
Ear bands	Broken, missing, or distorted	Replace
Face Shield	Cracks, Greater than 20% scratched, heat distortion	Replace
Head Bands	Loss of adjustment, broken attachment, Exposed to chemicals	Replace
Goggles	Distorted face seal, broken scratched lenses, or involved in a chemical exposure	Replace

**3.5 Head protection:** Selection guidelines for head protection. All head protection is designed to provide protection from impact and penetration hazards caused by falling objects. Head protection is also available which provides protection from electric shock and burn. When selecting head protection, knowledge of potential electrical hazards is important. The following head protection chart will aid in selection process.

Head Protection Selection Criteria Z-89.1 2009		
Source	Assessment of Hazards	Protection
Construction sites, overhead work, logging activity, exposure to lower voltage exposed electrical conductors, low hanging material potential for head bumps	Falling objects, Bump protection side impact protection, and Nominal lower voltage contact protection up to 2,200 volts	Class <b>G</b> Helmets (General Duty)

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Construction sites, overhead work, logging activity, exposure to higher voltage exposed electrical conductors, low hanging material potential for head bumps	Falling objects, Bump protection side impact protection, and Nominal higher voltage contact protection up to 20,200 volts	Class <b>E</b> Helmet (Electrical)
Construction sites, overhead work, logging activity, low hanging material potential for head bumps	Falling objects, Bump protection side impact protection	Class <b>C</b> Helmet (Conductive)

# PERSONAL PROTECTIVE EQUIPMENT POLICY

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Notes: additional requirements on style and use are listed in the additional markings chart below.

<b>Additional Markings and Labels</b>	
Required label markings	<ul style="list-style-type: none"> <li>The manufacturer's name or identifying mark</li> <li>Date of Manufacture</li> <li>The legend, "ANSI Z89.1-2014"</li> <li>The Type and Class Designation</li> <li>The approximate head size range</li> </ul>
<b>Type I</b>	Helmets designed to reduce the force of impact resulting from a blow only to the top of the head
<b>Type II</b>	Helmets designed to reduce the force of impact resulting from a blow to the top or sides of the head
Sample label found inside hard hat shell	
<b>Reverse donning:</b> Hard hats marked with a "reverse donning arrow" can be worn frontward or backward in accordance with the manufacturer's wearing instructions. They pass all hard hat testing requirements, whether worn frontward or backward.	
<b>Lower temperature:</b> Hard hats marked with an "LT" indicate that the hard hat meets all testing requirements of the standard when preconditioned at a temperature of -30°C (-22°F).	"LT"
<b>Higher temperature:</b> users who work in hot environments the helmet is preconditioning at a higher temperature of 140° F +/- 3.6° F (60° C +/- 2° C).	"HT"
<b>High visibility:</b> Hard hats marked with an "HV" indicate that the hard hat meets all testing requirements of the standard for high visibility colors. This includes tests for chromaticity and luminescence.	"HV"
<b>Mining:</b> Underground mining requires additional (Some mining attachments will reduce the Electrical classification to Class C)	"Mine"
<b>ATV Helmets:</b> When operating and motorized off road vehicle like an ATV that does not have an enclosed cab must wear an approved Helmet when riding.	DOT
Examples of Certification labels for ATV helmets	
<p>Note: DOT Department of Transportation            Snell Private Helmet standard company            ECE Economic Commission for Europe an united nations standard group.</p>	

# PERSONAL PROTECTIVE EQUIPMENT POLICY

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**3.6** Inspection all hard hats and Helmets must be inspected prior to each use and if found defective replaced immediately. Use the following inspection criteria for Head protection chart:

Head Protection Inspection for hard hats and ATV helmets		
Helmet Shell	Look for cracks, distortions, dents and fading of color	Replace
Helmet Suspension	Broken straps, distorted straps, missing bands, no adjustment available	Replace
Chin Strap	Look for tears and distorted clasps	Replace

**3.7 Service Life:** hard hats do not have a predetermined service life. All hard hat components and accessories should be inspected daily for signs of dents, cracks, penetration, and any damage due to impact, rough treatment or wear that might reduce the degree of protection originally provided.

**3.8** In addition to everyday wear and tear, ultraviolet (UV) radiation can pose a problem for hard hats constructed of plastic materials. Damage caused by UV radiation is easy to spot: the hat will lose its glossy finish and eventually take on a chalky appearance. Further degradation could cause the shell to start flaking away. A helmet with worn damaged or defective parts should be removed from service.

**3.9** Useful service life guidelines supplied by the helmet manufacturers are intended to provide the user with information that certain conditions may affect a specific helmet’s continued protection over time. Specific service life, defined in terms of number of years, is not required though individual manufacturers may choose to include such information for their helmets.

**3.10 Foot Protection** Selection guidelines. Protective footwear is required by the Occupational Safety and Health Administration (OSHA) for all employees who could be exposed to falling objects, hazardous materials, or matter that could pierce the sole. OSHA also has specific standards that require the footwear to meet certain impact and compression tests. For your workplace to be as safe as possible you should make sure that you follow OSHA guidelines and purchase only certified footwear.

Foot Protection Chart		
Source	Assessment of Hazard	Protection
Impact	Falling objects, parts, heavy tools	Safety shoes. For severe exposure use metatarsal guards (See ANSI performance requirement)
Penetration	Nails, scrap metal, and other sharp objects	Footwear with puncture resistant soles/steel insert
Compression	Rolling or pinching objects, rolls, carts, or vehicles	Safety shoes. For severe exposure use metatarsal guards (See ANSI performance requirement)
Chemicals	Splashing/spilling liquids, i.e., solvents, oils, paints, corrosives, acids, etc.	Solid Leather upper shoes with no ventilation screens for mild exposures. Rubber boots or shoes with spats for severe exposure. Consult the SDS for proper footwear protection.

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Electrical	Contact with exposed energized parts, power lines, conductors, arcing, sparks, or static discharges	Footwear with special nonconductive/insulated soles. Non static producing soles
Heat	Splash from molten Metal welding cutting activities	Heavy leather safety shoes with metatarsal guard or spats
Water / Ice	Wetness/ moisture from prolonged exposure, slipping hazards, cold hazards	Insulated Shoe, boots, or waders with slip resistant sole
Temperature	Exposure to extreme cold	Insulated shoe/boots

ANSI Performance Requirements for Occupational Foot protection		
Class	Compression Resistance (Pounds)	Impact Resistance (Foot-Pounds)
75	2,500	75
50	1,750	50
30	1,000	30

**3.11 Inspection and Cleaning** of footwear: as with all protective equipment, safety footwear should be inspected prior to each use. Shoes and laces should be checked for wear and tear at reasonable intervals. This includes looking for cracks or holes, separation of materials, broken buckles, or laces. The soles of shoes should be checked for pieces of metal or other embedded items that could present electrical or tripping hazards. Employees should follow the manufacturers' recommendations for cleaning and maintenance of protective footwear.

**3.12 Hand Protection:** If a workplace hazard assessment reveals that employees face potential injury to hands and arms that cannot be eliminated through engineering and work practice controls, Atwell must ensure that employees wear appropriate protection. Potential hazards include skin absorption of harmful substances, chemical or thermal burns, electrical dangers, bruises, abrasions, cuts, punctures, fractures, and amputations.

**A. Types of Protective Gloves** - There are many types of gloves available today to protect against a wide variety of hazards. The nature of the hazard and the operation involved will affect the selection of gloves. The variety of potential occupational hand injuries makes selecting the right pair of gloves challenging. It is essential that employees use gloves specifically designed for the hazards and tasks found in their workplace because gloves designed for one function may not protect against a different function even though they may appear to be an appropriate protective device. The following are examples of some factors that may influence the selection of protective gloves for a workplace.

- i. Type of chemicals handled
- ii. Nature of contact (total immersion, splash, etc.)



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- iii. Duration of contact
- iv. Area requiring protection (hand only, forearm, arm)
- v. Grip requirements (dry, wet, oily.
- vi. Thermal protection
- vii. Size and comfort
- viii. Abrasion/resistance requirements

**B.** Gloves made from a wide variety of materials are designed for many types of workplace hazards. In general, gloves fall into four groups:

- i. Gloves made of leather, canvas, or metal mesh
- ii. Fabric and coated fabric gloves
- iii. Chemical- and liquid-resistant gloves
- iv. Insulating rubber gloves for electrical protective equipment

<b>Four major categories of hand protection</b>	
<b>Gloves made of leather, canvas, or metal mesh</b> Sturdy gloves made from metal mesh, leather or canvas provides protection against cuts and burns. Leather or canvas gloves also protect against sustained heat.	
<b>Leather gloves</b>	Protect against sparks, moderate heat, blows, chips and rough objects
<b>Aluminized gloves</b>	Provide reflective and insulating protection against heat and require an insert made of synthetic materials to protect against heat and cold
<b>Aramid fiber gloves</b>	Protect against heat and cold, are cut and abrasive resistant and wear well
<b>Synthetic gloves</b>	Of various materials offer protection against heat and cold, are cut and abrasive resistant and may withstand some diluted acids. These materials do not stand up against alkalis and solvents
<b>Fabric and coated fabric gloves</b> Fabric and coated fabric gloves are made of cotton or other fabric to provide varying degrees of protection	
<b>Fabric gloves</b>	Protect against dirt, slivers, chafing and abrasions. They do not provide sufficient protection for use with rough, sharp, or heavy materials. Adding a plastic coating will strengthen some fabric gloves
<b>Coated fabric gloves</b>	Are normally made from cotton flannel with napping on one side. By coating the un-napped side with plastic, fabric gloves are transformed into general-purpose hand protection offering slip-resistant qualities. These gloves are used for tasks ranging from handling bricks and wire to chemical laboratory containers. When selecting gloves to protect against chemical exposure hazards, always check with the manufacturer or review the manufacturer's product literature to determine the gloves' effectiveness against specific workplace chemicals and conditions.
<b>Chemical and Liquid Resistant gloves</b>	

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<p>Chemical resistant gloves are made with different kinds of rubber: natural, butyl, neoprene, nitrile and fluorocarbon (Viton); or various kinds of plastic: polyvinyl chloride (PVC), polyvinyl alcohol and polyethylene. These materials can be blended or laminated for better performance. As a rule, the thicker the glove material, the greater the chemical resistance but thick gloves may impair grip and dexterity, having a negative impact on safety</p>	
<p><b>Butyl gloves</b></p>	<p>Are made of a synthetic rubber and protect against a wide variety of chemicals, such as peroxide, rocket fuels, highly corrosive acids (nitric acid, sulfuric acid, hydrofluoric acid, and red-fuming nitric acid), strong bases, alcohols, aldehydes, ketones, esters, and nitro compounds. Butyl gloves also resist oxidation, ozone corrosion and abrasion, and remain flexible at low temperatures. Butyl rubber does not perform well with aliphatic and aromatic hydrocarbons and halogenated solvents.</p>
<p><b>Natural (latex) rubber gloves</b></p>	<p>Are comfortable to wear, which makes them a popular general-purpose glove. They feature outstanding tensile strength, elasticity, and temperature resistance. In addition to resisting abrasions caused by grinding and polishing, these gloves protect workers' hands from most water solutions of acids, alkalis, salts, and ketones. Latex gloves have caused allergic reactions in some individuals and may not be appropriate for all employees. Hypoallergenic gloves, glove liners and powderless gloves are possible alternatives for workers who are allergic to latex gloves.</p>
<p><b>Neoprene gloves</b></p>	<p>Are made of synthetic rubber and offer good pliability, finger dexterity, high-density and tear resistance. They protect against hydraulic fluids, gasoline, alcohols, organic acids, and alkalis. They generally have chemical and wear resistance properties superior to those made of natural rubber.</p>
<p><b>Nitrile gloves</b></p>	<p>Are made of a copolymer and provide protection from chlorinated solvents such as trichloroethylene and perchloroethylene. Although intended for jobs requiring dexterity and sensitivity, nitrile gloves stand up to heavy use even after prolonged exposure to substances that cause other gloves to deteriorate. They offer protection when working with oils, greases, acids, caustics, and alcohols but are generally not recommended for use with strong oxidizing agents, aromatic solvents, ketones, and acetates.</p>
<p>Note: <b>Chemical Resistance Selection Chart for Protective Gloves see (Attachment 2)</b></p>	

**3.13 Care of Protective Gloves:** Protective gloves should be inspected before each use to ensure that they are not torn, punctured, or made ineffective in any way. A visual inspection will help detect cuts or tears but a more thorough inspection by filling the gloves with water and tightly rolling the cuff towards the fingers will help reveal any pinhole leaks. Gloves that are discolored or stiff may also indicate deficiencies caused by excessive use or degradation from chemical exposure.

**3.14** Any gloves with impaired protective ability should be discarded and replaced. Reuse of chemical-resistant gloves should be evaluated carefully, taking into consideration the absorptive qualities of the gloves. A decision to reuse chemically exposed gloves should take into consideration the toxicity of the chemicals involved and factors such as duration of exposure, storage, and temperature.

**3.15 Fire Retardant/Arc Flash Clothing:** Generally, flame resistant clothing is defined in the U.S. as clothing made from the fabrics that self-extinguish once the source of ignition is removed. Atwell shall ensure that the outer layer of clothing worn by an employee, except

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for certain head, hands, and feet items, is flame resistant under any of the following conditions:

- A.** The employee is exposed to contact with energized circuit parts operating at more than 600 volts.
- B.** An electric arc could ignite flammable material in the work area that, in turn, could ignite the employee's clothing.
- C.** Molten metal or electric arcs from faulted conductors in the work area could ignite the employee's clothing, or
  - i. The incident heat energy estimate exceeds 2.0 Cal/cm<sup>2</sup>
  - ii. As required by customers in certain industries:
- D.** Oil and Gas require outer layer to be FR Category One
- E.** Electrical and Power transmission requires an Arc HRC2 Addition may be require after a risk assessment is completed. A more detailed description will be in the Electrical Safety policy.

## 4 EMPLOYEE INFORMATION AND TRAINING

**4.1** Atwell will conduct training on the following for PPE:

- A.** When to wear PPE
- B.** What PPE should be worn
- C.** How to put on and take off and adjust PPE
- D.** The limitations of the PPE and its use, care, and maintenance

**4.2** Each affected employee must demonstrate an understanding of training received and the ability to use PPE properly. In addition, retraining will take place when:

- A.** There is a reason to believe that any employee who has been trained does not have the required understanding and skill or
- B.** There are changes in the workplace, the employee must be retrained

**4.3** PPE training should be documented. The certification should include the employee's name, the dates of training, and the training content. When there is a reason to believe that any employee who has been trained does not have the required understanding and skill or there are changes in the workplace, the employee must be retrained.

## 5 Cleaning and maintenance

- 5.1 It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. For the purposes of compliance with 1910.132(a) and (b), PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection. It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.
- 5.2 PPE that is in disrepair must be discarded or removed from service until repaired.
- 5.3 Where employees provide their own protective equipment, the employer must assure its adequacy, including proper maintenance, and sanitation of such equipment.

## 6 PROGRAM REVIEW

- 6.1 H&S will conduct a periodic program review at least once every three years.

## 7 PPE ALLOCATION

The function of this section is to create clear and consistent guidelines in which Atwell will use to distribute the proper PPE to employees. Atwell provides safety equipment and clothing to their employees to protect them from workplace hazards that can cause injury or harm. PPE is not a substitute for a good engineering control, administrative controls, or work practices. Atwell does not allow employee-owned PPE or equipment to be used or worn on Atwell job sites, as Atwell is not able to ensure proper PPE selection.

Supervisors, crew chiefs, and Client job requirements will be vital in determining what PPE and equipment is to be used, based on completion of PPE Hazard Assessment form (Attachment 1) using project site requirements, job classification, and/or OSHA Standards. Supervisors, crew chiefs and foremen will be responsible for implementing and enforcing PPE policies and use. He/she will also be responsible for its availability, proper maintenance, for training employees in its use and care, and for enforcing regulations regarding its wear and use.

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## MANDATORY REQUIREMENTS

Atwell will provide the items listed in the table below by job classification, for employee use on all Atwell projects. All PPE/clothing items have a specific life cycle and replacement requirement as listed in the section titled Clothing/PPE Replacement table.

	<i>Safety Glasses</i>	<i>Gloves</i>	<i>Ear Plugs</i>	<i>Hard Hat</i>	<i>High Vis Safety Vest</i>	<i>High Vis Surveyor Safety Vest</i>	<i>High Vis T-Shirt</i>	<i>Safety Boot Allowance</i>
<i>Non-Field Personnel</i>								
<i>Survey</i>	YES	YES	YES	YES		YES	YES	YES
<i>Survey – Oil &amp; Gas</i>	YES	YES	YES	YES		YES	YES	YES
<i>Survey – E&amp;P</i>	YES	YES	YES	YES		YES	YES	YES
<i>Field - Environmental</i>	YES	YES	YES	YES	YES			YES
<i>Field – Electrical</i>	YES	YES	YES	YES	YES			YES
<i>Field – Commercial Construction Management</i>	YES	YES	YES	YES	YES		YES	YES
<i>Field – Residential Construction Management</i>	YES			YES				YES

## SPECIALTY PPE

Atwell may choose to provide the items listed in the below table, by job classification, for employee use on projects. The items listed on this table will be requested by an Atwell Supervisor/Crew Chief if the project site requirements for our clients dictate that specific clothing/PPE is required. In addition, Atwell, at its sole discretion, may choose to provide “optional” clothing/PPE to employees due to a job requirement. All PPE/clothing items have a specific life cycle and replacement requirement as listed in the section titled Clothing/PPE Replacement table.

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	<i>Fire Retardant Clothing</i>	<i>Arc Flash Resistant Clothing</i>	<i>High Vis Rain Gear</i>	<i>Fire Resistant Cold Weather Gear</i>	<i>Cold Weather Gear</i>	<i>Gaiters, Snake Protection</i>	<i>Respirator, Half Face</i>
<i>Non-Field Personnel</i>							
<i>Survey</i>			YES	YES		YES	
<i>Survey – Oil &amp; Gas</i>	YES		YES		YES	YES	
<i>Survey – E&amp;P</i>		YES	YES		YES	YES	
<i>Field - Environmental</i>	YES		YES	YES	YES	YES	YES
<i>Field - Electrical</i>		YES	YES		YES		
<i>Field – Commercial Construction Management</i>					YES		
<i>Field – Residential Construction Management</i>					YES		
	<i>Full Tyvek Coveralls</i>	<i>Collared Tyvek Coverall</i>	<i>Tyvek Boot Covers</i>	<i>Chemical Resistant Gloves</i>	<i>Disposable Respirators</i>	<i>Face Shield</i>	<i>Respirator, Full Face</i>
<i>Non-Field Personnel</i>							
<i>Survey</i>							
<i>Survey – Oil &amp; Gas</i>							
<i>Survey – E&amp;P</i>							
<i>Field - Environmental</i>	YES	YES	YES	YES	YES	YES	YES
<i>Field - Electrical</i>							
<i>Field – Commercial Construction Management</i>							
<i>Field – Residential Construction Management</i>							

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## CLOTHING/PPE REPLACEMENT TABLE

PPE Item	Life Cycle/Replacement Requirements
<b>Basic PPE</b>	<i>*Estimated life cycle, final decision will be left with Supervisor</i>
<ul style="list-style-type: none"> <li>• Hard Hat</li> </ul>	<ul style="list-style-type: none"> <li>• Every 5 years, unless structurally damaged*</li> </ul>
<ul style="list-style-type: none"> <li>• Safety Glasses</li> </ul>	<ul style="list-style-type: none"> <li>• As needed. Return old pair for new pair</li> </ul>
<ul style="list-style-type: none"> <li>• Safety Gloves</li> </ul>	<ul style="list-style-type: none"> <li>• As needed. Return old pair for new pair</li> </ul>
<ul style="list-style-type: none"> <li>• Ear Plugs</li> </ul>	<ul style="list-style-type: none"> <li>• As needed.</li> </ul>
<ul style="list-style-type: none"> <li>• High Vis Safety Vest</li> </ul>	<ul style="list-style-type: none"> <li>• As needed. Return old vest for a new one*</li> </ul>
<ul style="list-style-type: none"> <li>• High Vis Surveyor Safety Vest</li> </ul>	<ul style="list-style-type: none"> <li>• Every 3 years, unless extensively damaged*</li> </ul>
<ul style="list-style-type: none"> <li>• High Vis T-Shirt</li> </ul>	<ul style="list-style-type: none"> <li>• Every 12 months</li> </ul>
<ul style="list-style-type: none"> <li>• Safety Boot Allowance</li> </ul>	<ul style="list-style-type: none"> <li>• \$100 allowance provided yearly for Field Staff, every 3 years for Engineering/Office Staff.</li> </ul>
<b>Job Specific/Specialty PPE</b>	
<ul style="list-style-type: none"> <li>• Fire Retardant Clothing (Shirt &amp; Pants)</li> </ul>	<ul style="list-style-type: none"> <li>• Every 12 months*</li> </ul>
<ul style="list-style-type: none"> <li>• Fire Resistant Clothing (Shirt &amp; Pants)</li> </ul>	<ul style="list-style-type: none"> <li>• Every 12 months*</li> </ul>
<ul style="list-style-type: none"> <li>• High Vis Rain Gear (Full Set)</li> </ul>	<ul style="list-style-type: none"> <li>• As required*</li> </ul>
<ul style="list-style-type: none"> <li>• Fire Resistant Winter Coat</li> </ul>	<ul style="list-style-type: none"> <li>• As required, Every 3 years*</li> </ul>
<ul style="list-style-type: none"> <li>• Fire Resistant Winter Bibs</li> </ul>	<ul style="list-style-type: none"> <li>• As required, Every 3 years*</li> </ul>
<ul style="list-style-type: none"> <li>• Non-FR Winter Coat</li> </ul>	<ul style="list-style-type: none"> <li>• As required, Every 3 years*</li> </ul>
<ul style="list-style-type: none"> <li>• Tyvek Coverall</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>
<ul style="list-style-type: none"> <li>• Tyvek Booties</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>
<ul style="list-style-type: none"> <li>• Chemical Resistant Gloves</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>
<ul style="list-style-type: none"> <li>• Disposable Respirator</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>
<ul style="list-style-type: none"> <li>• Face Shield</li> </ul>	<ul style="list-style-type: none"> <li>• As needed. Return old shield for new one*</li> </ul>
<ul style="list-style-type: none"> <li>• Non-FR Winter Bibs</li> </ul>	<ul style="list-style-type: none"> <li>• As required, Every 3 years*</li> </ul>
<ul style="list-style-type: none"> <li>• Gaiters, Snake Protection</li> </ul>	<ul style="list-style-type: none"> <li>• As needed. Return old pair for new pair*</li> </ul>
<ul style="list-style-type: none"> <li>• Respirator, Full Face</li> </ul>	<ul style="list-style-type: none"> <li>• As needed. Return old respirator for new one*</li> </ul>
<ul style="list-style-type: none"> <li>• Respirator, Half Face</li> </ul>	<ul style="list-style-type: none"> <li>• As needed. Return old respirator for new one*</li> </ul>
<p><i>Replacements for Basic PPE must be requested through the PPE Request on the Atwellsafe App Replacements for Specialty PPE must be requested through the S-PPE Request on the Atwellsafe App and approved by the supervisor.</i></p>	

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### REFERENCES

- 8.1** 29 CFR 1910.132
- 8.2** OSHA and Cal/OSHA PPE Standard, CFR 1910.1200 and CCR Title 8, §3380)



## 1 SCOPE

- 1.1 This document is applicable to all Atwell personnel who are performing duties requiring the use of respiratory protection to prevent unnecessary exposure to airborne concentrations of toxic materials equal to or greater than the permissible limits established in existing Federal occupational safety and health standards or criteria.
- 1.2 This document outlines the minimal acceptable requirements for a respiratory protection program, delineates responsibilities, provides selection criteria in determining respiratory protection needs, and lists currently approved respiratory protective devices used at Atwell.

## 2 RESPONSIBILITIES

### 2.1 Safety Department:

- A. The Director of Safety (or designee) is the Program Administrator
- B. Review the operations for which respiratory protective equipment may be required
- C. Make periodic surveys of operations and equipment at Atwell to assure adequate protection of employees is being provided
- D. Specify the appropriate equipment. The job situation, exposures involved, exposure levels, and respiratory protection factors will be taken into consideration when specifying a respirator. An inventory of all jobs for which respirators are required shall be maintained in the Office of Safety.
- E. Provide training on the storage, use and care of respiratory protective equipment
- F. Maintain a list of employees medically approved for use of respiratory protective equipment
- G. Generate a written Respiratory Protection Program (HS C012) and update as needed
- H. Conduct annual inspections and evaluations to determine the continued effectiveness of the Respiratory Protection Program (HS C012)
- I. Ensure fit testing takes place for each respirator wearer

### 2.2 Supervisor and Managers Shall:

- A. Contact the Safety Department at [safety@atwell-group.com](mailto:safety@atwell-group.com) when they suspect a respirator may be required for a job
- B. Insure that employees are provided with respirators at no cost to the employee
- C. Attend training on the proper storage, use and maintenance of respiratory protective equipment
- D. Insure that employees are scheduled and receive medical exams, and medical approval to wear a respirator when required
- E. Insure that employees clean and maintain the respiratory protective equipment properly
- F. Insure that employees using respirators voluntarily are provided with the information in Appendix A.
- G. Insure that employees using respirators are provided an initial fit test before use and an annual fit test thereafter

## 2.3 Employees Shall:

- A. Attend training on the storage, use and care of respiratory protective equipment.
- B. Be clean shaven in areas where facial hair may prevent a proper face seal.
- C. Store, use and maintain respirators in accordance with instructions given in training.
- D. Report to the supervisor any operations or jobs which they suspect respiratory protection may be needed.

## 3 DEFINITIONS

For this policy, the following definitions apply:

- 3.1 NIOSH-certified:** Tested and listed as satisfactory by the National Institute for Occupational Safety and Health (NIOSH)
- 3.2 Contaminant:** A harmful, irritating, or nuisance material in concentrations exceeding those normally found in ambient air
- 3.3 Disinfection:** The destruction of pathogenic organisms, especially by means of chemical substances
- 3.4 Dusts:** Solid particles, mechanically produced, with a size ranging from sub-microscopic to macroscopic

- 3.5 Emergency:** An unplanned event when a hazardous atmosphere of unknown chemical or particulate concentration suddenly occurs, requiring immediate use of a respirator for escape from or entry into the hazardous atmosphere to carry out maintenance or some other task

*Note: This may or may not include cleanup, maintenance, or repair in unknown contaminant concentrations or oxygen deficiency*

- 3.6 Evacuation or escape:** An unplanned event when a hazardous atmosphere of unknown chemical or particulate concentration suddenly occurs, requiring immediate use of a respirator for exiting the area only
- 3.7 Fumes:** Solid particles generated by condensation from the gaseous state, generally after volatilization from molten metals, with a size usually less than 1 (one) micrometer in diameter
- 3.8 Gases:** Substances which are gaseous at ordinary temperatures and pressures
- 3.9 Immediately dangerous to life or health (IDLH):** A condition posing an immediate threat to life or health, or an immediate threat of severe exposure to contaminants likely to have adverse delayed effects on health. This condition includes atmospheres where oxygen content by volume is less than 19 percent.
- 3.10 Mists:** Suspended liquid droplets generated by condensation or by breaking up of liquid with a size ranging from sub-microscopic to macroscopic
- 3.11 Oxygen deficient atmosphere:** An atmosphere containing 19.5 percent or less oxygen by volume
- 3.12 Particulate matter:** A suspension of fine solid or liquid particles or fibers in air, such as dust, fog, fume, mist, smoke, or sprays
- 3.13 Pneumoconiosis-producing dust:** Dust which, when inhaled, deposited, and retained in the lungs, may produce signs, symptoms, and findings of pulmonary disease
- 3.14 Radon daughters:** Particulate decay products of radon
- 3.15 Respirator:** An approved safety device designed to provide the wearer with respiratory protection against inhalation of airborne contaminants and for some devices, protection against oxygen-deficient atmospheres
- 3.16 Respiratory minute volume:** The amount of air inspired per minute
- 3.17 Shall:** Indicates a requirement that is essential to meet the currently accepted standards of protection or Federal rules and regulations
- 3.18 Should:** Indicates an advisory recommendation that is to be applied when practical

- 3.19 Vapor:** The gaseous state of a substance that is solid or liquid at ordinary temperature and pressure

## 4 REQUIREMENTS

### 4.1 Selection and use of Respiratory Protective Devices

- A.** Respiratory equipment will be provided to employees at no cost to them.
- B.** Respirators are considered an acceptable method of protecting the health of Atwell personnel only under the following circumstances:
  - i.** When it has been determined to the satisfaction of the Safety Department that there are no feasible engineering or work practice controls that can be used to adequately control the hazard
  - ii.** During intermittent, non-routine operations (i.e., not exceeding 1 (one) hour/day for 1 (one) day/week)
  - iii.** During the interim periods when engineering controls are being designed and/or installed
  - iv.** During emergencies
- C.** Voluntary Usage: It is not the policy of Atwell to provide respiratory protection if not needed; however, if an employee expresses an absolute need, an appropriate respirator will be provided, and all provisions of this policy will apply. The supervisor is to ensure that the information provided in Appendix A is provided to the said employee.
- D.** All respirators used must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall only be used in accordance with the terms of that certification.
- E.** The correct respirator shall be specified for each job. The Safety Department shall determine the type of respiratory protective device best suited for the task.
- F.** Employees must leave the respirator use area if they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece.
- G.** The individual issuing the respirators shall be adequately instructed to ensure that the correct respirator is used.
- H.** The date of issuance shall be recorded.

- I. Respirator selection and use shall consider the following:
  - i. Health and safety factors
  - ii. Nature of hazard
  - iii. Intended use and limitations of respiratory protective devices
  - iv. Movement and work-rate limitations
  - v. Emergency escape time and distance requirements
  - vi. Training requirements
- J. Human factors is influenced by:
  - i. Comfort
  - ii. Ability to breathe without objectionable resistance
  - iii. Adequate visibility under all conditions
  - iv. Provisions for wearing prescription lenses
  - v. Ability to communicate
  - vi. Ability to perform all tasks without undue interference

## 4.2 Classification and description of respirators

Industrial respiratory protective devices have been designed, tested, and approved for protection against specific industrial exposures. These devices are conveniently grouped into two general classifications according to mode of operation.

- A. Air Purifying Respirators
  - i. Gas masks and chemical cartridges (gases and vapors)
  - ii. Particulates (dusts, fog, fume, mist, smoke, and sprays)
  - iii. Combination (gas, vapor, and particulate)
    - a. Cartridges should be changed according to the manufacturer's directions or based on breakthrough data, if available
    - b. Respirators using cartridges or canisters must be equipped with an end-of-service-life indicator (ESLI) certified by NIOSH
    - c. If there is no ESLI available a change schedule will be formulated based on the manufacturer's recommendations, objective information or data that will

ensure the cartridges or canisters are changed before the end of their service life.

**B. Atmosphere Supplying Respirators**

- i. Self-contained Breathing Apparatus SCBA
- ii. Supplied air respirator with airline attached to a source of breathing air
  - a. Some respirators have a means for indicating the remaining service life. Some type of warning is available for all self-contained breathing apparatus. This may be a pressure gauge, timer, audible or physical alarm. The user should understand the operation and limitations of each type of warning device.

**4.3 Limitations and use of respiratory protective devices**

- A.** The degree of respiratory hazard, as it refers to the selection and classification of respirators, depends upon the atmospheric oxygen concentration; contaminant's physical state, toxicity and concentration; the presence of other contaminants or stress factors in the working environment; and employee exposure time and susceptibility. Respiratory hazards may be classified as gas and vapor contaminants (immediately or not immediately dangerous to life or health), particulate contaminants (immediately or not immediately dangerous to life or health), and oxygen deficiencies. Each classification requires a different degree of respiratory protection.
- B.** Respirator selection and use in atmospheres IDLH. It is the policy of Atwell that employee will not enter atmosphere that are IDLH. However, in the event of an emergency, properly trained personnel may be required to assist.
- i. In areas where the wearer, with failure of the respirator, could be overcome by a toxic or oxygen-deficient atmosphere, at least one individual person shall be present with suitable rescue equipment in the form of self-contained breathing apparatus and protective clothing. Communications (visual, voice or signal line) shall be maintained between both, or all individuals present. Planning shall be such that one individual will be unaffected in any likely incident and have the proper rescue equipment to be able to assist the other(s) in case of emergency.
  - ii. When self-contained breathing apparatus are used in IDLH atmospheres, standby personnel shall be present with suitable rescue equipment.
  - iii. Supplied air respirators are not approved for use in immediately dangerous to life and health (IDLH) atmospheres unless an auxiliary five-minute pack air supply or an air storage receiver with an alarm is also provided because no respiratory protection is provided if the air supply fails.

- iv. Persons using supplied air respirators in IDLH atmospheres shall be equipped with safety harnesses and safety lines for lifting or removing persons from hazardous atmospheres or other equivalent provisions for the rescue of persons from hazardous atmospheres shall be used.
- v. Standby personnel with suitable self-contained breathing apparatus shall be located at the nearest fresh air base for emergency rescue.
- vi. The air supply hose from a compressor or cylinder air supply will be protected from damage, including cutting, kinking, crushing, or burning. Hose couplings will be protected against disconnection. Trailing hoses shall be arranged to minimize tripping and to permit ready escape.

