

Safety & Health 2026



1.2026

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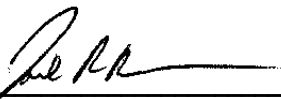
SAFETY POLICY STATEMENT

It is the policy of Complete Filtration Resources, Inc to meet our responsibilities and to provide our employees with a safe place of employment that achieves compliance with existing health and safety regulations. Our goal is to reduce work-related injuries through a systematic approach based on written health and safety policies, employee training, accident investigations and documented inspections.

As a Complete Filtration Resources, Inc employee, you are the backbone of the safety program. It is your responsibility to understand the safety rules, work in a safe manner, and to become involved with the safety program.

You have the most control of safety on the job, and your assistance is needed to maintain a safe workplace.

Complete Filtration Resources, Inc is committed to safety, and we would like your commitment, also. Thank you for your support.



John Park, President

01/01/2026

Date

Section 1: GENERAL SAFETY RULES & RESPONSIBILITIES

LEADERSHIP TEAM SAFETY RESPONSIBILITIES

1. Is familiar with the safety rules in this manual and the regulations related to job activities the individual is responsible for.
2. Is responsible for implementing this manual and regulations to help prevent injury and illness.
3. Ensures that necessary safety equipment is in good operating condition and available for use.
4. Ensures that a safe work environment is maintained. All employees are empowered to stop work until unsafe conditions are eliminated.
5. Ensures that safety functions, such as equipment maintenance, accident investigations, equipment maintenance, safety inspections, etc. are completed in a timely manner.
6. Administers disciplinary action immediately in accordance with this manual for safety violations.
7. Confirms employees performing job tasks are trained and qualified to perform those tasks safely.
8. Performs job site safety inspections and applies corrective actions as needed to eliminate unsafe conditions.
9. Provides feedback to the executive staff regarding revisions/additional information needed in this manual to support company operations.
10. Administers and ensures employee participation and signature sign-off for safety meetings and safety training.
11. Completes accident investigation reports in accordance with this manual.
12. Administers corrective action immediately as required in accordance with this manual for safety violations.

EMPLOYEE SAFETY RESPONSIBILITIES

1. Is familiar with the safety rules in this manual related to job activities the individual performs.
2. Performs work in a safe manner and complies with all safe workplace practices.
3. Ensures that a safe work environment is maintained by identifying possible hazards and completing a risk assessment. Stops work until the unsafe conditions can be eliminated and reports unsafe conditions to their immediate supervisor.
4. Participates in safety meetings and other training as requested, asks questions on any items or topics not fully understood.
5. Acknowledges responsibility for personal, co-worker and the general public's safety during job performance.
6. Protects tools and equipment entrusted to them from needless damage, loss or theft.
7. Reports damaged or lost tools to supervisor immediately.
8. Immediately reports any work-related injury or illness and participates fully in company accident investigations when called upon to do so.
9. All employees must sign and acknowledge a Confidential & Proprietary Information Agreement for the purposes of defining confidentiality of trade secrets, invention, work of authorship, confidential information and policy.

Section 2: FORKLIFT (PIT) SAFETY

PRE-QUALIFICATIONS FOR POWERED INDUSTRIAL TRUCK (PIT) OPERATORS:

All candidates for PIT operators must meet the following basic requirements prior to starting initial or refresher training:

Must have no adverse vision problems that cannot be corrected by glasses or contacts

1. No adverse hearing loss that cannot be corrected with hearing aids
2. No physical impairments that would impair safe operation of the lift truck
3. No neurological disorders that affect balance or consciousness
4. Not taking any medication that affects perception, vision, or physical abilities

TRAINING:

All operational training shall be conducted under close supervision and by a qualified trainer. All training and evaluation must be completed before an operator is permitted to use a Powered Industrial Truck (forklift, electric pallet jack, etc.) without continual & close supervision.

TRAINEES MAY OPERATE A POWERED INDUSTRIAL TRUCK ONLY:

- Under the direct supervision of persons, selected by management, who have the knowledge, training and experience to train operators and evaluate their competence; and
- Where such operation does not endanger the trainee or other employees.

TRAINING CONTENT:

Training must consist of a combination of formal instruction, practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace. All initial and refresher training will be documented (i.e., written quiz, practical exercises, etc.), with a copy of the training records retained on file for reference.

INITIAL TRAINING:

Powered industrial truck operators shall receive initial training in the following topics:

TRUCK-RELATED TRAINING TOPICS:

1. Operating instructions, warnings, and precautions for the types of PIT the operator will be authorized to operate
2. Differences between the PIT and an automobile
3. PIT controls and instrumentation: where they are located, what they do, and how they work
4. Engine or motor operation
5. Steering and maneuvering
6. Visibility (including restrictions due to loading)
7. Fork and attachment adaptation, operation, and use limitations
8. Vehicle capacity
9. Vehicle stability
10. Any PIT inspection and maintenance that the operator will be required to perform
11. Refueling and/or charging and recharging of batteries
12. Operating limitations and any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

WORKPLACE-RELATED TOPICS:

1. Surface conditions where the vehicle will be operated
2. Composition of loads to be carried and load stability
3. Load manipulation, stacking, and unstacking
4. Pedestrian traffic in areas where the vehicle will be operated
5. Narrow aisles and other restricted places where the vehicle will be operated
6. Ramps and other sloped surfaces that could affect the vehicle's stability
7. Closed environments and other areas where. insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust
8. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

REFRESHER TRAINING AND EVALUATION:

Refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely. Refresher training in relevant topics shall be provided to the operator when:

- a. The operator has been observed to operate the vehicle in an unsafe manner
- b. The operator has been involved in an accident or near-miss incident
- c. The operator has received an evaluation that reveals that the operator is not operating the truck safely
- d. The operator is assigned to drive a different type of truck
- e. A condition in the workplace changes in a manner that could affect safe operation of the truck
- f. Per OSHA requirements, at a minimum, once every 3 years an evaluation will be conducted of each powered industrial truck operator's performance.

GENERAL SAFE OPERATING PROCEDURES & RULES:

1. Only authorized and trained personnel will operate lifts.
2. All lifts will be equipped with a headache rack. Seat belts will be worn at all times by the Operator when equipped with the lift.
3. The operator will perform daily documented pre-trip inspections on **each shift**.
4. Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn) will be reported for immediate repair.
5. Operators will follow the proper recharging or refueling safety procedures.
6. Loads will be tilted back and carried no more than 4 inches from the ground. Loads that restrict the operator's vision will be transported backwards.
7. Lifts will travel no faster than 5 mph or faster than a normal walk.
8. Operator will sound horn and use extreme caution when meeting pedestrians, making turns, cornering and entering and exiting separate warehouse areas.
9. Passengers may not ride on any portion of a lift truck.
10. If the lift is used as a man lift, an appropriate man lift platform (cage with standard rails and toe-boards and properly secured) will be used.
11. Aisle will be maintained free from obstructions, marked and wide enough for safe vehicle operation.
12. Lift capacity will be marked on all lifts. The operator will assure that the load does not exceed rated weight limits.
13. When un-attended, lifts shall be turned off, forks lowered to the ground and the parking brake applied.
14. Operators are instructed to report all accidents, regardless of fault and severity.
15. Management will conduct an accident investigation into each accident and near miss.

OPERATION:

1. If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
2. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
3. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
4. Unauthorized personnel shall not be permitted to ride on powered industrial trucks.
5. Arms or Legs shall not be placed between the uprights of the mast or outside the running lines of the truck.
6. When a powered industrial truck is left unattended, load-engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.
7. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock or platform.

8. There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
9. An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
10. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
11. Trucks shall not be parked so as to block fire aisles, access to stairways, or fire equipment (i.e. fire extinguisher, eye wash station, etc.).

TRAVELING:

1. All traffic regulations shall be observed, including authorized speed limits, and the truck shall be kept under control at all times.
2. The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
3. The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
4. Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
5. Stunt driving and horseplay shall not be permitted.
6. The driver shall be required to slow down for wet and slippery floors.
7. Running over loose objects on the roadway surface shall be avoided.
8. While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

LOADING

1. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads, which cannot be centered.
2. Only loads within the rated capacity of the truck shall be handled.
3. The long or high (including multiple-tiered) loads which may affect capacity shall be adjusted.
4. Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load.
5. A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
6. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated is prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a

rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

FUELING SAFETY

1. Fuel tanks shall not be filled while the engine is running.
2. Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
3. No truck shall be operated with a leak in the fuel system until the leak has been corrected.
4. Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

MAINTENANCE OF POWERED INDUSTRIAL TRUCKS

1. Any power-operated industrial truck not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel.
2. Those repairs to the fuel and ignition systems of industrial trucks which involve fire hazards shall be conducted only in locations designated for such repairs.
3. Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
4. All parts of any such industrial truck requiring replacement shall be replaced only by parts equivalent as to safety with those used in the original design.
5. Industrial trucks shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counter-weighting of fork trucks shall not be done unless approved by the truck manufacturer.
6. Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily. Where industrial trucks are used on a round-the-clock basis, they shall be examined prior to use each shift. Defects when found shall be immediately reported and corrected.
7. When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
8. Industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease.
9. Noncombustible agents should be used for cleaning trucks. Low flash point (below 100 deg. F.) solvents shall not be used. High flash point (at or above 100 deg. F.) solvents may be used.

SAFE OPERATION PROCEDURE FOR CHARGING LPG TANK

1. No Smoking
2. Move LPG PIT outside for refueling.
3. Turn off PIT.
4. LPG tanks will be removed in the following order:
 - a. Shut off service valve
 - b. Disconnect tank from hose
 - c. Unbuckle and remove tank from bracket
5. LPG tanks will be replaced in the following order:
 - a. Place tank in bracket and re-buckle
 - b. Reconnect hose to tank and tighten firmly
 - c. Open valve slowly and assure proper seal

NOTE: Federal Law Prohibits dispensing an improper fuel type into any vehicle or into a non-approved fuel container.

IN CASE OF LPG LEAKS OR TANK RUPTURE:

1. **DO NOT** start or move the lift.
2. If fuel hose is leaking, Close valve immediately and place the lift "Out of Service" until repaired.
3. If tank ruptures, warn other, immediately leave the area (at least 50 feet) and notify Management. Do not re-enter the area until cleared by Management.

POWERED INDUSTRIAL TRUCK SAFETY RULES

All operators of powered industrial trucks will be required to fully read and sign for the Complete Filtration Resources, Inc Transport PIT safety rules. A copy of the signed rules will be retained on file.

1. Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors shall be permitted to operate such vehicles. Methods shall be devised to train operators in safe operation of powered industrial trucks.
2. Stunt driving and horseplay are prohibited.
3. No riders shall be permitted on vehicles unless provided with adequate riding facilities.
4. Employees shall not ride on the forks of lift trucks.
5. Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
6. Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
7. Drivers shall check the vehicle at least once per shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, seat belt, and the lift system of fork lifts (forks, chains, cable, and limit switches).
8. No truck shall be operated with a leak in the fuel system.
9. Vehicles shall not exceed the authorized or safe speed (5 MPH or less), always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse – 3 seconds – passing the same point.
10. Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
11. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
12. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
13. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.

14. Grades shall be ascended or descended slowly. (A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade. (B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface. (C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.
15. The forks shall always be carried as low as possible, consistent with safe operations.
16. When leaving a vehicle unattended, either: (A) The power shall be shut off, brakes set, the mast brought to the vertical position, and forks left in the down position. When left on an incline, the wheels shall be blocked; or (B) The power may remain on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels shall be blocked, front and rear. Note: When the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck, the vehicle is “unattended.”
17. When the operator of an industrial truck is dismounted and within 25 feet (7.6 meter) of the truck which remains in the operator’s view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
18. Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the power shall be shut off and the brakes set.
19. Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
20. Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
21. Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
22. Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
23. To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with applicable regulations promulgated by the Public Utilities Commission.
24. The length of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
25. Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 ½ feet from the centerline of railroad tracks is prohibited.
26. Trucks shall not be loaded in excess of their rated capacity.
27. A loaded vehicle shall not be moved until the load is safe and secure.
28. Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.

