



## **SAFETY MANUAL**

Integrated Water Services, Inc.  
(the Company)



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#### **Scope & Responsibilities**

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This Health Safety & Environmental (HSE) Manual is intended as a reference tool for Integrated Water Services, Inc. employees and contractors. The health, safety and environmental information in this Manual is intended to provide an overview of the policies and work procedures that are required of employees and contractors of the company.

Integrated Water Services was started in 2003 focused on implementing turn-key solutions for water and wastewater treatment. Over the years, the team built the company into one of the leading design-build providers for water and wastewater solutions.

The goal of Integrated Water Services, Inc. is to leverage our expertise in design, project management, and construction to build water and wastewater infrastructure in a manner that creates sustainable value for our employees, clients, communities, and partners.

IWS utilizes a variety of technologies to best meet our client's needs. Projects range in size from \$500,000 to \$25M for residential, industrial, commercial, and municipal clients. We execute both public and private sector projects and actively seek business partners to best service our client's needs. Although most of our projects are west of the Mississippi River, we also have project experience in the Southeast U.S.

The purpose of this Safety Manual is to establish certain minimum safety standards Integrated Water Services employees and contractors must meet in the execution of their work.

Each employee, in the interest of personal safety, must assume the responsibility for following the instructions and requirements covered in this manual, and each contractor must have safety policies that at a minimum meet the requirements of the procedures located within this manual. However, the HSE procedures within this manual may be adopted for use by contractors who do not have formal HSE procedures in place.

Common sense and experience must be applied when considering safety on any specific work assignment. If you are not familiar with a particular work site or a particular work function, request a tailgate orientation from your supervisor prior to beginning work.

The content of this Manual may not provide all necessary safety information for a specific job. Always check to see if special work procedures are required for a specific job or client location.



At Integrated Water Services, we believe it is very important that our employees and contractors adopt a culture, or way of thinking, that all incidents are preventable. To assist in helping build this culture, we have created the Three Disciplines of Safety Execution that helps us understand how incidents are caused and how they are prevented. We believe it is important to share our commitment to safety to all of our employees, and in return, we expect our employees to share this same commitment when performing work for the Company.

#### **Enforcement of Safety Procedures**

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All employees, including all levels of management, will be held accountable for obeying the Company safety procedures. The following four-step disciplinary policy will be applied to everyone by the appropriate level of supervision:

- Oral warning
- Written reprimand
- Suspension
- Dismissal

Visitors, including contractors who violate safety and health rules and procedures, will be escorted from the site.

Should the disciplined person request a review of the disciplinary action, the supervisor will review the situation and make a recommendation to management, which reserves the right for final decision.

#### **Enforcement of Safety Management System Requirements**

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George Bunker is the person responsible for the development and implementation of the Integrated Water Services Safety Management System (SMS). The Company SMS has been developed and presented using an automated interactive online system that ensures employees comply with safe work practices and protocols for effectively communicating those practices.

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