**C.** Other considerations for respirator selection:

- i. **Exposure time:** Exposure time determines the length of time for which respiratory protection is needed, including the time necessary to enter and exit a contaminated area.
- ii. **Activity of the wearer:** The work to be covered, work rate, and mobility required of the wearer in carrying out his work should be considered in respirator selection.
- iii. **Unusual hazards:** Unique factors, which may add additional dimensions to the hazard potential and must be considered when selecting respirators include, for example, skin absorption of the contaminant, skin irritation, eye irritation, and radiation of skin or whole body.
- iv. **Vision:** All face pieces will restrict, to some degree, the wearer's vision. This may increase accident potential. Other problems include wearing of prescription glasses and fogging of the respirator lens.
- v. **Communications:** Effective speech communication may be required in jobs for which the respirator is being selected. Conventional respirators distort the human voice. The respirator valve usually provides the pathway for some speech transmission over short distances in relatively quiet areas. However, talking can induce face piece or component leakage and should be limited while wearing the respirator. Mechanical and/or electrical speech transmission devices which eliminate these problems are available.
- vi. **High Temperatures:** An employee working in areas of high ambient or radiant temperature is under potential stress. Any additional stress resulting from use of respirators should, therefore, be minimized. Atwell will ensure that personnel required to use or to supervise other personnel using respiratory protective devices are provided training annually or as needed.

**4.4 Training:** Both supervisors and workers shall be instructed by competent persons knowledgeable in respiratory protection. Training shall provide individuals an opportunity to handle the respirator, have it fitted properly, test its face seal, and wear it in normal air for a period to become familiar with it.

**A.** Minimum training shall include:

- i. Instruction in the nature of the hazard, whether acute, chronic, or both, and what may happen if the respirator is not used
- ii. What is the proper type of respirator for each hazardous atmosphere
- iii. The respirator's capabilities and limitations
- iv. Annual hands-on instruction and training in the use of the respirator. Training should also include recognition End of Life Indicators (ESLI) on cartridges and canisters
- v. Classroom and field training to recognize and cope with emergency situations
- vi. Instructions on cleaning and maintenance of the respirators

**4.5 Fit Testing:** Every respirator wearer shall receive fitting instructions including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly. It is the Safety Department and Supervisors responsibility to ensure that the employee receive an initial fit test as well as an annual fit test.

**A.** Varieties of respirators should be available to employees. Facial structure varies considerably from one individual to another. The respirator wearer must be clean shaven to insure proper fit and seal.

**B.** Respirators are made in various sizes ranging from small, medium, and large. Different sizes of the same model or different models of approved respirators must be available to employees.

**C.** Before initial use, each respirator shall be properly fitted, leakage tests performed, and the face piece-to-face seal tested in a realistic test situation. Records of fit tests shall be maintained. These records shall, as a minimum, contain date of fit test, name of employee, make, model and size of the respirator tested and the results of the test.

**D.** Individuals wearing corrective glasses must maintain a proper seal on the respirator. Temple bars or straps extend through the sealing edge of the face piece is not allowed. Kits for mounting corrective lenses inside full face pieces can be purchased. When an employee must wear corrective lenses as part of the face piece, the face piece and lenses shall be fitted by qualified individuals to provide good vision, comfort and a gas-tight seal.



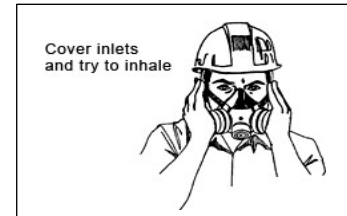
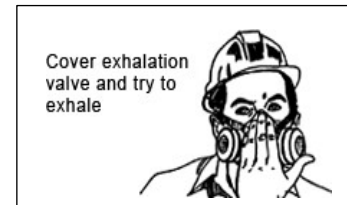
- E.** Each time the wearer puts on the respirator, positive and negative pressure tests shall be conducted to insure a satisfactory face fit. Employees must maintain a clean-shaven face to achieve the best fit of the respirator. More than 3 (three) days growth of a beard, sideburns, a skullcap that projects under the face piece, temple pieces on corrective lenses, can prevent a good face piece-to-face seal. There are two types of fit testing that need to be performed, fitting the proper sizes respirator to the employees face and checking the fit of the seals when first donning the respirator.
- F.** Fit Testing, Fitting the Respirator:

  - i. Qualitative fit testing is a pass/fail test method that uses your sense of taste or smell, or your reaction to an irritant to detect leakage into the respirator face piece. Qualitative fit testing does not measure the actual amount of leakage. Whether the respirator passes or fails the test is based simply on you detecting leakage of the test substance into your face piece. There are four qualitative fit test methods accepted by OSHA:

    - a. Isoamyl acetate, which smells like bananas
    - b. Saccharin, which leaves a sweet taste in your mouth
    - c. Bitrex, which leaves a bitter taste in your mouth
    - d. Irritant smoke, which can cause coughing
    - e. Qualitative fit testing is normally used for half-mask respirators - those that just cover your mouth and nose. Half-mask respirators can be filtering facepiece respirators.
  - ii. Quantitative fit testing uses a machine to measure the actual amount of leakage into the facepiece and does not rely upon your sense of taste, smell, or irritation in order to detect leakage. The respirators used during this type of fit testing will have a probe attached to the facepiece that will be connected to the machine by a hose. There are three quantitative fit test methods accepted by OSHA:

    - a. Generated aerosol
    - b. Ambient aerosol
    - c. Controlled Negative Pressure
    - d. Quantitative fit testing can be used for any type of tight-fitting respirator
  - iii. Seal testing is performed when you first don the respirator mask.

- a. **Positive pressure test:** Close the exhalation valve and exhale gently into the face piece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the face piece without any evidence of outward leakage of air at the seal. For most respirators, this method of leak testing requires the wearer to place their hand over the exhalant valve cover to perform this test.
- b. **Negative pressure test:** Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s), inhaling gently so that the face piece collapses slightly, and hold the breath for 10 seconds. If the face piece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.



## 4.6 Record Keeping

- A. Department records of respirator training, medical authorization and Fit Test shall be kept for at least the duration of employment. These records shall include the following minimal information:
  - i. Name, social security number, and shall be initialed by the employee
  - ii. Job title
  - iii. Department, work location, supervisor's name
  - iv. Date of training or testing
  - v. Date of medical evaluation
  - vi. Type of respirator used
  - vii. Success or failure of person to obtain satisfactory fit if a quantitative fitting test was performed
  - viii. Respirator protection factor based upon test results if a quantitative fitting test was performed
  - ix. Name of person performing the training or testing
  - x. The presence of facial hair, long hair or sideburns, etc.
  - xi. Wearer's need for glasses or other protection
  - xii. Other pertinent information

## 4.7 Maintenance, Care, and Inspection of Respiratory Protective Devices

- A.** When a respirator is issued to an individual, that individual is responsible for primary maintenance and care of the respirator. Equipment shall be properly maintained to retain its original effectiveness.
  - i. All respirators shall be inspected routinely before and after each use.
  - ii. A respirator that is not routinely used but kept ready for emergency use shall be inspected after each use and at least monthly by the employee to assure that it is in satisfactory working condition.
  - iii. Self-contained breathing apparatus shall be inspected monthly. Air and oxygen cylinders shall be fully charged according to the manufacturer's instructions. It shall be determined that the regulator and warning devices function properly. A tag attached to the assembly shall be initialed by the inspector.
- B.** Respirator inspection shall include a check of the tightness of connections and the condition of the face piece, headbands, valves, connecting tube, and canisters. Rubber or elastomer parts shall be inspected for pliability and signs of deterioration. Stretching and manipulating rubber or elastomer parts with a massaging action will keep them pliable and flexible and prevent them from hardening or stiffening during storage.
- C.** Respirators issued to specific individuals shall be cleaned and disinfected as frequently as necessary to ensure that skin-penetrating and dermatitis-causing contaminants are removed from respirator surfaces. Respirators shall be cleaned and disinfected after each use.
  - i. The following procedure is recommended for cleaning and disinfecting respirators:
    - a. Remove any filters, cartridges, or canisters
    - b. Wash face piece and breathing tube in a cleaner-disinfectant solution. A brush may be used to facilitate dirt removal
    - c. Rinse completely in clean, warm water
    - d. Air dries in a clean area
    - e. Clean other respirator parts as recommended by the manufacturer
    - f. Inspect valves, head straps, and other parts; replace defective parts with new ones
    - g. Insert new filters, cartridges or canisters periodically as specified by the manufacturer; make sure the seal is tight



- B.** The elements of this medical evaluation shall be the responsibility of a physician or other licensed health care professional. This evaluation will consist of a Medical Evaluation questionnaire (Appendix C) and pulmonary function screening. It may also include other procedures, such as tests of the cardiovascular and respiratory systems, which the medical examiner considers useful in evaluating the ability to use the respirators. Appendix B is the Medical Authorization for Respirator Use form which must be completed. This form must be reviewed and signed by the health care professional doing the evaluation. The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee.
- C.** The following information must be provided to the physician or other licensed health care professional before a recommendation is made concerning an employee's ability to use a respirator.

  - i. The type and weight of the respirator to be used by the employee
  - ii. The duration and frequency of the respirator use (including use for rescue and response)
  - iii. The expected physical effort
  - iv. Additional protective clothing and equipment to be worn
  - v. Temperature and humidity extremes that may be encountered
- D.** Follow-up medical evaluations shall be provided if:

  - i. An employee demonstrates the need for a follow-up medical exam as determined by the physician or other licensed health care professional
  - ii. The follow-up medical evaluation shall include any medical tests, consultations, or diagnostic procedures that the physician or other licensed health care professional deems necessary to make a final determination

## 4.9 Air Quality

- A.** Compressed breathing air, used for respiration shall meet the following requirements:

  - i. Cylinders shall be tested and maintained as prescribed in the Shipping Container Specifications of the Department of Transportation (49 CFR 178).
  - ii. Breathing air for respirators may be supplied from cylinders or air compressor meeting the specification for grade D breathing air as defined in American National Standards Institute (ANSI) Standard Z86.1; Compressed Gas Association (CGA) Specification G-7.1, viz.: oxygen 19.5-23.5 percent,

hydrocarbons (condensed) less than 5 mg/m<sup>3</sup>, carbon monoxide less than 10 ppm, and carbon dioxide less than 1000 ppm.

- iii. Atwell will only use compressed air cylinders for breathing air supplied by a certified vendor. The use of compressor for supplying breathing air is not allowed for Atwell projects.
  - a. The air quality must be checked and a certificate issues by the breathing air supplier.
- iv. Airline couplings shall be incompatible with outlets for other gas systems to prevent inadvertent connection of airline respirators with non-breathing air equipment.

#### 4.10 Program Evaluation

- A. The Safety Department shall conduct annual evaluations of the workplace to ensure that the written respiratory protection program is being properly implemented, and to consult employees to ensure that they are using respirators properly. The evaluation shall assess the following factors:
  - i. Respirator fit
  - ii. Appropriate respirator selection for the hazards present
  - iii. Proper respirator use under the workplace conditions the employee encounters
  - iv. Proper respirator maintenance
  - v. Other factors if deemed necessary

## 5 REFERENCES

- 5.1 Respiratory Protection Standard, 29 CFR 1910.134, Cal/OSHA T8 CCR 5144

## Appendix A

### Information for Employees Using Respirators When Not Required Under this Policy

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If the employee provides their own respirator, they need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

- 1 Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
- 2 Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- 3 Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- 4 Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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## Appendix B Medical Determination Form

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

It has been determined that \_\_\_\_\_ is medically able to use respiratory protective devices.

List any limitations that apply to the use of respiratory protective devices, or needs for a follow-up medical evaluation:

Limitations if any

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Physicians Signature: \_\_\_\_\_ Date \_\_\_\_\_

Employees Signature: \_\_\_\_\_ Date \_\_\_\_\_



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## Appendix C

### OSHA Respirator Medical Evaluation Questionnaire

This is mandatory for all respirator wearers to fill out and present to the Medical provider doing the evaluation. This is to be kept confidential between the Medical provider and Employee.

Name:		Email:		Phone #	( )
Address:		City:		State:	Zip Code:
Supervisor's Name:		Phone #:		( )	

**To the employer:** Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

**To the employee:** Your employer must allow you to answer this questionnaire during normal working hours or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

<b>Part A. Section 1. (Mandatory)</b> The following information must be provided by every employee who has been selected to use any type of respirator (please print).			
1	Today's Date:		
2	Your Name:		
3	Your Age (to the nearest year):		
4	Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
5	Height:	feet	inches
6	Weight:	lbs.	
7	Job Title:		
8	A phone number where you can be reached by the Health Care professional who reviews this questionnaire (include area code):	( )	
9	Best time to contact you at this number:	<input type="checkbox"/> am	<input type="checkbox"/> pm
10	Has your employer told you how to contact the Health Care professional who will review this questionnaire:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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11	Check the type of respirator you will use: (you can check more than one category)		
	<input type="checkbox"/>	a.	N, R, or P disposable respirator (filter-mask, non-cartridge type only)
	<input type="checkbox"/>	b.	Other type (for example, half- or full-face piece type, powered-air purifying, supplied-air, self-contained breathing apparatus)
12	Have you worn a respirator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, what type(s):		

**Part A. Section 2.** (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator.

1	Do you currently smoke tobacco, or have you smoked tobacco in the last month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Have you had any of the following conditions?		
	a	Seizures	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b	Diabetes (sugar disease)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	c	Allergic reactions that interfere with your breathing	<input type="checkbox"/> Yes <input type="checkbox"/> No
	d	Claustrophobia (fear of closed in places)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	e	Trouble smelling odors	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Have you ever had any of the following pulmonary or lung problems?		
	a	Asbestosis	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b	Asthma	<input type="checkbox"/> Yes <input type="checkbox"/> No
	c	Chronic Bronchitis	<input type="checkbox"/> Yes <input type="checkbox"/> No
	d	Emphysema	<input type="checkbox"/> Yes <input type="checkbox"/> No
	e	Pneumonia	<input type="checkbox"/> Yes <input type="checkbox"/> No
	f	Tuberculosis	<input type="checkbox"/> Yes <input type="checkbox"/> No
	g	Silicosis	<input type="checkbox"/> Yes <input type="checkbox"/> No
	h	Pneumothorax	<input type="checkbox"/> Yes <input type="checkbox"/> No
	i	Lung Cancer	<input type="checkbox"/> Yes <input type="checkbox"/> No
	j	Broken Ribs	<input type="checkbox"/> Yes <input type="checkbox"/> No
	k	Any chest injuries or surgeries	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	l	Any lung problem that you have been told about	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Do you currently have any of the following symptoms of pulmonary or lung illness?			
	a	Shortness of breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b	Shortness of breath when walking fast on level ground or walking up a slight hill or incline	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c	Shortness of breath when walking with other people at an ordinary pace on level ground	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	d	Have to stop for breath when walking at your own pace on level ground	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	e	Shortness of breath when washing or dressing yourself	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	f	Shortness of breath that interferes with your job	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	g	Coughing that produces phlegm (thick sputum)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	h	Coughing that wakes you early in the morning	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	i	Coughing that occurs mostly when you are lying down	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	j	Coughing up blood in the last month	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	k	Wheezing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	l	Wheezing that interferes with your job	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	m	Chest pain when you breathe deeply	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	n	Any other symptoms that you think may be related to lung problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Have you ever had any of the following cardiovascular or heart problems?			
	a	Heart attack	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b	Stroke	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c	Angina	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	d	Heart failure	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	e	Swelling in your legs or feet (not caused by walking)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	f	Heart arrhythmia (heart beating irregularly)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	g	High blood pressure	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	h	Any other heart problem that you've been told about	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Have you ever had any of the following cardiovascular or heart symptoms?			
	a	Frequent pain or tightness in your chest	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b	Pain or tightness in your chest during physical activity	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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	c	Pain or tightness in your chest that interferes with your job	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	d	In the past two years, have you noticed your heart skipping or missing a beat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	e	Heartburn or indigestion that is not related to eating	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Do you currently take medication for any of the following problems?			
	a	Breathing or lung problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b	Heart trouble	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c	Blood pressure	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	d	Seizures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	If you've used a respirator, have you ever had any of the following problems? (If you've never used a respirator, check the following space and go to question 9)			<input type="checkbox"/> Never used
	a	Eye irritation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b	Skin allergies or rashes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c	Anxiety	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	d	General weakness or fatigue	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	e	Any other problem that interferes with your use of a respirator	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-face piece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.				
10	Have you ever lost vision in either eye (temporarily or permanently)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	Do you currently have any of the following vision problems?			
	a	Wear contact lenses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b	Wear glasses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c	Color blind	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	d	Any other eye or vision problem	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	Have you ever had an injury to your ears, including a broken ear drum?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
13	Do you currently have any of the following hearing problems?			
	a	Difficulty hearing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b	Wear a hearing aid	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c	Any other hearing or ear problem	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14	Have you ever had a back injury?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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15	Do you currently have any of the following musculoskeletal problems?		
a	Weakness in any of your arms, hands, legs, or feet	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Back pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c	Difficulty fully moving your arms and legs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d	Pain or stiffness when you lean forward or backward at the waist	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e	Difficulty fully moving your head up or down	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f	Difficulty fully moving your head side to side	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g	Difficulty bending at your knees	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h	Difficulty squatting to the ground	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i	Climbing a flight of stairs or a ladder carrying more than 25 lbs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j	Any other muscle or skeletal problem that interferes with using a respirator	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Part B</b> Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.			
1	In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If "yes," name the chemicals if you know them		
3	Have you ever worked with any of the materials, or under any of the conditions, listed below?		
a	Asbestos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Silica (e.g., in sandblasting)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c	Tungsten/cobalt (e.g., grinding or welding this material)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d	Beryllium	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e	Aluminum	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f	Coal (e.g., mining)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g	Iron	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h	Tin	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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	i	Dusty environments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	j	Any other hazardous exposures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If "yes," describe these exposures		
4	List any second jobs or side businesses you have			
5	List your previous occupations			
6	List your current and previous hobbies			
7	Have you been in the military services?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If "yes," were you exposed to biological or chemical agents (either in training or combat)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Have you been in the military services?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If "yes," name the medications if you know them		
10	Will you be using any of the following items with your respirator(s)?			
	a	HEPA Filters	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b	Canisters (for example, gas masks)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c	Cartridges	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	How often are you expected to use the respirator(s)? <i>(Mark yes or no for all answers that apply to you)</i>			
	a	Escape only (no rescue)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b	Emergency rescue only	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c	Less than 5 hours per week	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	d	Less than 2 hours per day	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	e	2 to 4 hours per day	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	f	Over 4 hours per day	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	During the period you are using the respirator(s), is your work effort?			
	a	Light (less than 200 kcal per hour)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If "yes," how long does this period last during the average shift	hrs.	min
	<i>Examples of a light work effort are sitting while writing, typing, drafting, or performing light assembly work; or standing while operating a drill press (1-3 lbs.) or controlling machines.</i>			

# RESPIRATORY PROTECTION POLICY

#HS C012

	b	Moderate (200 to 350 kcal per hour)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If "yes," how long does this period last during the average shift	hrs.	min
		<i>Examples of moderate work effort are sitting while nailing or filing; driving a truck or bus in urban traffic; standing while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; walking on a level surface about 2 mph or down a 5-degree grade about 3 mph; or pushing a wheelbarrow with a heavy load (about 100 lbs.) on a level surface</i>		
	c	Heavy (above 350 kcal per hour)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If "yes," how long does this period last during the average shift	hrs.	min
		<i>Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings; walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).</i>		
13		Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If "yes," describe this protective clothing and/or equipment		
14		Will you be working under hot conditions (temperatures exceeding 77° F)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15		Will you be working under humid conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16		Describe the work you'll be doing while you're using your respirator(s)		
17		Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):		
18		Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s)		
		Name of the first toxic substance		
		Estimated maximum exposure level per shift		
		Duration of exposure per shift		
		Name of the second toxic substance		
		Estimated maximum exposure level per shift		
		Duration of exposure per shift		
		Name of the third toxic substance		
		Estimated maximum exposure level per shift		
		Duration of exposure per shift		
		The name of any other toxic substances that you'll be exposed to while using your respirator		

# RESPIRATORY PROTECTION POLICY

#HS C012

19	Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, and security)



## Appendix D







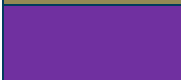
### Filter Cartridge Selection and Change Procedures

It is the dual responsibility of the Supervisor, employee and the Safety department to determine appropriate Filter/Cartridges for the hazard and develop a change schedule for filter/cartridges used in air purifying respirators. The cartridge change schedule requirement applies only to respirators used for protection against gases or vapors, not particulates.

### Selection

The Selection of the filter/cartridges is critical that it matches the airborne contaminate in the atmosphere that the employee will encounter. All filter/cartridges are color coded for the airborne contaminate. Contaminants come in different forms – generally: aerosols (solids/particles) and gases (gases, vapors). You can choose between the filter types to protect against one of these forms or a combination of both. Solids/particles: dusts, fibers, fumes, microorganisms (e.g., viruses, bacteria, fungi, spores) and mists. Gaseous substances: gases and vapors.

The following table shows you the color coding of filters according to NIOSH – which helps you to determine which filter-type is needed for the contaminants you are dealing with.

Color Code	Filter Type	Contaminants Present
	OV	Organic Vapor
	AG	Acid Gas (substances need to be determined) Example: Chlorine, hydrogen chloride, sulphide dioxide, chlorine dioxide
	OV/AG	Organic Vapors / Acid Gas
	AM/MA	Ammonia / Methylamine
	MV	Mercury Vapor
		Multi-Gas and Vapor
	P100	Particulates

Example: OV/AG-P100



A filter with the above-mentioned color code is suitable for the following contaminants:

OV                      Gases and vapors of organic compounds

AG                      Acid Gas

# RESPIRATORY PROTECTION POLICY

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P100                      Particles (oil and non-oil)

Warning: If the contaminate is not known or the Oxygen levels are below 19.5% then air purifying respirators should not be used.

## Change Procedures

If available, the respirator wearer shall use the End-of-Service-Life Indicator (ESLI) to determine when to change out air-purifying elements.

If no ESLI is available for a particular the following methods can be used to determine and appropriate change schedule:

### 1 Manufacturers Information:

1.1 Contact the manufacturer of the respirator or cartridge to determine the appropriate change schedule.

### 2 Rule of Thumb:

2.1 If the concentration of the chemical is less than 200 ppm and the chemical's boiling point is greater than 70°C, you can expect a service life of 8 (eight) hours at a normal work rate.

2.2 Service life is inversely proportional to work rate.

2.3 Reducing concentrations by a factor of 10 will increase the service life by a factor of 5 (five).

2.4 Humidity above 85% will reduce service life by 50%.

*\*\*Note: This should NOT be the sole method of determining service life. It can only be used as a guide. \*\**

The following chemical specific standards are already addressed by OSHA:

<b>Acrylonitrile 1910.1045(h)(2)(ii)</b>	<b>End-of-service life or end of shift (whichever occurs first)</b>
Benzene 1910.1028(g)(2)(ii)	Every 1, 2 or 4 hours dependent upon concentration according to Table and at beginning of each shift
Butadiene 1910.1051(h)(2)(ii)	Every 1, 2 or 4 hours dependent upon concentration according to Table and at beginning of each shift
Formaldehyde 1910.1048(g)(2)(ii)	For cartridges, every three hours, or end of shift (whichever is sooner); for canisters, every 2 or 4 hours according to the schedule
Vinyl chloride 1910.1017(g)(3)(ii)	End-of-service life or end of shift in which they are first used (whichever occurs first)
Methylene chloride 1910.1052(g)(2)(ii)	Canisters may only be used for emergency escape and must be replaced after use

If there are any questions with developing a cartridge change schedule the Safety Department should be notified, and appropriate measures will be taken to develop an appropriate change schedule.

# SHORT SERVICE EMPLOYEE (SSE) POLICY

#HS D001

## 1 SCOPE

- 1.1** Atwell is committed to providing a safe and healthy work environment for our employees. Atwell has adopted the following program to ensure that short service employees are identified, appropriately supervised, trained, mentored, and managed. This program is adopted to prevent accidents such as personal injury, injury to others, environmental damage, and/or property damage by the short service employee.

## 2 DEFINITIONS

- 2.1** Atwell defines a Short Service Employee (SSE) as any person or personnel with less than six (6) months experience in his/her current position or with one's current employer. A person or persons can be classified as an SSE if they change jobs within the company they are working for or as a new hire for the same type of position from another company.

## 3 WORK ASSIGNMENTS AND RESRICTIONS

- 3.1** The following ratio and restrictions for SSE on the job site must be observed. A single employee as his own crew shall not be an SSE.
- 3.2** When crew/group sizes of two (2) to four (4) employees are assembled, no more than one (1) SSE per group/crew is allowed.
- 3.3** When working with crew/group sizes larger than four (4) members, the SSE's will not exceed 40% of the crew/group make up.

## 4 Communication and Notification

- 4.1** Project Managers, Construction Managers and Supervisors will review personnel assignments during pre-job planning to ensure the number of SSEs do not exceed policy requirements.

# SHORT SERVICE EMPLOYEE (SSE) POLICY

#HS D001

## 5 Identification

- 5.1 All SSE personnel will be visibly identified. This will be done by employing the following methods:
- 5.2 In the field each employee shall apply a SSE sticker to their hard hat identifying them as a SSE.



## 6 Mentoring Process

- 6.1 When employee is hired, HR assigns a mentor through the HR hiring process. The assigned mentor will be the mentor for all SSE. The mentor will monitor their SSE employees for Health, Environment, and Safety awareness.
- 6.2 The SSE may be removed from the SSE Program at the discretion of their manager at the end of the required six-(6) month period if they have:
  - A. Demonstrated the ability to work safely in their position
  - B. Demonstrated knowledge of and complied with company's Policies, Standards, and Procedures
  - C. Deemed Qualified and competent in their job position.

# SHORT SERVICE EMPLOYEE (SSE) POLICY

#HS D001

## 7 SUBCONTRACTORS

- 7.1 Atwell will endeavor to avoid utilizing subcontractor SSEs during field operations. Subcontractors of Atwell which utilize SSEs must follow this program or an equivalent program of their own, which has been approved by the Safety Director. Subcontractors will provide copies of their SSE program upon request of Atwell.

## 1 SCOPE

- 1.1** This plan is established to provide Atwell general guidance and procedures to manage project site operations which have potential to cause environmental damage and procedures to follow in case a hazardous spill occurs.

## 2 Spill prevention

- 2.1** Chemical substances should be stored in proper containers to minimize the potential for a spill. Whenever possible, chemicals shall be kept in closed containers and stored so they are not exposed to storm water.

- 2.2** Hazardous Substance Management: All hazardous substances, including chemical wastes, are to be managed in a way that prevents release. The following general requirements are to be followed. They include:

**A.** Container Management:

- i. All hazardous substance containers must be in good condition and compatible with the materials stored within.
- ii. All hazardous substance containers must be accessible and spacing between containers must provide sufficient access to perform periodic inspections and respond to releases.
- iii. Empty hazardous substance containers (drums) must have all markers and labels removed and the container marked with the word 'empty'.
- iv. Any spills on the exterior of the container must be cleaned immediately.
- v. Flammable materials stored or dispensed from drums or totes must be grounded to prevent static spark.
- vi. Do not overfill waste drums. 4" of headspace must remain to allow for expansion

- 2.3** Areas where chemicals may be used or stored must be maintained using good housekeeping best management practices. This includes, but is not limited to, clean and organized storage, labeling, and secondary containment where necessary.

**A.** Good Housekeeping:

- i. All hazardous substances must be stored inside buildings or under cover;

# SPILL PREVENTION / RESPONSE POLICY

#HS D002

- ii. Store hazardous substances not used daily in cabinets, or in designated areas;
- iii. All chemicals that are transferred from larger to smaller containers must be transferred by use of a funnel or spigot.
- iv. All hazardous substance containers should be closed while not in use;
- v. Use drip pans or other collection devices to contain drips or leaks from dispensing containers or equipment;
- vi. Implement preventative maintenance activities to reduce the potential for release from equipment;
- vii. Immediately clean up and properly manage all small spills or leaks;
- viii. Periodically inspect equipment and hazardous substance storage areas to ensure leaks or spills are not occurring;
- ix. Use signage to identify hazardous substance storage or waste collection areas;
- x. Keep all work areas and hazardous substance storage areas clean and in good general condition.

## **B.** Secondary containment:

- i. Store all bulk chemicals (>55 gallons) within appropriate secondary containment, or any sized chemical if there is a potential for release to the environment.
- ii. Secondary containment should be checked periodically, and any spills identified in secondary containment must be immediately cleaned up and removed.
- iii. Marking/labeling:
- iv. Ensure all hazardous substances, including chemical wastes, are properly marked, and labeled in accordance with all federal, state and local regulations.
- v. Ensure that hazardous substances transferred to small containers are marked with the chemicals name (example- "Isopropyl Alcohol") and hazard (example- "Flammable").

**2.4** A proper spill kit must contain the appropriate supplies for materials that may be spilled. Supplies must be easily accessible when required, and considerations must be made for both the type and quantity of materials.

- A.** Spill Response Equipment: Spill response equipment must be maintained and located in areas where spills are likely to occur. Spill kits should provide adequate response capabilities to manage any anticipated spill or release. The following general requirements are to be followed: They include:

# SPILL PREVENTION / RESPONSE POLICY

#HS D002

- i. Stock spill cleanup kits that are compatible with the hazardous substances stored on site;
- ii. Locate spill kits in areas where spills are likely to occur (loading docks, chemical storage areas, locations where hazardous substance are being transferred).
- iii. Spill kits should be sized to managing an anticipated release (spill equal to the largest container).
- iv. Emergency response equipment should be inspected periodically to ensure that the spill kit is complete.

**2.5** Employees must be instructed on the proper response procedures for spilled materials. The training should include materials available for use, proper waste disposal, and communication procedures.

**A.** Employee Training: All employees must receive periodic training on the proper handling of hazardous substances; spill prevention practices, and emergency response procedures. Training must include a review of the spill prevention and emergency response plan, and a review of location and use of emergency response equipment. Training can be recorded through safety committee meetings, staff training logs, or other equivalent record keeping.

**2.6** The program should address proper communication measures for employees to initiate in the event of a spill. Communication procedures should be based on type and quantity of materials spilled.

**2.7** Emergency Response Plan:

**A.** The Emergency Response Plan is a facility specific plan for dealing with emergencies and shall be implemented immediately whenever there is a fire, explosion, or release of a hazardous substance that threatens human health or the environment. The emergency response plan shall be reviewed and immediately amended whenever:

i. The plan fails in an emergency;

**B.** The facility changes in its design, construction, operation, maintenance, or other circumstances in a way that increases the potential for fire, explosions, or release of a hazardous substance;

**C.** The list of emergency contacts change; or

**D.** The list of emergency equipment changes.

**2.8** Response actions in the event of a spill or release:



# SPILL PREVENTION / RESPONSE POLICY

#HS D002

- A.** In the event of a hazardous substance spill or release, immediately take the following measures to keep the spill from entering sewer or storm drains, spreading off-site, or affecting human health. In all cases caution and common sense must be maintained with the primary goal being to prevent and/or limit personal injury.
- B.** Stop, contain, and clean up the chemical spill if:
  - i. The spilled chemical and its hazardous properties have been identified;
  - ii. The spill is small and easily contained;
  - iii. Responder is aware of the chemicals' hazardous properties.
- C.** If a spill or release cannot be controlled or injuries have occurred due to the release the following procedures should be implemented:
  - i. Summon help or alert others of the release;
  - ii. Evacuate immediate area, and provide care to the injured- Call 911;
  - iii. If potential fire or explosion hazards exist initiate evacuation procedures- Call 911;
  - iv. Respond defensively to any uncontrolled spills:
  - v. Use appropriate personal protective equipment when responding to any spill;
  - vi. Attempt to shut off the source of the release (if safe to do so);
  - vii. Eliminate sources of ignition (if safe to do so);
  - viii. Protect drains by use of adsorbent, booms or drain covers (if safe to do so).
  - ix. Notify onsite emergency contact(s);
  - x. Notify other trained staff and/or [emergency response contractor] to assist with the spill response and cleanup activities;
  - xi. Coordinate response activities with local emergency personnel (fire department);
  - xii. Be prepared to provide MSDS information to fire department, EMT, hospital or physician;
  - xiii. Notify appropriate agency if a release has entered the environment. Refer to Notification and Reporting section for reporting thresholds.

## 2.9 Evacuation Procedures:

- A.** In the event of a hazardous substance release that has the potential for fire, explosion, or other human health hazards the following procedures will be implemented:

# SPILL PREVENTION / RESPONSE POLICY

#HS D002

- i. Facility staff will be notified of evacuation by one or more of the following method(s): [Verbal, Intercom, Portable Radio, Alarm, Other].
- ii. Notification to emergency services will be performed- Call 911.
- iii. Facility staff will follow predetermined evacuation routes and assemble at designated areas. Evacuation maps must be displayed throughout the facility.
- iv. Individuals responsible for coordinating evacuations must confirm if the business has been completely evacuated.
- v. Facility staff will be made familiar with evacuation procedures during new employee orientation, and annual trainings thereafter.
- vi. Designated emergency response contacts will coordinate all activities with outside emergency personnel.

## 2.10 Spill Clean-up and Disposal:

- A. In the event of a hazardous substance release spill cleanup materials are to be properly characterized to determine if it designates as a Washington State Dangerous Waste. The designated onsite emergency contact, with the assistance of [waste disposal vendor] and other resources will determine the wastes status prior to disposal.

## 2.11 Reporting a Release:

- A. If a hazardous substance spill has been released to soil, surface water, drains or air the following notifications (within 24-hours) must be performed:
  - i. Fire Department (any release that poses an immediate threat to human health, property or the environment):
- B. When reporting a release prepare to provide the following information:
  - i. Your name and telephone number from where you are calling;
  - ii. Exact address of the release or threatened release;
  - iii. Date, time, cause, and type of incident (fire, air release, spill, etc.)
  - iv. Material and quantity of the release, to the extent known;
  - v. Current condition of the facility;
  - vi. Extent of injuries, if any; and
- C. Possible hazards to the public health and/or environment outside of the facility.