29. The load-engaging device shall be placed in such a manner that the load will be securely held or supported.
30. Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments and during the operation of these trucks after the loads have been removed.
31. When powered industrial trucks are used to open and close doors, the following provisions shall be complied with: (A) A device specifically designed for opening or closing doors shall be attached to the truck. (B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door. (C) The entire door opening operation shall be in full view of the operator. (D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.
32. If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.
33. Smoking is prohibited at all times while driving or servicing the truck in any way.

I have read and understand the above rules for operating an industrial truck. I agree to the above as rules of operation as evidenced by my signature below.

Signature

Date

Print Name

SAFETY RULES

1. Alcohol or other intoxicating substances, fighting, horseplay, firearms, and gambling are prohibited activities and are not permitted on the job.
2. Any unsafe acts or conditions must be reported to your supervisor immediately.
3. All near miss incidents, accidents and injuries must be reported to the immediately, regardless of how minor. Late reporting of accidents will be considered questionable in nature and may be grounds for disciplinary action including dismissal.
4. Avoid overloading electrical outlets with too many tools or machines.
5. Metal stock, parts, tools, etc. must be picked up immediately to prevent tripping hazards.
6. Adhere to the LO/TO rules at all times.
7. Portable listening device headsets / ear buds are not allowed on the job. Portable listening device volume levels must not interfere with verbal communication.
8. Ask for assistance or use mechanical aids when lifting or moving heavy items.
9. Smoke only in designated areas outdoors.
10. Avoid "Horseplay" or practical jokes.
11. Clean up spills promptly.
12. Wear the appropriate personal protective equipment as deemed necessary according to the exposure.
13. Keep your work area clean and orderly.
14. Wear gloves whenever handling items that may cause lacerations, scrap, barrels, dermatitis, etc.
15. Watch out for the safety of fellow workers and customer workers.
16. Operate hoists, PITs, skid steers, motorized equipment only if authorized by your immediate manager. All operators must be trained.

REMEMBER, FAILURE TO ADHERE TO THESE RULES WILL BE CONSIDERED A SERIOUS INFRACTION AND WILL RESULT IN DISCIPLINARY ACTION.

DAILY FORKLIFT CHECKLIST

FOR DIESEL, GAS OR LPG TRUCKS

Date: __/__/__ Operator: _____ Time (military) _____

OK		Not OK
	Engine Oil Level	
	Radiator Water Level	
	Hydraulic Sump Tank	
	Tires	
	Battery Condition	
	Horn	
	Dashboard Instruments	
	Hour Meter	
	Head and Tail Lights	
	Steering Mechanism	
	Running Brakes	
	Obvious Damage or Leaks	
	Seat Belt	
	Other _____	

Operator Signature: _____

Lift Truck Operator Practical Evaluation

Operator: _____

Date: _____

Instructor: _____

Operator training will be required upon initial assignment and every three (3) years thereafter. Retraining is also required for changes in forklift design, accidents, close call events, or operator failure in safe operating procedures.

SATISFACTORILY
COMPLETED

YES

NO

1. Performing pre-operational safety check

☐☐

2. Changing out propane fuel tank.

☐☐

3. Operation of general truck controls

☐☐

4. Picking up and traveling with load.

☐☐

5. Setting down/stacking a load

☐☐

6. Other _____

☐☐

7. Other _____

☐☐

COMMENTS ON IMPROPER LIFT TRUCK OPERATIONS: _____

FORKLIFT SAFETY QUIZ

Name: _____

Date: _____

Instruction: Circle the best possible answer for each question below. Each question may have more than one correct answer.

1. You should mount your forklift:
 - a. Facing it and using the three-point stance.
 - b. Facing away from it.
 - c. Four-point stance.
 - d. Jump clear of the unit.
2. When refueling a propane truck:
 - a. Make sure the area is free of ignition sources.
 - b. Use proper PPE (safety glasses & gloves).
 - c. Make sure the PIT is turned off.
 - d. All of the above.
3. During the pre-operational inspection, you should check:
 - a. Hydraulic system.
 - b. Tires.
 - c. Brakes.
 - d. All of the above.
4. When picking up a load:
 - a. Lift and then tilt the load back slightly.
 - b. Never exceed the rated load capacity of the forklift.
 - c. Lower the load to about a 1/2 foot off the floor.
 - d. All of the above.
5. When traveling up or down an incline:
 - a. Avoid inclines and take another route.
 - b. Travel forward going down and backward going up.
 - c. Travel backward going down and forward going up.
 - d. Lower and tilt the load slightly forward so you can see.
6. Riders can ride on your forklift if they:
 - a. Ride on the forks.
 - b. Ride in the seat next to you.
 - c. Ride in the back.
 - d. None of these.

7. When approaching blind spots or aisles:
 - a. Stop and check for danger.
 - b. Sound the horn.
 - c. Proceed with caution.
 - d. All of the above
8. Which of these points is the most important cause of accidents when traveling with loads?
 - a. Excessive speed
 - b. Slippery floors.
 - c. Starts and stops.
 - d. Overhead obstacles.
9. When raising a load the vehicle center of gravity:
 - a. Shifts toward the back.
 - b. Shifts to the side.
 - c. Shifts forward.
 - d. Remains the same due to counter weights.
10. Before picking up load you should:
 - a. Get out and inspect it.
 - b. Refuse to haul loads not safely piled.
 - c. Refuse to haul loads that exceed the PIT rated capacity.
 - d. All of the above
11. When you leave your forklift at the end of the day:
 - a. Never leave it in front of doorways or emergency exits.
 - b. Lower forks fully to the floor.
 - c. Turn the ignition key is turned off.
 - d. All of the above
12. If your vision is obstructed when traveling with a load:
 - a. Raise the load so you can see under it.
 - b. Lower and tilt the load forward so you can see over it.
 - c. Travel in reverse.
 - d. Travel forward but try and look around the load sides.

Answers: 1.A 2.D 3.D 4.D 5.C 6.D 7.D 8.A 9.C 10.D 11.D 12.C

Section 3: LOCKOUT / TAGOUT

Introduction

Whenever servicing or maintenance is performed on equipment or machines where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury, the **authorized** employees are required to follow the lockout procedures explained in this policy to ensure that a zero energy state exists.

Definitions Applicable to this Instruction.

Affected employee - An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized employee - A person who actually locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

Capable of being locked out - An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Energized - Connected to an energy source or containing residual or stored energy.

Energy isolating device - A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:

1. A manually operated electrical circuit breaker
2. A disconnect switch.
3. A manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently.
4. A line valve; a block; and any similar device used to block or isolate energy.
5. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Energy source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Lockout - 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.

Lockout device - A company issued device that utilizes a positive means such as a lock, either key or combination type, to hold an energy-isolating device in a safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

Normal production operations - The utilization of a machine or equipment to perform its intended production function.

Servicing and/or maintenance - Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Setting up - Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout - The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout device - A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Key/Lock Control

Duplicate keys are to be kept locked up with access limited to the employee's supervisor or other specified manager. Only the employee who placed the lock shall remove it. The only exception is when this person is not on the premises, cannot reach, and it has been determined that it is safe to remove the lock. This person must be informed that his/her lock has been removed before he/she resumes work at the facility.

In the case of shift or personnel changes during an equipment lockout, there must be an orderly transfer of the lockout between departing and oncoming employees.

Lockout devices are to indicate the identity of the employee using it. They are also to be standardized in at least one of the following criteria: color, shape, or size. In addition, they shall not be used for other purposes.

When To Use Lockout:

The standard requires that when servicing or maintenance is done to machinery/equipment, which requires the employee to remove or bypass a guard or other safety device, the equipment must first be de-energized (power out/off), so that any stored energy can be dissipated (mechanical, hydraulic, pneumatic, chemical, or thermal systems discharged) and that the main or satellite breaker box switch can be locked or tagged out in the off position.

When isolation is required through the use of a mechanical valve, the valve will be turned off, chained in a manner to ensure that the valve cannot be turned and the chain padlocked and tagged. Tagging out of a switch is acceptable only when lockout cannot be physically performed.

Lockout Procedure To Be Followed:

It is important that all of the following steps are followed when locking out equipment:

1. Notify all affected employees that a lockout and/or tagout system is going to be utilized and the reason for it. The authorized employees shall know the type and the magnitude of energy that the machine or equipment utilizes and shall understand the hazards involved.
2. If the machine or equipment is operating, shut it down.
3. Lockout/tagout primary electrical disconnect switch with a padlock.
4. Lockout any secondary disconnect switch that supply electrical or other energy to the equipment.
5. Release any stored energy such as air in a compressor tank or line.
6. Disconnect plants on batteries and lock battery cable plants in boxes made for that purpose
7. When isolation is required through the use of a mechanical valve, the valve will be turned off, chained in a manner to ensure that the valve cannot be turned and the chain padlocked and tagged.
8. Tags must clearly indicate the identity of the employee applying the device.
9. Locks and tags shall be singularly identified and be used only for lockout/tagout purposes.
10. After the lockout has been applied, equipment will be tried to ensure that all energy sources have been secured before any maintenance or repair work can begin.

Re-energized procedure:

1. Ensure that all debris, tools, and other items have been removed and the safety shields, guards, etc. are intact.
2. Notify the affected employees that the energy control procedure is being removed.
3. Check the work area to ensure that all employees have been safely positioned or removed from the area.
4. Verify that the operating controls are in OFF or neutral position
5. Remove the tag and lock from the disconnect.

DO NOT ENERGIZE EQUIPMENT AT THIS TIME.

6. When equipment checks out and is clear of people, energize the equipment.
7. Turn on equipment and check for proper rotation and operation.
8. Then notify co-workers or others that the equipment has been returned to service.

Specified Lockout Procedures For Equipment:

Customer lock out procedures should be consulted for any field service and repairs when available. If needed, lock out procedures will be developed for all COMPLETE FILTRATION RESOURCES, INC machines and equipment used at our Marshfield, WI warehouse or in the field. A "Specific Equipment Lockout/Tagout Procedure" form must be completed for all COMPLETE FILTRATION RESOURCES, INC equipment. Updates are required for new equipment purchased or major renovations.

Complete Filtration Resources, Inc has a mandatory LO/TO requirement for all equipment repairs/service. In the event that more than one person is working on the same piece of equipment, that individual must also put his/her lock on the same hasp/clasp to ensure that no one can remove their lock without notifying the other person involved.

Complete Filtration Resources, Inc specified lockout procedures documents shall be included within this program and posted on all machinery/equipment when possible.

When Is Lockout/Tagout Not Required:

The standard does not apply to normal production operations or to maintenance work on cord-or-plug connected electrical equipment for which exposure to the hazards of unexpected energization is controlled by the unplugging of the equipment. The plug must be under the exclusive control (within arm's reach) of the employee performing the maintenance.

Periodic Inspection

An annual inspection will be conducted of the energy control procedures, review the employee's responsibilities with them, and document that this was done. OSHA regulation 1910.147 is as follows:

(6) Periodic inspection. (I) The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed

(A) The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected.

(B) The periodic inspection shall be conducted to correct any deviation or inadequacies identified. (*)

[1910.147 (c) (6) (I) (B) revised by 55FR 38685. September 20, 1990]

((C) Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee of that employee's responsibilities under the energy control procedure being inspected.

(D) Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee., of that employee's responsibilities under the energy control procedure being inspected, and the elements set forth in paragraph (c) (7) (ii) of this section.

(ii) The employer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.

To document that the yearly inspection and employee training was done, use the LOCKOUT INSPECTION/TRAINING DOCUMENTATION REPORT to record this inspection and training. The employees affected are to initial it to acknowledge that he/she examined the energy control procedures that were reviewed with them. The supervisor or manager designee is to sign the form to acknowledge that he/she examined the energy control procedures for each piece of equipment listed and that they are current.

Training/Retraining:

Employees are to be trained and retrained according to the 1910.147 OSHA regulations copied below.

(7) Training and communication. (I) The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skill required for the safe application, usage, and removal of the energy controls are acquired by employees. The training shall include the following:

(A) Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the work place, and the methods and means necessary for energy isolation and control.

(B) Each affected employee shall be instructed in the purpose and use of the energy isolation and control procedure.

(C) All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or re-energized machines or equipment which are locked out or tagged out.

(iii) Employees retraining.

(A) Retraining shall 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.

(B) Additional retraining shall also be conducted whenever a periodic inspection under paragraph (c) (6) of this section reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

(C) The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures as necessary.

(iv) The retraining shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

Outside Contractors:

When outside contractors are performing work for COMPLETE FILTRATION RESOURCES, INC that would be covered by this policy, the supervisor or manager designee will discuss the respective lockout policies with each other and ensure that they are familiar with ours, and that their employees follow their or our lockout policy.

Employees To Be Issued Lockout Devices:

Padlocks and multiple lockout devices (where more than one employee will be involved) are to be issued to the following employees:

1. Field employees.
2. Any other employee who needs lockout equipment to ensure his or her safety.

If more than one individual is required to lockout/tagout, each shall place his/her own personal lockout/tagout device on the energy isolation device. When an energy isolating device cannot accept multiple locks/gags, a multiple lockout/tagout device may be used.

Irregular Removal of Lockout/Tagout Procedure Checklist

Preparation:

1. Verify that employee who placed the lock/tag is not at facility. ☐
2. Notify the supervisor or manager designee. ☐
3. Notify all affected employees. ☐
4. Ensure that you know and understand:
 - a) Type and magnitude of energy to be lockout out. ☐
 - b) Location and type of isolating device(s) involved. ☐
 - c) The method of lock being employed. ☐

PERIODIC INSPECTION CERTIFICATION

Date of Inspection	
Inspector:	
Signature:	

Machine or equipment on which Lockout/Tagout procedures were performed:

--

Employee(s) Performing the Lockout/Tagout procedures:

Employee Name	Employee Signature

Were all the Lockout/Tagout procedures performed correctly?

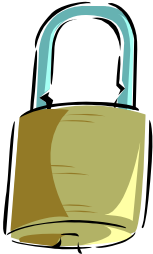
☐

Yes

☐

No

COMMENTS ON IMPROPER LOCKOUT/TAGOUT PROCEDURES BEING USED (i.e., list of improper procedures being used which require retraining for the employee or modification of the procedures.):

	Blank Safety Lockout/Tagout Policy Form		
	Department:		
	Equipment:		

Always Perform Controlled Shutdown Before Locking Out Disconnects			
Energy Type, Source, & Magnitude	Lockout Location	Procedure for Locking Out and/or Releasing Energies	Verification Procedure



IF SYSTEM CANNOT BE LOCKED OUT OR IF SYSTEM FAILS VERIFICATION CONTACT YOUR SUPERVISOR.



Management Approval:		Date: Revised Date:
Refer to LOTO Policy for Lockout Requirements and Safe Practices		

Section 4: HAZARD COMMUNICATION

Through engineering, PPE and administrative controls, Complete Filtration Resources, Inc shall protect employees from all hazardous chemicals known to be present in the workplace. Training on current OSHA 1910.1200 regulations shall be performed for all personnel at their time of hire, annually and when changes to the regulations, introduction of new chemicals or changes to our processes occur.

Employee training shall also cover the methods and observations employees shall use to detect the presence or release of hazardous chemical in all work areas and the means necessary to protect them from these hazards. All personnel shall be instructed on how to read and interpret Safety Data Sheets (SDS) and the means to obtain and use the appropriate hazard information. The training will include where the SDS are maintained and the location of safety equipment in the event of chemical contact.

Complete Filtration Resources, Inc shall rely on manufacturer evaluations as provided on the SDS pertaining to each chemical. An accurate inventory of all chemicals used shall be maintained and annual reviews of each SDS shall be completed to verify the most current information is made available. Each SDS shall be reviewed upon receipt to verify that it contains the required 16 sections as required by ANSI Z400.1.

Chemical labeling will follow the Global Harmonized System and shall include pictograms, signal words, hazard statements, precautionary statements, product identification and supplier/manufacturer identification. Employees will be instructed on how to recognize the various pictograms for health and physical hazards as well as the key signal words of Danger (more severe hazard) and Warning (less severe hazard). Employees shall never remove or deface labels, shall be responsible for properly labeling secondary containers and for reporting problems with labels to their supervisor. All chemical containers shall be inspected upon receipt to verify that they are provided with the required labels. The evaluation shall also verify the label condition and accuracy against the SDS.

New chemical purchases shall be evaluated to identify the hazards associated with the chemical before it is introduced into our facility or used on a job site. The evaluation will verify compatibility with current chemicals and the PPE requirements.

Empty containers shall not be re-used for any purpose unless the container has been thoroughly cleaned of any residual chemicals previously stored inside of the container. Original labels shall be removed and the container relabeled as to its intended purpose.

Contractors or others from the outside who work within our facility shall be required to provide the SDS for any chemicals they use at our facilities. The SDS will be reviewed to verify that they will not adversely react with existing chemicals on site.

Complete Filtration Resources, Inc shall instruct contract personnel on the hazardous chemicals to which they may be exposed while on our property or job site, the measures they are to take to lessen their exposure, the location of SDS, the procedures they are to follow if an exposure incident occurs, as well as the required PPE.

The supervisor or manager designee shall be responsible for verifying that personnel are aware of the hazardous chemicals in their workplace. The supervisor or manager designee shall evaluate employees' understanding of this hazard communication program and the location, purpose and contents of the SDS. The supervisor or manager designee will ensure that proper PPE is worn at all times and is required to take immediate steps to ensure employee safety whenever they are working with or around chemicals.

No food or liquids shall be consumed around chemicals and employees shall maintain proper personal sanitary conditions to prevent the inhalation or ingestion of chemicals.

Complete Filtration Resources, Inc shall abide with the following Appendices of 1910.1200:

- Appendix A Health Hazard Criteria
- Appendix B Physical Hazard Criteria
- Appendix C Allocation of Label Elements
- Appendix D Safety Data Sheets
- Appendix E Definition of Trade Secrets

Hazard Determination

Complete Filtration Resources, Inc will be relying on Safety Data Sheets from material suppliers to meet the hazard determination requirements.

Labeling

- A. All containers coming in will be checked to ensure they are properly labeled.
- B. All incoming labels will be checked for: identity, hazard warning, and name and address or responsible party.
- C. The job site supervisor or manager shall be responsible for seeing that all portable containers used in the work area are labeled with identity and hazard warnings.

Safety Data Sheets (SDS)

- A. A master SDS list will be maintained. The list will be kept at the Marshfield office and updated annually. Any discontinued MSDS/SDS should be placed in an archive file and kept for the required 30-year period.
- B. Copies of the SDS for hazardous chemicals to which employees may be exposed will be kept in binders for employee access.
- C. SDS will be available for review to all employees during each work shift. Copies will be made available upon request.
- D. SDS will be requested on all purchase orders. A file of follow up letters shall be maintained for all shipments received without SDS.

Employee Information & Training

- A. Before starting work, each new employee shall be given Hazardous Material training which will contain the following information:
 - i. Chemicals and their hazards in the work areas.
 - ii. How to lessen and prevent exposures to these chemicals' hazards.
 - iii. What the company has done to lessens or prevent workers' exposures to these chemicals
 - iv. Procedures to follow if they are exposed to these chemicals.
 - v. How to read and interpret the labels and SDS used in Complete Filtration Resources, Inc

Documentation will be maintained on file indicating that each employee has received the above safety training.

CHEMICAL INVENTORY LIST

[illegible]

Last Date SDS Inventory Was Updated (Month/Year____ - ____)

GHS Pictograms

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	Flame  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	Exclamation Mark  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  • Gases Under Pressure	Corrosion  • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	Exploding Bomb  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	Environment (Non-Mandatory)  • Aquatic Toxicity	Skull and Crossbones  • Acute Toxicity (fatal or toxic)

Section 5: EMERGENCY PREPAREDNESS

Our company's emergency action plan spells out employees' specific assignments if a fire, explosion or other emergency occurs on our Marshfield, WI premises.

Emergency Action Procedure

The following emergency action plan is in effect at this facility:

1. **Telephone Lists:** The following telephone lists are to be maintained:

- a. **Emergency Services Telephone List:** A list containing telephone numbers for emergency services – including the fire department, rescue squads and utilities – is to be maintained and kept current. The list is to be kept in the location(s) listed below. (e.g., with office/warehouse layout drawings; in _____; and/or near telephones in the facility, etc.)

[Note: Emergency Services Telephone List form attached.]

- b. **Employee Emergency Telephone List:** A list containing all employee names, home telephone numbers, and the name and telephone number of the person to contact in the event of an emergency. The list is to be kept in the following location(s) listed below. [e.g., in office, etc.]_____

[Note: Employee Emergency Telephone List form attached.]

2. **Employee Alarm System:** At this facility, the type of alarm system used to alert employees about an emergency is listed below [e.g., standard fire alarm; visual alarm (flashing light); public address system; air horn; steam whistle]._____

Below is the preferred method employees are to use to report an emergency to management._____

OSHA also requires employers to explain to each employee the preferred method of reporting emergencies, such as manual pull box alarms, public address systems, radio, telephone, 2-way radio, etc.]

- Type of Alarm System(s) Used:_____
- Preferred Method for Reporting Emergency (e.g., pull box alarm, public address system, radio, telephone, 2-way radio, etc.)_____

3. **Personnel Responsible for Critical Plant Operations:** If an emergency occurs, the following employees are assigned to perform the following critical operations before they evacuate.

I. **Person:** _____

Task: _____

II. **Person:** _____

Task: _____

4. **Escape Routes:** Emergency escape routes (egress) are established for all working areas and are to be communicated to all employees and other personnel who may be in the facility.

Emergency exit routes are to be well-marked within the building. Priority is to be given to removing people from the facility as quickly and safely as possible. Exits not to be used during an emergency are to be designated.

Emergency egress routes are to be maintained. Check periodically to make sure signs are visible, doors are unlocked and routes are clear.

5. **Evacuation Procedures:** The following evacuation and escape routes are to be used if an emergency warrants evacuation of the building:

If evacuation of the building is required, employees are to gather at the following location for a head count:

[Note to Management on OSHA Requirements for Evacuation Procedures: OSHA requires that escape routes from the facility be designated. Although not required, OSHA advises that floor plans or workplace maps of the facility designating escape routes be included in the emergency action plan. There are two basic types of maps:

- *Site plans which show the exterior layout and designated buildings, the office, warehouse, exterior muster points, roads, etc.*
- *Floor plans that show the interior layout of the facility including exits, tornado shelter areas, first aid kits, fire extinguishers, etc.*

[A site plan and floor plan for each site should be posted in each department]

6. **Employee Training:** Employees are to be trained about the components of the emergency action plan, as well as their specific assignments and responsibilities in the event of an emergency. Training is to occur:

- when the emergency action plan is first developed and implemented
- at time of hire
- annually
- whenever an employee's responsibilities or designated actions under the plan change

Instruction is to include hands-on training with fire extinguishers. Evacuation drills or a table top exercise should be conducted at least annually.

Emergency Action Plan Duties: The duties involved in implementing the emergency action plan, as well as the employees to whom such duties are assigned, are listed below.

[**Important:** Employees are to use common sense when attempting to carry out their assigned emergency action duties so as not to endanger themselves or others. It is better to report a task undone than to be injured or endanger your co-workers in the process.]