# CONTROLLED SUBSTANCE USE & ALCOHOL MISUSE POLICY

#HS D003

Atwell is committed to maintaining a drug-free workplace to promote both the quality of its services and the safety of its employees, its customers, and the public. Every Atwell employee is subject to the rules issued in this Controlled Substance Use & Alcohol Misuse Policy and shall follow the Policy as defined. Every Atwell employee:

- 1 Is prohibited from using, possessing, selling, purchasing, manufacturing, distributing, or transferring alcoholic beverages and/or controlled substances and/or other performance enhancing substances while on duty and or on Atwell property.
- 2 Is prohibited from being on Atwell property and/or reporting to work or performing work with a measurable amount of alcohol and/or controlled substance and/or performance impairing substance in his/her system; and,
- 3 Is prohibited from the consumption of alcohol within four hours of the employee's scheduled time to report for work, or within eight hours following an accident or until the employee takes a post-accident alcohol test, whichever occurs first; and,
- 4 Is required to submit to an alcohol and/or drug test when directed by Atwell
- 5 Is prohibited from tampering (adulteration and/or substitution) or attempting to tamper with any alcohol and/or drug test and/or interfering with the testing/collection process; and,
- 6 Is required to notify his/her supervisor within five calendar days of any conviction for a drug related crime; and,
- 7 Is responsible for informing his/her physician when being prescribed medication(s) that he/she is covered under the terms of this Policy to determine if the prescribed medications can be used safely for performing the functions for Atwell. The employee shall use medically authorized drugs and/or over-the-counter medications in a manner which will not impair job performance; and,
- 8 Shall promptly report to his/her supervisor whenever he/she is prescribed and/or uses an over-the-counter medication that might cause job performance impairment.

Searches of employees and their personal effects, desks, work areas, lockers, and vehicles (while on Atwell or client property) may be conducted at such times and places as necessary to determine compliance with this Policy.

Violation of this Policy shall result in disciplinary action, up to and including termination, even for a first offense.

This testing program will be conducted in accordance with the standards of the U.S. Department of Transportation (DOT), 49 CFR Part 40, PROCEDURES FOR TRANSPORTATION WORKPLACE DRUG AND ALCOHOL TESTING PROGRAMS except when those standards conflict with this Policy or when not applicable to a non-DOT testing program (*example*: custody and control form used for specimen collection). 49 CFR Part 40 procedures, which will be applied

# CONTROLLED SUBSTANCE USE & ALCOHOL MISUSE POLICY

#HS D003

to this testing program, include, but are not limited to, use of a specimen collection/alcohol testing site with trained personnel, split specimen collection, use of a laboratory certified by the Department of Health and Human Services (DHHS or HHS), and use of a Medical Review Officer (MRO) to investigate laboratory positives.

Atwell has adopted the following Policy regarding controlled substance use and alcohol misuse. Each Atwell employee shall read the Policy and must sign the EMPLOYEE ACKNOWLEDGEMENT RECEIPT and agree to comply with the terms of the Controlled Substance Use & Alcohol Misuse Policy as a condition of continued employment.

## 1 POLICY STATEMENT

- 1.1 Because of our concern for the safety of our employees, our property, the public and our concern about the productivity of our workforce, Atwell has adopted a Controlled Substance Use & Alcohol Misuse Policy that is applicable to all employees. Our purpose in adopting this Policy is to further the “Company’s” objective of establishing and maintaining a work environment free from the adverse effects of drug use and alcohol misuse.

## 2 PROHIBITED CONDUCT

- 2.1 Atwell strictly prohibits reporting to or being at work with a measurable number of illegal drugs and/or alcohol in the body. The manufacture, distribution, dispensing, possession, sale, purchase, and/or use of drug paraphernalia, and/or a prohibited controlled substance and/or alcohol while on Atwell property or Atwell business is a violation of this Policy. Further, the unauthorized use or possession of prescription drugs or over-the-counter drugs while on Atwell property or Atwell business is a violation of the Policy. The use of any substance which causes or tends to contribute to unacceptable work performance is also prohibited.
- 2.2 The use of alcohol at Atwell approved functions (business meals, employee gatherings, celebration events, cocktail hours at conferences, etc.) is acceptable if (1) The activity and/or an employee’s involvement in an activity is pre-approved by Atwell management and (2) Such consumption is done in moderation so as to protect the safety of the employee, fellow employees, clients and the public in general.

### A. Illegal Drugs

# CONTROLLED SUBSTANCE USE & ALCOHOL MISUSE POLICY

#HS D003

- i. The presence of a detectable amount (see table below) of an illegal drug(s) in an employee while performing Atwell business or while in an Atwell facility and/or on Atwell property is prohibited. Any employee who has a lab confirmed “positive” test for any of the foregoing drugs is in violation of this Policy unless the employee demonstrates to the MRO a medical explanation for the presence of the drug(s) (in which case the MRO will rule the test result as “negative”).
- ii. Atwell will test for eleven controlled substances at the following levels:

Drug	EMIT Test Initial	CG/MS test Confirmation
<b>Amphetamines</b> Methamphetamines MDMA / MDA	500 ng/mL	250 ng/mL
<b>Cannabinoids (Marijuana) Metabolites</b>	50 ng/mL	15 ng/mL
<b>Cocaine Metabolites</b>	150 ng/mL	100 ng/mL
<b>Opioid Metabolites</b> Codeine / Morphine Hydrocodone / Hydromorphone Oxycodone / Oxymorphone 6-Acetylmorphine (6-AM) – Heroin	2000 ng/mL 300 ng/mL 100 ng/mL 10 ng/mL	2000 ng/mL 100 ng/mL 100 ng/mL 10 ng/mL
<b>Phencyclidine (PCP)</b>	25 ng/mL	25 ng/mL
<b>Barbiturates</b>	300 ng/mL	100 ng/mL
<b>Benzodiazepines</b>	300 ng/mL	100 ng/mL
<b>Methadone</b>	300 ng/mL	100 ng/mL
<b>Methaqualone</b>	300 ng/mL	200 ng/mL
<b>Propoxyphene</b>	300 ng/mL	200 ng/mL
<b>Alcohol</b>	0.02% (BAC)	0.04% (BAC)

*Note: Alcohol screening and confirmation methods are conducted according to DOT protocol using evidential breath testing devices.*

- iii. Atwell reserves the right to alter the testing panel and threshold levels as substance usage and availability patterns suggest the need for change.
- iv. All specimens will also undergo validity testing. Validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign

# CONTROLLED SUBSTANCE USE & ALCOHOL MISUSE POLICY

#HS D003

substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

## B. Alcohol

- i. Employees will be tested for alcohol with an alcohol testing device listed on the National Highway Traffic Safety Administration's Conforming Products List. An alcohol concentration of 0.04 or greater will be considered a "positive". An alcohol concentration of 0.02 to 0.039 will have consequences where the employee will be sent home until their next shift of at least 8 hours or until they can provide a breath test that has an alcohol concentration below 0.02.

## 3 DISCIPLINARY ACTION

- 3.1 Violation of this Policy shall result in termination, even for a first offense violation.

## 4 SEARCHES

- 4.1 Atwell may conduct unannounced searches for illegal drugs, and/or drug paraphernalia and/or alcohol in Atwell facilities and/or on Atwell property. Entering the "Company's" property constitutes consent to searches. Employees are expected to cooperate in the conducting of such searches.
- 4.2 Searches of employees and their personal property which includes, but is not limited to, lunch containers, briefcases, desks, work areas, lockers, and vehicles (while on Atwell property) may be conducted when there is reasonable suspicion to believe that an employee is in violation of this Policy and/or when circumstances and/or workplace conditions justify them.
- 4.3 An employee's consent to a search is required as a condition of continued employment and the employee's refusal to consent shall result in immediate termination.
- 4.4 No employee will be touched as part of the search or detained without his/her consent. Employees being searched may be asked to empty pockets and remove hats and outer clothing including jackets, coveralls, or slickers.

# CONTROLLED SUBSTANCE USE & ALCOHOL MISUSE POLICY

#HS D003

- 4.5** Drugs discovered on Atwell property will be turned over to the appropriate law enforcement agency. Any action taken by law enforcement agencies will be completely independent of this Policy.

A

## 5 TESTING

### 5.1 General

- A.** Drug and alcohol testing will be performed by an independent drug/alcohol testing service. Employees will comply with all procedures and protocols established by the independent testing service. An employee's failure to submit to a drug and/or alcohol test or to comply with all procedures and protocols established by the independent testing service is a violation of this Policy and may result in discipline, up to and including termination.
- B.** A Medical Review Officer (MRO) will review the results of the drug testing process. The primary responsibility of the MRO is to review and interpret lab positive drug test results. It is important to remember that a positive laboratory test result does not automatically identify an employee/applicant as a user of prohibited drugs. The MRO must review lab positive drug test results and determine whether any legitimate alternative medical explanation could account for the positive result.
- C.** When an employee is notified to go to the collection site for a specimen collection and/or alcohol test, they will be allotted 30 minutes plus reasonable travel time to report in at the collection/testing site.

### 5.2 Drug and Alcohol Testing will be conducted in the Following Situations

- A.** Post-Offer of Employment
- i. All applicants who have received a conditional offer of employment will be required to submit to drug and alcohol testing. Atwell will withdraw the conditional offer of employment to any applicant who tests "positive" for the presence of a substance prohibited under this Policy.

# CONTROLLED SUBSTANCE USE & ALCOHOL MISUSE POLICY

#HS D003

## **B.** Random (where permitted by state law)

- i. Random testing will be applicable to all employees of Atwell. A method of random selection will be administered by the independent testing service to ensure that an employee is selected by chance. All employees will be in the random selection pool every time a drawing is made. No employee will be excluded merely because he/she has previously been randomly selected and tested. Random testing will be conducted at an annual rate of at least 50 percent for both drugs and alcohol. Atwell reserves the right to alter the random testing rate.

## **C.** Post-Accident

- i. The employee is involved in a work-related accident which results in one or more recordable injuries, as defined by the Occupational Safety and Health Administration (OSHA), an environmental incident, damage to your property or a clients' property, or a combination of these events, and it is suspected that drugs or alcohol may have played a role in the accident.
- ii. The employee is involved in an incident (including near misses) in which safety rules and regulations may have been violated, and it is suspected that drugs or alcohol may have played a role in the incident. For purposes of this part "incident" means an incident that caused, or could have caused, personal injury requiring medical treatment beyond first aid administered at the work site, and/or property damage of more than \$1000, estimated in good faith at the time of the incident.
- iii. Testing will be required only if in accordance with applicable state law. If drug testing cannot be completed within 32 hours of the accident or incident, and alcohol testing within 8 hours of the accident or incident, the Company should place a written explanation of the circumstances, which could be reviewed by the owner in the employee's file. This written explanation needs to include details of the accident/incident/near miss and reason(s) for not testing the individual.
- iv. Post-Accident/Incident tests shall be conducted immediately after determination has been made that suspected use of drugs or alcohol may have played a role in the accident.

## **D.** Reasonable Suspicion

- i. An employee may be tested for drugs and/or alcohol when supervisors have reason to believe that the employee may be in violation of this Policy. A decision to test will be generally based on two supervisors' evaluation of contemporaneous physical, behavioral, or performance factors which may



# CONTROLLED SUBSTANCE USE & ALCOHOL MISUSE POLICY

#HS D003

cause the supervisors, in the exercise of their discretion, to suspect possible drug use and/or alcohol misuse. For instance, repeated errors on the job, rule violations or unsatisfactory time and attendance patterns, or a specific contemporaneous event that indicates possible drug use and/or alcohol misuse, could provide a basis to test an employee. Alcohol testing may be conducted based solely on breath or body odor detected by one supervisor.

- ii. In all cases of reasonable suspicion testing, Atwell shall provide transportation to and from the collection/testing site as well as to the employee's place of residence or other mutually agreeable location should the testing outcome be positive or unknown.
- iii. If the results are unknown in a reasonable suspicion testing situation, the employee will be temporarily suspended from duty with pay until the results are known.

## **E.** Wall to Wall

- i. Employees are subject to unannounced en masse drug and/or alcohol testing. Such tests will be scheduled at the sole discretion of Atwell. Atwell discretion includes the determination of the scope for such testing (group of employees, department(s), facilities, etc.) in addition to the timing of such testing. Such testing shall include all employees of the named group. Additionally, such group of employees may include, but is not limited to, all employees on a job site at the time of testing or employees by shift and/or craft.

## **F.** Testing of the Split Specimen

- i. An employee or applicant whose drug test was reported as positive by the MRO may request a test of the split specimen, if the employee submits a written request to the MRO within seventy-two (72) after being made aware of the test results. The employee or applicant must pay for the cost of the split test. If the results of the split test are "negative", Atwell will reimburse the individual. The split test may be conducted at the same DHHS laboratory where the specimen was initially tested or at another DHHS certified laboratory. Selection of the laboratory will be determined by the MRO with input from the employee.

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## 6 EMPLOYEE ADMISSION OF CONTROLLED SUBSTANCE USE and/or ALCOHOL MISUSE

- 6.1 Employees who admit to controlled substances use and/or alcohol misuse are subject to the referral, evaluation, and treatment requirements of this Policy, that is; evaluation by a Substance Abuse Professional, required treatment, follow-up testing, etc.
- 6.2 An employee is not permitted to self-identify to avoid testing under the requirements of this Policy.
- 6.3 An employee must make an admission of alcohol misuse or controlled substances use prior to reporting for duty.
- 6.4 The employee will not be permitted to return to work until Atwell is satisfied that the employee has been evaluated and has successfully completed education and/or treatment requirements as directed by a Substance Abuse Professional.
- 6.5 Prior to the employee returning to work, the employee shall undergo a return-to-duty test with a result indicating an alcohol concentration of less than 0.02; and/or a return-to-duty controlled substance test with a verified negative test result for controlled substances.

## 7 COST

- 7.1 The cost of all testing, except the testing of the split specimen (see Section V. f.i.), will be paid for by Atwell. All cost associated with a SAP evaluation and required rehabilitation are the responsibility of the employee.

## 8 CONFIDENTIALITY

- 8.1 Atwell will carry out this Controlled Substance Use & Alcohol Misuse Policy in a manner which respects the dignity and confidentiality of those involved.

# CONTROLLED SUBSTANCE USE & ALCOHOL MISUSE POLICY

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## 9 DEFINITIONS

Words or phrases used in this Policy.

**Adulterated specimen** means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

**Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

**Alcohol concentration (or content)** means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath.

**Alcohol use** means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol. [*Caution: many cough medicines contain alcohol*].

**CFR** means Code of Federal Regulations.

**Confirmation (or confirmatory) drug test** means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.

**Confirmed drug test** means a confirmation test result received by an MRO from a laboratory.

**Dilute specimen** means a specimen with creatinine and specific gravity values that are lower than expected for human urine.

**Drug** means any substance or chemical that has mind or function altering effects on the human body, including prescription and over-the-counter medications.

**Drug paraphernalia** means any item used for the administering, transferring or snorting of a drug.

**Illegal drug** means a controlled substance included in Schedule I or II, as defined by section 802(6) of Title 21 of the United States Code, the possession of which is unlawful under chapter 13 of that Title. The term “illegal drug” does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

**Invalid drug test** means the result of a drug test for a urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.

**Laboratory** means a laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of the HHS Mandatory Guidelines for Federal

# CONTROLLED SUBSTANCE USE & ALCOHOL MISUSE POLICY

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Workplace Drug Testing Programs. In the event of hair testing, a laboratory certified to perform hair testing.

**Licensed medical practitioner** means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

**Medical Review Officer (MRO)** means a licensed physician responsible for receiving laboratory results and who is knowledgeable of controlled substance use. The MRO must have appropriate medical training to interpret and evaluate test results in conjunction with medical history and any other bio-medical information.

**Possession** means on one's person, in one's personal effects, in one's vehicle, or under one's control.

**Primary specimen** means the urine specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section.

**Refuse to submit (to an alcohol or controlled substances test)** means that an employee (or applicant):

- 1 Fails to appear for any test (except a pre-employment test) within a reasonable time (generally 30 minutes plus reasonable driving time after notification to go for a test), as determined by Atwell after being directed to do so by Atwell.
- 2 Fails to remain at the testing site until the testing process is complete. Fails to remain at the testing site for a pre-employment test occurs when an applicant leaves once the specimen collection kit has been opened;
- 3 Fails to provide a urine or breath specimen for any drug or alcohol test required by this Policy. An applicant who does not provide a urine specimen because he/she left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- 4 Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- 5 Declines to submit a second specimen when directed to do so by Atwell or collector. A second urine specimen is required when the first specimen is not within the acceptable temperature range. The second collection is by direct observation;

# CONTROLLED SUBSTANCE USE & ALCOHOL MISUSE POLICY

#HS D003

- 6 Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process); or
- 7 Is reported by the MRO as having a verified adulterated or substituted test result.

**Sale** means any exchange, transfer, or sharing whether for money or otherwise.

**Screening test (or initial test)** means:

- 1 In drug testing, a test to eliminate “negative” urine specimens from further analysis or to identify a specimen that requires additional testing for the presence of drugs.
- 2 In alcohol testing, an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

**Specimen** means any one of several types of specimens including but not limited to urine, hair, sweat, and/ or saliva. Specimens shall be collected in accordance with manufactures and/or testing laboratory instructions.

**Split specimen** means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

**Substance Abuse Professional (SAP)** means a person who evaluates employees who have violated the drug and alcohol Policy and makes recommendations concerning education, treatment, follow-up testing, and aftercare. Must be a licensed physician (Doctor of Medicine or Osteopathy); or licensed or certified social worker; or licensed or certified psychologist; or licensed or certified employee assistance professional; or a drug and alcohol counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (ICRC).

**Substituted specimen** means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

**Verified test** means a drug test result or validity testing result from an HHS certified laboratory that has undergone review and final determination by the MRO.

**Use** means any form of consumption, ingestion, inhaling, or injecting.

# CONTROLLED SUBSTANCE USE & ALCOHOL MISUSE POLICY

#HS D003

**Atwell, LLC**

## **Acknowledgment and Agreement with Respect to**

### **Drug and Alcohol Testing**

I acknowledge, by signing this form, that my full compliance with the Anti-Drug and Alcohol Misuse Prevention Plan (the "Plan") and DOT drug and alcohol regulation requirements is a condition of my initial and continued employment with the Company. I understand and agree that I may be discharged or otherwise disciplined for any drug and/or alcohol violation, committed by me, as cited in the Plan and/or in the DOT drug and alcohol regulatory requirements.

I also acknowledge, by signing this form, that a copy of the Plan has been made available to me and that I have read and understand the requirements of the Company and DOT drug and alcohol program. I have also been provided with informational materials on the dangers and problems of drug abuse and alcohol misuse.

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Employee's Signature

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Date

---

**Print** Employee's Name

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Social Security #

# FIT FOR DUTY POLICY

## 1 SCOPE

- 1.1** Atwell is committed to providing a safe and healthy work environment for our employees. Atwell full and part-time staff are expected to report for work fit for duty, which means able to perform their job duties in a safe, appropriate, and an effective manner free from the adverse effects of physical, mental, or emotional problems.

## 2 REQUIREMENTS

- 2.1** It is the goal of Atwell to provide a safe workplace for all workers. To accomplish this goal, we have adopted the following fitness for duty policy requirements.
- A.** Competency
    - i. Atwell ensures workers are qualified and have the necessary education, experience, training, and are competent to perform their job tasks.
  - B.** Physically Capable
    - i. Employees must be physically capable of performing all tasks associated to their job. Employees are required to assist Atwell to maintain a safe and healthy working environment and to take all reasonable care not to put themselves or others at risk. Employee must notify their supervisor when fatigued and not able to perform their work safely.
    - ii. Certain Job functions, DOT PHMSA or Client requirements may require a pre-employment physical prior to assignment or if an employee changes job assignment to a one that require a pre-assignment physical. In addition, a post assignment or exit physical may be required.
  - C.** Medication Reporting Requirements
    - i. Employees must notify their supervisor if they are taking prescription or over-the-counter medication that may impair their ability to work safely. Employees must report all medications they are taking.
    - ii. Over-the-counter medications such as allergy or cold and flu medications could also impair one's ability to perform safely and must also be reported to their supervisor.
  - D.** Employee Activity and Behavior

# FIT FOR DUTY POLICY

- i. Atwell is responsible for monitoring workers for unsafe behaviors and removing workers from the job site, if necessary. Employee's activities and behaviors will be monitored to determine if employee(s) should be removed from the work site.
- ii. Workers are prohibited from entering the workplace while under the influence of drugs or alcohol. The company will ensure that no person enters or remains at the job site while under the influence of drugs and/or alcohol. Employees are subject to the company Substance Abuse Policy (HS C017) that includes testing for pre-employment, post-accident, random, reasonable cause, return to duty, follow-up, and pre-access.

## E. Employee Assistance

- i. Atwell will aid workers who are unable to safely perform their job duties. If an employee is determined to be unfit for duty, the company has a process in place to provide reasonable assistance to the employee. This may include, but is not limited to, transferring the worker to another role, providing a leave of absence, Employee Assistance Programs, etc.
- ii. Atwell Human Resources will review each matter on a case-by-case basis.
- iii. Disciplinary action may occur for an employee reporting to work in a condition which could endanger their safety or the safety of any other person(s).

## F. Training

- i. The company Fit for Duty policies and procedures are communicated to employees. The company ensures workers are trained on the Fit for Duty policies and procedures for company.
- ii. Safe work practices and procedures must be followed. Safe work procedures must be in place prior to work beginning.
- iii. Employees shall follow our and our client's safety requirements. Examples may include, hot work permitting, confined space, lockout tagout, process safety management, electrical safety, operator safety and other standard work practices, safety rules, or procedures.



## 1 SCOPE

- 1.1** The purpose of Atwell Confined Space Program is to set procedures that will ensure workers safe entry into confined spaces and permit-required confined spaces to perform routine tasks associated with their employment. This procedure is designed to provide the minimum safety requirements in accordance with the Occupational Safety and Health Administration's (OSHA) Confined Space Standard, 1910.146 and 1926.1201.

## 2 BACKGROUND

- 2.1** A confined space is defined as any location that has limited openings for entry and egress, is not intended for continuous employee occupancy, and is so enclosed that natural ventilation may not reduce air contaminants to levels below the threshold limit value (TLV). Examples of confined spaces include manholes, stacks, pipes, storage tanks, trailers, tank cars, pits, sumps, hoppers, and bins. Entry into confined spaces without proper precautions could result in injury, impairment, or death due to:
- A.** An atmosphere that is flammable or explosive
  - B.** Lack of sufficient oxygen to support life
  - C.** Contact with or inhalation of toxic materials
  - D.** General safety or work area hazards such as steam or high-pressure materials

## 3 RESPONSIBILITIES

- 3.1** Safety Department:
- A.** The Director of Safety (or designee) is the Program Administrator
  - B.** Review the locations where Confined Spaces entry operations may be required.
  - C.** Make periodic surveys of operations and equipment at Atwell to assure adequate entry procedures are followed during confined space entry activities.

- D. Specify the appropriate equipment needed for confined space entry. The job situation, exposures involved, exposure levels, and respiratory protection factors will be taken into consideration when evaluating Confined Space entry.
- E. Designated and qualify Project and Construction Managers to administrate the confines space program on work sites.

### 3.2 Project Managers and Construction Managers:

- A. Project Managers and or Construction Manager is the designated management representative in authorizing the Entry Into permit and non-permit confined spaces.
- B. Designates and assigns employees to the following roles:
  - C. Entry supervisors for confined space entry
  - D. Assigned Attendant
  - E. Entry personnel
- F. The PM/ CM or trained designee completes and fills in the confined space permit ensuring all precautions and test are completed.
- G. Verifies the training of employees involved in confined space entry is current for the position they are fulfilling. Will only allow trained employees make confined space entry.

### 3.3 Employees Shall:

- A. Attend training on the requirements of Confined space entry.
- B. Stop any confined space entry if any unsafe condition exists or develops.
- C. Report to the any issues with the confined space entry activities to Project or Contract manger over the project.

## 4 DEFINITIONS

For the purpose of this policy, the following definitions apply:

- 4.1 **Acceptable entry conditions:** means the conditions that must exist in a permit space, before an employee may enter that space, to ensure that employees can safely enter into, and safely work within, the space.

- 4.2 Attendant:** means an individual stationed outside one or more permit spaces who assesses the status of authorized entrants and who must perform the duties specified in this policy.
- 4.3 Authorized entrant:** means an employee who is authorized by the entry supervisor to enter a permit space.
- 4.4 Barrier:** means a physical obstruction that blocks or limits access.
- 4.5 Blanking or blinding:** means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind, plug or a pancake blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.
- 4.6 Competent person:** means one who can identify existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.
- 4.7 Confined space:** means a space that:
- A.** Is large enough and so configured that an employee can bodily enter it;
  - B.** Has limited or restricted means for entry and exit; and
  - C.** Is not designed for continuous employee occupancy.
- 4.8 Control:** means the action taken to reduce the level of any hazard inside a confined space using engineering methods (for example, by ventilation), and then using these methods to maintain the reduced hazard level. Control also refers to the engineering methods used for this purpose. Personal protective equipment is **not** a control.
- 4.9 Controlling Contractor:** is the employer that has overall responsibility for construction at the worksite.
- Note. If the controlling contractor owns or manages the property, then it is both a controlling employer and a host employer.*
- 4.10 Double block and bleed:** means the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.
- 4.11 Early-warning system:** means the method used to alert authorized entrants and attendants that an engulfment hazard may be developing. Examples of early-warning systems include but are not limited to: alarms activated by remote sensors; and lookouts with equipment for immediately communicating with the authorized entrants and attendants.

- 4.12 Emergency:** means any occurrence {including any failure of power, hazard control or monitoring equipment) or event, internal or external, to the permit space that could endanger entrants.
- 4.13 Engulfment:** means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, crushing, or suffocation.
- 4.14 Entry:** means the action by which any part of a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space, whether or not such action is intentional, or any work activities are actually performed in the space.
- 4.15 Entry Employer:** means any employer who decides that an employee it directs will enter a permit space.

*Note: An employer cannot avoid the duties of the standard merely by refusing to decide whether its employees will enter a permit space, and OSHA will consider the failure to so decide to be an implicit decision to allow employees to enter those spaces if they are working in the proximity of the space.*

- 4.16 Entry permit (permit):** means the written or printed document that is provided by the employer who designated the space a permit space to allow and control entry into a permit space and that contains the information specified in this policy.
- 4.17 Entry Rescue:** occurs when a rescue service enters a permit space to rescue one or more employees.
- 4.18 Entry Supervisor:** means the qualified person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this standard.

*Note: An entry supervisor also may serve as an attendant or as an authorized entrant, if that person is trained and equipped as required by this standard for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during an entry operation.*

- 4.19 Hazard** means a physical hazard or hazardous atmosphere. See definitions below.
- 4.20 Hazardous atmosphere** means an atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:
- A.** Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
  - B.** Airborne combustible dust at a concentration that meets or exceeds its LFL;

# CONFINED SPACE ENTRY POLICY

#HS D005

**Note:** This concentration may be approximated as a condition in which the combustible dust obscures vision at 5 feet (1.52 meters) or less.

- C.** Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
- D.** Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart O-Occupational Health and Environmental Control, or in Subpart Z- Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose or permissible exposure limit;

**Note:** An atmospheric concentration of any substance that is not capable of causing death, incapacitation, and impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this definition.

- E.** Any other atmospheric condition that is immediately dangerous to life or health.

**Note:** For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Safety Data Sheets that comply with Atwell Hazard Communication Policy HSA008, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

- 4.21 Host Employer:** means the employer that owns or manages the property where the construction work is taking place.
- 4.22 Hot work:** means operations capable of providing a source of ignition (for example, riveting, welding, cutting, burning, and heating).
- 4.23 Immediately Dangerous to Life or Health (IDLH):** means any condition that would interfere with an individual's ability to escape unaided from a permit space and that poses a threat to life or that would cause irreversible adverse health effects.

**Note:** Atwell will not perform IDLH work without written permission from Vice President of Atwell, Director of Safety, and senior officer Vice President or higher of Atwell, LLC the parent company to Atwell.

- 4.24 Inerting:** means displacing the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

**Note:** This procedure produces an **IDLH** oxygen-deficient atmosphere.

- 4.25 Isolate or isolation:** means the process by which employees in a confined space are completely protected against the release of energy and material into the space, and contact with a physical hazard, by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; blocking or disconnecting all mechanical linkages; or placement of barriers to eliminate the potential for employee contact with a physical hazard.

- 4.26 Limited or restricted means for entry or exit:** means a condition that has a potential to impede an employee's movement into or out of a confined space. Such conditions include, but are not limited to, trip hazards, poor illumination, slippery floors, inclining surfaces and ladders
- 4.27 Line breaking:** means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.
- 4.28 Lockout:** means the placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
- 4.29 Lower flammable limit (LFL) or lower explosive limit (LEL):** means the minimum concentration of a substance in air needed for an ignition source to cause a flame or explosion.
- 4.30 Monitor or monitoring:** means the process used to identify and evaluate the hazards after an authorized entrant enters the space. This is a process of checking for changes that is performed in a periodic or continuous manner after the completion of the initial testing or evaluation of that space.
- 4.31 Non-entry rescue:** occurs when a rescue service, usually the attendant, retrieves employees in a permit space without entering the permit space.
- 4.32 Non-permit confined space:** means a confined space that meets the definition of a confined space but does not meet the requirements for a permit-required confined space.
- 4.33 Oxygen deficient atmosphere:** means an atmosphere containing less than 19.5 percent oxygen by volume.
- 4.34 Oxygen enriched atmosphere:** means an atmosphere containing more than 23.5 percent oxygen by volume.
- 4.35 Permit-required confined space (permit space):** means a confined space that has one or more of the following characteristics:
- A.** Contains or has a potential to contain a hazardous atmosphere;
  - B.** Contains a material that has the potential for engulfing an entrant;
  - C.** Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
  - D.** Contains any other recognized serious safety or health hazard.

- 4.36 Physical hazard:** means an existing or potential hazard that can cause death or serious physical damage. Examples include, but are not limited to: explosives, mechanical, electrical, hydraulic and pneumatic energy; radiation, temperature extremes; engulfment; noise; and inwardly converging surfaces. Physical hazard also includes chemicals that can cause death or serious physical damage through skin or eye contact (rather than through inhalation).
- 4.37 Prohibited condition:** means any condition in a permit space that is not allowed by the written permit during the period when entry is authorized. A hazardous atmosphere is a prohibited condition unless it can be demonstrated that personal protective equipment (PPE) will provide effective protection for each employee in the permit space and provides the appropriate PPE to each employee.
- 4.38 Qualified person:** means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.
- 4.39 Rescue:** means retrieving, and providing medical assistance to, one or more employees who are in a permit space.
- 4.40 Rescue service:** means the personnel designated to rescue employees from permit spaces.
- 4.41 Retrieval system:** means the equipment (including a retrieval line, chest or full body harness, wristlets, or anklets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.
- 4.42 Serious physical damage:** means an impairment or illness in which a body part is made functionally useless or is substantially reduced in efficiency. Such impairment or illness may be permanent or temporary and includes, but is not limited to, loss of consciousness, disorientation, or other immediate and substantial reduction in mental efficiency. Injuries involving such impairment would usually require treatment by a physician or other licensed health-care professional.
- 4.43 Tagout means:**
- A.** Placement of a tagout device on a circuit or equipment that has been deenergized, in accordance with an established procedure, to indicate that the circuit or equipment being controlled may not be operated until the tagout device is removed; and
  - B.** The employer ensures that
    - i.** Tagout provides equivalent protection to lockout, or

- ii. That lockout is infeasible and the employer has relieved, disconnected, restrained and otherwise rendered safe stored (residual) energy.

**4.44 Test or testing:** means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

*Note: Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.*

**4.45 Ventilate or ventilation** means controlling a hazardous atmosphere using continuous forced-air mechanical systems.

## 5 REQUIREMENTS

- 5.1** Before Atwell employees begins work at a worksite, Project or Construction Manager must ensure that a competent person identifies all confined spaces in which one or more of the employees may work, and identifies each space that is a permit space, through consideration and evaluation of the elements of that space, including testing as necessary.
- 5.2** Each affected employee must be trained prior to initial assignment to work in a confined space.
- 5.3** If the workplace contains one or more permit spaces, the client and or Atwell identifies and gives notice of, a permit space must:
  - A.** Inform exposed employees by posting danger signs or by any other equally effective means, of the existence and location of, and the danger posed by, each permit space; and

*Example of a sign reading “DANGER—PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER” or equivalent.*





- B.** Inform, in a timely manner and in a manner other than posting, all employees, authorized representatives and the controlling contractor of the existence and location of, and the danger posed by, each permit confined space.
- 5.4** For each permit required confined space that Atwell is made aware of Project Management will take steps to not allow employees to enter that permit required confined space. Atwell must take effective measures to prevent those employees, non-employees, pedestrian, vehicle from entering that permit confined space.
- 5.5** If Atwell decides that employees will enter a permit confined space, this policy will serve as a written permit space program. The written program must be made available prior to and during entry operations for inspection by employees and their authorized representatives.

## **6** RESPONSIBLE PERSONS

- 6.1** A minimum of three (3) people in various roles are required to make a confined space entry. The following are the minimum number of people in the required roles.

  - A.** Authorized Entrant
  - B.** Attendant
  - C.** Entry Supervisor
- 6.2** Entry Supervisor

  - A.** General:

    - i.** The Entry Supervisor is responsible for both the thorough completion and safety of all aspects of confined space entry operations to which he/she is assigned.

He/she has the authority to assign additional responsibilities, in addition to those specified by this program (termed “program” responsibilities). However, additional responsibilities may not interfere with the primary responsibilities outlined below, the authority to hold crew members accountable for their responsibilities, and the authority and responsibility to discontinue operations if any situation poses a threat to the safety of the operation or crew members.