IN CASE OF AN EMERGENCY:

- 1.) Activate the fire alarm.
- 2.) Notify your supervisor and co-workers.
- 3.) Report emergency to the appropriate rescue squad, fire dept., police dept., etc.
- 4.) Help the injured.
- 5.) Evacuate the area if necessary, AND FOLLOW THE ESTABLISHED EVACUATION PLAN.
 - a. Remain calm
 - b. Walk to the closest exit
 - c. Exit the building and report to the designated assembly area
 - d. Report to your supervisor so a head count can be made

DETERMINE WHETHER INJURY /ILLNESS IS OR IS NOT AN EMERGENCY:

If it is an emergency:

- a. Telephone 911, or rescue squad, immediately.
- b. Do not move injured person(s) unless they are in immediate danger.
- c. Designate someone to meet rescue squad at office entrance to guide him or her directly to the injured person.

FIRE OR CHEMICAL SPILL

1. Call 911 or the local fire dept.
2. Clear everyone from the immediate area and move to the previously designated "safe area."
3. Alert everyone on site of the emergency situation and evacuate the building.
4. Count all employees and make sure all are safe. Safely search for any missing personnel.
5. Report any missing personnel to fire fighters; do not attempt rescue.

TORNADO

Definition

Tornado Watch - Atmospheric conditions are right for tornado development and is expected to occur.

Tornado Warning - A tornado has been sighted, either on radar or visually.

INCLEMENT WEATHER (TORNADO, EARTHQUAKE, STORM):

1. Stay at least 15 feet away from windows.
2. If time allows shut down the utility systems.
3. Move to the designated shelter area or under a sturdy structure. Stay put until an "all clear" is given.
4. Stay away from freestanding objects.
5. Do not panic.
6. Depending upon the severity of the disaster, the lights may fail or a fire may break out.
7. Follow the appropriate procedures for the specific problem.

IN THE EVENT OF A SERIOUS EMERGENCY, DO NOT RE-ENTER THE BUILDING TO LOCATE MISSING EMPLOYEES OR RECOVER PERSONAL ITEMS.

No employees, other than management personnel required to assist the Fire Department, will be allowed in the building until an 'all clear' has been given.

Duty	Name of Employee Assigned
Sound the general or evacuation alarm	
Obtain and carry copy of Emergency Action Plan	
Disconnect electricity and fuel supplies to equipment and facility (if safe to do so)	
Notify Fire and Rescue Agencies	
Fight Fires (If small and containable)	
Clear entrance routes and open gates for arriving fire department and emergency equipment	
Meet the arriving fire department, rescue and emergency equipment at property entrance	
Proceed to designated command post to work with on- scene fire commander in coordinating firefighting and rescue operations (Note: This duty should be performed by senior manager or his/her designated representative)	
Obtain first aid personnel	
Remove equipment and vehicles from area (if safe to do so)	
Do head count of all persons and visitors at facility	
Supervise employees at emergency evacuation area	
Meet and respond to questions from media and/or government agencies (senior manager preferable)	

Employee Emergency Telephone List

Home Telephone Number	Cell Phone Number	Emergency Contact Name	Emergency Contact's Phone Number

Sample Emergency Telephone List

Agency	Phone Number	Contact Person
Manager		
EHS Specialist		
Other		
Fire Department		
Rescue Squad/Medical Personnel		
Ambulance		
Physician		
Hospital		
Trauma		
Police		
Sheriff		
Security		
Chemical		
American Crop Protection Assoc.		
Chemical Transportation Emergency Center (CHEMTREC)		
Toxic Substances Control Hotline #		
Poison Control Center		
Utilities		
Gas		
Water		
Electricity		
Specialty Contractors		
Inert Gas Supplies		
Mobile Crane		
Demolition		
Electrical		
Evacuation Equipment		
Structural Engineer		
Insurance		

Section 6: PERSONAL PROTECTIVE EQUIPMENT

POLICY STATEMENT

Complete Filtration Resources, Inc is committed to maintaining a safe work environment. Whenever possible, engineering controls will be established to reduce or eliminate hazards that require the use of PPE.

A hazard assessment has been completed to identify which personal protective equipment is required. Personal protective equipment will be provided to employees at no cost. Employees will be trained on the safe use, care and replacement requirements during their first day of employment. Personnel are required to maintain the equipment in good working condition and to keep the equipment clean at all times.

1. Personal Protective Equipment (PPE) shall be worn as prescribed for each job by the supervisor or manager designee.
2. Employees shall be trained in the proper use, maintenance, storage, and application designated for all personal protective equipment issued or worn.
3. Employees shall review with their supervisors regarding any portions of their job they do not understand.
4. Eye protection shall be worn at all times while using any hand/power tools, machine tools or equipment presenting any exposure from flying particles.
5. Protective gloves are to be used when handling hot materials, and for protection against sharp objects, acids and other chemicals.
6. Appropriate work clothing shall be worn at all times; long pants, shirts with a minimum of a three-inch sleeve, gloves, and durable leather steel or composite toe work boots shall be worn when warranted to protect against exposure to physical and chemical hazards. Tennis shoes shall be prohibited on job sites.
7. Personal fall arrest equipment shall be required when exposed to an elevated fall hazard of four (4) feet or greater.

8. Safety harnesses and lanyards shall only be used for fall protection. All fall protection equipment shall be inspected prior to use.
9. Hearing protection shall be worn for operations posing high noise levels that exceed OSHA designated limits (i.e. during start-up in customer plants use of abrasive grinders and pneumatic tools, hammering on equipment with a sledge hammer, etc.).
10. Employees shall be required to wear protective reflective vests when working at, around or near moving traffic, mobile equipment or when required by a customer.
11. All persons operating or riding in company rented or owned vehicles shall be required to wear seat belts. Seat belts shall be maintained in working order at all times.
12. No chemical cartridge or half mask elastomeric type respirators are to be used at any Complete Filtration Resources, Inc customer facilities. Hazardous jobs requiring such PPE will be subcontracted out to an approved contractor. Complete Filtration Resources, Inc will make available dust masks (filtering face piece) for employee use. Three types of dusts masks should be provided (i.e. nuisance dust, organic vapor, and welding fume). The use of dust masks is strictly voluntary. Elastomeric or rubber type (half-mask or full face) respirators are prohibited. Employees wishing to wear a dust mask may obtain one from their supervisor. The masks are to be worn properly with both straps securely placed on the user's head. The correct mask is to be worn for the right application and replaced at regular intervals so it may provide the desired protection.
13. Employees may also be required to wear additional PPE than listed above per our customer requirements.

Employee Training

Each employee required to use Personal Protective Equipment (PPE) will be trained in the following:

1. When PPE (Personal Protective Equipment) is necessary
2. What PPE (Personal Protective Equipment) is necessary
3. How to properly don, doff, adjust and wear PPE (Personal Protective Equipment)
4. The limitations of the PPE (Personal Protective Equipment)
5. The proper care, maintenance, useful life of the PPE (Personal Protective Equipment)

Each employee must demonstrate an understanding of the training. This will be accomplished by requiring the employee to put on, take off and adjust the PPE (Personal Protective Equipment). Retraining will take place when:

- A. PPE (Personal Protective Equipment) changes
- B. Changes in the workplace render previous PPE obsolete
- C. Lack or improper use of PPE (Personal Protective Equipment) by the employee

Employee training will be documented on the PPE training certification form.

Appendix D (Non-Mandatory): Information for Employees Using Respirators When Not Required Under the OSHA Standard

Respirators are provided for voluntary use. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. You 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.

Signature

Date

Print Name

Respirator Fitting Instructions

1. Hold the respirator in hand with nosepiece at your fingertips allowing the headbands to hang freely below your hand.



2. Press the respirator firmly against your face with the nosepiece on the bridge of your nose.



3. Stretch and position the top band high on the back of your head. Stretch the bottom band over the head and position below your ears.



4. Using both hands, mold the metal nosepiece to the shape of your nose.



5. To test fit cup both hands over the respirator and exhale vigorously. If air flows around your nose, tighten the nosepiece. If air leaks around the edges, reposition the straps for better fit.



Remember, careful observance of these fitting instructions is an important step in safe respirator use.

Personal Protective Equipment Hazard Assessment

Date: _____

Assessment Completed By: _____

Workplace Evaluated: _____

During the walk-through observe for: (a) sources of motion, i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects; (b) sources of high temperatures that could result in burns, eye injury or ignition or protective equipment, et.; (c) types of chemical exposures; (d) sources of harmful dust; (e) sources of falling objects or potential for dropping objects; (g) sources of sharp objects which might pierce the feet or cut the hands; (h) sources of rolling or pinching objects which could crush the feet; (l) layout of workplace and location of co-workers; and (j) any electrical hazards. In addition, injury/accident data will be reviewed to help identify problem areas:

Job Title/Task	Potential Hazard	Required Personal Protective Equipment
Using air nozzles/compressed air	Impact from flying particles caused by air nozzle	Eye protection: goggles and/or safety glasses Respiratory Protection: Dust mask (Voluntary)
Welding/cutting work	Flying sparks, molten metal & fumes	Welding helmet & skull cap; Hand/arm protection (leather apron/gloves/arms sleeves). Respiratory Protection: Dust mask (Voluntary)
Battery charging/adding water to battery	Chemical splash (corrosive) to face or hands	Eye/Face protection: Face shield & safety glasses Hand protection: Rubber gloves.
Equipment repair	Dropped/sharp objects piercing feet/hands/head & Impact from flying particles	Hand protection: Leather/cloth gloves Foot protection: Steel / composite toe work boots. Respiratory Protection: Dust mask (Voluntary) Head Protection: Hard hat/bump cap Eye protection: Goggles and/or safety glasses
Parts Degreasing/cleaning	Skin dermatitis & irritation	Eye protection: Goggles and/or safety glasses Hand protection: Nitrile gloves
Dust Control/ Housekeeping	Flying particles & respiratory irritation	Eye protection: Goggles and/or safety glasses Respiratory Protection: Dust mask (Voluntary) Head Protection: Hard hat/bump cap Foot protection: Steel / composite toe work boots.

Personal Protective Equipment Hazard Assessment

Date:_____

Assessment Completed By:_____

Workplace Evaluated:_____

During the walk-through observe for: (a) sources of motion, i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects; (b) sources of high temperatures that could result in burns, eye injury or ignition or protective equipment, et.; (c) types of chemical exposures; (d) sources of harmful dust; (e) sources of falling objects or potential for dropping objects; (g) sources of sharp objects which might pierce the feet or cut the hands; (h) sources of rolling or pinching objects which could crush the feet; (l) layout of workplace and location of co-workers; and (j) any electrical hazards. In addition, injury/accident data will be reviewed to help identify problem areas:

Job Title/Task	Potential Hazard	Required Personal Protective Equipment

Section 7: ELECTRICAL SAFETY

PURPOSE

To establish safe electrical work practices and procedures for qualified employees relative to potential electrical hazards found in the workplace. COMPLETE FILTRATION RESOURCES, INC employees will work on only de-energized equipment, 600 volts or less. Anything over 50 volts is considered hazardous, 50 volts or less is non-hazardous. Common low voltages are 12 V, 24 V, and 48 V. Low voltage is normally used for control and communication of our systems. Electrical repairs over 50 volts will be subcontracted out to an approved and qualified subcontractor and overseen by COMPLETE FILTRATION RESOURCES, INC .

SCOPE

This program outlines safe work practices and procedures for qualified employees who work on or near electrical conductors or circuit parts (electrical components). The program will cover safe electrical work practices, working on energized electrical components, electrical system hazard analysis, personal protective equipment, contractors, and employee training.

APPLICATION

This program applies to all qualified employees of COMPLETE FILTRATION RESOURCES, INC and all sub-contractors working for COMPLETE FILTRATION RESOURCES, INC . The requirements of this program are based on OSHA standards found in 29 COMPLETE FILTRATION RESOURCES, INC 1910 Subpart S – Electrical, 8 CCR, and NFPA 70E.