**B. Responsibilities:**

- i. Reviews, understands and knows the hazards faced during entry – including the chemical (i.e. SDS, mode, signs or symptoms and consequence of exposure to chemical substances, etc.) and physical hazards of the space.
- ii. Reviews the Entry Permit to verify the following:
  - a. All appropriate entries are properly recorded on the permit/all appropriate tests have been conducted/all appropriate equipment and procedures specified by the permit are in place before endorsing the permit and allowing entry to begin.
- iii. Verifies that all information is accurate and appropriate before signing the permit.
- iv. Terminates the entry and cancels the entry permit under the following conditions: operation is complete/entrants have left the space/the space is secured/a condition not specified or allowed by the permit arises in or near the permit space.
- v. Verifies that written rescue procedures, as specified are available and that the means for summoning or enacting them are operable.
- vi. Restricts, blocks or prevents (without creating a physical risk to him/herself) unauthorized individuals from entering or attempting to enter the permit space during entry operations.
- vii. Assures that the entry operation remains consistent with the terms of the permit and that acceptable entry conditions are maintained when entry responsibilities are transferred.
- viii. Assigns additional responsibilities (tasks).
- ix. Conducts and documents on the permit items discussed during the Pre Entry Safety meeting.
- x. Assures that the communication system is established.
- xi. Assures all participants are familiar with emergency procedures and their assigned responsibilities.

- xii. Assures that all entrants have had the opportunity to view the initial air monitoring being conducted on the space and discusses these results with the entrants.
- xiii. Notifies Health & Safety of any unusual events, i.e. – site problems, accidents, injuries, exposures, near misses, changes in tasks, unauthorized entries or attempts, etc. that occur during the entry operation.
- xiv. A minimum of three employees are present and properly trained. Two (2) of the three (3) employees must be Atwell employees who remain outside the space during the entire entry.

**C.** Entry-by-Entry Supervisor:

- i. The Entry Supervisor may enter the confined space to carry out responsibilities or otherwise supervise the work being performed. However, he/she is not permitted to perform other duties in the space such as those assigned to the Entrants. Additionally, if entry by the Entrant Supervisor would compromise the capability of the rescue team, the Entry Supervisor may not enter the space.

**D.** Conditions for Entry-by-Entry Supervisor:

- i. The Confined Space Entry (CSE) Supervisor may enter a permit-required confined space to perform supervisory responsibilities under the following conditions. If these conditions are met, the CSE Supervisor can enter without relinquishing the CSE Supervisor role.
- ii. Verifies that adequate rescue services are available and that the means for summoning them are operable.
- iii. The attendant is instructed to summon rescue if the need arises
- iv. Entry is conducted for supervisory duties only. A new permit need not be completed if the above comments are ensured. However, time in and out should be recorded on the permit.
- v. If the Entry Supervisor is entering the space to perform work other than that of a supervisory nature, the Entry Supervisor must assure that another qualified Entry Supervisor is available to supervise the entry. In this case, a new permit is not required if the replacement supervisor is a qualified Entry Supervisor and his/her name, and supervisory times are noted on the established permit. The original Entry Supervisor must be listed as an Entrant on the permit for the times in the space.

**E.** Assumption of Attendant Duties:

- i. The Entry Supervisor may also assume the Attendant's responsibility in addition to the Entry Supervisor responsibility. This is permitted so long as the following is considered, ensured, and can be accomplished.
- ii. Only one Entrant is permitted in the space at any one point in time. Any deviation from this requirement must first be discussed and approved with Health & Safety.
- iii. Rescue or other emergency services can be summoned without relinquishing the Entry Supervisor or Attendant's duties – i.e. leaving the space. This may be accomplished through an established and effective communication system, i.e., two-way radios, others.
- iv. The Entry Supervisor will be able to remove the Entrant using non-entry rescue unless an adequate rescue team or outside rescue service is available, assigned and will be utilized.
- v. The Entry Supervisor/Attendant will not enter the space to perform supervisory responsibilities unless relieved by an authorized Attendant.

## 6.3 Attendant

### A. Primary responsibilities:

- i. Reviews, understands and knows the hazards faced during entry, including the chemical – i.e. SDS, signs or symptoms and consequences of exposure to chemical substances, etc. - and physical hazards of the space.
- ii. Is aware of possible behavioral effects of hazards exposure of entrants – see permit SDS.
- iii. Continuously maintains an accurate count of Entrants in the permit space and ensures that the names listed on the Entry Permit accurately identify who is in the permit space.
- iv. Communicates with authorized Entrants as necessary to monitor Entrant status and to alert Entrants of the need to evacuate the space.
- v. Monitors activities inside and outside the space to determine if it is safe for Entrants to remain in the space and orders the authorized Entrants to evacuate the permit space immediately under any of the following conditions:
  - a. If the Attendant detects a prohibited condition
- vi. If the Attendant detects the behavioral effects of hazard exposure in an authorized Entrant

- a. If the Attendant detects a situation outside the space that could endanger the authorized Entrants
  - b. If the Attendant cannot effectively and safely perform all his/her duties
  - vii. Summons rescue and other emergency services as soon as he/she determines that authorized entrants may need assistance to escape from permit space hazards.
  - viii. Takes the following actions when unauthorized persons approach or enter a permit space while entry is under way:
    - a. Warns the unauthorized persons that they must stay away from the permit space
    - b. Advises the unauthorized persons that they must exit immediately, if they have entered the permit space
    - c. Informs the authorized Entrants and the Entry Supervisor without leaving the standby position, nor entering the permit space, if unauthorized persons have entered the permit space
  - ix. Performs non-entry rescues as specified by the written rescue plan and guidelines.
  - x. Performs no other duties than monitoring and protecting the authorized Entrants.
  - xi. Conducts (as appropriate without entry) and documents atmospheric monitoring as specified by the permit or additional monitoring as deemed necessary. Communicates these results to the entrants.
  - xii. Documents monitoring results and operational conditions on permits.
  - xiii. Remains outside the space during entry operations until relieved by another qualified Attendant. "Qualified" means the relief Attendant is as knowledgeable in the responsibilities, hazards, conditions, etc. as the original Attendant.
- B. Other Attendant Duties:**
- i. The following are examples of permitted and prohibited duties; others should be evaluated on a case-by-case basis.
  - ii. Permitted duties – passing tools and buckets to Entrants/pulling buckets while maintaining constant visual or verbal communication with the Entrant.
  - iii. Prohibited duties – directs traffic/walks to a vehicle to obtain a tool/load or unloads a drum if that action will affect the attendant's primary duty of monitoring the status of the entrant(s).

- iv. Regardless of the Attendant's regular or additional responsibilities, the following conditions must be maintained:
- v. The Attendant maintains constant communication with the Entrant(s).
- vi. The use of an automated LEL/Oxygen/Toxic meter is used to continuously monitor the confined space and immediately alerts the Attendant and Entrant that a problem exists.
- vii. The frequency of monitoring as noted above shall be based on the conditions of the space being monitored and any limitations of the air-monitoring instrument being utilized.
- viii. The Attendant does not break the plane of an opening into the confined space.

## 6.4 Entrants

- A.** Adhere to all instructions provided by the Entry Supervisor and Attendant.
- B.** Know the hazards that may be faced during entry including information on the signs or symptoms and consequences of the exposure to a physical or atmospheric hazard.
- C.** Properly use equipment
  - i. Testing and monitoring equipment specified by the permit, as appropriate for Entrant's use
  - ii. Ventilating equipment needed to obtain acceptable entry conditions
  - iii. Communications equipment, methods, systems, signals, etc.
  - iv. Required personal protective equipment
  - v. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency.
  - vi. Barriers and shields
  - vii. Equipment, such as ladders, needed for safe entry and egress by authorized Entrants
  - viii. Rescue and emergency equipment needed to comply with the rescue plan and guideline, except to the extent that the equipment is provided by Rescue Services
  - ix. Any other equipment necessary for safe entry into and rescue from permit spaces
  - x. Visually observer initial air monitoring that is conducted on the space.

- D.** Alert the Attendant whenever:
  - i. The Entrant recognizes any warning sign or symptom of exposure to a dangerous situation
  - ii. The Entrant detects a prohibited condition
  - iii. Exit from the permit space as quickly as possible whenever:
  - iv. An order to evacuate is given by the Attendant or the Entry Supervisor
  - v. The Entrant recognizes any warning sign or symptom of exposure to a dangerous situation
  - vi. The Entrant detects a prohibited condition
  - vii. An evacuation alarm is activated
  - viii. The Entrant suspects a problem has developed or is likely to develop with their respiratory protection or other personal protective equipment

## 6.5 Health & Safety

- A.** Health & Safety will review, approve, and distribute this Standard and all related Policies to all locations, sites and offices as applicable. Health & Safety will also coordinate revisions of all Standards and related Policies as required. Lastly, Health & Safety will directly support Policy and Standard implementation and report any exceptions and will provide support to all locations, sites and offices as necessary.
- B.** Provides technical assistance to aid crews in identifying space characteristics and conduct site audits to ensure compliance with these guidelines.
- C.** Conducts an annual review of these Entry Guidelines to assure that the guidelines continue to provide adequate protection for Entrants.
- D.** Provides consultation on unusual, difficult or unique operations.

# 7

## PERMIT REQUIRED CONFINED SPACE

- 7.1** Permit Required Confined Space--A space that meets all the requirements of a Confined Space and has one or more of the following characteristics:
  - A.** Contains or has the potential to contain a hazardous atmosphere.
  - B.** Contains a material, liquid or finely divided (flowing) solid that has the potential for engulfing an entrant.

- C.** Has an internal shape (sloping floors) or configuration (converging walls) that could cause an employee to lose their footing and/or be trapped, causing injury.
- D.** Contains any other recognized serious safety, health, mechanical and/or electrical hazard.
- E.** Work being performed in the space is considered hazardous or may introduce a hazardous material into the space (painting, using solvents, and cutting through a tank floor).

**NOTE:** All Confined Spaces are considered Permit Required Confined Spaces until certified otherwise. If visible product and/or vapors become present in a previously certified Non-Permit Confined Space it then becomes a Permit Required Confined Space.

## 8

### NON-PERMIT CONFINED SPACE

- 8.1** Non-permit confined space means a confined space that does not contain, or have the potential to contain, any hazard capable of causing serious harm. Project management may identify these spaces and others as a permit required confined space. In these instances, Atwell will follow permit rules for the confined space.
- 8.2** Atwell employees can enter a non-permit confined space, if all of the following conditions are met:
  - A.** It can be demonstrated that all physical hazards in the space are eliminated or isolated through engineering controls so that the only hazard posed by the permit space is an actual or potential hazardous atmosphere;
  - B.** It can be demonstrated that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry, and that, in the event the ventilation system stops working, entrants can exit the space safely;
  - C.** Atwell has developed monitoring and inspection data that supports the change in classification.
  - D.** If an initial entry of the permit space is necessary to obtain the data required, the entry is performed in compliance with permit required Confined Space Entry.
  - E.** The determinations and supporting data are documented and are made available to each employee who enters the permit space or to that employee's authorized representative.
  - F.** Entry into the permit space under the terms of the non-permit required confined space is performed in accordance with the stated requirements.



## 9 PRE-ENTRY SAFETY MEETING

### 9.1 Frequency

- A.** A Pre-Entry Safety meeting shall be conducted once the space has been characterized
  - i. Prior to the start of any activity
  - ii. Whenever new tasks are initiated, i.e., entering the next boiler in a series
  - iii. For newly assigned Entrants, Attendants, etc.
  - iv. A minimum of once per shift, prior to the start of each operation

### 9.2 Content

- A.** The following information must be discussed. atmospheric, chemical and physical hazards of the space and surrounding area, rescue procedures, the task to be completed, Safety Data Sheets, work assignments and responsibility of each function, i.e., Entrant, Attendant & Supervisor.

### 9.3 Documentation

- A.** When performing work for client's who use and issue Confined Space permits as part of their permitting system the Atwell permit must be utilized also.
- B.** Review the Confined space rescue plan and each crew member's role in it. (Attachment 2)
- C.** The Entry Supervisor (or his/her designee) must document the following information on the Atwell Confined Space Permit: information discussed those in attendance, any questions posed by the crew and scope of work assignments.
- D.** Signature: Each crew member must sign the permit once they are satisfied, they understand all operational and safety aspects of the assigned work.
- E.** Withholding Signature: Any crew member who has not had his/her questions answered to their satisfaction, does not thoroughly understand their responsibilities, or is unsure of methods to safely perform the operation may withhold their signature until their questions are answered and the information is provided. No entrant will be compelled to enter a confined space until they understand and agree to the information.
- F.** Agreement: An entrant's signature is his/her indication that they understand the hazards, agree to their responsibilities and have had all questions answered to their

satisfaction. No entrant shall be compelled to sign his/her name but should do so only after receiving adequate explanation of applicable information.

## 10 PRE-ENTRY PROCEDURES

### 10.1 General Pre-Entry Procedures

- A.** Authority to enter the Permit Required Confined Space is initiated with the Client and Atwell Project Manager. Actual entry into a Permit Required Confined Space shall not be permitted until the Entry Supervisor and Client are satisfied that all Pre-Entry criteria have been met, the appropriate personal protective equipment is available, and safety procedures and job duties for the particular Permit Required Confined Space have been reviewed with all authorized Entrants and Attendants. When these items have been completed, the Entry Supervisor shall sign the Confined Space Entry Permit (Form A) to authorize entry.
- B.** Individuals must be trained in Permit Required Confined Space entry procedures before being allowed to enter and work in a Confined Space as an Entrant or at the entrance of the Confined Space as an Attendant.
- C.** Prior to entering any Permit Required Confined Space, the Majority of the Confined Space Entry Permit must be completed. The required procedures shall be completed, and any air quality readings must be taken as required to the satisfaction of the Entry Supervisor before entry authorization is granted.
- D.** The telephone number or communication protocol for reaching the designated rescue team shall be recorded on the Entry Permit. On-site rescue teams shall be notified of the planned entry.

### 10.2 Atmosphere Quality Testing and Monitoring

- A.** When the Confined Space is isolated, clean, and vapor-free, a trained individual shall test the air quality and record the results on the Confined Space Permit. Tests shall be performed for the air quality hazard in the following order:
  - i. Oxygen first
  - ii. Flammable vapors second
  - iii. Toxic concentrations third
- B.** Where possible, air samples shall be taken from outside the Confined Space if the samples are representative of air throughout the space. The following conditions shall be met for acceptable work environments:

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- i. **Oxygen Deficiency:** The atmosphere in the Confined Space shall be continuously tested for oxygen. Oxygen concentrations must be greater than 19.5% before any employee shall be permitted to enter. If the oxygen content is deficient (less than 19.5%), the Entry cannot take place until the oxygen content is brought back above 19.5%.
- ii. **Oxygen Enriched:** No employee shall be allowed to enter or remain in an oxygen enriched atmosphere. This occurs when the level of oxygen in the air reaches 23.5%. If this occurs, the abnormal oxygen source must be determined and eliminated.
- iii. **Flammable Materials:** The atmosphere of the Confined Space shall be continuously tested for flammable vapors with a combustible gas indicator or other instrument designed for this purpose. If evidence of flammable vapors is found in the Confined Space, the source shall be determined and controlled or eliminated. If vapor concentrations exceed 10% LEL, the space must be ventilated.
- iv. **Toxic Materials:** Based upon the contents of the Confined Space, tests shall be taken to assure that potentially toxic materials have been removed or that the concentration is below any IDLH exposure limits for that material. Refer to the SDS for the IDLH limits and threshold limit values (TLV) or permissible exposure limits (PEL). The personal protective equipment required to protect against exposure must be used if toxic concentrations are above TLV/PEL limits. The two toxic materials that will always be monitored for are Hydrogen sulfide(H<sub>2</sub>S), Carbon Monoxide(CO)and SO<sub>2</sub>
  - a. **Hydrogen sulfide (H<sub>2</sub>S)** is a highly toxic gas that can be deadly at low concentrations. Entry will not allow when more than 10 PPM of H<sub>2</sub>S is present.
  - b. **Carbon Monoxide (CO)** is an aspirant hazard in a confined space it will replace the oxygen in the space. Entry will not be allowed if the concentration of CO is above 35 PPM.
  - c. **Sulfur dioxide (SO<sub>2</sub>)** is a highly toxic gas which poisons its victims via inhalation through the lungs. SO<sub>2</sub> combines with water to form sulfuric acid (H<sub>2</sub>SO<sub>4</sub>). It is for this reason sulfur dioxide can burn the respiratory tract upon inhalation. High doses of sulfur dioxide can cause death quite rapidly. Entry will not be allowed if the concentration of SO<sub>2</sub> is above 2 PPM.

Monitoring substance	Entry limits
Oxygen (O <sub>2</sub> )	Between 19.5% - 23.5%
Lower Explosive limit (LEL)	10% of LEL
Carbon Monoxide (CO)	35 PPM

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Hydrogen sulfide (H <sub>2</sub> S)	10 PPM
Sulfur dioxide (SO <sub>2</sub> )	2 PPM

d. Airborne dust must not limit visibility to less than five (5) feet.

**10.3** The following are to be performed as needed:

- A.** Barricading: The work area around the Confined Space should be isolated with barricades and barrier tape to deter unauthorized entrance. Barricades must be placed at the opening to the Confined Space when a ground level vertical entry is being performed.
- B.** Draining: before entering the interior of any Confined Space, the contents shall be drained. All available hatches, manholes or clean-out doors shall be opened.
- C.** Blanking: Isolate the Confined Space from other equipment. Insert slip blanks in all connecting pipes at the flanges closest to the Confined Space or disconnect the piping and install solid blinds on the open ends. A blank or blind must be of the proper thickness to withstand the full line pressure for that section of piping. When blanks cannot be installed at the closest flange due to inaccessibility, the line must be blanked or separated at the nearest available flange. Make provisions for gas testing this or any dead leg which must be considered part of the Confined Space.
- D.** Lockout/Tagout: Any source of power (electrical, mechanical hydraulic, or pneumatic) that provides energy directly to unguarded equipment in the Confined Space or controls auxiliary functions to that equipment must be isolated and tagged so the equipment or other functions cannot be inadvertently activated. Follow Atwell lockout/tagout procedures.
- E.** Cleaning: Confined Spaces that have contained flammable, combustible, or toxic materials shall be cleaned by flushing or steaming. If cleaning can be accomplished from outside the Confined Space, no special precautions are required. If cleaning cannot be accomplished without entering the Confined Space, special permissions and procedures must be developed before entering to clean.
- F.** Ventilation: The Confined Space should be purged of vapors by natural or forced ventilation prior to entry and during entry. Oxygen shall never be used for ventilation. Side-to-side ventilation is recommended, when feasible.
- G.** After the safety procedures have been completed, the Entry Supervisor shall sign the Entry Permit authorizing actual entry into the space. The Entrant and Attendant must check all their personal protective and operational equipment, review operational and safety procedures, test communication devices and make sure all signals are clearly understood. The Attendant shall record his/her name on the permit and retain the permit for the length of the entry. The Attendant must also

record air Monitoring readings, Entrant's names and make the permit available for review by each Entrant.

## 11 PERMIT ENTRY INTO CONFINED SPACES HAVING ACCEPTABLE WORK ENVIRONMENTS

- 11.1** An adequate, continuous supply of air from a clean source shall be provided while working in confined spaces. Forced ventilation shall be provided where flammable vapors have been initially detected and subsequently reduced to a safe level; where hot work is performed in the Confined Space; where seepage of gases or liquids into the confined space is possible; or where oxidation may cause an oxygen deficiency. Forced ventilation equipment may not block the only means of egress or escape from the Confined Space.
- 11.2** The Entrant(s) shall enter the Confined Space only after they are sure that all the required safety equipment and procedures are in place. The Entrant shall enter the Confined Space to perform the maintenance or operating procedure wearing the required personal protective equipment, as determined by air quality tests and the product's SDS. The Entrant will take the air monitoring device or its hose line to continuously monitor the air. The Attendant shall record the readings hourly on the Confined Space Entry Permit.
- 11.3** Entry in to Confined spaces:
  - A.** For vertical entries a retrieval line must be attached to each Entrant's full body harness and if the vertical lift to exit the space is greater than five (5) feet, lifting equipment must be immediately available.
  - B.** For horizontal entries involving more than one Entrant, retrieval lines are not required to be attached to Entrants' harnesses. However, retrieval lines must be available at the entrance of the space. If, in the judgment of the Entry Supervisor, the configuration of the space will make a retrieval line ineffective in assisting rescue of a single Entrant from the space it may be omitted.
- 11.4** An Attendant is always required when work is being performed in a Permit Required Confined Space. The Attendant remains just outside the entrance of the Confined Space to carry out the responsibilities of the attendant. The attendant can only be an attendant for one confined space. Atwell does not allow an attendant to monitor more than one Confined space at a time.

<b>ALERT NOTICE</b>
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At no time shall an Attendant enter a space to perform a rescue function (even though trained in rescue techniques)
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- 11.5** The Entry Supervisor shall terminate the entry and cancel the Entry Permit when:
- A.** The work or operation indicated on the Entry Permit is completed.
  - B.** An unknown hazard occurs, or air readings exceed the conditions for acceptable working environments.
- 11.6** Special Precautions for Welding and Cutting in a Permit Required Confined Space.
- A.** Employees exposed to welding or cutting shall be aware of and protect against the toxic effects of materials which are coated or plated.
  - B.** Air purifying respirators equipped with a HEPA dust, fume, mist (magenta) or other appropriate cartridges per SDS shall be worn by all Entrants in the Confined Space during welding operations. Respirators shall continue to be worn inside the Confined Space after completion of cutting or welding until the space has sufficiently ventilated to dissipate the welding fumes.
  - C.** Fuel-gas and oxygen cylinders shall not be taken inside the Confined Space.
  - D.** Oxygen shall never be used for ventilation.
  - E.** When arc welding has been suspended for any substantial period of time, such as during lunch or overnight, remove all electrodes from the holders and shut the welding machine down.
  - F.** When gas welding or cutting has been suspended for a substantial period of time (overnight), remove the torch and hoses from their supply bottles.

## 12 PERMIT SYSTEM

### 12.1 Completion

- A.** A Atwell entry permit must be thoroughly prepared by the Entry Supervisor prior to the entry. All items must be reviewed, evaluated, performed, etc. before the Entry Supervisor signs the permit, indicating all information is complete and accurate. The Entry Supervisor must inform entrants of pre-entry atmospheric test results and continuous monitoring results. The Entry Supervisor must inform the entrants of the potential hazards and results; they must participate in the permit review and signing. Employee representative have the right to request a retest if they so desire.

### 12.2 Availability/Posting

- A.** The completed permit and space conditions must be discussed with the Entrants and Attendant during the pre-entry safety meeting. At that time, the Entrants and

Attendant will be given an opportunity to review and confirm that pre-entry preparations have been completed. Each participant will be asked to sign the permit. The permit shall also be posted.

## 12.3 Permit Duration

- A. The permit is valid for one shift, or the time period required to complete the assignment or job identified on the permit (entry purpose), if that is less than one shift. If the job exceeds the expiration date and time, a new permit must be issued.

## 12.4 Canceling the Permit

- A. The Entry Supervisor must terminate the entry and cancel the permit under the following conditions:
  - i. Entry operations covered by the permit have been completed and all entrants have exited the space.
  - ii. Conditions not allowed by the permit arise in or near the space.
  - iii. Site Problems – Any problems encountered during an entry shall be noted on the permit and must be communicated to Health & Safety by the Entry Supervisor as soon as possible, but no later than at the conclusion of the entry.

## 12.5 Information Recording

- A. The Attendant is responsible for ensuring that the following information is recorded on the permit: monitoring results, entrant's time in and out, and other pertinent information contained on the permit.

## 12.6 Retention

- A. Retention Period – Canceled permit must be retained for one year to facilitate review of the confined space entry program.
- B. Copies – copies of all permits should be kept in one central file that is accessible for review. The files shall be maintained at each field service location and facility.

# 13

## Entry guidelines

- 13.1 The following guidelines are provided to help identify, evaluate and control the hazards typically encountered in confined spaces. Because each space is unique and presents obvious and less than obvious hazards, it is vital that each action be taken to identify and minimize the risk during entry.

## 13.2 Limiting Unauthorized Entry

### A. Signs:

- i. All warning signs shall be printed both in English and in the predominant language of non-English reading employees. Employees unable to read labels and posted signs shall be informed of the instructions printed on the signs.
- ii. A sign warning of the confined space must be posted at the entrance to each confined space while Atwell is onsite performing an entry. An example of acceptable wording includes the following: *Contact Health & Safety for appropriate signage*



### B. Posting:

- i. The sign should be posted in a conspicuous location such that it can be readily seen by any individual who happens upon a space's access. It should not be placed on the cover (access way) to a space.

### C. Access Protection:

- i. To further limit access of unauthorized Entrants to a confined space where Atwell is working, but the access location is not being used for entry, the following methods should be used. Other methods may also achieve this objective.
- ii. Station a worker at each entry/access point to inform unauthorized Entrants of the space and the prohibition against entering.
- iii. Close off each entry point by reattaching the access cover, if unattended.
- iv. Attach (bolt) a secure barrier (expanded metal wire, etc.) to each access point that is unattended.
- v. Ensure the material is sufficiently strong to prevent easy break-through – i.e., chicken wire is inappropriate for floor level openings. However, expanded metal



wire may provide adequate stability and strength. Also, be sure this action does not create additional hazards – i.e., trip hazard, puncture wound, etc.

- vi. Place or ensure that a manhole gate is placed around any manhole entrance.
- vii. Position a vehicle to block another vehicle from entering the space. Exhaust gases may enter the confined space creating a potentially toxic environment. Therefore, either vent exhaust gases away from the space or keep the engine off. Also, when using this barrier during entries involving flammable materials, the ignition must be always left in the OFF position. The Entry Supervisor should install a tag on the steering wheel indicating the vehicle must remain off or lockout the vehicle. Log on the permit, that the keys have been removed.
- viii. The atmosphere around the entire vehicle must be evaluated to assure flammable vapors (greater than 10% of the LEL) do not accumulate before starting the vehicle.

**D. Host Employer/Another Employer:**

- i. If employees other than Atwell personnel are performing work on or near the space being entered and that work will affect the Atwell entry team, then the entry supervisor needs to ensure the following is followed: meet with and apprise the client contact of the host employer or other contractors working on the site, etc. that Atwell will be working in the space (identify the space) and ask that they inform their employees to not enter the space, nor perform any work around the space that may jeopardize the safety of the Entrants or permit, under the section “Supervisor’s Comments.”

**E. Reporting Unauthorized Entry or Attempts to Enter:**

- i. Any unauthorized entry or attempted entry must be reported to the Entry Supervisor immediately. The Entry Supervisor is responsible for removing unauthorized individuals who enter or who attempt to enter the space during entry operations. However, attempts should be made to deter the unauthorized person from entering the space. This should be done verbally. Bodily force should not be used.

### 13.3 No Entry

- A.** When planning a confined space entry, one option to consider is NO ENTRY. This option may be viable with a little adaptation to the operation and should be considered before a decision to enter is made. Contact Health & Safety for assistance when considering this option.

### 13.4 Isolation

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- A.** Prior to entry, the space must be removed from service and protected against the release of energy sources or introduction of material into the space. Sources include: product lines, mechanical, electrical, hydraulic, pneumatic, etc. Contact Health & Safety before entering if the space cannot be isolated i.e., sewers, manholes, etc. Additional precautions will be required.
- B.** Energy Isolation & Lockout/Tagout Procedures - Confined Space Entry:
- i. Energy isolation and lockout/tagout procedures shall be specific for each type of permit-required confined space.
  - ii. The confined space shall be completely isolated from all other systems by physical disconnection or blanking off all lines or double block and bleed as a minimum.
  - iii. Lockout/tagout or any closure of lines, ducts or pipes shall be confirmed by the entry supervisor.
  - iv. All blanks to be used on feed lines, drain lines, etc. shall be recorded on the entry permit.
  - v. Any energy isolation is required, circuit breakers and/or disconnects will be locked in the “off” position with a key-type padlock. The only key is to remain with the person working inside the confined space. If more than one person is inside the confined space, each person shall place his/her own lock on the circuit breaker. In addition to the lockout system, there must be an accompanying tag that identifies the operation and prohibits use.
  - vi. If electrical isolation is required, circuit breakers and/or disconnects will be locked in the “off” position with a key-type padlock. The only key is to remain with the person working inside the confined space. If more than one person is inside the confined space, each person shall place his/her own lock on the circuit breaker. In addition to the lockout system, there must be an accompanying tag that identifies the operation and prohibits use.
  - vii. Lockout and tagout will be completed before entry when moving parts, drive belts or chains present a hazard.
  - viii. Any forms of stored energy (i.e., hydraulic, pneumatic) must be isolated or released procedures and processes used to clean the inside of a confined space shall be reviewed and authorized by the Entry Supervisor.
  - ix. Documentation of isolation points will be completed in accordance with Atwell Lockout/Tagout guidelines.

## 13.5 Hazard Mitigation

- A.** Methods to mitigate confined space hazards must be instituted prior to entry. Available methods include, but are not limited to:
- i. Purging – introducing a gas (inert or air) to flush the atmosphere of oxygen deficient or toxic gases, vapor, dust, mists, fumes, etc.
  - ii. Inerting – purging the confined space with an inert gas like nitrogen to eliminate the oxygen to prevent pyrophoric material from encountering oxygen.
  - iii. Flushing – introducing a liquid to the tank with the objective of mobilizing and removing product contained in the space.
  - iv. Mechanical venting – the process of reducing the hazardous atmosphere from the space by introducing or removing air from the space utilizing a unit solely designed for the purpose of moving air.
    - a. Exhaust Venting: exhausting air from the space removes the hazardous atmosphere and dilutes the remaining atmosphere with clean air. If properly arranged, exhaust venting has several advantages over Forced Air Ventilation. These include, removing hazardous atmospheres close to the source, introducing uncontaminated (outside) air or diluted air in the breathing zone of the workers, and greater ability to control vapor exhausts
    - b. Forced Air Ventilation: air should not be blown into a space that contains flammable or toxic atmospheres. Blowing air into a space will agitate and evaporate the contaminants and disperse them throughout the space. Blowing air into a space will also result in an uncontrolled expulsion of the hazardous atmospheres from the space through any openings in the space. This may result in contamination of adjacent spaces and areas. Clean air may be blown into a space only when no flammable or toxic materials are present or being generated by the work process and only when ventilation is required merely to provide clean, breathable air for breathing and general comfort. In the event that special circumstances require air to be blown into a tank containing flammable materials, this option must first be discussed and approved with Health & Safety prior to being implemented
    - c. Natural Ventilation: this is not acceptable ventilating techniques as an effective method to control atmospheric hazards:
  - v. Lockout/Tagout – refer to Atwell HSB016 Control of Hazardous Energy
  - vi. Lockout Tagout Policy.
  - vii. Hot work – refer to Atwell HSC025 Hot Work Policy.

## 13.6 Acceptable Entry Conditions (AEC)

# CONFINED SPACE ENTRY POLICY

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- A.** Prior to entering the confined space, the Entry Supervisor must determine and assure that acceptable entry conditions exist. The following are the conditions that must be met:
- i. Hazard Assessment – the hazards of space have been assessed using information provided by the client and information developed using Section II of the CSE Permit. Additional hazards should be noted at this time. The Entry Supervisor must verify the accuracy of the hazard assessment by conducting a survey of the area (entry should not be performed to verify hazards). If additional hazards are identified, note these are in the Hazard Assessment section of the permit, identify appropriate control measures and discuss all pertinent information with the crew.
  - ii. Permit – acceptable entry conditions as specified by the permit must be complete, accurate, discussed with the crew, signed by all appropriate personnel, and the permit shall be posted.
  - iii. Hazard Control – hazards identified prior to entry must be controlled, discussed, explained, etc. before initiating entry. This includes methods to control atmospheric, physical, etc. hazards identified.
  - iv. Atmospheric Evaluation.
    - a. Atmospheric Concentrations: ventilation must be used to maintain acceptable concentrations. Other methods listed under Hazard Mitigation, may be used to produce acceptable atmospheric conditions. However, it may not maintain the atmosphere at an acceptable level. If ventilation is not sufficient for producing and maintaining acceptable concentrations of toxic materials, ventilation shall none-the-less be used and must be supplemented with respiratory protection.

Monitoring substance	Entry limits
Oxygen (O <sub>2</sub> )	Between 19.5% - 23.5%
Lower Explosive limit (LEL)	10% of LEL
Carbon Monoxide (CO)	35 PPM
Hydrogen sulfide (H <sub>2</sub> S)	10 PPM
Sulfur dioxide (SO <sub>2</sub> )	PPM

- b. “Prohibited” conditions: if a prohibited condition is identified, hazard mitigation techniques must be used to reduce the hazards before entry may be considered. Prohibited conditions include concentrations beyond the range. Prohibited conditions also include when all toxic materials cannot be measured, the entire space cannot be characterized from outside, “unknown” conditions exist, and permit conditions are not met.

- v. Restricted entry conditions: a confined space SHALL NOT be entered where any of the following conditions exist:
  - a. LEL is greater than 10%
  - b. Oxygen concentration is less than 19.5% or exceeds 22%
  - c. The IDLH is exceeded. Contact Health & Safety for onsite support and if an oxygen deficient environment less than 16% oxygen is encountered.
- vi. Alternative control method/PPE: operations performed in the confined space may not enable Atwell to thoroughly control toxic or oxygen-deficient atmospheres. In those instances where hazard mitigation has been used and (IDLH may not be exceeded), they must none-the-less be used and respiratory protection must be used to supplement the hazard control strategy. This strategy is not applicable when RESTRICTED ENTRY CONDITIONS exist. Other forms of PPE must also be used as appropriate.
- vii. Physical hazards – physical hazards of the space have been identified (see Section 8) and controlled (see Section 9.4) are required to prevent employee exposure.
- viii. Isolation – the space has been isolated from hazardous sources as identified above.