ONLY QUALIFIED ELECTRICAL WORKERS WILL WORK ON ELECTRICAL CIRCUITS. (NFPA 70E defines a qualified person as one who has skills and knowledge related to the construction and operation of the electrical equipment and installation and has received safety training on the hazards involved. NFPA 70E defines an unqualified person as simply "a person who is not a qualified person" per COMPLETE FILTRATION RESOURCES, INC qualification training).

POLICIES & PROCEDURES

1. Flexible cords and cables shall not be used as a substitute for the fixed wiring of a structure. Flexible cords shall be connected to devices and fittings so that strain relief is provided that will prevent pull from being directly transmitted to joints or plant screws.
2. All electrically energized parts shall be effectively guarded against accidental contact. All doors and covers to electrical wires, panel and boxes shall be kept tightly closed, even during testing/commissioning and start-up.
3. Safe access to electrical equipment shall be maintained.
4. Opening and maintaining electrical equipment shall be by qualified personnel only.
5. Adequate illumination shall be provided for all working spaces about electrical equipment.
6. All wiring shall be effectively guarded during equipment installation, modification, repair, or removal.

7. Signs warning of electrical hazards shall be posted and maintained where required.
8. Supervisors or manager designees are responsible for the enforcement of the locking and tagging procedure where the accidental energizing of machinery or equipment could cause personal injury or damage to property.
9. Damaged or worn electrical equipment shall be reported immediately, taken out of service, or guarded effectively against accidental contact until repaired or replaced.
10. Electrical equipment, installation, maintenance, and repair performed in hazardous locations shall conform to OSHA standards, NFPA-70, and the National Electrical Code

DEFINITIONS

Approach Boundaries (Shock):

1. Limited: An approach limit at a distance from an exposed live part within which a shock hazard exists. Also considered working near a live part.
2. Restricted: An approach limit at a distance from an exposed live part within which there is an increased risk of shock, due to electrical arc over combined with inadvertent movement, for personnel working in close proximity to any live part.
3. Arc Flash: An approach limit at a distance from an exposed live part within which there is a risk of harm due to the heat from an arc flash explosion. (Worst case scenario boundary, calculated off the NFPA70E default table)

Arc Flash: Energy released during an arcing fault that occurs when current flows through a medium not intended to conduct electrical current. Essentially, an Arc Flash is a short circuit through the air emitting extreme heat, sound, pressure, and metal fragments.

Arc Rating: The maximum incident energy resistance demonstrated by a material (or a layered system of materials) prior to break-open or at least the onset of a second-degree skin burn, which is expressed in cal/cm².

De-energized: A condition that is free from any electrical connection to a source of potential difference and from electrical charge, not having a potential difference from that of Earth.

Electrical Hazard: A dangerous condition such that contact with or equipment failure can result in electric shock, arc flash burn, thermal burn, or blast.

Electrically Safe Work Condition: A state, in which the electrical conductor or circuit part to be worked on or near has been disconnected from energized parts, locked out in accordance with company policy, tested to ensure the absence of voltage, and grounded if deemed necessary.

Live Parts: Energized conductive components. Circuit components are considered live until placed into an Electrically Safe Work Condition.

Qualified Person: One who is able to demonstrate skills and knowledge related to construction and operation of electrical equipment and installations and has received safety training on the hazards involved. Qualified employees shall be capable, as determined by electrical knowledge and skills, of working safely on energized electrical components. This capability includes familiarity with proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools. In addition, qualified employees shall be trained in and familiar with; the skills and techniques necessary to distinguish live components from other components of electric

equipment, the skills and techniques necessary to determine the nominal voltage of exposed live components, and the required clearance distances and corresponding voltages to which they will be exposed.

Shock Hazard: A dangerous condition associated with the possible release of energy caused by contact or approach to live electrical components.

ELECTRICAL WORK PRACTICES

Electrically Safe Work Condition

Only qualified COMPLETE FILTRATION RESOURCES, INC employees or subcontractors are authorized to access or work on or near electrical components. All electrical components shall be considered energized until proven otherwise. Live components at 50 volts **nominal**¹ or more to which an employee might be exposed shall be de-energized and put into an Electrically Safe Work Condition before a qualified employee works on or near them, unless work on energized components is **operationally necessary**². Then PPE shall be worn in accordance with the NFPA70E tables. Qualified employees and/or subcontractors must ensure that components are not energized before working on them by use of the following procedure:

- Interrupt all sources of energy according to energy control procedures and applicable electrical diagrams.
- Where possible, visually inspect that any disconnecting blades and draw-out circuit breakers are fully open.
- Apply lockout devices to each electrical disconnect device according to facility energy control procedures.
- Use an adequately rated voltage tester to verify absence of voltage by testing each phase conductor phase to phase and phase to ground. Be sure to verify tester is working properly prior to and after each test. Utilize ground conductors when necessary.

1. *Nominal Voltage is a value assigned to a circuit or system for the purpose of designating its voltage class. For work on voltages of less than 50 volts, the decision to de-energize should include consideration of the capacity of the source and any over current protection between the energy source and the qualified employee.*
2. *De-energizing would pose additional hazard or is infeasible due to equipment design.*

Working with Energized Components and Systems

Working on or near live electrical components should be done only as a last resort and after all other opportunities for establishing an electrically safe work condition have been exhausted. Only qualified subcontractors shall be permitted to work on or near electrical components that have not been put into an electrically safe work condition. If live components operating at 50 volts nominal or more are not placed in an electrically safe work condition, an Energized Electrical Work Permit shall be completed before work begins. Safe work practices shall be identified to protect all employees from Arc Flash and Shock Hazards. Safe work practices used shall be suitable for the conditions in which the work is to be performed and for the voltage level of the components being worked on. Safe work practices, appropriate protective clothing, PPE, and tools shall be identified before qualified employees approach Flash Protection and Shock Protection Boundary's. Once testing, troubleshooting, voltage measuring, thermography is complete and it is determined that energized work needs to be performed then an EEWP needs to be filled out. Energized Electrical Work Permits will be visibly posted outside of the shock or flash protection boundary while live electrical work is conducted. Expired permits will be returned to the safety coordinator and retained for at least one year.

Energized Electrical Work Permits

The EEWP needs to consist of:

1. Justification why the work cannot be done de-energized
2. Signed by the worker (individual performing the task)
3. Signed by a manager or HR representative

Pre-job Briefing

Prior to starting a job that involves working on or near exposed energized components, a job briefing must be conducted with all workers involved in performing the task. The briefing should discuss all applicable hazards, methods to control hazards, work procedures, special precautions, energy source controls, and PPE required. In general, only one job briefing must be conducted for tasks that are similar in nature and hazards. If further tasks are required that exhibit additional or greater hazards, another job briefing will be required prior to the start of work. Job briefing information and attendees can be documented using the Energized Electrical Work Permit in the space provided.

ARC FLASH

Flash Event

In an arc flash event, electrical energy is converted to other forms of energy. These other forms of energy include heat, pressure, sound, IR, UV, visible light, and energy at other electromagnetic frequencies. An arcing fault is most likely to occur when movement is occurring within an electrical

enclosure; when a switch is opened or closed, when a contactor operates, when electrical components are inadvertently contacted, or when a door or cover is removed or installed. An arc flash cannot be predicted and can result in severe injury or death of improperly protected employees.

Flash Protection Boundary

The Flash Protection Boundary is an approach limit that is calculated to identify the distance from the potential arcing fault point that will expose an employee to a second-degree burn should an arc flash occur. Only qualified workers may enter the flash protection boundary. See NFPA70E default tables to calculate proper distances and PPE.

Hazard Risk Category/PPE

Work within the flash protection boundary of exposed, energized switchboards, panel boards, control panels, motor control centers, switchgears and similar areas require the use of appropriate arc rated protective clothing and PPE. Appropriate arc rated clothing and PPE can be selected by identifying the job task and associated default hazard risk category (0 – 4) or through actual calculated Incident Energy Levels. The Incident Energy Level of an arc flash is the amount of energy impressed on a surface, a certain distance from the source, generated during an arc event. Incident energy is usually expressed in calories per square centimeter (cal/cm^2). $1.2\text{cal}/\text{cm}^2$ is the Incident Energy Level at which a 2nd degree burn can occur. NFPA 70E requires the use of arc-rated clothing wherever there is possible exposure to an electric arc flash at or above $1.2\text{cal}/\text{cm}^2$.

Arc Flash Hazard Assessments

Electrical components in the facility must be evaluated to establish their Flash Protection Boundary, Hazard Risk Category and applicable PPE. There are two methods that can be used to accomplish this task.

- (1) *NFPA 70E Assessment (Preferred Method)* – The plants electrical systems are first verified to ensure accurate labeling of breakers and disconnecting means. This information is then used to create a valid and up to date AutoCAD drawing of the electrical systems. Newly created prints will be used to calculate the potential Incident Energy Rate (cal/cm^2) in order to establish Flash Protection Boundaries, Hazard/Risk Categories and PPE. This shall be done utilizing a qualified electrical contractor capable or providing your plant their own electrical safety programs for reference. The contractor is used for the plant verification stage and then an engineer with the expertise in using NFPA and/or IEEE 1584 Incident Energy Level calculation methods is used for actual calculations. This method is considered the most accurate by calculating actual Incident Energy Levels using a distance from the workers chest and torso to the arc (18" typical distance), arc duration and bolted fault current.

- (2) *NFPA 70E Default Tables* –Utilizes a default Flash Protection Boundary of 4ft. and determines Hazard Risk Category/PPE using set tables according to NFPA 70E. (*Electrical Safety Matrix*). Over protection devices such as fuses and circuit breakers must limit clearing times and bolted fault current to 6 cycles and 42kA respectively or any combination not to exceed 252kA cycles. If over protection devices do not stay within these limits the following formula may be used to determine a flash protection boundary.

Flash Protection Boundary = $[2.65 \times \text{MVA}_{\text{bf}} \times t]^{1/2}$ (*Electrical System*)

Or

$[53 \times \text{MVA} \times t]^{1/2}$ (*Transformer Only*)

MVA_{bf} = Bolted Fault Capacity available at point involved (mega volt-amps)

MVA = Capacity rating of transformer (mega volt-amps).

For transformers with MVA ratings

below 0.75 MVA, multiply the transformer rating by 1.25

t = Time of arc exposure (clearing time in seconds)

SHOCK

Shock Hazard

A shock hazard always exists where there are exposed energized components. Electrical shock can cause serious injuries or death resulting from falls, thermal burns, and internal organ damage.

Shock Hazard Approach Boundaries

Shock hazard protection boundaries or approach boundaries are identified as *Limited*, *Restricted*, and *Arc Flash*. Crossing one of these approach boundaries increases the chance that a worker might contact an exposed live electrical component. Only qualified employees are allowed to cross Limited Approach Boundaries where exposed, energized components exist. To cross a Restricted Approach Boundary, in addition to being a qualified employee, appropriate PPE for shock protection must be worn. Qualified employees shall not approach or take any conductive materials closer to live electrical components than the Restricted Approach Boundary. Crossing the Arc Flash Approach Boundary and entering the Prohibited Space is considered the same as making contact with exposed energized electrical components. Worker will need to know all 3 boundaries (limited approach, restricted approach, arc flash approach) and place restrictive devices at the furthest one away.

Shock Hazard Assessment

Electrical components must be evaluated to determine the voltage that the qualified employee will be exposed to so appropriate approach boundaries can be established. Refer to the table below for

approach boundaries once the voltage of the electrical component(s) being worked on has been determined.

	Limited Approach	Limited Approach	Restricted Approach	Prohibited Approach
Voltage Range Phase to Phase	Exposed Movable Conductor	Exposed Fixed Circuit Part		
Less than 50	Not Specified	Not Specified	Not Specified	Not Specified
50 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.