## 13.7 Verifying Acceptable Entry Conditions

- A. Prior to and throughout the entry, the crew must be vigilant in assuring that Acceptable Entry Conditions (AEC) exists. If, at any time during the entry, AEC is not maintained in the space, the entry must be terminated, immediately. Verification that acceptable conditions continue may be accomplished through the following means:
  - i. Atmospheric exposure monitoring - atmospheric monitoring conducted by the Attendant (Standby) and/or Entrants is maintained within Acceptable Concentrations as indicated in Section 9 and recorded on the permit.
  - ii. Communication – changes that occur during the entry that might create unacceptable (not meeting conditions specified by the permit), prohibited or restricted entry conditions or may invalidate the permit, must be communicated IMMEDIATELY to the Attendant (Standby), other Entrants and Entry Supervisor.
  - iii. Continuing Hazard Observations – as work progresses, additional hazards may develop. The CSE Supervisor needs to be notified of any changing conditions that might affect entry conditions. The Entrants and Attendant must be constantly aware of developing or changing conditions, how these may affect

existing entry conditions, and their ability to produce new or unforeseen hazards. If observations of the Entrants, Attendant or Entry Supervisor indicate changes to existing hazards or exposure to a new hazard, the Entry Supervisor must evacuate the space, update the permit, notify all crew members of the changes, and reinstate entry. The new hazard must also be controlled utilizing hazard mitigation methods or another effective means to control the hazard.

## 14 ATMOSPHERIC EXPOSURE MONITORING

**14.1** Atmospheric monitoring of the space must be conducted to determine if acceptable Entry Conditions exist before entry begins.

**A.** Materials – the following must be evaluated in the order listed:

Order of evaluation	Material
1 <sup>st</sup>	Oxygen
2 <sup>nd</sup>	Combustible gases and vapors
3 <sup>rd</sup>	Toxic gases and vapors

**B.** Monitoring Frequency:

- i. Monitoring must be conducted prior to, throughout the entry, and/or re-entry, and whenever monitoring is interrupted as would happen during breaks. Continuous monitoring should be conducted for each material.
- ii. Continuous monitoring is defined as the minimum response time of the test instrument as specified by the manufacturer.
- iii. Testing must continue throughout the entry to assure Acceptable Entry Conditions are maintained during entry operations.

**C.** Recording – all monitoring results (including oxygen, combustible gases and vapor, and toxic gases and vapors) must be documented. Space is provided on the permit for this purpose. Recording of results is important both to, the document that testing is being performed on and even more so, to enable the Attendant to spot trends in entry conditions. Results must be recorded at least every 30 minutes when periodic testing is appropriate and at least every 15 minutes if continuous testing is warranted. (Additional monitoring and documentation may be necessary if tasks or conditions change).

- D.** Monitoring location during venting – It is critical to avoid monitoring outside air, while venting is being used. Outside air monitoring occurs when samples are obtained from access ways that are under negative air flow due to the presence of Exhaust Venting. To avoid this, samples should be obtained from areas outside the stream of air flowing into the access way, or where outside air has co-mingled with the confined space atmosphere and dilution has occurred. This will occur at locations removed from the immediate vicinity of the access way. Additional remote areas of the space will provide representative monitoring of the confined space atmosphere (i.e., toxic and outside air combined).

## 14.2 Attendant Duties

- A.** The Attendant must remain outside the space performing the duties specified in Section 3 for the duration of the entry. This person may have no other duties that would interfere with his/her primary responsibilities as specified in Section 3. The Attendant may attend to multiple spaces at once provided that the attendant is able to effectively monitor the status of the entrants in those spaces. If the attendant is going to monitor multiple spaces simultaneously Health & Safety must approve this first.

## 14.3 Multiple Employer Entries

- A.** To avoid endangering either Atwell or other employers' employees (client, trades, other contractors, etc.) from exposure to hazards created by the space, operation, etc., entry operations must be coordinated.
- B.** So far as possible, simultaneous (SIMOPS) entries must be avoided. If this is unavoidable, procedures must be developed to assure that Atwell employees do not endanger the employees of another employer and vice versa.
- C.** In the case SIMOPS is necessary onsite, contact Health & Safety to develop and specify procedures to coordinate activities and minimize hazards.

## 14.4 Additional Requirements

- A.** Personal Protective Equipment: see Atwell HSC010 Personal Protective Equipment Policy for use and selection.
- B.** Lighting:
  - i.** All work areas shall be adequately lighted for the work being performed.
  - ii.** Portable lighting fed by 110-volt supply must be equipped with either; a low voltage isolation transformer or protected with a ground fault circuit interrupter (GFCI).
- C.** CPR/Basic First Aid: a minimum of two people working on each Confined Space Entry must maintain current (within one year) valid CPR/Basic First Aid Training.

One of the CPR/Basic First Aid trained individuals must always remain outside the space.

- D.** Fire Extinguisher: a minimum of two (2) fire extinguishers is required for each space where flammable or combustible materials are encountered.
- E.** Eye Wash/Flushing Equipment: whenever acid or caustic material are handled, a means for flushing the eyes, face or body must be available. The device must be capable of delivering sufficient flushing capabilities to continue flushing until first aid services can be obtained. Typically, a minimum of 15 minutes if needed. Flushing equipment can include: eye wash, safety shower or water hose (low pressure garden type hose). The flushing equipment need not be owned by Atwell so long as it is; functional (provides adequate flushing capabilities), readily accessible (within 10 feet of the portal), pH is neutral and available for use.
- F.** Electronic Communication Devices –
  - i. Various electronic communication devices are available and may be needed for a particular entry. Each device should be evaluated in the specific work environment to ensure it will provide effective communication.
  - ii. Communication equipment used in a flammable or combustible environment must be intrinsically safe and possess the following classification: Class 1/Division 1.

## 15 EMERGENCY PLANNING & RESPONSE

### 15.1 Introduction

- A.** Two rescue services are available to retrieval of Entrants from a confined space in an emergency. They are: Outside Rescue Services & Atwell Rescue Service.

### 15.2 Outside Rescue Service

- A.** Introduction: Outside rescue services may be a Fire department or a client (customer) provided service. If the site Entry Supervisor wishes to utilize the client's Rescue Service or outside service, he/she must consult with the service to determine their capability, availability, and applicability to perform the service. This must be done in preparation (bid stage) of a confined space entry.
- B.** Required Action: Outside Rescue Services must be contacted and notified during the preparation phase (bid stage) of a confined space entry (see below). Health & Safety must also be involved in the evaluation and determination of the proficiency of any outside rescue service. If outside services will be used for emergency rescue



services, they must be contacted, and the following information must be determined. If any outside rescue service is used, the following must be done:

- i. Inform the outside service of the hazards
  - ii. Provide the outside service with access to each space where rescue may be necessary, so they may develop appropriate rescue plans and practice rescue operations
  - iii. Provide SDSs (previously called MSDS) and other toxic hazard information
  - iv. Contact the outside services to determine if they can respond to a confined space entry emergency, and if the service is proficient with CSE Rescue Techniques and the utilization of CSE Rescue Equipment
  - v. If they are available and are willing to render assistance if the need develops, determine the response time
  - vi. It is preferable to have the outside Rescue Service available throughout the entry. Services may be available and willing to do this for a fee.
  - vii. The rescue services must be stationed close by during an IDLH entry.
- C.** Outside Service Planning: During entry planning, where outside emergency services will be utilized, they must be contacted and provided with hazard information and other information to enable proper planning of their response. The following information must be provided:
- i. Space hazards – description of space (CSE Permit Section I), Hazard Assessment Guide (CSE Permit Section II), other hazard info as available
  - ii. Access to the Space – so that the service can develop appropriate plans and practice rescue operations
  - iii. SDS/Toxic Hazard Info

## 15.3 Atwell Rescue Service

- A.** If the Entry Supervisor elects to utilize Atwell rescue service, he/she must ensure the following:
- i. Enough trained rescue personnel are available to conduct a rescue.
  - ii. The rescue team is provided with and trained to properly use the personal protective equipment (PPE) and rescue equipment necessary for making rescues.

- iii. The rescue team is trained to perform their assigned duties and to the Entrant level.
- iv. The rescue team receives practical training once every 12 months by means of simulated rescue operations.
- v. The rescue team possesses current basis first-aid and cardiopulmonary resuscitation (CPR).

## 15.4 Non-Entry Rescue

- A.** This option should be used whenever possible.
  - i. Non-entry rescue involves removal of an Entrant from outside the space, without entry, using the retrieval system outlined below. This method prevents exposure of rescues from the hazards, which created the emergency. However, under certain circumstances, non-entry rescue may be inappropriate, i.e. physical injury such as a broken bone. Here, movement may exacerbate the injury; immediate removal may not be required to minimize the impact, etc.
  - ii. To facilitate non-entry rescue, retrieval systems or methods shall be used unless, in the concurrent opinion of Health & Safety and the Entry Supervisor, the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the Entrant. Examples where the mechanical retrieval may increase the overall risk of entry include:
    - a. Obstructions or turns that prevent pull on the retrieval line from being transmitted to the Entrant may not contribute to a rescue
    - b. A permit space from which an employee being rescued with the retrieval system would be injured because of forceful contact with projections in the space may not contribute to a rescue
- B.** Retrieval System Equipment: full-body harness/lifeline, and Retrieval Device
  - i. Harness/Lifeline: Each Entrant must use a harness (chest or full body) with a retrieval line attached. The other end of the retrieval line must be attached to a mechanical retrieval device (availability required for vertical entries 5 feet or greater) or fixed point in such a manner that rescue can begin as soon as the rescuer (Attendant) becomes aware that rescue is necessary.
  - ii. Mechanical Retrieval Device: A mechanical retrieval must be available on all vertical spaces more than five feet deep.

## 15.5 Entry Rescue

- A.** Introduction: In the event that the Entry Supervisor has determined that entry rescue will be utilized, hazards identified in permit must be assured to be the same.

- i. Stretcher Rescue: Certain types of horizontal entries present unique circumstances, which may inhibit the effective utilization of a full-body harness to facilitate rescue. In these circumstances, the use of a stretcher for entry rescue in lieu of, or in addition to, a harness may be used provided the following conditions are met:
  - a. The space access and egress is sufficient to accommodate the stretcher
  - b. There is a minimum of five employees dedicated to the entry.
  - c. The stretcher's construction is compatible with the materials in the space A towline equal to, or greater than, 1.5 times the diameter of the space is available outside the space. This line may be used to assist rescuers with removal of personnel. The line material(s) must be compatible with the material(s) in the space
  - d. This option has been reviewed and approved by H&S during the bid stage of the project
- B.** Contingency Planning: Consideration must be given, and contingencies developed, to provide a secondary means of rescue should the effectiveness of a stretcher be compromised. These contingencies must be developed, documented on the permit, and discussed with all members of the crew prior to beginning the entry.
- C.** Rescue Consideration: Please refer to and review information described in Appendix 5 for direction on the techniques for performing entry rescue.

## 16 COMMUNICATION

### 16.1 Effective Communication

- A.** An effective means of communication is essential for limiting hazards, initiating methods to mitigate emergencies, and assuring information is communicated promptly. Communications must be always maintained between Entrants and Attendant. This may be accomplished by one or a combination of the following methods:
  - i. Visual contact between Entrants and Attendants
  - ii. Vocal contact between Entrants and Attendants
  - iii. Electronically assisted vocal contact between Entrants and Attendants
  - iv. Signal system, i.e., periodic tap, line jerks, etc.

## 16.2 Signaling or Vocal Content

- A. If signaling or vocal contact is used, the system established must assure that the Entrants and Attendant can see and understand the voice commands or signals.

## 16.3 Signaling System

- A. A clearly understandable signal system should be established before entry into the confined space. In the event of failure of the above means of communication, an alternative signal system such as using line-jerk signals in the following manner:
  - i. One pull – allow more slack in the line
  - ii. Two pulls – lead line is inadequate
  - iii. Three pulls – emergency, pull man from confined space
  - iv. No response – emergency, initiate rescue
    - a. For this method to be used there can be no obstruction that would prevent clear signaling. Examples that may prevent signaling include: baffles, remote locations, corners, bends, etc.
    - b. Entrants must be instructed to have direct contact with signal line. The line attached to either the airline or retrieval line may not be adequate for this method

## 16.4 Other Forms of Communication

- A. Other forms of communication may be used as well. For example, a loud horn may be used in large, confined spaces where the workers may be some distance from the access openings. (Air horns may be a source of ignition and therefore, should not be used in flammable or combustible atmospheres).

## 16.5 Emergency Notification – Outside Services

- A. A method to communicate to outside services (ambulance, EMS, fire, rescue, etc.) must be arranged. Telephone, two-way radio, cellular phone, etc. must be arranged to assure that outside service can be notified in the event they are needed.

## 16.6 Inability of Establish Effective Communication System

- A. If none of these means of communications is available or effective, no entry should be made into the confined space. Contact Health & Safety.

## 16.7 Entry Supervisor's Responsibility

- A. Prior to entry, the Entry Supervisor must establish an effective system of communication and assure, in practice, it is effective. To accomplish this, perform the following for each confined space:

- i. Prior to entry, evaluate the space to determine an adequate system of communication.
- ii. Acceptable communication systems include, but are not limited to, visual contact, verbal, either unassisted or electronically assisted (contact H&S if electronically assisted method is proposed for a space containing flammable or combustible materials) or sounds – i.e., periodic taps.
- iii. Whenever the Attendant Standby cannot see the Entrant(s), adequate communication means Attendant Standby and entrant(s) can hear and understand each other's voices or signals.
- iv. Initially, and periodically, verify that the established communication system is and continues to be effective.

## 17

### CONFINED SPACE QUALIFICATION PROCESS

#### 17.1 Training

- A.** Each employee that will work with Confined Space Entry will be required to complete Confined Space Training prior to being assigned to work in a confined space.
- B.** Training records will be maintained by the Health and Safety department. The records are available to employees and or their designated representative upon request written request.
- C.** Training records must contain can be in two (2) forms MSHA 5000-23 or as a completed evaluation form. The minimal information required on all training documents is:
  - i. Employees Name
  - ii. Date of training
  - iii. Signature or initials of Trainer
  - iv. Type of training given
  - v. Location of training
- D.** The Confined Space Training shall consist of:
  - i. Confined space hazard recognition
  - ii. Attendant Duties and Responsibilities

- iii. Entrant Duties and Responsibilities
- iv. Entry Supervisor Duties and Responsibilities
- v. Respirator training/breathing apparatus
- vi. Powered ventilation equipment use
- vii. All rescue and support equipment use (retrieval Equipment)
- viii. Emergency rescue procedures
- ix. Lockout/Tagout, isolation, and purging
- x. Air monitoring and gas detection equipment
- xi. Personal protective clothing/equipment requirements
- xii. Training shall be documented showing subject, attendees, trainer and proof of competency
- xiii. Training records if done on site shall be immediately available for review
- xiv. Training conducted off site shall be available within 24 hrs.

## 18 Confined Space Standard Review

**18.1** To assure the continued effectiveness of the Confined Space Entry Standard, Atwell will perform a periodic review of two components of the program: Entry Operations and Entry Standard. The following is a description of how and when these reviews will be conducted.

### **18.2 Entry Operation Review**

- A.** Entry operations must be reviewed and revised to correct noted deficiencies before subsequent entries are authorized. This review is required wherever the Entry Supervisor (Site Specific Entry) and Atwell (all entries) have reason to believe that measures taken under the program may not effectively protect employees. Examples may include, but are not limited to:
  - i. Unauthorized entry to a permit space
  - ii. Detection of a hazard not covered by the permit
  - iii. Detection of a condition prohibited by the permit
  - iv. Occurrence of an injury or near-miss during entry

- v. A change in the use or configuration of a space
  - vi. Complaints about the effectiveness of the program
  - vii. Other circumstances
- B.** It is the Entry Supervisor's responsibility to notify the crew and Health & Safety if these or other conditions that affect the protection of employees in confined spaces are detected. The Corporate Health & Safety Director must be notified.

### 18.3 Entry Standard Review

- A.** Within one (1) year from the date this program is implemented and annually thereafter, Atwell will review the Confined Space Entry Standard to ensure that employees are protected from hazards of confined spaces. The following tools will be used:
- i. Canceled permits/issues identified
  - ii. Entry Operation Review/audits
  - iii. Observations conducted by Health & Safety
  - iv. Other sources will also be utilized as available

## 19 REFERENCES

- 19.1 29 CFR 1910.146
- 19.2 29 CFR 1926.1201-1213
- 19.3 Cal/OSHA T8 CCR 5157
- 19.4 30 CFR Part 57.5015

# CONFINED SPACE ENTRY POLICY

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DIVISION:			DEPARTMENT:			
LOCATION OF CONFINED SPACE:			DATE:			
SHIFT: DAY NIGHT			CONFINED SPACE ID#:			
ENTRY SUPERVISOR NAME:			APPROVAL SIGNATURE:			
ENTRY ATTENDANT(S) NAME(S):						
AUTHORIZED ENTRANT(S) NAME(S):						
If 'NO' to all questions in Section A, this space may be classified as a Non-Permit Required Confined Space (sign below)						
Name			Signature			
<b>STEP 1 – ARE HAZARDOUS ENERGY SOURCES / CONDITIONS PRESENT?</b>						
<b>Section A – Hazard Checklist</b>			<b>Section B – Hazard Checklist</b>			
<b>Yes</b>	<b>No</b>	<b>Hazard</b>	<b>Yes</b>	<b>No</b>	<b>Hazard</b>	
		Hazardous Atmosphere (including the potential)			Pre-Opening Hazards	
		Sloping walls or floors			Flammables / Fire	
		Engulfment / Entrapment			Toxins / Corrosive Material	
		Any other SERIOUS safety hazard			Hazardous Energy	
Type of serious hazard:					Conditions Outside Space	
					Falls / Falling Objects	
<i>If yes to any question in section A (above) the space must be classified as PERMIT REQUIRED. Other serious safety hazards are those in which an injury of serious nature is reasonably likely to occur if specific controls are not applied.</i>					Lighting / Noise	
					Biological Hazards	
					Other	
<b>STEP 2 – PREPARATION PROCEDURES</b>						
<b>Pre-Entry Air Testing</b>			<b>Done</b>	<b>Procedure</b>	<b>Done</b> <b>Procedure</b>	
<b>Gas</b>	<b>Acceptable</b>	<b>Readings</b>		Pre-Entry Checklist		Lighting / Hearing Protection
Oxygen	19.5 - 23.5 %			Oxygen Pre-Entry Reading		Thermal Protection
LEL	< 10 %			Chemical Cleanout Electrical		Hydraulic Protection
CO	35 PPM			Ventilation Purge Time		Radiation Protection
H2S	10 PPM			Lock out / Tag out / Try out		Traffic Control / Barricading
Other				Mechanical Isolation		Pneumatic Isolation
Test Instrument and #				Fall Protection		Hot Work Permit
Date of last calibration:						
<b>REQUIRED EQUIPMENT</b>						
<b>Required</b>	<b>Equipment</b>			<b>Required</b>	<b>Equipment</b>	
	Ventilator				Hand / Foot Protection	
	Respirator				Lighting with GFCI	
	Atmospheric Monitor				Ladder / Safe Access	



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	Isolation Devices		Fire Extinguisher					
	Full body harness		Intrinsically Safe Radio / Phone					
	Tripod - Emergency rescue winch							
	PPE for entry							
	Other:							
<b>ACCEPTABLE ENTRY CONDITIONS</b>								
<b>Done</b>	<b>Action</b>	<b>Done</b>	<b>Action</b>					
	Review Permit with Attendant and Entrant		All Safety Equipment Available					
	Entry Permit Posted at Portal		SDSs Reviewed for chemicals used or present					
	Preparation / Isolation Procedures Done		Pre-Opening Hazards Eliminated					
	Traffic Control / Barricading Done		Employees Task Trained					
	Attendant/Entrant Communication Tested		Atmospheric Tests Satisfactory					
	CSE / Crews, Emergency Services		Surrounding Areas Free From Vapors and Other Hazards					
<b>CONTINUOUS ATMOSPHERIC MONITORING</b>								
<b>Gas</b>	<b>Acceptable</b>	<b>Time</b>	<b>Reading</b>	<b>Time</b>	<b>Reading</b>	<b>Time</b>	<b>Reading</b>	LEL = Lower Explosive Limit PEL = Permissible Exposure Limit TLV = Threshold Limit Value IDLH = Immediately Dangerous to Life or Health
Oxygen	19.5 - 23.5 %							
LEL	< 10 %							
CO	< 35 PPM							
H2S	< 10 PPM							
Other:								
Post entry Cancellation of permit by Confined Space Entry Supervisor						Signature:		
Post entry evaluation:								

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<b>Work Details</b>			
Site Name		Work Order #	
Location on site		GPS Coordinates (optional)	
Plan Developed by		Date	
Related permits	<input type="checkbox"/> Confined Space Entry Permit	<input type="checkbox"/> Work at Height Permit	
	<input type="checkbox"/> Excavation and Trenching Permit	<input type="checkbox"/> Utility Locate Permit	
<b>Emergency Communication Requirements</b>			
Emergency Phone Number:		Emergency Radio Channel (if applicable):	
Emergency Contact Name:		Emergency Assembly Location:	
<b>Potential Rescue Situations</b>			
<input type="checkbox"/> Engulfment	<input type="checkbox"/> Height	<input type="checkbox"/> Hazardous Atmosphere	<input type="checkbox"/> Hazardous Chemicals
<input type="checkbox"/> Fire	<input type="checkbox"/> Electrical	<input type="checkbox"/> Other:	
Will entry and exit to the work area impact on any emergency rescue? (if YES must be addressed in rescue plan)			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Emergency Equipment Requirements</b>			
<input type="checkbox"/> Harness	<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Breathing Apparatus	
<input type="checkbox"/> Life/Rescue Line	<input type="checkbox"/> Basket Stretcher	<input type="checkbox"/> Oxygen Resuscitation Equipment (Oxy-Viva)	
<input type="checkbox"/> Tripod/Davit/Anchor Points	<input type="checkbox"/> Roll-up Stretcher	<input type="checkbox"/> Lighting	
<input type="checkbox"/> Polycarbonate Slide Sheet	<input type="checkbox"/> Rescue Strop	<input type="checkbox"/> Fire Fighting Equipment	
<input type="checkbox"/> Hazardous Chemical Suit	<input type="checkbox"/> Satellite/Mobile Phone	<input type="checkbox"/> Ventilation Equipment	
<input type="checkbox"/> Crane	<input type="checkbox"/> Gas Detector	<input type="checkbox"/> Defibrillator	
Other rescue equipment requirements:			

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Rescue equipment must be available at the job location prior to commencing the work activity.			
<b>Rescue Plan (insert photo/drawing and notes)</b>			
	Plan includes:		
	<input type="checkbox"/>	Entry and Exit Points	
	<input type="checkbox"/>	Location of Rescue Equipment	
	<input type="checkbox"/>	Evacuation Point/s	
	<input type="checkbox"/>	Emergency Assembly Area	
	<input type="checkbox"/>	Location of Identified Hazards	
	<input type="checkbox"/>	Participants in Rescue Party	
	<input type="checkbox"/>	Role of each participant	
	<input type="checkbox"/>	Location of Workers involved in Rescue	
<input type="checkbox"/>	Other:		
Rescue Plan Notes:			
<b>Briefing Requirements</b>			
Participants in the rescue party been briefed on the rescue plan prior to the work commencing	<input type="checkbox"/>	Yes	Rescue equipment checked <input type="checkbox"/> Yes

# TRENCHING, SHORING AND EXCAVATION POLICY

#HS D006

## 1 SCOPE

- 1.1** Atwell is committed to providing a safe and healthy work environment for our employees. It is the policy at Atwell to permit only trained and authorized personnel to create or work in excavations. The purpose of this program is to prevent the hazards of excavation work and the danger of trench cave-ins and other hazards associated with trenches include contact with numerous underground utilities, hazardous atmospheres, water accumulation, and collapse of adjacent structures.

## 2 DEFINITIONS

- 2.1 Aluminum hydraulic shoring:** means an engineered shoring system comprised of aluminum hydraulic cylinders (cross braces), used in conjunction with vertical rails (uprights) or horizontal rails (walers). Such a system is designed specifically to support the sidewalls of an excavation and prevent cave-ins.
- 2.2 Benching:** means a method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.
- 2.3 Cave-in:** means the separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person.
- 2.4 Competent person:** means one who can identify existing and predictable hazards in the surroundings, or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. All competent persons must complete the 4-hour Physical Plant trenching and shoring class, successfully pass the exam, and be certified for successful completion of the class. A competent person should have and be able to demonstrate the following:
- A.** Training, experience, and knowledge of:
    - i. Soil analysis
    - ii. Use of protective systems
    - iii. Requirements of applicable OSHA regulations

# TRENCHING, SHORING AND EXCAVATION POLICY

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- B.** Ability to detect:
  - i. Conditions that could result in cave-ins
  - ii. Failures in protective systems
  - iii. Hazardous atmospheres
  - iv. Other hazards, including those associated with confined spaces
- C.** Have authority to take prompt corrective actions to eliminate existing and predictable hazards and to stop work when required.

**2.5 Excavation:** means any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

**2.6 Registered Professional Engineer:** means a person who is registered as a professional engineer.

**2.7 Shield (shield system):** means a structure that can withstand the forces imposed on it by a cave-in and thereby protect employees with the structure. Shields can be permanent structure or can be designed to be portable and moved along as work progresses. Also known as trench box or trench shield.

**2.8 Shoring (shoring system):** means a structure such as a metal hydraulic, mechanical, or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

**2.9 Sloping (sloping system):** means a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation to prevent cave-ins. The angle of incline varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.

**2.10 Trench (trench excavation):** means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench is not greater than 15 feet. If forms or other structures are installed or constructed in an excavation as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet or less, the excavation is also considered to be a trench.

## 3 RESPONSIBILITIES

### 3.1 Project Manager/Construction Managers

# TRENCHING, SHORING AND EXCAVATION POLICY

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- A. The PM/CM is responsible for developing and maintaining the written Excavation Procedures. These procedures are kept in the Site Project book.
- B. Our Excavation Procedures are administered under the direction of our competent person(s), someone capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. These competent persons include Site Safety Manager and all Site Supervisors.

## 4 PROCEDURE

4.1 Before anyone at this company begins excavating, we follow the steps below:

- A. Contact the State One Call location system utility companies or property owners and ask the companies or owners to find the exact location of the underground installations in the area.
- B. If the locating service does not respond within 24 hours the period established by law or ordinance, or if they cannot establish the location of the utility lines, the excavation may proceed with caution. In this situation, provide employees with detection equipment or other safe and acceptable means to locate utility installations.
- C. Remove or adequately support the following objects (i.e., trees, rocks, and sidewalks) in the excavation area that could create a hazard to employees.
- D. Using applicable OSHA regulations, classify the type of soil and rock deposits at the site as either stable rock, Type A, Type B, or Type C soil. The soil classification is based on the results of at least one visual and at least one manual analysis conducted by a competent person. Details of the acceptable visual and manual analyses are to be found in the OSHA regulation.

**NOTE:** Soil classification is not necessary if the excavation will be sloped to an angle of one and one-half horizontal to one vertical.

- E. Have the competent person choose the appropriate method for protective support systems, as necessary. See the Protective Support Systems section for the procedures he/she used for selecting this system.

## 5 TESTING METHODS

**5.1** The competent person in charge of the excavation shall be responsible for determining whether the soil is Type B or C. The competent person shall use a visual test coupled with one or more manual tests.

### **5.2** Visual test

- A.** In addition to checking the items on the trench inspection form, the competent person should perform a visual test to evaluate the conditions around the site. In a visual test, the entire excavation site is observed, including the soil adjacent to the site and the soil being excavated. The competent person also checks for any signs of vibration.
- B.** During the visual test, the competent person should check for crack-line openings along the failure zone that would indicate tension cracks, look for existing utilities that indicate that the soil has been previously disturbed, and observe the open side of the excavation for indications of layered geologic structuring.
- C.** This person should also look for signs of bulging, boiling, or sloughing, as well as for signs of surface water seeping from the sides of the excavation or from the water table.
- D.** In addition, the area adjacent to the excavation should be checked for signs of foundations or other intrusions into the failure zone, and the evaluator should check for surcharging and the spoil distance from the edge of the excavation.

### **5.3** Manual tests

- A.** Thumb penetration test- Attempt to press the thumb firmly into the soil in question. If the thumb penetrates no further than the length of the nail, it is probably Type B soil. If the thumb penetrates the full length of the thumb, it is Type C. It should be noted that the thumb penetration test is the least accurate testing method.
- B.** Dry strength test- Take a sample of dry soil. If it crumbles freely or with moderate pressure into individual grains, it is considered granular (Type C). Dry soil that falls into clumps that subsequently break into smaller clumps (and the smaller clumps can only be broken with difficulty) it is probably clay in combination with gravel, sand, or silt (Type B).
- C.** Plasticity or Wet Thread Test - Take a moist sample of the soil. Mold it into a ball and then attempt to roll it into a thin thread approximately 1/8 inch in diameter by two inches in length. If the soil sample does not break when held by one end, it may be considered Type B.

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- D.** A pocket penetrometer, sheervane, or torvane may also be used to determine the unconfined compression strength of soils.

## 5.4 Spoil

- A.** Temporary spoil shall be placed no closer than 2 (two) feet from the surface edge of the excavation, measured from the nearest base of the spoil to the cut. This distance should not be measured from the crown of the spoil deposit. This distance requirement ensures that loose rock or soil from the temporary spoil will not fall on employees in the trench.
- B.** Spoil should be placed so that it channels rainwater and other run-off water away from the excavation.
- C.** Spoil should be placed so that it cannot accidentally run, slide, or fall back into the excavation.
- D.** Permanent spoil should be placed some distance from the excavation.

## 5.5 Surface Crossing of Trenches

- A.** Surface crossing of trenches should not be made unless necessary. However, if necessary, they are only permitted under the following conditions:
  - i.** Vehicle crossings must be designed by and installed under the supervision of a registered professional engineer.
  - ii.** Walkways or bridges must: have a minimum clear width of 20 inches, be fitted with standard rails, and extend a minimum of 24 inches past the surface edge of the trench.

## 5.6 Ingress & Egress

- A.** Trenches 4 (four) feet or more in depth shall be provided with a fixed means of egress.
- B.** Spacing between ladders or other means of egress must be such that a worker will not have to travel more than 25 feet laterally to the nearest means of egress.
- C.** Ladders must be secured and extend a minimum of 36 inches above the landing.
- D.** Metal ladders should be used with caution, particularly when electric utilities are present.

## 5.7 Protective Support Systems

- A.** The company protects each employee in an excavation from cave-ins during an excavation by an adequate protective system designed in accordance with OSHA standards. Protective system options include proper sloping or benching of the sides



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of the excavation; supporting the sides of the excavation with timber shoring or aluminum hydraulic shoring; or placing a shield between the side of the excavation and the work area. Strategic Construction Solution has the following standard operating procedures regarding protective support systems for excavations, in accordance with safe practices and procedures and OSHA excavation regulations:

- i. If the excavation is made entirely of stable rock, then no protective system is necessary or used.
- ii. If the excavation is less than 5 (five) feet in depth (provided there is no indication of a potential cave-in), then no protective system is necessary or used.
- iii. If the excavation is less than or equal to 20 feet in depth, then competent person chooses the most practical design approach (that meets required performance criteria) for the circumstance, and/or
- iv. A registered professional engineer designs all protective systems for use in the excavation.

## 5.8 Sloping

**A.** When sloping is used to protect against cave-ins, these options can be chosen for designing sloping systems:

- i. If a soil classification is not made, then slope the sides of the excavation to an angle not steeper than one and one-half horizontal to one vertical (34 degrees). A slope of this gradation or less is considered safe for any type of soil.
- ii. Use the OSHA standard to determine the maximum allowable slope and allowable configurations for sloping systems. The soil type must be determined in order to use this option.
- iii. Use other tabulated data approved by a registered professional engineer.
- iv. Have an engineer design and approve the system to be used.

**B.** There are a number of exceptions or special cases to these general sloping guidelines, which can be utilized by your company if the conditions meet the exception's requirements. The exceptions and conditions are outlined below:

- i. In Type A soil, simple slope excavations which are open 24 hours or less (short term) and which are 12 feet high or less in depth may have a maximum allowable slope of 1/2 horizontal to 1 vertical.
- ii. In Type A soil, all excavations 8 (eight) feet or less in depth which have unsupported vertically sided lower portions must have a maximum vertical side of 3.5 feet.

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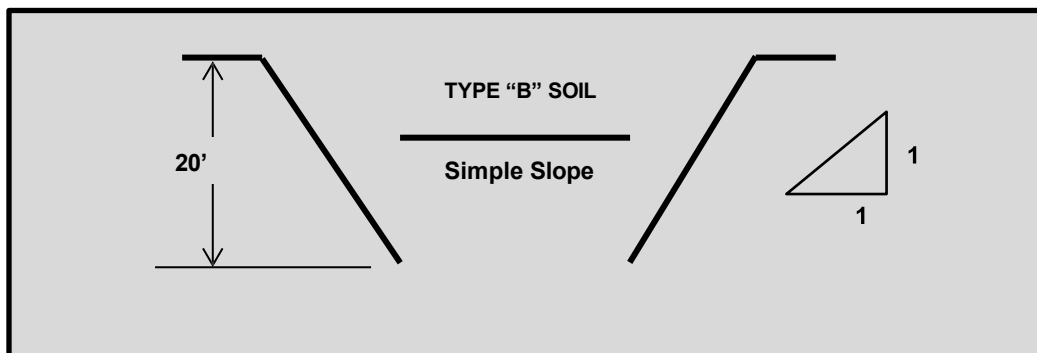
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- iii. In Type A soil, excavations over 8 (eight) feet but less than 12 feet in depth with unsupported vertically sided lower portions must have a maximum allowable slope of 1H: 1V and a maximum vertical side of 3.5 feet.
- iv. In Type A soil, excavations 20 feet or less with vertically sided lower portions that are supported or shielded shall have a maximum allowable slope of 3/4 H: 1V. The support or shield system must extend at least 18 inches above the top of the vertical side.
- v. In Type B soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1H: 1V.
- vi. In Type C soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1-1/2 H: 1V.
- vii. When an excavation contains layers of different types of soils, the general sloping requirements do not apply. The excavation must be sloped according to the OSHA standard.

**C.** Maximum allowable slopes for excavations less than 20' based on soil type and angle to the horizontal are as follows:

Soil Type	Height/depth ratio	Slope Angle
Type B	1:1	45 degrees
Type C	1 1/2:1	34 degrees

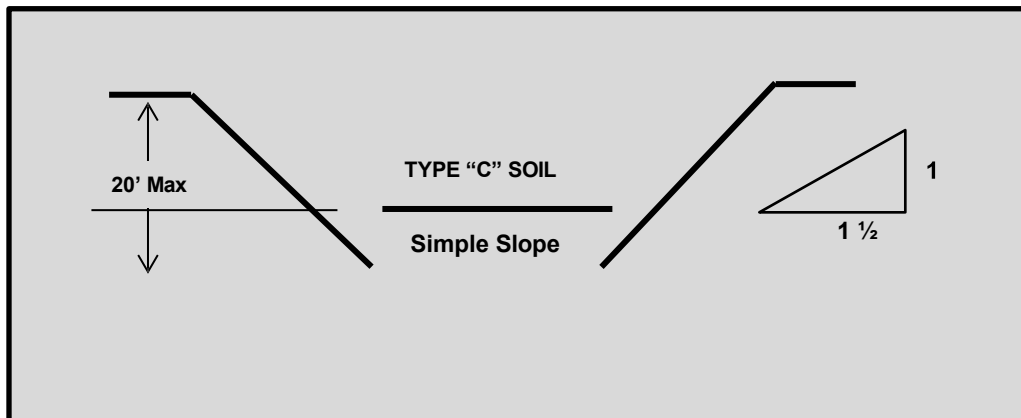
**D.** A 10-foot-deep trench in Type B soil would have to be sloped to a 45-degree angle or sloped 10 feet back in both directions. Total distance across a 10-foot-deep trench would be 20 feet, plus the width of the bottom of the trench itself.



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- E.** In Type C soil, the trench would be sloped at a 34-degree angle, or 15 feet back in both directions for at least 30 feet across, plus the width of the bottom of the trench itself. All simple slope excavations 20 feet or less in depth shall have a maximum allowable slope of 1 1/2:1.



- F.** The competent person chooses the best option for sloping for the job at hand.

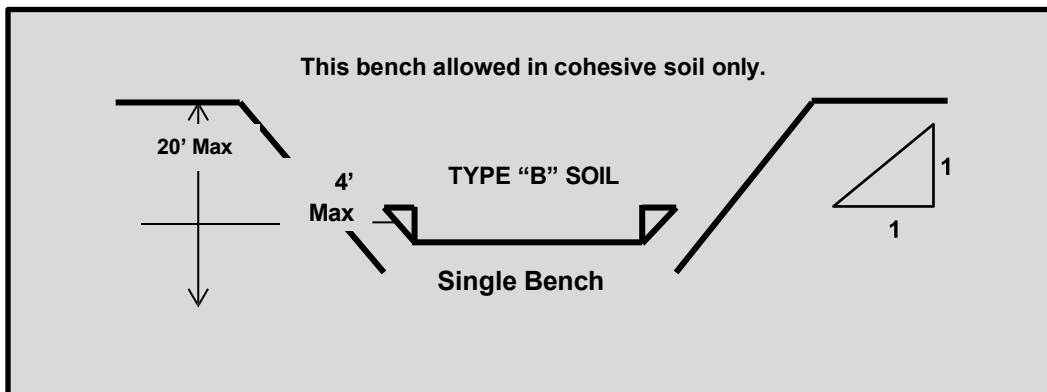
## 5.9 Benching

- A.** When benching is used to protect against cave-ins, these options can be chosen for designing benching systems:
- Use Appendices A and B of 29 CFR 1926, Subpart P to determine the maximum allowable slope and allowable configurations for benching systems. The soil type must be determined to use this option.
  - Use other tabulated data approved by a registered professional engineer. Have an engineer design and approve the system to be used.
  - Have an engineer design and approve the system to be used.
- B.** There are several exceptions or special cases to these general benching guidelines, which should be utilized by your company if the conditions meet the exception's requirements. The exceptions and conditions are outlined below:
- In Type A soil, simple slope excavations which are open 24 hours or less (short term) and which are 12 feet high or less in depth may have a maximum allowable slope of 1/2 horizontal to 1 vertical.

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- ii. In Type A soil, all excavations 8 (eight) feet or less in depth which have unsupported vertically sided lower portions must have a maximum vertical side of 3.5 feet.
  - iii. In Type A soil, excavations over 8 (eight) feet but less than 12 feet in depth with unsupported vertically sided lower portions must have a maximum allowable slope of 1H:1V and a maximum vertical side of 3.5 feet.
  - iv. In Type A soil, excavations 20 feet or less with vertically sided lower portions that are supported or shielded shall have a maximum allowable slope of 3/4H:1V. The support or shield system must extend at least 18 inches above the top of the vertical side.
  - v. In Type B soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1H:1V.
  - vi. In Type C soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1-1/2 H:1V.
- C.** When an excavation contains layers of different types of soils, the general sloping requirements do not apply. The excavation must be sloped according to the OSHA standard.

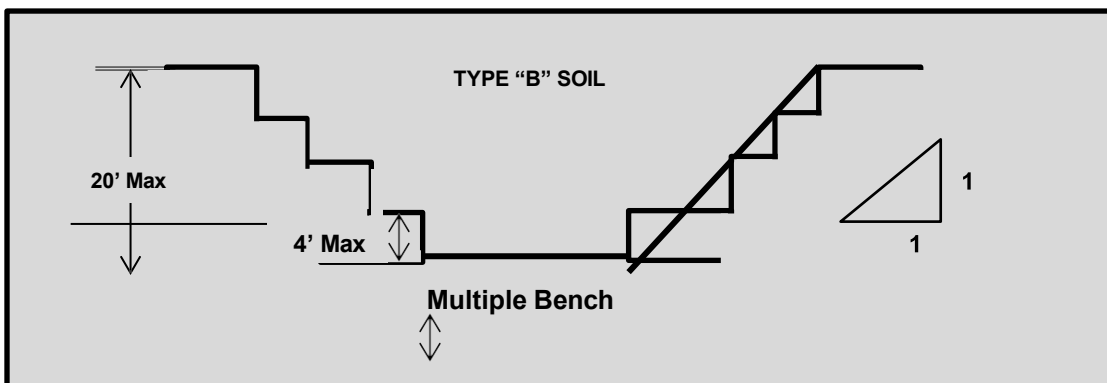


- D.** There are two basic types of benching, single and multiple, which can be used in conjunction with sloping.

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- E.** All benched excavations 20 feet or less in depth shall have a maximum allowable slope of 1:1. In Type B soil, the vertical height of the benches must not exceed 4 feet. Benches must be below the maximum allowable slope for that soil type. In other words, a 10-foot-deep trench in Type B soil must be benched back 10 feet in each direction, with the maximum of a 45-degree angle.
- F.** The competent person chooses the best option for sloping for the job at hand.



- G.** Benching is not allowed in Type C soil.

## 5.10 Support Systems, Shield Systems, and Other Protective Systems

- A.** Timber Shoring
- B.** When trenches do not exceed 20 feet, timber shoring according to OSHA design specifications may be used. Designs for timber shoring in trenches for company work sites are determined by the competent person using the following method(s):
  - i.** Use the requirements set forth by OSHA. The design specifications for timber shoring provided by OSHA may be found in the OSHA standard. These tables refer to the actual dimensions and not nominal dimensions of the timber. If the competent person chooses to use nominal size shoring, he/she must use the additional tables found in the OSHA standard. The soil type in which the excavation is made must be determined to use the OSHA data.

*NOTE: The specifications do not apply in every situation experienced in the field; the data were developed to apply to most common trenching situations. If the specifications do not apply to the situation encountered in the field, the competent person will decide of what approach to use to allow safe protective support of the excavation.*

- ii.** Use data provided by the manufacturer of the support system.

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- iii. Use other tabulated data approved by an engineer.
- iv. Have a registered professional engineer design the system.

## C. Aluminum Hydraulic Shoring

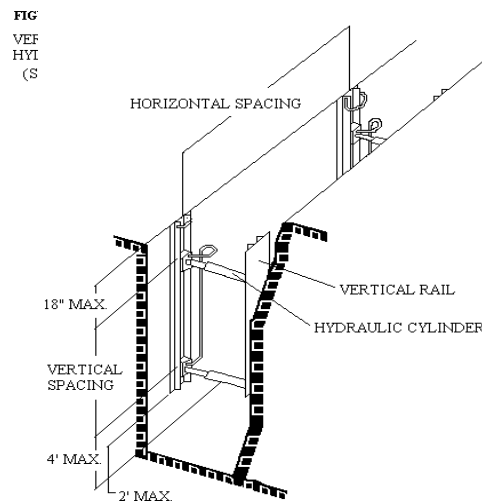
- i. Determined by the competent person, each design for aluminum hydraulic shoring is based upon the following method(s):
- ii. Use the manufacturer's tabulated data and design in accordance with the manufacturer's specifications, recommendations, and limitations. Deviations from the manufacturer's specifications, recommendations, or limitations are only allowed upon written approval of the manufacturer, which must be obtained by the competent person prior to implementation. The written approval is kept at the job site during construction of the protective system.
- iii. Use the OSHA specifications if the manufacturer's tabulated data cannot be utilized.

*NOTE: Before using the OSHA data, the soil type must be determined.*

- a. Use other tabulated data approved by an engineer.

## D. Here are some typical installations of aluminum hydraulic shoring:

- a. Vertical aluminum hydraulic shoring (spot bracing)

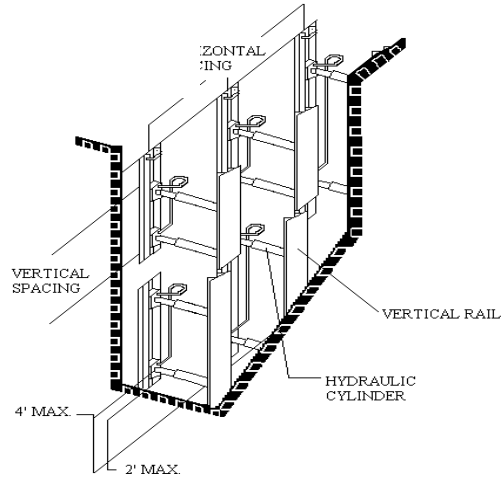


- ii. Vertical aluminum hydraulic shoring (with plywood)
- iii. Vertical aluminum hydraulic shoring (stacked)

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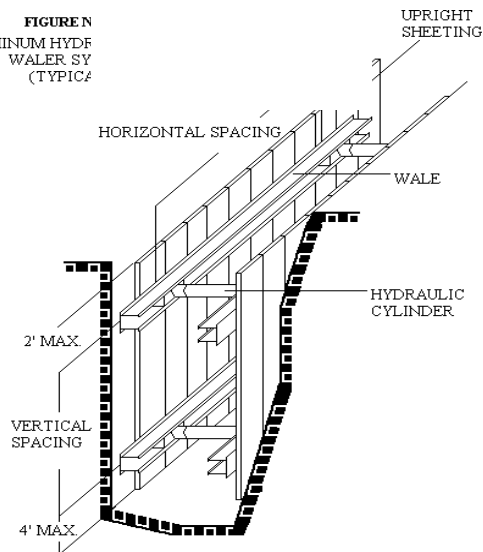
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FIGURE NO. 3  
VEH  
HYD  
CYL  
(ST



#### iv. Aluminum hydraulic shoring water system (typical)

FIGURE N  
ALUMINUM HYDR  
WALER SY  
(TYPIC#



#### v. Aluminum hydraulic shoring waler system (typical)

### 5.11 Other Support Systems

- A. Designs for our support systems are determined by the competent person using the following method(s):
  - i. Use data provided by the manufacturer of the support system.
  - ii. Use other tabulated data approved by an engineer.

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- iii. Have a registered professional engineer design the system.

## 5.12 Shielding

- A. Determined by the competent person, designs for shielding are based upon the following method(s):
  - i. Use data provided by the manufacturer of the support system.
  - ii. Use other tabulated data approved by an engineer.
  - iii. Have a registered professional engineer design the system.

## 5.13 Other Protective Systems

- A. Designs for our protective systems are determined by the competent person using the following method(s):
  - i. Use data provided by the manufacturer of the support system.
  - ii. Use other tabulated data approved by an engineer.
  - iii. Have a registered professional engineer design the system.

## 5.14 General Requirements for Excavations

- A. The following rules are to be always followed by all employees working on, in, or near excavations, as applicable:
  - i. Employees exposed to public vehicular traffic must wear warning vests or other suitable garments made of reflective or high-visibility material.
  - ii. The competent person inspects the excavation and the adjacent areas on a daily basis for possible cave-ins, failure of protective systems and equipment, hazardous atmospheres, or other hazardous conditions (see appendices for Daily Inspection Checklist. Inspections are also required after the occurrence of any natural (such as rain) or man-made events (such as blasting) that could increase the potential for hazards. Employees may not begin work until after being informed by the competent person that these inspections are complete.
  - iii. A warning system is used to alert operators of heavy equipment and other employees at the work site of the edge of an excavation.
  - iv. Adequate protection is provided to protect employees from falling rock, soil, or other materials and equipment. Protection is provided by placing and keeping such materials or equipment at least 2 (two) feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.



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- v. Employees are not permitted under loads that are handled by lifting or digging equipment. Employees are not allowed to work in the excavation above other employees unless the lower-level employees are adequately protected.
- vi. While the excavation is open, underground installations are protected, supported, or removed as necessary to safeguard employees. Adjacent structures are supported to prevent possible collapse.
- vii. Employees are not permitted to work in excavations where water has accumulated or is accumulating unless adequate precautions have been taken. Diversion ditches, dikes, or other means are used to prevent surface water from entering an excavation and to provide drainage to the adjacent area.
- viii. Before an employee enters an excavation greater than 4 (four) feet in depth, the competent person must test the atmosphere where oxygen deficiency or a hazardous atmosphere exists or could reasonably exist (i.e., excavations in landfill areas or excavations in areas where hazardous substances are stored nearby). Emergency rescue equipment is readily available and attended when hazardous atmospheric conditions exist or may develop.
- ix. Sufficient means for exiting excavations 4 (four) feet deep or more are provided and are within 25 feet of lateral travel for employees.
- x. Guardrails are provided if there are walkways or bridges crossing over an excavation.

## 5.15 Training

- A.** The Site Supervisor will identify all new employees in the employee orientation program and make arrangements with management to schedule training. The following person(s) will conduct initial training and evaluation: Site Safety Manager and/or the Site Supervisor. These instructor(s) have the necessary knowledge, training, and experience to train excavation workers.
- B.** Training Certification
  - i. After an employee has completed the training program, our company keeps records certifying that each excavation worker has successfully completed excavation training. The certificate includes the name of the worker, the date(s) of the training, and the signature of the person who did the training. SITE SAFETY MANAGER is responsible for keeping a copy of all training certification records.
- C.** Current Certified Excavation Workers
  - i. Under no circumstances shall an employee create or work in an excavation until he/she has successfully completed this company's excavation training program.

# TRENCHING, SHORING AND EXCAVATION POLICY

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This includes all new excavation workers regardless of claimed previous experience.

## 5.16 Inspection Procedures

- A. Our competent person inspects excavations daily and during poor weather. Our inspection checklist is attached to these written Excavation Procedures. Site Supervisor is responsible for retaining completed inspection checklists.

## 5.17 Personal Protective Equipment

- A. All excavation workers required to wear all required personal protective equipment and are trained when it is necessary; what equipment is necessary; how to properly put on, take off, adjust, and wear it; limitations of the equipment; and proper care, maintenance, useful life, and disposal of PPE.

## 5.18 Recordkeeping

- A. We keep a copy of the following documents at the job site during construction of a particular excavation protective system and then store them in the Site Safety Manager office at company headquarters where they will be readily available to OSHA upon request:
  - i. Tabulated data for designing any of our sloping or benching systems
  - ii. Designs of any sloping or benching systems approved by a registered professional engineer
  - iii. Manufacturer's specifications, recommendations, and limitations for designs of support systems, shield systems, and other protective systems drawn from manufacturer's tabulated data
  - iv. Manufacturer's approval to deviate from the specifications, recommendations, and limitations for designs of support systems, shield systems, and other protective systems drawn from manufacturer's tabulated data
  - v. Tabulated data for designing any of our support systems, shield systems, and other protective systems
  - vi. Designs of all support systems, shield systems, and other protective systems approved by a registered professional engineer

# TRENCHING, SHORING AND EXCAVATION POLICY

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## 6 REFERENCES

29 CFR 1926.651 29 CFR 1926.652

# TRENCHING, SHORING AND EXCAVATION POLICY

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<b>EXCAVATION AND TRENCHING SAFETY CHECKLIST (Pre-work and Daily Inspection)</b>			
<b>PRE-WORK</b>			
Job/Task ID:		Excavation Permit No.:	
Verified By		Date	
Excavation permit is completed, dated, all required signatures obtained, all attachments/scans/etc. are complete as required. (Supervisor and Competent Person)		Supervisor:	
		Competent Person:	
Competent Person(s) has been designated /assigned; designation form is complete /current (within 1 year). (Supervisor)		Supervisor:	
Initial (pre-excavation) call to "One Call" has been made. (Supervisor)	Date:	Supervisor:	
	Time:		
Walk down of proposed excavation performed. (Supervisor and Competent Person) Walk down to ensure: <ul style="list-style-type: none"> <li>• Ground markings identifying underground obstructions are present and applied in accordance with.</li> </ul> Evaluation of the work area for potential hazards that have not been addressed by scanning existing drawing research efforts and/or other pre-task planning activities.		Supervisor:	
		Competent Person:	
Excavation work is released to begin. (Supervisor)		Supervisor:	

# TRENCHING, SHORING AND EXCAVATION POLICY

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## Excavation and Trenching Permit

Project Name			Project Location			Project No./Contract No.				
Date			Time			Expiration Date				
Job Description and Location (be specific)										
<b>Before Trenching and Excavation</b>										
<input type="checkbox"/>	Soil Classification:					<input type="checkbox"/>	Check for previously disturbed ground			
<input type="checkbox"/>		Stable Rock		Type A	Type B	Type C	<input type="checkbox"/>	Adequacy and availability of all equipment, including personal protective gear, shoring material, signs, barricades, and machinery		
<input type="checkbox"/>	Requirements have been met and required data recommended					<input type="checkbox"/>	Other known obstructions (such as footing concrete encasements)			
<input type="checkbox"/>	Proximity to utilities, buildings, footings or pilings, and sources of vibration					<input type="checkbox"/>	Allowable slope			
<input type="checkbox"/>	Owners of utilities, service, or transmission piping, (electrical, telephone, water, sewer)					<input type="checkbox"/>	Overhead obstructions reviewed Protective systems depth of a trench or excavation of 5 feet (1.5 meters) or more – check the applicable boxes below:			
<input type="checkbox"/>	Site of Excavation:					<input type="checkbox"/>	Sloping and benching			
<input type="checkbox"/>	Depth	Width	Length			<input type="checkbox"/>	Timber shoring for trenches			
<input type="checkbox"/>	Changing ground conditions, particularly after rain fall					<input type="checkbox"/>	Aluminum hydraulic shoring for trenching			
<input type="checkbox"/>	Monitor for possible oxygen deficiency or gaseous conditions					<input type="checkbox"/>	Alternative to timber shoring			
<input type="checkbox"/>	Adequacy of shoring and/or sloping as work progresses					<input type="checkbox"/>	Selection of protective systems			
<input type="checkbox"/>	Entrance and Exit Facilities:					<input type="checkbox"/>	Designed shoring (data must be filed on site) Note: Sloping or benching for excavations greater than 20 feet (6.1 meters) deep must be designed by a registered professional engineer.			
<input type="checkbox"/>		Stairway		Ladders		Ramp	Atmospheric testing required		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Change in vehicular and machinery operation patterns					<input type="checkbox"/>	Oxygen	<input type="checkbox"/>	LEL (%)	<input type="checkbox"/> Toxics
<input type="checkbox"/>	Water removal equipment and operation									
<input type="checkbox"/>	Adequacy of portable trench boxes or trench shields									

# AERIAL MAN LIFT

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Comments		
<b>Approver</b>	<b>Approval Signatures</b>	<b>Date</b>
Competent Person		
Electrical		
Equipment Operator		
Supervisor		
Mechanical Engineer		
Civil Superintendent		
Other Approval if Required by Civil Engineer or Registered Professional Engineer		

**Note:** All items must be evaluated before start of work.

## 1 SCOPE

- 1.1** Atwell recognizes the benefits of a safe and healthy work environment. The purpose of this policy exists to ensure that aerial platform lifts are safely operated to prevent injury to employees, contractors, and visitors. This policy applies to all aerial platform lifts used, stored, or staged on-site. This policy applies to all contractors' employees who operate or manage the aerial platform lifts.
- 1.2** Atwell recognizes working at heights is a recognized risk that must be managed to prevent employees from falling. Also, some aerial platform lifts have the potential to create a "caught in between" or crush hazard due to the swing radius. Having procedures for safe operation, storage and staging of aerial platform lifts is essential to prevent falls and crush injuries.

## 2 DEFINITIONS

- 2.1** Aerial Platform Lifts - Any vehicle mounted device, telescoping, or articulating or both, which is used to position personnel. This includes: extendable boom platforms, articulating boom platforms, vertical towers, electrical bucket trucks and other mechanized personnel lifts (IE: JLG's). Aerial ladders and scissor lifts shall not be included in this definition.
- 2.2** Dedicated Spotter - an individual whose work task is to serve as spotter to signal safe movement to the operator of the aerial platform lift. This spotter may perform other job tasks if it does not hamper their ability to perform the responsibilities of the dedicated spotter. The dedicated spotter should be trained on operation of the aerial platform lift.
- 2.3** Movement - Any forward, backward or rotating movement of the base, movement of stabilizing devices or movement of the boom or basket.
- 2.4** Permitted Roadway-A Road where vehicles require a Vehicle Entry Permit or a Hot Work Spark Potential Permit to Work (PTW) to enter. Roadways are permitted to help control traffic or because they are hazardous classified locations.
- 2.5** Stabilizing Device - Outriggers, extending axles or any other similar piece of equipment that is intended to stabilize the aerial platform lift while in use.
- 2.6** Trained Persons - An individual who has completed an established training program and is able to safely operate the aerial platform lift. These individuals should be able to safely operate and perform daily inspections of the aerial platform lifts. Also referred to as "operator".

## 3 AERIAL PLATFORM LIFT GENERAL REQUIREMENTS

- 3.1 A copy of the manufacturer's manual shall be kept with the aerial platform lift.
- 3.2 Aerial platform lifts shall have both platform (upper) controls and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls.
- 3.3 Controls shall be plainly marked as to their function. All labels shall be legible.
- 3.4 All aerial platform lifts shall be fit for the purpose and shall be maintained in safe working order as defined by the manufacturer.
- 3.5 Aerial platform lifts may be "field modified" for uses other than those intended by the manufacturer, provided the modification has been certified in writing by the manufacturer. This certification shall be kept with the aerial platform lift.
- 3.6 The manufacturer boom and basket load weight limit shall be labeled in view of personnel in the basket.
- 3.7 Boot around joystick controllers must be free of cracks.
- 3.8 Electrocutation warnings must be visible to basket operators.
- 3.9 If an electrical outlet is installed on the basket, it must be free of damage and be equipped with a cover.
- 3.10 All aerial platform lifts shall be equipped with a working tilt alarm to notify the operator if the aerial platform lift is exceeding its safe operating limit on an incline.
- 3.11 All aerial platform lifts shall be equipped with a working alarm that sounds when the platform is lowering.
- 3.12 All aerial platform lifts shall be equipped with either a gravity or swing gate. The latch on the swing gate must be in proper working condition.
- 3.13 Tires shall be in good condition. If tires do not meet the criteria for "good condition" listed below, the aerial platform lift may not be used to perform work.
  - A. Foam filled tires are considered in good condition when neither the foam nor rubber cords are visible.
  - B. Air filled tires are considered in good condition when the rubber is free of cracks and gouges.



## 4 Operational requirements

- 4.1 Only trained persons shall operate an aerial platform lift.
- 4.2 A dedicated spotter will be utilized whenever the aerial platform lift is in motion, except while traveling on non-permitted roadways.
- 4.3 The dedicated spotter must have a verbal or signal based communication with the operator of the aerial platform lift.
- 4.4 The dedicated spotter may be in the basket of the aerial platform lift provided that ALL provisions below are met:
  - A. Only the basket and boom are in motion
  - B. The dedicated spotter is not operating the lift
  - C. The designated spotter has a clear view of all possible hazards from the basket.
  - D. The device is designed to allow more than one person in the basket.
- 4.5 If equipped with stabilizing devices, the stabilizing devices must be fully extended before the aerial platform lift may be operated.
- 4.6 While stabilizing devices are in motion, only the personnel in the basket of the aerial platform lift may be within the swing radius of the aerial platform lift.
- 4.7 When there are accessible areas in which the equipment's rotating superstructure poses a reasonably foreseeable risk of striking an employee or pinching/crushing an employee against another part of the equipment or another object, the following apply:
- 4.8 Warning lines shall be erected to mark the boundaries of the hazard area. Where it's not feasible to erect these lines, signs (Danger - swing/crush zone) and high visibility markings can be placed on equipment to identify the hazard areas
- 4.9 Boom and basket load limits specified by the manufacturer shall not be exceeded. Tool weights will be included in the total weight in the basket.
- 4.10 Lower-level controls shall not be operated while the lift is in use, unless permission has been obtained from person in the lift, except in the case of emergency.
- 4.11 The wheels of an aerial platform lift may be moved when the boom is elevated in a working position with workers in the basket, except when not specifically designed for this type of operation, per the manufacturer's recommendations.
- 4.12 When equipped with brakes they shall be set and outriggers, when used, shall be positioned on pads or a solid surface.
- 4.13 Wheel chocks shall be used whenever an aerial platform lift is being used on an incline.
- 4.14 Fire blankets shall be removed from the floor of the aerial platform lift before the platform is lowering to grade.

## 5 PERSONAL SAFETY REQUIRMENTS

- 5.1** A body harness and fall arrest device shall be used when operating the aerial platform lift.
- 5.2** The fall arrest device shall be anchored to the designated anchor points manufactured into the platform basket. No person shall ever anchor to the platform railings. Fall protection shall consist of a self-retractable lanyard while riding and or operating an Awp.
- 5.3** Anchoring to an adjacent pole, structure or equipment while working from an aerial platform lift shall not be permitted, except when entering or exiting the platform basket at an elevation greater than six (6) feet with 100% fall protection.
- 5.4** When working over open water, personnel in the basket shall wear a personal floatation device in addition to a body harness and fall arrest device. While over open water, personnel shall un-anchor from the aerial platform lift.
- 5.5** Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the railing of the basket or use planks, ladders, or other devices for work position.

## 6 INSPECTION REQUIRMENTS

- 6.1** All aerial platform lifts on site will be current in the yearly inspection and daily pre-use inspection. These records shall be kept for the current year and three (3) years previous.
- 6.2** Aerial platform lifts will be inspected before each day's use. The Strategic Construction Solutions pre-use Inspection sheet shall be used. If another sheet has been developed by a contractor, it may be used providing that it meets or exceeds all OSHA regulations.
- 6.3** The daily pre-use inspection must be performed prior to use on a job. A copy of the day's inspection sheet shall be kept with the aerial platform lift for the duration of the working day (24 hour maximum) and then filed with dispatch at the end of use for Strategic Construction Solutions owned lifts. The same daily pre-use inspection sheet may be used for seven (7) days. Contractors shall retain record of their daily pre-use inspections within their company.
- 6.4** The yearly inspection should be conducted by a mechanic that is competent on the specific make and model of aerial platform lift. A manufacturer approved yearly inspection sheet should be used.
- 6.5** Copies of the yearly inspection shall be kept with the aerial platform lift.
- 6.6** If the aerial platform lift is being stored or staged on a roadway, cones, danger tape and/or barricades should be placed around the aerial platform lift to ensure that all drivers are aware of its presence on the roadway. When possible, the lifts should be staged and stored off roadways.

## 7 TRAINING REQUIREMENTS

- 7.1** Atwell will meet the following aerial platform lift training requirements. Each training program can be designed by the specific company to meet their individual needs as long as it meets the minimum requirements found in the section and complies with all OSHA regulations.
- 7.2** Aerial platform lift training will have the following components:
- A.** Classroom training that covers the following subject areas as a minimum:
    - i. Types of aerial platform lifts
    - ii. Labels and markings required in lifts
    - iii. Pre-use inspections and provide a copy of the company specific form to be used.
    - iv. Responsibilities of the lift operator
    - v. Safe work considerations such as fall protection, tip-overs (ground conditions), working near electrical lines, use of spotters, and dropped objects.
    - vi. Use of stabilizing devices such as outriggers and extending axels
    - vii. When base controls can be used in place of platform controls
    - viii. What conditions will activate the lifts “safe mode” due to overextension of operating conditions (for example: tilt alarm)
    - ix. Any other topics recommended by the manufacturer, OSHA, or are deemed necessary to ensure a complete understanding of the safe operation of aerial platform lifts.
  - B.** Competency Verification will be necessary for the following categories of lifts:
    - i. ≤ 80’ boom
    - ii. > 80’ boom
- 7.3** The Competency Verification will require a demonstration of competency in a minimum of the following subject areas:
- A.** Performing a pre-use inspection
  - B.** Proper access and use of fall protection
  - C.** Ability to maneuver the lift smoothly and properly
  - D.** Safely operates the lift:
    - i. Checks for pedestrians and other obstacles
    - ii. Uses horn, when appropriate
    - iii. Uses outriggers or extending axels, when appropriate

- iv. Travels with the platform at a safe level
  - v. Avoids bumps and uneven surfaces
  - vi. Identifies and maintains proper distances from energized power lines
- E.** Other skills recommended by the manufacturer, OSHA or are otherwise deemed necessary for the safe operation of the lift.
- 7.4** Initial training does not require that an employee be trained in each category. The intention is that prior to an employee operating a lift, riding and or working not operating the AWP that they receive competency verification on that category of equipment.
- 7.5** Each company on site must retain records of classroom and competency verifications and be able to produce these records on request.
- 7.6** Aerial platform lift training must be refreshed every three (3) years. Classroom and competency verifications may be refreshed on cycles separate from each other as long as they are, respectively, within the three (3) year cycle.
- 7.7** Retraining is mandatory if an employee performs in a manner that brings into question their ability to safely operate the lift.

# HOT WORK AND PERMIT GUIDELINES POLICY

#HS D008

## 1 SCOPE

- 1.1 Atwell recognizes the need to provide guidelines to ensure that appropriate measures have been taken to prevent fire and /or explosion during hot work activities being performed at areas not normally designed for hot work activities.
- 1.2 This standard applies to employees and other individuals (including temporary employees and contractor personnel) who work and/or are present in the workplace. Contract employees that have a hot work policy may use that policy as long as it meets or exceeds the protections provided in this guideline.
- 1.3 See Atwell Safe app or for Hot Work and Permit guidelines.

## 2 DEFINITIONS

- 2.1 **Hot work** – Work that has the potential of creating or becoming a source of ignition. This includes grinding, welding, thermal or oxygen cutting or heating, and other related heat or spark producing operations.
- 2.2 **Permit** – A document used to authorize hot work activity after necessary precautions have been taken to minimize the risk of adverse consequences associated with the work.
- 2.3 **Authorized Personnel** – Qualified persons who have been given the authority to approve and authorize hot work permits. The authorized personnel may delegate the responsibility for conducting the pre-hot work inspection to another qualified person but cannot delegate his/her accountability for the overall Safety of the work being performed.
- 2.4 **Qualified Personnel** – Individuals with the knowledge, training, and experience to recognize, evaluate, and ensure adequate control of the hazards associated with hot work.
- 2.5 **Fire Watch** -A fire watch is a person assigned to observe ongoing hot work to identify and react to hazards. A Firewatch is necessary at any time where hot work is performed in locations where a fire greater than a minor one might develop.