ARC RATED CLOTHING & PPE

Selection

Appropriate Personal Protective Equipment, including natural fiber and arc rated protective clothing shall be worn by all qualified employees when working within specified flash and/or shock protection boundaries, where electrical components have not been put into an electrically safe work condition, including testing for presence of electricity. If an engineering study has not been completed and NFPA default protection tables are being utilized, then the type of PPE and protective clothing will be determined based upon the job being performed and the voltages of the electrical components involved. See (*Electrical Safety Matrix*) for PPE and clothing identification. If an engineering study has been completed, proper PPE and arc rated clothing selection will be noted on the Arc Flash Warning label provided on the equipment to be worked on.

GENERAL PPE & TOOL REQUIREMENTS

Arc Rated Clothing & PPE

All PPE such as safety glasses, hearing protection, hard hats, leather gloves and arc rated clothing must be inspected prior to each use and at regular intervals as required. Personal clothing such as hats, t-shirts and other apparel made of polyester, nylon, and other synthetic fibers that can melt shall not be worn on any part of the body when testing for the presence of electricity or working on energized components. Underclothing must also be of a natural fiber, non-melting material. Arc rated protective clothing must not be cleaned using bleach. Bleach degrades flame-resistant effectiveness of arc rated clothing. Flame resistance can be an inherent property of a material, or it can be imparted by a specific treatment applied to the material.

Tools & Gloves

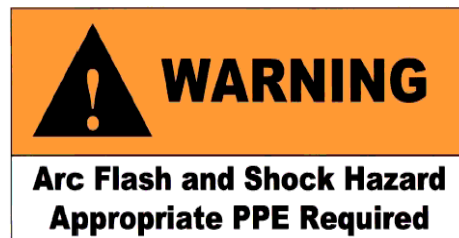
Tools being used to work on electrical components shall be voltage rated for the work being performed. Voltage rated tools shall bear the double triangle marking that identifies insulated tools. All voltage tools shall be visually inspected for damage by the qualified employee before initial use and at regular intervals as required. Voltage rated tools found to be defective during an inspection shall be taken out of service and disposed of. Proper tools need to be “company issued”.

Rubber insulating gloves being used shall also be voltage rated for the work being performed. Voltage rated gloves shall be inspected by the employee prior to each use. Each facility is required to have all voltage rated gloves electrically tested every 6 months. Voltage rated gloves found to be defective shall be removed from service and disposed of. *Note: Leather gloves may be written on at the cuff for identification purposes. DO NOT WRITE ON VOLTAGE RATED RUBBER GLOVES.*

SIGNAGE & LABELING

All switchboards, panelboards, industrial control panels, meter socket enclosures, and motor control centers that are likely to require examination, adjustment, servicing, or maintenance while energized, shall be marked to warn employees of potential arc flash and shock hazards. Additionally, this equipment must be clearly marked to identify the equipment it services and the voltage and current it carries.

This is an example of the basic arc flash and shock hazard warning sign.



*The warning portion of the sign shall have an orange background.

Completed NFPA 70E assessments will yield this same label with additional information such as calculated potential incident energy rates in cal/cm^2 , shock protection boundaries, flash protection boundaries, and required PPE, arc rated clothing and voltage rated tools.

CONTRACTORS

COMPLETE FILTRATION RESOURCES, INC shall ensure that all contractors working on electrical components within our customer facilities have a written electrical safety work practice program and training documentation of their employees. As a condition of working in a customer's facility, all electrical safety work practices must be followed. Contractors will be required to place electrical components in an electrically safe work condition before work is performed. If this is not feasible and working on or near live electrical components is necessary, then safe work practices and PPE consistent with NFPA 70E shall be employed to include utilizing an energized work permit.

EMPLOYEE TRAINING

This Electrical Safety Program shall be reviewed with all Qualified employees to include supervisors who are required to work on or near electrical components. All non-qualified employees shall be instructed that they are not allowed to approach unguarded electrical work spaces or perform work on electrical components. Work on electrical components includes accessing electrical enclosures and resetting of electrical breakers.

Specific items to be reviewed with qualified employees include:

- The meaning of electrically safe work conditions
- Working with energized components and systems
- Flash protection boundaries
- Arc flash hazard assessments
- The Electrical Safety Matrix
- Shock hazard approach boundaries
- Shock hazard assessments
- Selection, inspection, and testing of personal protective equipment and tools

Training effectiveness and the employee's knowledge of these program requirements shall be demonstrated by use of the ***Electrical Safety Training Quiz***. (See ***Appendix C***) and renewed on a yearly basis.

PART I: TO BE FILLED OUT BY REQUESTOR

(1) Description of circuit/equipment, job location and nominal voltage: _____

(2) Description of work to be done: _____

(3) Justification for why the circuit/equipment cannot be de-energized: (CHECK ALL THAT APPLY)

- ☐ Will deactivate emergency warning devices such as caution lights or audible alarms
- ☐ Will deactivate electrically interlocked guards or presence sensing devices
- ☐ Will deactivate hazardous atmosphere ventilation or detection devices
- ☐ Circuit is integral part of a continuous process that will deactivate other equipment
- ☐ De-energization poses (OTHER) additional or increased hazards (Briefly Explain): _____

PART II: COMPLETED BY QUALIFIED ELECTRICIAN/s PERFORMING WORK

(1) Safe work practices utilized to protect nearby workers and yourself: _____

(2) Results of the Shock Hazard Analysis:

- ☐ Voltage: _____
- ☐ Approach Boundaries: (Limited) _____ (Restricted) _____ (Prohibited) _____
- ☐ Required PPE: _____
- ☐ Required Voltage Rated Tools: _____

(4) Results of Flash Hazard Analysis:

- ☐ Hazard/Risk Category: _____
- ☐ Flash Protection Boundary _____
- ☐ Required PPE: _____

(5) Job Briefing discussion summary and attendees: _____

(6) Do you agree the described work can be done safely? ☐ YES ☐ NO (If NO, explain and return to requestor): _____

Electrically Qualified Person/s

Date

Electrically Qualified Person/s

Date

PART III: MANAGEMENT APPROVAL

Plant Manager

Date

Authorizing Management Representative

Date

Note: When work is complete, return permit to appropriate management personnel for retention.

Equipment Type, Voltage Rating & Task

(Assumes Equipment is Energized, and Work is Done Within the Flash Protection Boundary)

Each electrician will be issued a standard arc rated uniform to wear daily that will consist of 12.4 cal/cm² pants and 8.4 cal/cm² shirts. This uniform will protect electricians up to a hazard category 2. Additional PPE and arc rated clothing will be required according to the matrix.

Identify the nominal voltage rating and type of equipment work is to be done on. Identify the task to be done under the correct equipment class and voltage rating row, which is highlighted in gray. Appropriate hazard category is indicated by number 0 – 3 and the necessary voltage rated tools/gloves, arc rated clothing and additional PPE for that task is indicated by a bold x.

	Hazard Risk Category	Voltage Rated Gloves	Voltage Rated Tools	Natural Fiber Under Clothing	8.7 Cal Arc Rated FR Long Sleeve Shirt	12.4 Cal Arc Rated FR Pants	12 cal/cm ² Arc Rated Face Shield	13 cal/cm ² Arc Rated Balacava	11 cal/cm ² Arc rated Jacket	25 cal/cm ² Arc Rated Flash Suit Hood	Hard Hat	Leather Gloves and Shoes	Safety Glasses	Hearing Protection
Panelboards Rated 240 V or Below (≤25kA; .03 second (2 cycle) fault clearing time)														
Circuit Breaker (CB) or Fused Switch (FS) operation with covers on	0			x	x	x							x	
Opening hinged covers to expose bare, energized components	0			x	x	x							x	
CB or FS operation with covers off	0			x	x	x							x	
Work on energized components, including all testing	1	x	x	x	x	x	x				x		x	
Remove or Install CB or FS	1	x	x	x	x	x	x				x		x	
Removal of bolted covers to expose bare, energized components	1			x	x	x	x				x		x	
Panelboards or Switchboards Rate >240 V to 600 V (Molded or Insulated Case Circuit Breakers) (≤25kA; .03 second (2 cycle) fault clearing time)														
CB or FS operation with covers on	0			x	x	x							x	
CB or FS operation with covers off	1	x	x	x	x	x	x				x		x	
Work on energized parts, including voltage testing	2	x	x	x	x	x	x	x			x	x	x	x
600 V Motor Control Center (MCC) (≤65kA; .03 second (2 cycle) fault clearing time)														
600 V Class Switchgear (With power circuit breakers or fused switches) (35 kA; .5 second (30 cycle) fault clearing time)														
Other 600 V (277 V through 600 V, Nominal) Equipment														
CB or FS or starter operation with enclosure doors closed (MCC & Switchgear)	0			x	x	x							x	
Reading panel meter while operating a meter switch (MCC & Switchgear)	0			x	x	x							x	
Work on control circuits with exposed energized parts 120V or below (MCC & Switchgear)	0	x	x	x	x	x							x	
Opening hinged covers to expose bare, energized parts (MCC and other 600V Equipment)	1	x	x	x	x	x	x				x		x	
CB or FS operation with covers off or open (MCC & Switchgear)	1			x	x	x	x				x		x	
Miscellaneous equipment cover removal or installation (Other 600V Equipment)	1			x	x	x	x				x		x	
Opening hinged covers to expose bare, energized parts (Switchgear Only)	2			x	x	x	x	x			x	x	x	x
Removal of bolted covers to expose bare, energized components (MCC and other 600V Equipment)	2	x	x	x	x	x	x	x			x	x	x	x
Work on control circuits with exposed energized parts >120V (MCC & Switchgear)	2	x	x	x	x	x	x	x			x	x	x	x
Work on energized components including voltage testing (MCC, Switchgear and other 600V Equipment)	2	x	x	x	x	x	x	x			x	x	x	x
Application of safety grounds after voltage tests (MCC and other 600V Equipment)	2	x	x	x	x	x	x	x			x	x	x	x
Application of safety grounds after voltage tests (Switchgear only)	2	x		x	x	x	x	x			x	x	x	x
Insertion or removal (racking) of CBs from cubicles, doors closed (Switchgear Only)	2			x	x	x	x	x			x	x	x	x
Insertion or removal of individual starter “buckets” (MCC Only) See *Note	3	x		x	x	x			x	x	x	x	x	x
Insertion or removal (racking) of CBs from cubicles, doors open (Switchgear Only)	3			x	x	x			x	x	x	x	x	x
Removal of bolted covers to expose bare, energized components (Switchgear Only)	3			x	x	x			x	x	x	x	x	x

*Note – Must not exceed 42kA short circuit current available, .33 seconds (20 cycle) fault clearing time.