## 3 PROCEDURE

- 3.1 **Required Areas**

# HOT WORK AND PERMIT GUIDELINES POLICY

#HS D008

- A.** A hot work permit is required for hot work operations on or near operational processes or within 35 feet of flammable/combustible materials. Greater distances of up to 50 feet may be required where flammable gases or vapors may be present. Exceptions to the Hot Work Program may be allowed in areas designated as “fire safe”. A fire safe designated area is an area specifically designed for hot work, such as welding shops, which are free of exposed combustibles.
- B.** Operational areas that have known, but not obvious, combustibles should be posted with signage requiring application of the Hot Work Permit.
- C.** High hazard areas such as fuel storage areas or explosive magazines have statutory requirements that must be followed when conducting hot work operations.
- D.** Areas that may require a Hot Work Permit include, but are not limited to:
  - i. Within 100 ft. of powder magazine or explosive or blasting storage area
  - ii. Dust collectors, ductwork, and other areas where rubber linings or combustible dust exists
  - iii. Public commercial buildings, warehouses, assay labs
  - iv. Above or adjacent to cable trays or electrical cables
  - v. Inside vessels or confined spaces
  - vi. Hot work on vehicle fuel system or fuel tank regardless of location
  - vii. Heavy equipment including haul trucks, shovels, drills, graders, dozers regardless of location where sparks or hot metal could contact combustible materials
  - viii. Within 35 ft. of:
    - a. Fuel storage areas or distribution lines
    - b. Battery storage or charging areas
    - c. Cooling towers
    - d. Oxygen storage areas
    - e. Sewer and septic systems
    - f. Conveyor belting
    - g. Tire storage areas
    - h. Mobile fuel and lubrication trucks

# HOT WORK AND PERMIT GUIDELINES POLICY

#HS D008

- i. Storage/materials handling areas where combustible or flammable materials are present

## 3.2 Training

- A. Individuals involved with hot work are trained in fire prevention and extinguisher use during initial training and refreshed annually. Additionally, individuals will be appropriately task trained for the work being conducted.
- B. Assigned fire watchers must be trained in the use of fire extinguishing equipment and familiar with the facilities for sounding an alarm in the event of a fire.

## 3.3 Precautionary Measures

- A. Flammable and combustible materials within 35 ft. of hot work must be removed, covered with a fire-resistant/insulating material or otherwise protected. This includes combustible flooring and combustible debris on the floor.
- B. Openings or cracks in the walls, floors, or ducts that are potential travel passages for sparks, heat and flames must be covered or otherwise protected.
- C. A fire extinguisher of the appropriate size and type must be provided at the site in addition to the normal placement of fire extinguishers.
- D. In cases where the combustibles cannot be removed to provide at least 35 ft. of separation or other requirement cannot be completed, a control method must be described in the Alternative Means of Control section of the permit. Alternative control measures must provide equal or greater precautions to prevent fires.
- E. When working near smoke detectors, alarm sensors or sprinkler systems, do not deactivate the entire alarm or sprinkler system. Isolate the detectors, sensors, or sprinkler heads in the affected area to prevent false alarms or sprinkler system activation. At the completion of the work, ensure the device(s) is (are) returned to normal service conditions
- F. A Fire Watch with knowledge of incipient stage firefighting techniques must be appointed during performing hot work and for the duration 30 minutes after termination. Fire Watch is required when combustibles remain within 35 feet of the hot work and have not been controlled to eliminate the possibility of ignition. Each person assigned as Fire Watch must sign and date the permit.

*NOTE: The work location must be assessed to determine where the fire risk may exist. A fire risk may result on the opposite side of a wall (or floor, etc.) due to heat transfer. Ensure that possible consequences are considered and that they are monitored by the Fire Watch as necessary to prevent a fire.*

- G. A fire watch shall be maintained at least a half an hour after the welding or cutting operation was completed.

# HOT WORK AND PERMIT GUIDELINES POLICY

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- H.** As the work progresses, periodic checks should be conducted to observe for fire, dust accumulation, adequate ventilation, atmospheric testing, or other hazardous conditions that could endanger the safety of the workers. If adverse conditions are observed, correct the hazards prior to continuing hot work. These checks should be made hourly, at a minimum.
- I.** Where there is a reasonable possibility of that flammable gases/vapors or excessive oxygen exist, atmosphere testing must be conducted by trained personnel as part of the permit process. Additionally, periodic checks should be conducted throughout the hot work process.
  - i.** Lower Explosive Limit (LEL) or Lower Flammable Limit (LFL) must be below 10%
  - ii.** Oxygen (O<sub>2</sub>) measurement must be between 19.5% and 23%
- J.** Any welding, cutting, or burning of lead base metals, zinc, cadmium, mercury, beryllium or exotic metals or paints not listed here shall have proper ventilation or respiratory protection.
- K.** Containers holding flammable or combustible liquids or gasses must be purged, cleaned, and filled with inert liquid or gasses and tested to ensure that the LEL /LFL is below 10%
- L.** Do not conduct hot work operations until precautionary measures have been taken control the risk of unintended ignition.
- M.** If fire hazards cannot be taken to a safe place or guards cannot be used to confine heat, sparks, slag and protect the immovable fire hazards, the welding/cutting shall not be performed.
- N.** Operators of equipment should report any equipment defect or safety hazards and discontinue use of equipment until its safety has been assured. Repairs shall be made only by qualified personnel.

## **3.4 Permit Issuance**

- A.** Hot Work Permit process is initiated prior to beginning hot work by those who will be performing the work. Other precautionary policies must be considered in conjunction with hot work, such as LOTO, Confined Space Entry, etc. When the precautionary measures have been taken and the affected employees have signed the permit, the Authorized Person will sign the permit authorizing the work to proceed as described on the permit.
- B.** Persons involved with the hot work or assisting with the hot work must sign the permit. Changes to the work environment or conditions affecting the hot work must



# HOT WORK AND PERMIT GUIDELINES POLICY

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be noted on the permit. The hot work permit must be kept at the job site until 30 minutes after the job is complete.

- C. A Hot Work Permit is valid for one work shift and one task. The permit becomes invalid when the hot work is delayed for 90 minutes or more. Permits must be kept for at least one (1) year.

**NOTE:** *The fire watch must ensure that a fire potential does not exist at the end of the mandatory 30 minute watch period. If material is perceptibly hot, is still glowing or otherwise providing indication of residual heat, the surface must be cooled by appropriate means, or the watch extended until such time as the risk has abated.*

## 4 REFERENCES

CFR 1910.252

# HOT WORK AND PERMIT GUIDELINES POLICY

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## Hot Work Permit

Date		Valid from		AM /PM	To		AM /PM
Location							
Description of work to be performed:							
List who is performing work:							
Fire watch assigned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	List the fire watches				
Required, if uncovered combustibles remain within 35 feet.							
<b>Work Area Evaluation</b>							
HOT WORK ON CONTAINERS & FUEL TANKS Containers holding flammable or combustible liquids or gases have been purged, cleaned, and filled with inert liquid or gases and tested for %LEL/LFL.							
%LEL/LFL		Initial when reading is taken and tested to verify an LEL/LFL less than 10%					
<b>HOT WORK IN ALL AREAS</b>							
1 Person completing "Hot Work Permit" understands hazards in the hot work zone.					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2 Flame or spark-producing equipment to be used has been inspected and found to be in good repair.					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3 Sprinklers and fire water, where provided, are in working condition and will remain in service while this work is being done.					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4 Portable fire extinguishers are available, are appropriate for the fire hazard, and personnel have been trained to use them.					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5 All combustibles have been relocated 35 feet from the hot work, and the remainder protected with flame-proof curtains or covers.					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6 All voids and openings leading to other areas (rooms, floors) have been covered.					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7 All appropriate SOPs and good work practices are being followed.					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8 Do you have the proper personal protective equipment including welding shields, respirators, hearing protection for the job?					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9 A method for contacting emergency responders is in place.					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
IF ANY ANSWER IS <u>NO</u> , LIST ALTERNATIVE MEANS OF CONTROL:							
AIR TESTING REQUIRED FOR WORK NEAR FLAMMABLE LIQUIDS AND GASES			Oxygen Level	%	LEL	%	Time
			Oxygen Level	%	LEL	%	Time
			Oxygen Level	%	LEL	%	Time
<b>Job Completion sign off</b>							
Work completed Date & Time:				I verify the area has been monitored for the absence of fire for 30 minutes after the last cut.			
Final Inspection By:						Time:	
Comments:							

## 1 SCOPE

- 1.1 Atwell recognizes the benefits of a safe and healthy work environment. The purpose of this Safety policy is to ensure a safe and incident free Abrasive Blasting operation.
- 1.2 Atwell This program covers all employees involved in abrasive blasting jobs performed by the company. Whenever hazardous substances such as dusts, fumes, mists, vapors, or gases exist or are produced in the course of construction work, their concentrations shall not exceed the limits specified in the “Threshold Limit Values of Airborne Contaminants – 1970” of the American Conference of Governmental Industrial Hygienists. When ventilation is used as an engineering control method, the system shall be installed and operated according to the requirements of 1926.57 (Ventilation).

## 2 KEY RESPONSIBILITIES

- 2.1 Atwell Project Managers/Contract Mangers shall determine if this program is required on projects under their control.
- 2.2 Supervisors
  - A. Be aware of potentially hazardous conditions that may arise during the blasting process prior to starting any blasting job and must take measures to protect employees.
  - B. Abrasives and surface coatings on the materials blasted are shattered and pulverized during blasting operations and the dust formed will contain particles of respirable size. The composition and toxicity of the dust from these sources shall be considered in making an evaluation of the potential health hazards.
  - C. Ensure that all employees are trained on company respiratory protection policy and related safety topics.
  - D. Understand the importance of regularly scheduled maintenance for continued safe operation of blast equipment. Ensure that all employees comply with this policy and all other related policies.
  - E. Supervisors will ensure that any employee involved in abrasives blasting work will be trained in proper safety techniques and procedures to prevent injury from the physical hazards of abrasive blasting or from exposure to airborne particulates or toxic dust.
- 2.3 Employees

- A. Be familiar with the safe operating functions of blasting equipment to be used on a job.
- B. Comply with all company policies.
- C. Have knowledge of hazards associated with respirable silica.
- D. Understand they are prohibited from using compressed air for cleaning unless the pressure is reduced to less than 30 pounds per square inch and be equipped with effective chip guarding and proper PPE.

## 3 PROCEDURES

### 3.1 General

- A. Abrasives and the surface coatings on the materials blasted are shattered and pulverized during blasting operations and the dust formed will contain particles of respirable size. The composition and toxicity of the dust from these sources shall be considered in making an evaluation of the potential hazards.
- B. Dust shall not be permitted to accumulate on the floor or on ledges outside of an abrasive blasting enclosure. Dust spills shall be cleaned up promptly. Aisles and walkways shall be kept clear of steel shot or similar abrasives which may create a slipping hazard.

### 3.2 Equipment Handling

- A. Follow these guidelines when moving blasting equipment to prevent back strains and crushing injuries:
- B. Use a forklift, crane, or other type of lifting device for transporting a blast machine; always use a lifting device when the machine contains abrasive.
- C. Never manually move a blast machine where abrasive has been spilled on hard surfaces or on a wet or slippery surface.
- D. Never attempt to manually move a blast machine containing abrasive.
- E. Always disconnect hoses from machines to avoid interference during moving.

### 3.3 Air Compressors

- A. Air compressors must be in a well-ventilated area. It must be able to contain large volumes of clean, toxicant-free air. This means the compressor must be placed up wind from the blasting operation and out of the range of dust and flying abrasives.

- B.** Due to the high pressure that air compressors create, precautions must be taken to prevent unleashing of strong forces that can cause serious bodily injury.
- C.** Air for abrasive blasting respirators must be free of harmful quantities of dust, mists, or noxious gases and must be inspected daily, prior to use and comply with CFR 1910.134(I) (Respiratory Protection).
- D.** Never adjust the pressure setting on a compressor above the blast equipment maximum working pressure rating. The maximum working pressure rating should be indicated on the manufacturer's metal identification plate. If not contact your supervisor before adjusting pressure.

## **3.4 Blast Pot**

- A.** Position blast pots and/or compressors on level ground. Machines operate best when they sit on level surfaces.
- B.** For communication purposes place blast pot between the compressor and the surface to be blasted. This will enable the pot tender and operator to make visual contact.
- C.** All couplings and pipefitting on the blast pot, compressor and hoses must be airtight.
- D.** Blast pots must be inspected daily prior to use.

## **3.5 Hoses and Connectors**

- A.** Couplings must have safety wires in place and be secure as required by federal safety regulations. The operator shall be responsible to ensure that each coupling has safety wires in place.
- B.** Whip checks must be installed at bull hose connections.
- C.** Operator should hold onto the blast hose until the air pressure from the nozzle drops off to zero.
- D.** Do not use hoses that are damaged or have soft spots.
- E.** Never use tape to repair a blown-out hose.
- F.** Immediately replace a hose if a blowout or leak occurs.
- G.** Hose ends must encounter coupling gaskets to prevent leaks and to maintain static electricity conductivity.
- H.** Compressed air shall not be used for cleaning purposes except where the pressure is reduced to less than 30 p.s.i.

## **3.6 Nozzles and Remote Controls**

- A.** Blast nozzles shall be bonded and grounded to prevent the buildup of static charges. Where flammable or explosive dust mixtures may be present, the abrasive blasting enclosure, the ducts, and the dust collector shall be constructed with loose panels or explosion venting areas, located on sides away from any occupied area, to provide pressure relief in case of explosion following the principles set forth in the National Fire Protection Association Explosion Venting Guide. NFPA 68-1954.
- B.** Organic abrasives which are combustible shall be used only in automatic systems.
- C.** Blast cleaning nozzles shall be equipped with an operating valve which must be held open manually. A support shall be provided on which the nozzle may be mounted when it is not in use.
- D.** All blast machines must be equipped with remote control systems to start and stop the blasting process. Nozzles shall be equipped with an operating valve which must be held open manually. Never tape, strap, or tie down an air actuated remote-control lever or choke electric remote-control switch.
- E.** If there is the slightest delay in reaction time of the handle lever or lever lock to open, check for dust and dirt build-up around pivot pins before resuming blasting. Also, test the tension on the lever springs, and replace them immediately if they do not respond rapidly.
- F.** Substituting component pieces with other manufacturer's parts is not allowed.
- G.** Inspect blast nozzles for wear and cracks on the inner liner. When a nozzle orifice is worn 1/16" larger than its original size, it should be replaced.
- H.** Check nozzles and nozzle holders for deterioration of thread form. Threads on nozzles and their companion holders must not be cross threaded, worn or distorted.
- I.** Hoses that are being tied and lifted to blasting operations being conducted above grade, i.e., scaffolds, shall be depressurized to prevent accidental start-up.

### **3.7 Operator Signals**

- A.** On the job site, voice communication is often impossible. Even shouts cannot be heard over the noise of compressors and blasting. In addition, the operator's head will be enclosed in the helmet, which blocks out sound and limits vision. For these reasons, an industry wide standard set of hand and sound signals has been developed.
- B.** Signals may be visual hand movements, flashing light, pulls on a rope or sounds made by banging a hammer or using a horn or electric buzzer.
- C.** Every operator must become familiar with the signals to be used on the jobsite.

### **3.8 Respirator Use**

- A.** A specific work-site procedure shall be developed where respirators or CE blasting hoods/helmets are required to protect the health of the operator. A respiratory protection program shall be established wherever it is necessary to use respiratory protective equipment including worksite specific procedures and elements for required respirator use. Abrasive blasting respirators shall be worn by all abrasive blasting operators under certain conditions.
- B.** Equipment for the protection of eyes, face and body shall be supplied to the operator when the respirator design does not provide such protection and to any other personnel working in the vicinity of abrasive blasting operations. This equipment shall conform to the requirements of 1926.102 (Eye and Face Protection).
- C.** Equipment for protection of the eyes and face shall be supplied to any other personnel working in the vicinity of abrasive blasting operations.
- D.** Air pumped into the helmet must be free of harmful quantities of dusts, mists, or noxious gases. Use of special compressors may be required.

### **3.9 Environmental Controls**

- A.** Organic abrasives which are combustible shall be used only in automatic systems. Where flammable or explosive dust mixtures may be present, the construction of the equipment, including the exhaust system and all electrical wiring, shall conform to the requirements of American National Standard Installation of Blower and Exhaust Systems for Dust, Stock, and Vapor Removal or Conveying, Z33.1-1961 (NFPA 91-1961), and Subpart S of 1926.57 (Ventilation).
- B.** The work area must be inspected for exterior electrical power lines that may endanger operators.
- C.** Operators should use care to avoid directly blasting power lines and insulators.
- D.** Do not blast in atmospheres that contain flammable fumes.
- E.** Take precautions at the work site to eliminate hazardous surface obstacles that may cause tripping hazards or interfere with worker mobility.
- F.** Adequate ventilation must be provided for employees working within enclosures.
- G.** Never operate compressor if hoses are frozen. When winter temperatures drop below freezing, check for ice prior to pressurizing hoses.
- H.** Provide adequate drinking water for operators, especially during summer.

### **3.10 Personal Protective Equipment**

- A.** Secure hoses by tying them to scaffolding or personnel platforms, when working from elevations, to prevent injury from hoses falling on other personnel working below or near blasting area.
- B.** Before using any blasting abrasive, check the SDS to find out the chemical composition of the abrasive material.
- C.** Equipment for the protection of eyes, face and body shall be supplied to the operator when the respirator design does not provide such protection and to any other personnel working in the vicinity of abrasive blasting operations. This equipment shall conform to the requirements of 1926.102 (Eye and Face Protection).
- D.** Ventilation systems and dust collectors may be necessary in enclosed conditions.
- E.** Noise from abrasive blast nozzles can be loud enough to damage the hearing of blasters and others on the work site. Workers must not be exposed to noise levels exceeding 80 decibels as an eight-hour time weighted average (80 dBA TWA), therefore all blasters shall wear earplugs.
- F.** Blaster must wear heavy-duty gloves and steel toe boots.
- G.** Helmet lenses should be changed as soon as pitting or frosting takes place.
- H.** Equipment for protection of the eyes and face shall be supplied to any other personnel working in the vicinity of abrasive blasting operations.
- I.** Equipment for protection of the eyes and face shall be supplied to any other personnel working in the vicinity of abrasive blasting operations.

## **4** REFERENCES

CFR 1926.1431



## 1 SCOPE

- 1.1** This policy is designed to provide Atwell employees who use and operate ATVs/UTVs for work purposes guidance on how to operate and transport ATVs/UTVs safely. ATVs and UTVs are used in several applications for field employees.
- A.** An All-Terrain Vehicle (ATV) is an off-road, single-rider vehicle intended for transport over rough terrain. ATVs feature a handlebar steering system.
  - B.** A Utility Type Vehicle (UTV) is also intended for use over rough terrain, this vehicle is sometimes known as a side-by-side because two or more people can sit in the cab next to each other.
- 1.2** This policy also provides guidance on the safe use of trailers used to transport ATVs/UTVs.

## 2 RESPONSIBILITIES

- A.** Management: Team Leaders and Project Managers who have employees using an ATV/UTV on jobsites are responsible to ensure that the operators of the ATV/UTV are properly trained and comply with all requirements of the Safe Operation of Utility Type Vehicles (UTV) Procedures in this policy.
- B.** Employee: Employees who operate an ATV/UTV as part of their normal job function are required to understand and comply with the Safe Operation of Utility Type Vehicles (UTV) Policy.
- C.** Safety Department: Safety Department will make periodic checks to ensure compliance to the Safe Operation of Utility Type Vehicles (UTV) Policy. The safety department also will investigate any violations or accidents involving ATVs/UTVs. The safety department will review the Safe Operation of Utility Type Vehicles (UTV) Policy on a biannual basis or if laws and regulations change or incidents require a review.
- D.** Fleet Department: The fleet department will review inspection logs and assist in maintenance of ATVs/UTVs and trailers used by field employees. The fleet department will also participate with the safety department when a review of Safe Operation of Utility Type Vehicles (UTV) Policy is warranted.

## 3 ELIGIBILITY TO OPERATE ATV/UTV

- 3.1** Before any employee can operate an ATV/UTV they must meet the following requirements:
- A.** Be an Atwell employee
  - B.** Hold a valid driver's license
  - C.** Be an approved driver for Atwell vehicles
    - i. Employees must meet driving record requirements
    - ii. Sign the safe driving policy acknowledgement form
    - iii. Complete assigned driving training courses
  - D.** Completed ATV/UTV Operators training initially and biannually an ATV/UTV Operator training refresher

## 4 TRAINING AND DOCUMENTATION

- 4.1** Every employee that operates an ATV/UTV must:
- A.** Complete initial ATV/UTV Operator training provided by the Recreational Off-Highway Vehicle Association (ROHVA) prior to authorization to operate a UTV
  - B.** Be required to complete this training every two years
  - C.** Refresher training must be taken if the employee causes property damage or an injury occurs resulting from the unsafe operation of an ATV/UTV
- 4.2** ATV/UTV training consists of completing the following:
- A.** View the applicable Operator training
  - B.** Read this document in its entirety
  - C.** Print out the completion certificate. Email to [safety@atwell-group.com](mailto:safety@atwell-group.com)
  - D.** For questions or additional information regarding ATV/UTV safety Contact [Safety@atwell-group.com](mailto:Safety@atwell-group.com)

- 4.3** Upon completion of Safe Operation of ATV/UTV training, Employees will be able to:
- A.** Identify the characteristics and uses of an ATV/UTV
  - B.** Know what Personal Protective Equipment (PPE) is required by this policy.
  - C.** Explain the features and controls of an ATV/UTV
  - D.** Discuss the stability and load capacity of an ATV/UTV
  - E.** Complete pre-operation checks
  - F.** Describe preventative maintenance.
  - G.** Recognize the hazards associated with operating an ATV/UTV
  - H.** Outline safe operating procedures for an ATV/UTV

## 5

### PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

- 5.1** A specific set of personal protective equipment PPE is required when operating an ATV/UTV and must be worn during operation of the equipment. There are different PPE requirements for each type of ATV/UTV which are identified in the operations manual for each piece of equipment. The following are general PPE requirement for each basic type:
- A.** All-Terrain Vehicles (ATVs) require the following PPE:
  - B.** DOT approved motorcycle Helmet (Normal hard hat is not a substitute for a helmet on an ATV)
  - C.** Long pants and long sleeve shirt
  - D.** Work boots that come above the ankle
  - E.** Gloves
  - F.** Goggles for eye protection



**5.2** Utility Type Vehicles (UTVs) equipped with a roll cage, windshield and seatbelts require the following PPE:

- A.** Hard hat
- B.** Long pants and long sleeve shirt
- C.** Work boots that come above the ankle
- D.** Gloves
- E.** Safety Glasses



## 6

### SAFE OPERATION of UTV CHARACTERISTICS / USES

**6.1** Atwell allows the use of ATVs/UTVs for field work where the terrain prevents the use of a company trucks. Employees will be permitted to use ATVs/UTVs under the following conditions:

- A.** To transport people, equipment or supplies
- B.** For working on off road locations and on non-established roads
- C.** Not driven faster than 25 MPH
- D.** Driven on designated roadways only from sunrise to sunset at a speed of 25 mph or less with a Slow-moving Vehicle (SMV) emblem



**6.2** Employees need to be aware of ATV/UTV characteristics and how they handle while driving. The typical ATV/UTV Characteristics are:

- A.** Compact, powerful, and versatile machines
- B.** Commonly gasoline, diesel, or electric powered
- C.** Can be 2-wheel, 4-wheel, or all-wheel drive; some can have tracks
- D.** ATV operates more like a motorcycle with Handle bars and has actuated accelerator, hand clutch and brake.
- E.** UTVs operate similar to a car/truck with a steering wheel, accelerator foot pedal and a brake foot pedal
- F.** Side by side or bench seating with seat belts

- G.** High / low range & reverse transmission
- H.** Usually all-terrain tires with 20 p.s.i. or less tire pressure
- I.** UTVs have hauling capability with cargo box
- J.** Towing capability with hitch
- K.** Easy to operate but the operator must be trained, know the machine's proper use, and its limitations

## **6.3** Employees should be aware of potential ATV/UTV hazards:

- A.** There are several hazards associated with ATV/UTV operation, including:
- B.** Rolling over on steep slopes, dangerous terrain, or fast turns
- C.** Collision with another vehicle or object
- D.** Pinch points, cut points, wrap points, and burns from hot exhaust pipes and engines
- E.** Fluids under high pressure or other stored energy
- F.** Injury to driver and passengers from shifting loads in cargo area
- G.** Injury from falling from the ATV/UTV when mounting and dismounting
- H.** Injury to the eyes from dust and insects while the ATV/UTV is in motion
- I.** Injury to pedestrians from being struck by the ATV/UTV or from loads falling from UTVs

## **6.4** Each ATV/UTV has a specific Load Capacity that affects the stability.

- A.** Know the manufacturer's load weight limit and towing capacity. Do not exceed this limit.
- B.** When hauling cargo, the center of gravity is raised and moves towards the rear axle, increasing the risk of tip-over in any direction.

## **6.5** Required Equipment

UTV must be equipped with the following:

- A.** Operable brakes
- B.** Proper lighting when
  - i.** Operated during low light
  - ii.** Conditions between dusk to dawn

- C. A slow-moving vehicle (SMV) emblem visible from rear (on public roadways)
- D. First aid kit
- E. Fire extinguisher

## 6.6 UTV Attachment and Operation

- A. Attachment installation and use
- B. Carefully read attachment manual and follow all instructions and warnings.
- C. Attachments can include snow plows, sprayer units, dry material spreaders, wenchers & roof racks.
- D. Attachments must be compatible with the machine.
- E. Verify that all connections are secure and attachment responds properly to controls.
- F. Attachment changes can affect: Intended use of UTV, weight or balance of the machine, machine controls, performance and reliability

# 7 OPERATOR PROCEDURE & PERFORMANCE

## 7.1 Pre-Operation Inspection must include:

- A. Inspect the machine carefully by walking around it before starting
- B. Check tires: proper inflation and condition
- C. Check fuel level
- D. Check for puddles, leaks, odors, strange sounds or behavior
- E. Check lighting: headlamps, tail lamps, brake lights and turn signals
- F. Check brakes: work smoothly without noise or pulling
- G. Check slow moving vehicle emblem: in place, clean, and visible
- H. Check that equipment and supplies are adequately secured

## 7.2 Driving Safety: Public Roads

- A. UTVs must be driven at a safe speed given the operating conditions

- B.** Excessive speed requires a greater stopping distance and increases risk of tip over on comers
- C.** When operating on a roadway, maintain a safe distance behind other vehicles
- D.** Move equipment on roadways at off-peak traffic hours when possible
- E.** Stay alert for traffic and roadside obstacles
- F.** Must have proper lighting and marking to assure visibility
- G.** Make sure loads are properly secured

## 7.3 Defensive driving:

- A.** Stop at all “blind intersections” and then proceed with caution.
- B.** Yield the right of way to pedestrians
- C.** Ensure other drivers have seen the UTV prior to progressing. Operators must not assume that motor vehicle drivers give “right of way”
- D.** Verify safety prior to all turns. Operators must look over the shoulder in the direction of travel prior to the turn to check for motor vehicles, pedestrians and bicyclists
- E.** Ensure use of seat belts if UTV is equipped.

## 7.4 Passenger Safety:

Operators are responsible for the safety of their passengers including:

- A.** Keep head, legs and arms within the cab
- B.** Wear appropriate PPE
- C.** Remain in seats
- D.** Do not exceed manufacturer’s load limits. (Number of passengers or weight)
- E.** Use of seat belts is required for all passengers of UTV’s

## 7.5 Using a UTV in areas with the general public

- A.** Drive defensively and yield to pedestrians
- B.** Avoid driving in areas that are highly congested with pedestrians
- C.** Maintain a safe following distance from other UTVs, golf carts or pedestrians even at slow speeds
- D.** Use proper signals, including hand signals, to warn others when you are turning.

- E.** Avoid parking on sidewalks or designated pedestrian travel areas.
- F.** Communicate with other drivers by using eye contact, hand signals, radio communication, or other means.

## **7.6** Off Road Operation:

When UTVs are operated off of roadways, operators must:

- A.** Be alert to ground hazards, look ahead at the terrain
- B.** Watch carefully for holes, ruts, and other obstacles
- C.** Watch for uneven surfaces, drop offs and overhead clearance obstructions
- D.** Reduce speed according to the terrain and visibility conditions
- E.** Avoid slopes when possible. When traveling on slopes, go up and down and not sideways
- F.** When vehicle becomes high centered or stuck on high slope Stop and reevaluate the best options to solve the issue then proceed to avoid roll over

## **7.7** Off Road Operation: Riding through water

- A.** Never cross a body of water where the depth is unknown
- B.** Never cross water with a swift current (Tires may float, making it difficult to maintain traction and control.)
- C.** Cross at a point where both banks have a gradual incline
- D.** Maintain a slow steady speed and avoid submerged obstacles
- E.** After leaving water, always dry the brakes by applying light pressure several times

## **7.8** Preventative maintenance

- A.** Keep all guards and safety devices in good condition and properly installed
- B.** Check all fluid levels
- C.** Follow owner's manual for maintenance schedule
- D.** Ensure the ATV/UTV is cleaned properly by removing mud and other debris from the ATV/UTV preventing damage



## 1 SCOPE

- 1.1 Atwell recognizes the benefits of a safe and healthy work environment. The purpose of this Safety policy is to ensure that emergency Medical services are available to all onsite employees.
- 1.2 Atwell shall ensure the availability of medical personnel for advice and consultation on matters of occupational health.
- 1.3 Provisions shall be made prior to commencement of the project for prompt medical attention in case of serious injury. Atwell will develop a safe work plan which will identify the provisions stated in this paragraph.

## 2 FIRST AID TRAINED PERSONNEL

- 2.1 Atwell in the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first-aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence, shall be available at the worksite to render first aid.
- 2.2 If it is reasonably anticipated that employees will be exposed to blood or other potentially infectious materials while using first aid supplies, employers are required to provide appropriate personal protective equipment (PPE) in compliance with the provisions of Atwell Bloodborne Pathogens policy HS B 005. This policy lists appropriate PPE for this type of exposure, such as gloves, gowns, face shields, masks, and eye protection.

## 3 FIRST AID KITS

- 3.1 First aid supplies shall be easily accessible when required.
- 3.2 The contents of the first aid kit shall be placed in a weatherproof container with individual sealed packages for each type of item and shall be checked by the employer before being sent out on each job and at least weekly on each job to ensure that the expended items are replaced.

**3.3** The American National Standards Institute (ANSI) Minimum Requirements for Workplace First Aid Kits and Supplies (ANSI/ISEA Z308.1-2015)—establishes minimum performance requirements for first aid kits and their supplies. First aid kits are classified based on the assortment and quantity of first aid supplies intended to deal with most types of injuries and sudden illnesses that may be encountered in the workplace. These may include major and minor wounds, minor burns, sprains and strains, and eye injuries. As each work environment is unique, it is expected that the contents of each kit will be supplemented as needed based upon the recommendations of a person competent in first aid.

### **3.4** Classification of First Aid Kits

**A.** The kit containers are classified by portability, ability to be mounted, resistance to water, and corrosion and impact resistance. Four types are identified:

- i. **Type I:** Intended for use in stationary, indoor applications where kit contents have minimal potential for damage due to environmental factors and rough handling. These kits are not intended to be portable and should have a means for mounting in a fixed position. Some applications for Type I first aid kits are general indoor use, office use or use in a manufacturing facility. First aid cabinets would generally fall into this type.
- ii. **Type II:** Intended for use in portable indoor applications where the potential for damage due to environmental factors and rough handling is minimal. These kits should be equipped with a carrying handle. Some applications for Type II first aid kits are general indoor use or use in office or manufacturing environments.
- iii. **Type III:** Intended for portable use in mobile indoor and/or outdoor settings where the potential for damage due to environmental factors is not probable. Kits should have the means to be mounted and have a water-resistant seal. Typical applications include general indoor use and sheltered outdoor use.
- iv. **Type IV:** Intended for portable use in mobile industries and/or outdoor applications where the potential for damage due to environmental factors and rough handling is significant. Typical applications include the transportation industry, utility industry, construction industry and the armed forces.

**B.** Specific requirements for unitized first aid kits have been removed from the Z308.1-2015 standard to emphasize the importance of the contents rather than the configuration. Unitized kits contain first aid supplies in uniform-sized, color-coded boxes as follows:

- i. **Blue** – Antiseptic
- ii. **Yellow** – Bandages
- iii. **Red** – Burn Treatment

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- iv. **Orange** – Personal Protective Equipment
- v. **Green** – Miscellaneous

**3.5** Maintenance and Inspection

- A.** To ensure the completeness and usable condition of all supplies, first aid kits should be inspected and maintained on a regular basis. Some supplies may have expiration dates; any that are beyond that marked date should be replaced.

**3.6** Marking and Labeling

- A.** All labels and markings must be legible and permanent. Each kit and/or location must be visibly marked. Each kit must also have a label with the following information presented, as applicable, in at least a six-point font:

Item	Class A Minimum Quantity	Class B Minimum Quantity	Size or Volume
Adhesive Bandages	16	50	1 x 3 in.
Adhesive Tape	1	2	2.5 yd (total)
Antibiotic Application	10	25	1/57 oz (0.5g) applications
Antiseptic	10	50	1/57 oz (0.5g) applications
Breathing Barrier	1	1	
Burn Dressing	1	2	4 x 4 in.
Burn Treatment	10	25	1/32 oz (0.9g) applications
Cold Pack	1	2	4 x 5 in.
Eye Covering	2	2	
Eye Wash	1 fl oz	4 fl oz	
First Aid Guide	1	1	
Hand Sanitizer	6	10	1/32 oz (0.9g) applications
Medical Exam Gloves	2 pair	4 pair	
Roller Bandage	1 0	2 1	2 in x 4 yd 4 in x 4 yd.
Scissors	1	1	
Padded Splint	0	1	4 x 24 in.
Sterile Pads	2	4	3 x 3 in.
Tourniquet	0	1	1 in. (width)
Trauma Pads	2	4	5 x 9 in.
Triangular Bandage	1	2	40 in. x 40 in. x 56 in.

- 3.7** Proper equipment for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance service, shall be provided.
- 3.8** In areas where 911 is not available, the telephone numbers of the physicians, hospitals, or ambulances shall be conspicuously posted. Atwell will develop a safe work plan which will identify the provisions stated in this paragraph.
- 3.9** Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

## **4** REFERENCES

CFR 1926.14

## 1 SCOPE

This program is written according to 49 CFR 192.805 gas pipelines and 192.501 liquid pipelines to provide a guide for the qualification of personnel to perform the task subject to parts 49 CFR 192 Subpart N and 195 Subpart G.