ELECTRICAL SAFETY QUIZ

1. A live wire without insulation or guarding is:
 - a. Exposed.
 - b. De-energized
 - c. Open.
 - d. Closed
2. Nominal voltage is:
 - a. The actual voltage reading
 - b. A value assigned to a circuit or system for the purpose of designating its voltage class
 - c. Always 110 volts
 - d. 240 volts
3. Testing instruments and equipment need to meet the following requirements EXCEPT:
 - a. Can be used by unqualified persons
 - b. Must be rated for the equipment or circuit it is to be used with
 - c. Must be inspected and kept in good repair
 - d. Must be removed from service when defective or damaged
4. When using portable electric equipment, you should do all of the following except:
 - a. Remove the ground pin on the plug so the plug matches the two prong receptacle
 - b. Use adaptors which do not affect the equipment grounding connections
 - c. Remove from equipment service which has deformed plugs
 - d. Use dry hands to plug and unplug equipment
5. A qualified person can remove a fuse using a screwdriver.
 - a. Never
 - b. Always
 - c. Only in emergencies
 - d. None of the above
6. One safe work practice while working around electrical equipment is:
 - a. Wear jewelry
 - b. Use conductive ladders
 - c. Use voltage rated, insulated tools
 - d. Wear keys or key chains on your clothing

7. Electrical circuits or components must be de-energized and put into an electrically safe work condition before performing work unless:
- a. De-energization creates a greater hazard or is infeasible due to equipment design
 - b. An Energized Electrical Work Permit is used
 - c. Electrical safe work practices have been established
 - d. All of the above
8. To alert you of exposed energized parts, you might see the following:
- a. An energized electrical work permit
 - b. A barricade surrounding the electrical hazard area
 - c. An attendant to warn you of the hazard
 - d. All of the above
9. A qualified person is one who is:
- a. Certified from an accredited electronics school
 - b. Familiar with the construction and operation of the equipment he or she is working on
 - c. Aware of the hazards involved in working with electricity
 - d. Both b and c
10. An “unqualified person” may reset a circuit breaker if directed by a “qualified” employee.
- a. True
 - b. False
11. To identify live and de-energized circuits, qualified employees need to be able to:
- a. Use voltage-testing equipment
 - b. See what they are working on
 - c. Know what the electrical hazards are
 - d. All of the above
12. A “qualified” person must sometimes use lockout/tagout.
- a. True
 - b. False
13. Testing equipment must be _____ for the anticipated voltages to be tested.
14. In order to safely energize circuits and equipment, a qualified person must:
- a. Conduct tests and visual inspections
 - b. Make sure that tools, electrical jumpers, shorts, and grounds have been removed
 - c. See that all other devices have been removed
 - d. All of the above

15. Prior to testing and working on live exposed electrical components, what must be obtained?
- a. Permission from corporate safety
 - b. Energized Electrical Work Permit
 - c. First aid kit
 - d. Hazardous Operations Permit
16. Only qualified persons can work directly with:
- a. Other qualified employees
 - b. De-energized electrical parts
 - c. Exposed energized parts
 - d. None of the above
17. Arc rated clothing, applicable PPE, and voltage rated tools must be utilized during all testing for presence of electricity.
- a. True
 - b. False
18. Crossing over a Limited, Restricted or Prohibited approach boundary will protect you from the hazards of exposed live electrical components.
- a. True
 - b. False
19. Arc flashes can be predicted when and where they will occur.
- a. True
 - b. False
20. What should NOT be done with voltage rated rubber gloves:
- a. Write your name on them so they can be easily identified
 - b. Re-certify every 6 months
 - c. Inspect them before each use
 - d. Where leather gloves over the voltage rated gloves if necessary

Answers: 1.A 2.B 3.A 4. A 5. A 6. C 7. C 8. D 9. D 10. FALSE 11. A 12. TRUE 13. RATED 14. D 15. B 16. C 17. TRUE 18. FALSE 19. FALSE 20. A

Energized Electrical Work Permit Exemptions:

All electrical work to be done on equipment that operates at 50 volts nominal or greater must be done in an electrically safe work condition unless de-energizing equipment introduces additional hazards or is infeasible due to equipment design (e.g. diagnostic testing, trouble shooting, startup or other equipment is affected when operationally needed). All energized electrical work that subjects authorized employees to live, exposed electrical components requires plant management authorization and an Energized Electrical Work Permit except for the following tasks:

- Trouble shooting and testing to include voltage testing, diagnostics, panel meter readings, and PLC port connections
- Motor startup and resets
- Operation of meter switches and circuit breakers

In the absence of an Energized Electrical Work Permit, safe electrical work practices must still be followed as necessary according to our electrical safety program to include the use of voltage rated tools and gloves, PPE, arc rated clothing, and observances of safe distance boundaries.

Energized Electrical Work Permit Authorization:

All live electrical work requiring the use of an Energized Electrical Work Permit must be authorized by completing the Permit in full, and obtaining an approval signature from management prior to the start of electrical work. Energized electrical work authorization may be granted by the plant manager, supervisor or other appointed representative such as the department head or the electrician's immediate supervisor. All permits must be reviewed and signed by the plant manager as soon as practical. Permits are to be retained on file for one year.

Section 8: FIRE PROTECTION & PREVENTION

An effective fire protection program focuses on fire prevention, frequent inspections of the work place, and recognition of existing and potential fire hazards to achieve a safe work environment.

Fire-fighting equipment shall be conspicuously located and readily accessible at all times, and maintained in good operating condition.

Employee shall be annually trained in the extinguishing techniques and classification of fires to ensure the use the right extinguisher to fight the fire:

Fire extinguishers shall be located and accessible nearby all flammable/combustible materials.

Flammable liquids shall be used only in small amounts and in approved, self-closing containers.

Flammable liquid containers shall be clearly labeled and stored in a segregated area such as UL flammable liquids storage cabinets or safety containers.

Fire extinguishers shall be inspected and removed if damaged or discharged.

Tampering or unauthorized removal of a fire extinguisher is prohibited.

Gasoline shall not be used for cleaning of equipment or tools, or for starting fires.

Gasoline must be transported only in approved metal safety containers.

All motors and engines shall be turned off during refueling operations

Work areas shall be maintained clear of recognizable hazards, and shall practice good housekeeping.

Smoking shall be prohibited in restricted areas.

All fires, regardless of size, shall be reported and investigated.

Evacuation routes shall be maintained free of obstructions. Flammable materials/gases shall not be stored near exits, shelter areas, or stairways.

Housekeeping shall be maintained to prevent combustible material from accumulating and creating a fire hazard.

All fire extinguishers shall be maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

Portable extinguishers shall be given maintenance service at least once a year and a written record kept to show the maintenance or recharge date. A record should be maintained of the service.

Training must be provided upon initial employment and at least annually thereafter covering principles of fire extinguisher use, plus the hazards of incipient firefighting.

Extinguishers must be selected according to the nature of anticipated fires.

Class A	Fires in ordinary combustable materials (i.e., wood, paper, rubber, etc.).
Class B	Fires involving flammables liquids, gases, greases.
Class C	Fires involving energized electrical equipment (when electrical equipment is de-energized, extinguishers for class A or B fires may be safety used).
Class D	Fires in combustable metals.

Fight fires by starting at a safe distance, directing the extinguisher at the base of the flames, and moving slowly forward. Use a sweeping motion and extend the charge at least six (6) inches on each side of the flame.

Remember that you are not a fireman. Maintain clear access to a means of escape at all times and follow the general principal that if the fire can't be extinguished with one fire extinguisher you should exit the building immediately. Also do not attempt to fight a fire if it is out of control, if it presents a health hazard from smoke/heat, or the extinguishing agent is not effective in knocking down the fire.

PASS SYSTEM (Fire Extinguisher Use)

1. Remove extinguisher from mount.
2. Hold extinguisher upright - Pull ring pin.
3. Aim horn (nozzle) at Base of Fire
5. Squeeze lever - use Side to side sweeping motion until fire is extinguished.

Section 9: BLOODBORNE PATHOGENS PROGRAM

PURPOSE

The purpose of this Exposure Control Plan is to identify those tasks and procedures where occupational exposure to bloodborne pathogens may occur and to implement controls that will reduce the risk of infection by bloodborne pathogens. The plan also includes provisions for all affected employees to receive Hepatitis B vaccinations, training, and, if necessary, confidential medical evaluations and follow up.

SCOPE

Employees are at risk of contracting infectious diseases each time they are exposed to bodily fluids. Since a single exposure to infected bodily fluids may result in infection and subsequent illness, it is the policy of Complete Filtration Resources, Inc to prevent exposure incidents whenever feasible. Toward that end, and in accordance with the requirements set out in the Occupational Safety and Health Administration's Bloodborne Pathogen Standard (29 COMPLETE FILTRATION RESOURCES, INC 1910.1030), we have established an Exposure Control Plan.

All COMPLETE FILTRATION RESOURCES, INC employees who have received first aid/CPR/AED training are covered by this standard. Bloodborne pathogens training and either acceptance or declination of the Hepatitis B vaccination will be confirmed prior to commencing tasks where an exposure may occur.

Occupational exposure is defined as reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

RESPONSIBILITIES

The Exposure Control Plan will be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and also, to reflect new or revised employee positions with occupational exposure.

EXPOSURE DETERMINATION

The following is a list of all procedures that may involve occupational exposure to bloodborne pathogens without regard to the use of personal protective equipment.

Task/Procedure	Job Classification
First Aid Response	CSE Rescue Team Employees
Cardio Pulmonary Resuscitation – CPR	

METHODS OF COMPLIANCE

Complete Filtration Resources, Inc is dedicated to effectively eliminating or minimizing exposure to bloodborne pathogens. This is accomplished by the following methods:

UNIVERSAL PRECAUTIONS

All human blood and certain body fluids are treated as if known to be infectious.

ENGINEERING AND WORK PRACTICE CONTROLS

The engineering and work practice controls to be used to minimize exposure include, but are not limited to, the following:

- Hand-washing facilities are readily accessible at all locations, including antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes.
- Following contact with body areas with blood or any other infectious materials, or after removal of potentially contaminated personal protective equipment, employees wash their hands and any other exposed skin with soap and water as soon as possible.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

When there is a potential for exposure (e.g., during first aid, clean-up of bodily fluids, or routine maintenance) Complete Filtration Resources, Inc provides, at no cost to the employee, the personal protective equipment needed to protect the employee from the exposure. The equipment provided includes, but is not limited to: gloves, aprons, face shields/masks, safety glasses, goggles, and pocket masks. Employees will receive training regarding proper use, maintenance and disposal of PPE. Suitable PPE is located in all First Aid and/or Bloodborne Pathogens kits.

When personal protective equipment is removed, including any garments penetrated by blood or other potentially infectious materials, it is placed in an appropriately designated area or container for storage, decontamination, or disposal.

HOUSEKEEPING AND DECONTAMINATION PROCEDURES

The following procedure is used during the cleaning of contaminated surfaces:

- Gloves and other appropriate PPE are worn during the entire cleaning procedure.
- Visible body fluids are removed and materials used during clean-up are disposed of as infectious waste.
- A solution of ¼-cup sodium hypochlorite (household bleach) per one-gallon of water is used to disinfect the surface. The solution will be mixed no sooner than the day of use. (Alternatives to the bleach solution are EPA registered germicides that are approved for use as “hospital disinfectants” and are tuberculocidal).
- After washing the area with the solution, the surface is allowed to air dry.
- All contaminated laundry or garments are disposed of.

INFORMATION AND TRAINING

All employees who may be occupationally exposed to bloodborne pathogens participate in a comprehensive training program and receive annual refresher training. This training will be conducted prior to initial assignment to a task that an employee can be occupationally exposed and simultaneously with any refresher first aid/CPR training.

The training program includes explanations of the following topics:

- The Bloodborne Pathogens Standard
- The epidemiology and symptoms of bloodborne pathogens
- The modes of transmission of bloodborne pathogens
- The Complete Filtration Resources, Inc Exposure Control Plan and where employees can obtain a copy
- Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
- The use and limitations of methods that will prevent or reduce exposure, including engineering controls, work practice controls, and personal protective equipment
- Selection and use of personal protective equipment, including types available, proper use, location within the facility, removal, handling, decontamination, and disposal
- Information on the Hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, and our facility's free vaccination program
- Actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- The procedures to follow if an exposure incident occurs, including the method of reporting the incident and medical follow-up that will be made available
- Information on the post-exposure evaluation and follow-up that our company will provide
- Signs and labels and/or color coding within the facility
- Opportunity for interactive questions and answers

All employee medical records are maintained for the duration of employment plus 30 years. This is covered in the Access to Medical Records Program, which is a separate program within the Complete Filtration Resources, Inc safety program. Records are available for employees when requested. Training records are maintained for at least 3 years.

HEPATITIS B VACCINATION POST-EXPOSURE EVALUATION AND FOLLOW-UP

VACCINATION PROGRAM

Hepatitis B vaccinations are made available to all employees who have potential exposure. Employees who decline the vaccination are required to sign the "Vaccination Declination Form." Vaccination remains available to all employees who decline the vaccination should they decide at a later date to accept it and are still occupationally exposed.