The term “covered tasks” meets the following criteria as written by 192.801 and 195.501. The covered task meets the following criteria:

1. Is performed on a pipeline facility
2. Is an operations or maintenance task
3. Is performed as a requirement of 49CFR Parts 192 or 195 and/or
4. Affect the operation or integrity of the pipeline

## 2 DEFENITIONS

The following definitions are:

5. **Abandoned** means permanently removed from service.
6. **Accident** Liquid Lines:
  - a. Explosion or fire not intentionally set by the operator
  - b. Loss of 50 or more barrels (8 (eight) or more cubic meters a day of highly volatile liquids)
  - c. Escape to the atmosphere of more than five barrels a day of hazardous liquids or carbon dioxide
  - d. Death of any person
  - e. Bodily harm to any person resulting in or more of the following:
    - Loss of consciousness
    - Necessity to carry the person from the scene
    - Necessity for medical treatment
    - Disability that prevents the discharge of normal duties or the pursuit of normal activities beyond the day of the event
  - f. Estimated property damage including cost of clean-up and recovery, value of lost product and damage to the property of the operator or others or both exceeding \$50,000.

7. **Active corrosion** means continuing corrosion that, unless controlled, could result in a condition that is detrimental to public safety.
8. **Administrator** means the Administrator, Pipeline, and Hazardous Materials Safety Administration or his or her delegate.
9. **Alarm** means an audible or visible means of indicating to the controller that equipment or processes are outside operator-defined, safety-related parameters.
10. **Company** refers to Atwell, LLC.
11. **Control room** means an operations center staffed by personnel charged with the responsibility for remotely monitoring and controlling a pipeline facility.
12. **Controller** means a qualified individual who remotely monitors and controls the safety-related operations of a pipeline facility via a SCADA system from a control room, and who has operational authority and accountability for the remote operational functions of the pipeline facility.
13. **Customer meter** means the meter that measures the transfer of gas from an operator to a consumer.
14. **Distribution line** means a pipeline other than a gathering or transmission line.
15. **Electrical survey** means a series of closely spaced pipe-to-soil readings over pipelines which are subsequently analyzed to identify locations where a corrosive current is leaving the pipeline.
16. **Exposed underwater pipeline** means an underwater pipeline where the top of the pipe protrudes above the underwater natural bottom (as determined by recognized and generally accepted practices) in waters less than 15 feet (4.6 meters) deep, as measured from mean low water.
17. **Gas** means natural gas, flammable gas, or gas which is toxic or corrosive.
18. **Line** means a pipeline that transports gas from a current production facility to a transmission line or main.
19. **Hazard to navigation** means, for the purposes of this part, a pipeline where the top of the pipe is less than 12 inches (305 millimeters) below the underwater natural bottom (as determined by recognized and generally accepted practices) in waters less than 15 feet (4.6 meters) deep, as measured from the mean low water.
20. **High-pressure distribution system** means a distribution system in which the gas pressure in the main is higher than the pressure provided to the customer.
21. **Incident** (gas lines as defined in 49CFR 191.3)
  - (i) An event that involves the unintentional release of gas and
  - (ii) Death or personal injury requiring hospitalization
  - (iii) Estimated property damage (including loss of gas) of at least \$50,000

- (iv) An event that results in the emergency shutdown of an LNG facility or
  - (v) An event that the operator feels is significant
22. **Line section** means a continuous run of transmission line between adjacent compressor stations, between a compressor station and storage facilities, between a compressor station and a block valve, or between adjacent block valves.
  23. **Low-pressure distribution system** means a distribution system in which the gas pressure in the main is substantially the same as the pressure provided to the customer.
  24. **Main** means a distribution line that serves as a common source of supply for more than one service line.
  25. **Maximum Actual Operating Pressure** means the maximum pressure that occurs during normal operations over a period of 1 year.
  26. **Maximum Allowable Operating Pressure (MAOP)** means the maximum pressure at which a pipeline or segment of a pipeline may be operated under this part.
  27. **Municipality** means a city, county, or any other political subdivision of a State.
  28. **Operator** means a person who engages in the transportation of gas.
  29. **Person** means any individual, firm, joint venture, partnership, corporation, association, State, municipality, cooperative association, or joint stock association, and including any trustee, receiver, assignee, or personal representative thereof.
  30. **Petroleum gas** means propane, propylene, butane, (normal butane or isobutanes), and butylene (including isomers), or mixtures composed predominantly of these gases, having a vapor pressure not exceeding 208 psi (1434 kPa) gage at 100 °F (38 °C).
  31. **Pipe** means any pipe or tubing used in the transportation of gas, including pipe-type holders.
  32. **Pipeline** means all parts of those physical facilities through which gas moves in transportation, including pipe, valves, and other appurtenance attached to pipe, compressor units, metering stations, regulator stations, delivery stations, holders, and fabricated assemblies.
  33. **Pipeline environment** includes soil resistivity (high or low), soil moisture (wet or dry), soil contaminants that may promote corrosive activity, and other known conditions that could affect the probability of active corrosion.
  34. **Pipeline facility** means new and existing pipelines, rights-of-way, and any equipment, facility, or building used in the transportation of gas or in the treatment of gas during transportation.
  35. **Service line** means a distribution line that transports gas from a common source of supply to an individual customer, to two adjacent or adjoining residential or small commercial customers, or to multiple residential or small commercial customers served through a meter header or manifold. A service line ends at the outlet of the customer meter or at the

connection to a customer's piping, whichever is further downstream, or at the connection to customer piping if there is no meter.

36. **Service regulator** means the device on a service line that controls the pressure of gas delivered from a higher pressure to the pressure provided to the customer. A service regulator may serve one customer or multiple customers through a meter header or manifold.
37. **SMYS** means specified minimum yield strength is:
- i. For steel pipe manufactured in accordance with a listed specification, the yield strength specified as a minimum in that specification; or
  - ii. For steel pipe manufactured in accordance with an unknown or unlisted specification, the yield strength determined in accordance with §192.107(b)
38. **State** means each of the several States, the District of Columbia, and the Commonwealth of Puerto Rico.
39. **Supervisory Control and Data Acquisition (SCADA) system** means a computer-based system or systems used by a controller in a control room that collects and displays information about a pipeline facility and may have the ability to send commands back to the pipeline facility.
40. **Transmission line** means a pipeline, other than a gathering line, that:
- i. Transports gas from a gathering line or storage facility to a distribution center, storage facility, or large volume customer that is not down-stream from a distribution center
  - ii. Operates at a hoop stress of 20 percent or more of SMYS
  - iii. Transports gas within a storage field
- Note: A large volume customer may receive similar volumes of gas as a distribution center, and includes factories, power plants, and institutional users of gas.*
41. **Transportation of gas** means the gathering, transmission, or distribution of gas by pipeline or the storage of gas, in or affecting interstate or foreign commerce.



## 3 COVERED TASKS

Covered tasks are determined by the Pipeline Operators list of covered tasks. Covered tasks are identified by each operator. Covered tasks that are performed by Atwell will be subject to the program. All Atwell employees who perform these tasks will be trained in the covered tasks and maintain the qualification while they perform that task. Covered tasks will be added as needed by the pipeline operator and or Atwell prior to the commencement of work or if the task is performed under the direct supervision of a qualified individual.

All covered tasks will be identified and documented. Appendix A will provide a list of covered tasks the corresponding CFRs, the covered training requirements, and the corresponding operator identifier.

## 4 EVALUATION PROCEDURE

The evaluation procedures required by 49 CFR Part 192 Subpart N and 195 Subpart G shall be as follows. All evaluations shall be documented in the documentation system. See Appendix E for a listing of evaluation criteria. Those individuals performing evaluations (evaluators) need not be physically able to perform the covered task(s) themselves nor be qualified to perform the covered tasks identified in this Plan. However, evaluators must possess the required knowledge or technical competence to ascertain an individual's ability to perform the covered task and to substantiate an individual's ability to recognize and react to abnormal operating conditions.

Acceptable evaluation methods are listed in the rule, and include:

42. Computer based training
43. Written examination
44. Oral examination
45. Work performance history review
46. Observation during on-the-job performance, during on-the-job training, or in simulations

### **Initial Qualification**

Qualifications shall be accomplished and documented by pre-approved Atwell Qualified Evaluators. The examinations shall include written and oral examination/testing created by Atwell or pre-approved third-party testing providers. All requirements will be performed without assistance by any person or persons. All requirements associated with the task including performance and safety requirements will be followed as when performing all qualification testing. Any requirement that is not performed satisfactorily by the evaluator shall during cause the evaluator to stop the testing. The person being qualified shall be re-trained and retested later. A written statement shall be provided stating the reason for non-qualification of the covered task.

## Subsequent or Task Oriented Qualifications

Performance qualifications or tasks shall be performed in the same manner as the initial qualifications. Re-qualifications shall be performed within the 3 (three) year requirement as set up by the standard. Unless client OQ standards are more stringent, Atwell will follow client requirements.

## Incident Related Evaluation

Should an Atwell employee be involved in an incident, determination meeting will be held by the supervisor and the Operator to determine if the root cause of the incident was covered task related. If the incident is found to be covered task related, the employee will not be allowed to perform the task unless they are directly supervised by a qualified individual, or they have been re-evaluated and successfully performed the covered task by an Atwell or the Pipeline Operator. The re-qualification will be documented and sent to the Pipeline Operator.

## Performance Related Evaluation

If the Atwell Supervisor or the Pipeline Operator makes the determination that a qualified individual is no longer able to perform the qualified task, the individual shall stop the performance of the task. The individual shall not perform the task again unless they work under the observation of a qualified individual or have been re-evaluated by an Atwell or the Pipeline Operator Evaluator and the re-qualification has been accepted by the Pipeline Operator.

EVALUATION METHOD	INITIAL QUALIFICATION	SUBSEQUENT QUALIFICATION
Written Exam	YES	Optional
Oral Exam	YES	YES
Work Performance History Review	May not be used as the sole evaluation method	May not be used as the sole evaluation method
Performance on the Job	YES	YES
On the Job Training	YES	
Simulation	YES	
Other	YES	

## Performance by Non-Qualified Individuals

Personnel may perform work if they are not qualified individuals if the following criterion is met: They are observed by a qualified person who is responsible for the proper performance of the task. The Qualified person has direct on-site supervision of the non-qualified individual performing the work. The Qualified person takes prompt action to correct any deficiencies. The Qualified person is maintaining the span of control for the task as listed in Appendix A

# 5 COMPLAIANCE

## General Provisions

47. Any Atwell employee required under contract to perform a covered task without direct supervision by a qualified individual must have qualifications and they must be reported to the operator.
48. Atwell Operator Qualification Program must be accepted by the Operator under contract. This includes the reporting of the Contract Operators qualification.
49. The Operator qualifications shall be attached to any short form or project contract for the individuals assigned to the project.
50. Atwell personnel shall carry a copy of their qualifications with them
51. All operator qualifications will be sent in for review to the third-party qualifier designated by the Pipeline Operator.
52. Operator Qualifications shall be kept on record at the Atwell office.
53. Atwell operator qualification program is available for review and audit by the Pipeline Operator who is the ultimate party responsible for the qualification of its contractors.
54. All covered tasks being performed by Atwell personnel are subject to review by the Pipeline Operator to make sure that procedures are being performed by according to Company or Pipeline Operator Policies and Procedures and meet the standards expected by the client.
55. Some circumstances may require the Pipeline Operator to qualify Atwell employees to perform covered tasks. The employees must meet the Pipeline Operator and Qualification standards. The records will be reported to the third-party qualifier and a record kept at the Atwell Office.

## 6 COMMUNICATION OF CHANGE

Atwell realizes that changes may occur in policies, procedures, of covered tasks, by the Pipeline Operator. All changes must be communicated to the individuals of the covered task and evaluated by Atwell. The following describes the changes that may require communication to individuals performing covered tasks.

56. Atwell modified policies and procedures
57. Any Pipeline Operator that changes the policies and procedures of a covered task must notify Atwell in writing of the changes.
58. Changes in State or Federal Regulations
59. Atwell will evaluate any regulatory agency changes for potential impact and make appropriate changes to the program.
60. Re-training/re-education will take place within 90 days of review of the new policies and procedures
61. New Equipment or Technology
62. The responsible manager at Atwell shall notify the Pipeline Operator and make sure that our employees are trained in the use of any new equipment or technology that will affect work or covered tasks that are performed by Atwell Employees.
63. Any new information received from equipment or product manufacturers shall be communicated to Atwell management and shall be sent out to employees in a written format. Any training required will be documented and kept on file at the Atwell office.
64. Updated Tasks List provided by the Pipeline Operator or by Atwell
65. If Atwell determines that these changes or other changes would affect materially the performance of a task the evaluators will ensure that the qualified employees are retrained/re-educated in the changes in procedure or policy.
66. Retraining and Re-education will be overseen and documented by the Program Manager and records will be kept in the Atwell office.
67. Atwell will change any associated documents when changes are made. Document changes will be tracked via a revision log kept in the Atwell office and will be available for review by the Pipeline Operator.
68. Atwell will as it sees fit to create Operator Qualifications not in the covered task list. The Atwell Operator Qualifications will be approved by the Pipeline Operator and meet all manufacturer and regulatory agency standards.

## 7 RECORDS

All training records shall be kept in a file at the Atwell Office. This file will include any records of the individual that are prior to the implementation of the program. These records will be kept a minimum of 5 (five) years after the employee has left the employ of Atwell.

All Operator Qualifications of employees' records shall be kept a minimum of 5 (five) years past the last date of employment of the employee.

All employee operator qualifications shall include:

- (a) Task name and number
- (b) Employee name and any assigned ID numbers
- (c) Qualification date
- (d) Evaluation method
- (e) A copy of the program and covered tasks will be submitted to the Pipeline Operator. Individual qualifications related to specific Short Form Contracts or Work Requests will be provided to the responsible Pipeline Operator personnel prior to commencement of the work. If Qualified Individuals performing the work change during the life of the Short Form contract or Work Request the Company will provide qualification records. If Atwell is the Pipeline Operator, all operator qualification records will be on file at Atwell Office.
- (f) All Atwell employees will have copies of their training records with them.

## 8 IMPLEMENTATION

69. The effective date of the Operator Qualification Rule is October 26, 1999

70. This written qualification plan will be effective on October 31, 2014

71. All individuals performing covered tasks must be qualified.

## 9 REFERENCES

49CFRParts190-199

<b>Atwell Task Number</b>	<b>Gas Covered Task</b>	<b>CFR 49.192</b>	<b>CFR 49 195</b>	<b>Requal Frequency</b>	<b>Span of control</b>
1.1.1	Abnormal Operations	192.605(c)(1)(2)		3 years	NA
2.1.1	Gas Detection and Alarm System Maintenance and performance test	192.736 (c), 192.731(a-c)		3 years	1:1
2.2.1	Isolation of Compressor Units	192.605(b)(6)		3 years	1:1
2.3.1	Compressor station Inspection and Testing of Remote-control Shutdown Devices	192.731	428	3 years	1:1
3.1.1	Operating Compressor Units: Remote	192.605(b)(7)		3 years	1:1
3.1.2	Operating Compressor Units: Manual	192.605(b)(7)		3 years	1:1
3.2.1	Shutting Down Compressor Units Remote	192.605(b)(7)		3 years	1:1
3.2.2	Shutting Down Compressor Units Manual	192.605(b)(7)		3 years	1:1
3.3.1	Starting Compressor Units Remote	192.605(b)(7)		3 years	1:1
3.3.2	Starting Compressor Units Manual	192.605(b)(7)		3 years	1:1
4.1.1	Corrosion Monitoring Atmospheric, External and Internal General	192.459, 192.475(b)(1), 192.479,	416	3 years	1:1

		192.481,192.605(b)(10)(i)			
4.1.2	Corrosion Monitoring Atmospheric, External and Internal Offshore Pipelines	192.459 192.475(b)(1), 192.479, 192.481, 192.605(b)(10)(i)	416	3 years	1:1
4.1.3	Visual Inspection of buried pipe and components when exposed	192.455, 192.475(b)(1), 192.479, 192.481, 192.605(b)(10)(i)		3 years	1:1
4.2.1	Coating Maintenance	192.455(a)(1) 192.461(a), 192.471(c), 192.479(a), 192.483(a)	238, 416		
5.1.1	Cathode Protection System Maintenance: Rectifiers	192.455(a)(2), (d), 192.457(a)(b), 192.465(c)(d)(e), 192.467 (a-c)(e-f), 192.437 (b) 192.483 (b)	416	3 years	1:1
5.1.2	Cathode Protection System Maintenance: Electrical Isolation	192.455(a)(2), (d), 192.457(a)(b), 192.465(c)(d)(e), 192.467 (a-c)(e-f), 192.437 (b) 192.483 (b)	416	3 years	1:1
5.1.3	Cathode Protection Systems Maintenance: Anodes and Anode Ground Beds	192.455(a)(2), (d), 192.457(a)(b), 192.465(c)(d)(e), 192.467 (a-c)(e-f), 192.437 (b) 192.483 (b)	416	3 years	1:1

5.1.4	Cathode Protection Systems Maintenance: Diodes	192.455(a)(2), (d), 192.457(a)(b), 192.465(c)(d)(e), 192.467 (a-c)(e-f), 192.437 (b) 192.483 (b)	416	3 years	1:1
5.1.5	Cathode Protection Systems Maintenance: Reverse Current Switches	192.455(a)(2), (d), 192.457(a)(b), 192.465(c)(d)(e), 192.467 (a-c)(e-f), 192.437 (b) 192.483 (b)	416	3 years	1:1
5.1.6	Cathode Protection Systems Maintenance: Automatic Potential Controlled Protection Systems	192.455(a)(2), (d), 192.457(a)(b), 192.465(c)(d)(e), 192.467 (a-c)(e-f), 192.437 (b) 192.483 (b)	416	3 years	1:1
5.1.7	Cathode Protection Systems Maintenance: AC Voltage Mitigation Systems	192.455(a)(2), (d), 192.457(a)(b), 192.465(c)(d)(e), 192.467 (a-c)(e-f), 192.437 (b) 192.483 (b)	416	3 years	1:1
5.2.1	Cathode Protection Systems Maintenance: Electrical Connections	192.455(a)(2), (d), 192.457(a)(b), 192.465(c)(d)(e), 192.467 (a-c)(e-f), 192.437 (b) 192.483 (b)	416	3 years	1:1
5.3.1	Cathode Protection Systems Testing: Test Stations	192.455(a)(2), (d), 192.457(a)(b), 192.465(c)(d)(e), 192.467 (a-c)(e-f), 192.437 (b) 192.473 (b)	416	3 years	1:1



5.3.2	Cathode Protection Systems Testing: Pipe to Soil	192.455(a)(2), (d), 192.457(a)(b), 192.465(c)(d)(e), 192.467 (a-c)(e-f), 192.437 (b) 192.473 (b)	416	3 years	1:1
6.1.1	Indirect Inspection Close Interval Survey	192.195(b)		3 years	1:1
6.1.2	Indirect Inspection DC Current Voltage Gradient	192.195(b)		3 years	1:1
6.1.3	Indirect Inspection Voltage Gradient, (ACVG Survey)	192.620(d)(7), 192.925		3 years	1:1
6.1.4	Indirect Inspection AC Current Attenuation (ACCA or PCM Survey)	192.195(b)		3 years	1:1
7.1.1	Locating, Installing and Protecting Customer Meters and Regulators: Residential and Small Commercial	192.199©(f), 192.353, 192.355, 192.357		3 years	1:1
7.1.2	Locating, Installing and Protecting Customer Meters and Regulators: Large Commercial	192.199©(f), 192.353, 192.355, 192.357		3 years	1:1
7.2.1	Customer Pressure Regulating Limiting and Relief Device Residential and Small Commercial	192.199©(f), 192.353(a-c) 192.355(a-c)		3 years	1:1
7.2.2	Customer Pressure Regulating Limiting and Relief Device Residential and Small Commercial	192.199 (c)(f), 192.353(a-c) 192.355(a-c)		3 years	1:1
8.1.1	Locating Pipelines	192.614(c)(5)	410	3 years	1:1

8.2.1	Damage Prevention During Excavation Activities	192.614(c)(6)(i)(ii)	424	3 years	1:1
9.1.1	System Patrolling	192.705(a)(c), 721(a)(b)	210, 410, 412, 442	3 years	1:1
10.1.1	Plastic Pipe Electrofusion: Couplings	192.273 (b)(c) 281 (a)(c) (3)(4)	126	3 years	1:0 unless training than 1:1
10.1.2	Plastic Pipe Electrofusion: Sidewall	192.273 (b)(c) 281 (a)(c) (3)(4)	126	3 years	1:0 unless training than 1:1
10.2.1	Plastic Pipe Electrofusion: Butt Heat Fusion	192.273 (b)(c) 281 (a)(c) (1)(4)	126	3 years	1:0 unless training than 1:1
10.3.1	Plastic Pipe Electrofusion: Sidewall Heat Fusion	192.273 (b)( c) 281 (a)(c) (4)	126	3 years	1:0 unless training than 1:1
10.4.1	Mechanical Joints: Stab Fittings	192.273 (b)(c), 275 (b)(c)(d), 281(e)	126	3 years	1:0 unless training than 1:1
10.4.2	Mechanical Joints: Compression Couplings 2" and less	192.273 (b)(c), 275 (b)(c)(d), 281(e)	126	3 years	1:0 unless training than 1:1
10.4.3	Mechanical Joints: Compression Greater than 2"	192.273 (b)(c), 275 (b)(c)(d), 281(e)	126	3 years	1:0 unless

					training than 1:1
10.4.3	Mechanical Joints: Compression Couplings 2" and less	192.273 (b)(c), 275 (b)(c)(d), 281(e)	126	3 years	1:0 unless training than 1:1
10.5.1	Joining of Pipe Flange Assembly	192.273		3 years	1:03
10.7.1	Solvent Cement Joints	192.281(b)			1:0 unless training than 1:1
11.1.1	Direct/Inspect in service Pipeline lowering	192.612		3 years	1:0 unless training than 1:1
11.2.1	Direct Inspect Mitigate Pipeline Hydrate Formation in Pipeline	192.475, 192,476, 605(b), 620 (d) (5), 927		3 YEARS	1:01
12.1.1	Leakage Survey Walking	192.553(a)(1), 557(b)(2), 703(c), 706, 723(b),(i)(2)			1:01
12.1.2	Leakage Survey Walking	192.533(a)(1) 557(b)(2), 703©,706,723(b)(1)(2)	442, 412	3 years	1 to 1
12.2.1	Outside Leakage Investigation Pinpointing and Grading	192.615(a)(3)(i), 703© 706, 723(b)	442, 412	3 years	1 to 1
12.3.1	Inside Gas Leakage Investigation	192.615(a)(3)(i), 703© 706, 723(b)	442, 412	3 years	1 to 1

13.1.1	Leak and Strength Test-Service Lines, Mains and Transmission Lines Gaseous: Test pressures <= 100psi	192.503(a)(1)(2), 505(a)(b), 507(a)(b)(1)(2), 509(a), 511(a), 513(a)(b), 555(d)(1), 719(a), 725(a)(b)	442, 412	3 years	1 to 2
13.1.2	Leak and Strength Test-Service Lines, Mains and Transmission Lines Gaseous: Test pressures >= 100psi	192.503(a)(1)(2), 505(a)(b), 507(a)(b)(1)(2), 509(a), 511(a), 513(a)(b), 555(d)(1), 719(a), 725(a)(b)	442, 412	3 years	1 to 2
13.1.3	Leak and Strength Test-Service Lines, Mains and Transmission Lines: Hydrostatic Testing	192.503(a)(1)(2), 505(a)(b), 507(a)(b)(1)(2), 509(a), 511(a), 513(a)(b), 555(d)(1), 719(a), 725(a)(b)	442, 412	3 years	1 to 2
13.1.4	Leak and Strength Test-Service Lines, Mains and Transmission Lines Test at Operation Pressure	192.503(a)(1)(2), 505(a)(b), 507(a)(b)(1)(2), 509(a), 511(a), 513(a)(b), 555(d)(1), 719(a), 725(a)(b)	442, 412	3 years	1 to 2
14.1.1	Abandonment or Inactivation of Facilities	192.727(b)(c)(g)(1)(2)		3 years	1 to 3
14.2.1	Backfilling	192.319(b), 361(b)		3 years	1 to 3
14.3.1	Installation of Steel pipe-Field Bends	192.313(a)(b)		3 years	1 to 1
14.4.1	Casing Vents and Seals	192.323(b)(d)		3 years	1to3
14.5.1	Underground Clearances	192.325.(a-d)		3 years	1to3

14.6.1	Installation of Plastic Pipe: Direct Burial	192.311, 321(a-c)(e-g)(2), 361(c-d)	214	3 years	1 to 5
14.6.2	Installation of Plastic Pipe: Boring	192.311, 321(a-c)(e-g)(2), 361(c-d)		3 years	1 to 2
14.6.3	Installation of Plastic Pipe: Plowing /Planting	192.311, 321(a-c)(e-g)(2), 361(c-d)		3 years	1 to 2
14.6.4	Installation of Plastic Pipe: Plowing /Pull In	192.311, 321(a-c)(e-g)(2), 361(c-d)		3 years	1 to 2
14.6.5	Installation of Plastic Pipe: Above ground	192.311, 321(a-c)(e-g)(2), 361(c-d)		3 years	1 to 3
14.6.6	Installation of Plastic Pipe: Insertion	192.311, 321(a-c)(e-g)(2), 361(c-d)		3 years	1 to 3
14.7.1	Installation of Steel pipe: direct Burial	192.319(a), 361(c-d), 461(c-e)		3 years	1 to 5
14.7.2	Installation of Steel pipe: direct Boring	192.319(a), 361(c-d), 461(c-e)		3 years	1 to 2
14.7.3	Installation of Steel pipe: Plowing Pull-in	192.319(a), 361(c-d), 461(c-e)		3 years	1 to 2
14.7.4	Installation of Steel pipe: Above Ground	192.319(a), 361(c-d), 461(c-e)		3 years	1 to 3
14.7.5	Installation of Steel pipe: Insertion	192.319(a), 361(c-d), 461(c-e)		3 years	1 to 3
14.8.1	Cover-Service lines Mains and Transmission Lines	192 319I, 327(a-g) 361(a)		3 years	1 to 3
14.8.2	Cover-Offshore	192 319I, 327(a-g) 361(a)		3 years	1 to 1

14.9.1	Inspection compliance with Procedures and Standards	192.305, 307		3 years	1 to 2
14.9.2	Inspection compliance with Procedures and Standards	192.305, 307		3 years	1 to 2
14.10.1	Line Markers	192.707		3 years	1 to 4
14.11.2	Pipeline shutdown Startup or Pressure Change: Stopple Fitting	192.605(b)(5), 615(a)(6)(9)		3 years	1 to 2
14.11.3	Pipeline shutdown Startup or Pressure Change: Operating Identified Fitting	192.605(b)(5), 615(a)(6)(9)		3 years	1 to 3
14.11.4	Pipeline shutdown Startup or Pressure Change: Methods Required for Other Pipe Materials	192.605(b)(5), 615(a)(6)(9)		3 years	1 to 2
14.12.1	Protection from Hazards	192.317		3 years	1 to 3
14.13.1	Protection when minimum cover not met	192.327		3 years	1 to 3
14.14.1	Purging Large Volume, i.e. Segment of Main or Transmission Line Etc.	192.605(b)(6), 629, 727(e)		3 years	1 to 3
14.14.2	Purging Small Volume, i.e. Service Line, Short Pipeline, Segments, Compressor, Component etc.	192.605(b)(6), 629, 727(e)		3 years	1 to 3
14.15.0 1	Uprating Reinforce or Anchor Offsets, Bends and Dead Ends Longitudinal Straps	192.557(b)(4)		3 years	1 to 3

14.15.0 2	Uprating Reinforce or Anchor Offsets, Bends and Dead Ends Anchoring and Buttrressing	192.557(b)(4)		3 years	1 to 3
14.16.0 1	Installation of Steel Pipe: Repair of Imperfections or Damage by Grinding	192.309		3 years	1 to 1
14.18.1	Support Expansion Joint and anchor Maintenance- Exposed Pipeline	192.161( c)		3 years	1 to 4
14.19.1	Tapping Steel and Plastic Pipe: Manual (Self Tapping)	192.627		three years	1 to 2
14.19.2	Tapping Steel and Plastic Pipe: Mechanical Tapping Equipment	192.627		three years	1 to 2
14.20.1	Valve Maintenance and partial operation	192.745, 747		3 years	1 to 2
14.20.2	Valve Maintenance	192.745, 747		3 years	1 to 2
14.21.1	Segment Removal	192.485(a)(b), 487 (a)(b), 489(a)(b), 555(b)2, 557(b)2-3, 703(b-c) 713, 717		3 years	1 to 5
14.22.1	Leak Clamps and Sleeves Bolt on type	192.485(-b), 487(a-b), 489(a-b), 503(a)2, 553(b)2, 555(b)2, 557(b)2-3, 703(b-c), 713,717		3 years	1 to 2
14.22.2	Leak Clamps and Sleeves Composite Sleeve Clock Spring	192.485(-b), 487(a-b), 489(a-b), 503(a)2, 553(b)2, 555(b)2, 557(b)2-3, 703(b-c), 713,717		3 years	1 to 2

15.1.1	Odorization Mains and Transmission Lines Periodic Sampling	192.625 (a)(b)(f)		3 years	1 to 1
15.1.2	Odorization Mains and Transmission Lines Periodic Sampling	192.625 (a)(b)(f)		3 years	1 to 1
16.1.1	Gas Quality Maintain/Test Maintain Carbon Dioxide Analyzers	192.475, 192.477		3 years	1 to 1
16.1.2	Gas Quality Maintain/Service Chromatographs	192.475, 192.477		3 years	1 to 1
16.1.3	Gas Quality Maintain/Test Maintain Oxygen Analyzers	192.475, 192.477		3 years	1 to 1
16.1.4	Gas Quality Maintain/Test Maintain Sulfur Analyzers	192.475, 192.477		3 years	1 to 1
16.1.5	Gas Quality Maintain/Test Maintain Moisture Analyzers	192.475, 192.477		3 years	1 to 1
16.1.7	Gas Quality Maintain/Test Maintain Gas Samplers	192.475, 192.477		3 years	1 to 1
16.1.8	Gas Quality Troubleshoot/Repair Chromatographs	192.475, 192.477		3 years	1 to 1
16.1.9	Gas Quality Troubleshoot/Repair Sulfur Analyzers	192.475, 192.477		3 years	1 to 1
16.1.10	Gas Quality Troubleshoot/Repair Moisture Analyzers	192.475, 192.477		3 years	1 to 1



16.1.11	Gas Troubleshoot/Repair Dioxide Analyzers	Quality Carbon	192.475, 192.477		3 years	1 to 1
16.1.12	Gas Troubleshoot/Repair Analyzers	Quality Oxygen	192.475, 192.477		3 years	1 to 1
18.1.1	Pressure Regulating and Relief Device	Limiting	192.199(c-f)201(a), 485(a-b), 553(a), 557(c), 605(b)10iii, 619(a c), 621(a), 623(a- b), 731(a-b), 739 741(c) 743 (a)(c)		3 years	1 to 1
18.2.1	Vault Maintenance		192.749 (a-c)		3 years	1 to 1
20.1.1	Service Line Replacement		192.365, 367, 381(c-d)		3 years	1 to 3
20.1.2	Service Line Replacement Underground Service Entrance		192.365, 367, 381(c-d)		3 years	1 to 3
20.3.1	Service lines not in use and Service Discontinuance		192.379, 727(d)			
24.1.1	Welding Process		192.225(a), 231, 235, 241(a-c)243, 245(a-c), 309, 719(b) 751(b)		3 years	1 to 0 unless training than 1 to 1
24.2.1	Visual Inspection of Welds		192.241(a-c), 243, 245(a-c), 719(b)		3 years	1 to 1
24.3.1	Nondestructive Testing of Welds		192.241(a-c), 243, 245(a-c), 719(b)		3 years	1 to 1
24.4.1	Miter Joints		192.233		3 years	1 to 1

25.1.1	Dehydration Operate Maintain Liquid Knock out	192.475, 477, 605(b)7		3 years	1 to 1
25.1.2	Dehydration Operate Maintain Gas fired Dehydration System Controls	192.475, , 605(b)2, 477		3 years	1 to 1
25.1.3	Dehydration Operate Maintain Gas Dehydration System	192.475, 477, 605(b)2		3 years	1 to 1
25.1.4	Dehydration Start up and Shut down of Dehydration System	192. 605(b)2		3 years	1 to 1
25.1.5	Dehydration Operate Maintain Liquid Knock out	192.475, 477, 605(b)2		3 years	1 to 1
25.1.6	Gas Treatment: Read/Verify/Maintain Operating Parameters for Gas Processing/Amine System	192.475, 477		3 years	1 to 1
25.1.7	Gas Treatment: Troubleshoot Correct Gas Processing Amine System	192.475, 477		3 years	1 to 1
25.1.8	Dehydration: Maintain Repair Gas Fired Mole Sieve Dehydration System Controls	192.475, 477		3 years	1 to 1
25.1.9	Dehydration Repair Gas Fired Mole Sieve Dehydration System	192.475, 477		3 years	1 to 1
25.1.10	Dehydration Start up/Shut Down of Mole Sieve Dehydration System	192.475, 477		3 years	1 to 1

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25.1.11	Dehydration Troubleshoot/Repair of Mole Sieve Dehydration System	192.475, 477		3 years	1 to 1
27.1.1	Gas Control	192.555( e), 557(c), 605(b) 5, 7, 615(a)(6), 619(a)(c), 621(a) 623(a- b)		3 years	1 to 1