EXPOSURE INCIDENT INVESTIGATION

A COMPLETE FILTRATION RESOURCES, INC designee will conduct an exposure incident investigation immediately after a report of an exposure incident. The documentation will include at a minimum the following elements:

- Date and time of exposure incident
- Where incident occurred
- What potentially infectious material was involved (i.e., bodily fluid)
- Route(s) of exposure (i.e., skin puncture, splash in eye)
- Source of infectious material (i.e., needle, razor blade)
- Circumstances under which exposure occurred
- Identification of the source individual
- Any failure of engineering or work practice controls at the time of the exposure incident
- Description of the exposed employee's duties as they relate to the exposure incident
- Recommendations for avoidance of future exposure incidents in similar situation

The Complete Filtration Resources, Inc accident investigation form will be used to document the above information.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Following report of a potential exposure incident, confidential medical evaluation and follow-up will be provided to the employee. All medical information remains strictly confidential.

HEPATITIS B

VACCINATION DECLINATION FORM

Date: _____

Employee Name: _____

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature

Date

COMPLETE FILTRATION RESOURCES, INC Supervisor Signature
Date

Section 10: LADDER SAFETY & FALL PROTECTION

(NOTE: Fall protection must be worn for fall exposures exceeding 4 feet).

1. Manufactured ladders must be rated for industrial or heavy-duty work, not exceed recommended load limits, and go through periodical inspection.
2. Broken or damaged ladders must not be used. Ladders to be repaired must be tagged and removed from the area.
3. Wooden ladders shall not be painted so as to obscure a defect in the wood, only a clear, non-conductive finish shall be used.
4. Portable metal ladders shall not be used in the vicinity of energized electrical circuits. Non-conductive ladders such as fiberglass or wood must be around energized electrical circuits.
5. Ladders shall not be placed in front of doors opening toward the ladder, unless the door is open, locked or guarded.
6. Only one person shall work from a ladder at one time. If two persons are required, a second ladder shall be used.
7. Ladders shall not be used as scaffold platforms.
8. Boxes, chairs, etc., shall not be used as ladders.
9. When ascending or descending ladders, three points of contact will be used and employees shall have both hands free and shall face the ladder. Unsecured ladders shall not be left unattended.
10. Areas around the top or base of ladders must be free of hazards such as loose materials, debris, cords, hoses etc.
11. THE USE OF ALL LADDERS BY EMPLOYEES MUST MEET THE OSHA FALL PROTECTION 1926 STANDARD SUBPART "M" OR ANSI SPECIFICATIONS.

STEP LADDERS

The top two (2) steps shall not be used.

The legs of the ladder shall be fully spread and the spreading bars locked firmly in place.

STRAIGHT LADDERS

All straight ladders shall be equipped with suitable safety feet. The base of the ladder must be set back a safe distance from the vertical unit, approximately one-fourth of the length of the ladder.

All straight ladders must be tied off at the top or otherwise secured to prevent movement.

A second employee must hold the bottom of the ladder while the top is being secured.

Ladders used for access to a floor, roof or platform must extend at least 36" above such locations.

It is prohibited to splice together two shorter ladders to form a longer ladder.

Never use a ladder against a vertical pipe unless the ladder is equipped with a specially designed web strap.

Do not place the ladder against movable objects.

Straight ladders shall not be climbed beyond the third step from the top.

FALL PROTECTION

General: The purpose of this program is to prevent work-related injuries resulting from falls. The prevention of these incidents will be accomplished by the use of fall prevention and fall arrest methods, the training of effected employees and aggressive enforcement by all levels of management. In addition, the fall protection plan shall be prepared by a qualified / competent person for the specified work site prior to the start of the work.

Application: This policy applies to all company employees who may be exposed to fall hazards in the course of their daily activities. This program also applies to non-site personnel, contractors or any individual on a customer site working for COMPLETE FILTRATION RESOURCES, INC exposed to a fall hazard. Fall protection is required at elevations of 6 ft. or greater in for construction jobs and 4ft. or greater for maintenance work which is covered in the OSHA General Industry Standard for the following work activities.

Examples of areas where employees may have to be protected include but are not limited to the following:

- Leading edges
- Hoist areas
- Holes in walk surface
- Ramps, runways, and other walkways
- Working over Dangerous equipment
- Wall openings
- Scaffolds
- Aerial lifts
- Loading docks

Responsibilities: The COMPLETE FILTRATION RESOURCES, INC designated competent person for fall protection will be responsible for the training of all effected company employees and enforcement of the company policy. Competent persons must be able to recognize, warn and communicate with employees that may be exposed to a fall.

TRAINING

Training must be documented and include, at a minimum:

1. The company fall program requirements.
2. Identification and elimination of fall hazards.
3. Safe work in hazardous areas.
4. Hazards associated with working near fall hazards.
5. Selection, use, care and inspection of fall protection equipment.

PERSONAL FALL ARREST SYSTEMS/EQUIPMENT:

Harness and Lanyard: Only full body suspension harness and shock absorbing lanyards shall be used. Lanyards shall be equipped with locking snap hooks.

The using employee shall inspect the fall protection equipment for defect and condition prior to use and on return after use. Damaged or defective equipment shall be tagged and removed from the work site or destroyed and disposed. Shock absorbing lanyards and harness that have experienced a shock load; pitting, chaffing, burn holes or chemical exposure shall be immediately destroyed and disposed to prevent accidental use.

All harnesses shall be properly fitted and worn. Equipment users shall be trained and instructed in the proper selection, care, use and inspection of fall protection equipment. Caution shall be used in selection of all fall protection equipment to ensure the proper length and application. Swing distance shall be considered when selecting connection points and lanyard or tether length. Fall protection anchor points shall be capable of sustaining 5000 lbs.

Note: All PFAS materials used shall meet or exceed all applicable ANSI and ASTM standards

Replacement of Railings and Coverings: All rails, covers, etc., removed for equipment installations will be immediately replaced. In no event shall a floor or wall opening be left unattended or unguarded in the appropriate manner.

Work from Aerial Lifts and Self Powered Work Platforms

Section 11: TOOLS & EQUIPMENT

HAND TOOLS

Employees shall use only those tools which are in good condition. The tool used shall be for the purpose for which it was designed. When proper and safe tools are not available for immediate work, the COMPLETE FILTRATION RESOURCES, INC supervisor will be notified.

All tools shall be inspected at regular intervals and tools, which develop defects while in use, shall be removed from service, tagged, and not used again until deemed to be in good condition.

Impact tools with mushroomed heads such as chisels, drills, hammers and wedges shall not be used until they have been reconditioned.

Hammers, axes, shovels and similar tools shall not be used if the handles are loose, cracked or splintered. The handles shall be replaced and never repaired with tape or wire.

Open-end and adjustable wrenches with sprung or damaged jaws shall not be used. Pipe wrenches with dull teeth shall not be used. Shims shall not be used to make a wrench fit.

Pipe or other extensions shall not be used on a wrench handle for added leverage, unless the wrench is specifically designed for such use.

Hammers with metal handles, screwdrivers or knives with metal continuing through the handle, metal rulers, metal tape lines, or tape lines containing metal wires shall not be used on or near energized electrical circuits or equipment. Insulation on hand tools shall not be depended upon to protect users from an electrical shock.

Tools shall not be left lying around where they may cause someone to trip or stumble.

Tools shall not be thrown from place to place or from person to person.

Appropriate buckets, etc. firmly attached to hand lines shall be used to raise or lower tools from one elevation to another.

Tools shall be stored on appropriate tool boards, boxes, racks or compartments when not in use.

When working on or above grating, a suitable covering shall be used to cover the grating to prevent tools, or parts from dropping to a lower level where personnel and equipment are present. The lower danger area should be barricaded or guarded, with appropriate warning signs posted.

POWER TOOLS (ELECTRIC AND PNEUMATIC)

No repairs or adjustment shall be made on a power tool (electric or pneumatic) unless the tool is disconnected from its power source. If it is necessary to be out of sight of the plug or connection while repairs are being made, attach a tag to the plug or connection.

Never operate a power impact tool unless the retainer ring and/or pin is in place and the head is against a solid object.

Damaged or defective power tools must be removed from service immediately.

Power tools shall be hoisted or lowered by a hand line, bucket, etc., never by the cord or hose.

Cords and hoses must be kept out of walkways and off stairs and ladders. They must also be secured with care to prevent them from being damaged by other equipment or materials.

Safety switches shall not be bypassed or made inoperable.

All proper guards must be in place at all times.

ELECTRIC TOOLS

The non-current carrying metal parts of electric tools such as drills, saws and grinders shall be effectively grounded when connected to a power source, unless:

The tool used must be an approved double-insulated type, or;

The tool is connected to the power supply by means of an isolating transformer or other isolated power supply, such as 24-volt DC system.

All power tools shall be examined prior to use to insure general serviceability and the presence of all applicable safety devices. The electric cord and electric components shall be given an especially thorough examination.

Electric tools shall not be used where there is a hazard of flammable vapors, gases or dusts.

Ensure that the ground prong is present.

PNEUMATIC TOOLS

Pneumatic tools shall be operated only by competent persons who have been trained in their use. Documentation of training shall be available on site.

Pneumatic tools shall be secured to the hose by some positive means; also each hose connection must be provided a safety retaining clip.

These tools shall never be pointed at another person.

Compressed air shall not be used for cleaning purposes.

Compressed air shall not be used to blow dust or dirt from clothing.

Ensure that all appropriate personnel protective clothing is worn, including eye/face and hearing protection, when necessary.

Prior to making adjustments or changing air tools, unless equipped with quick change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.

Metal-reinforced hose shall not be used near energized equipment. When this type hose must be used, proper clearances shall be maintained.

GRINDERS - Stationary

Stationary grinders shall be mounted securely on substantial floors, benches or foundations to prevent excessive vibration or tipping.

Safety enclosures for grind wheels are required.

Tool rests shall be kept 1/8" (inch) from the wheel and gap distance shall be adjusted as required for wheel wear.

Tongue guards shall be kept within 1/4" (inch) from the wheel and gap distance shall be adjusted as required for wheel wear.

The abrasive wheel, disc, etc. shall meet or exceed the maximum RPM rating of the grinder.

Immediately before mounting, all wheels shall be closely inspected by the user to assure the wheels have not been damaged. Any wheel that shows damage or has been dropped on a hard surface shall not be used.

Guards are required on all portable grinders when the diameter of the wheel exceeds 2" (inches) in diameter.

The abrasive wheel and accessories shall meet or exceed the maximum RPM of the grinder.

The abrasive wheel shall be closely inspected for damage prior to mounting on the grinder.

When the grinder is first used at the beginning of the job, it should be brought up to the operating speed with the wheel oriented so that any breakage will be deflected away from the user and other personnel.

MACHINE GUARDS AND SAFETY APPLIANCES

Machine guards on components such as flywheels, belts and pulley drives and pump couplings shall not be removed unless the equipment is de-energized and tagged and locked out.

If guards are removed to make repairs, the guards shall be replaced before the machinery is put back in operation.

Only properly trained and authorized personnel shall make any adjustments to safety appliances such as relief valves, vents or over speed trips.

Safety appliances such as relief valves, vents, over speed trips etc., shall not be bypassed or made inoperative without express concurrence of management and safety.

Section 12: FLEET SAFETY PROGRAM

COMPLETE FILTRATION RESOURCES, INC hereby states its corporate policy on the use of company non-DOT vehicles (i.e. pick-ups, vehicles, vans, etc.) and their safety.

Employees operating a vehicle in an unsafe manner will be subject to disciplinary action and may be restricted from using company vehicles. Employees must report all vehicle incidents.

ONLY COMPANY EMPLOYEES OR OTHER AUTHORIZED INDIVIDUALS ARE PERMITTED IN COMPANY VEHICLES.

If the driver of any company owned or leased vehicle is involved in an accident where the use of drugs or alcohol is a contributing factor, that driver will be subject to disciplinary action, up to and including discharge.

Company vehicles must be maintained in good operating condition. It is the operator's duty to inspect and report any unsafe conditions that need attention to his supervisor.

At the company's discretion, we will periodically request from the state a motor vehicle record (M.V.R.) for each employee who is operating a company vehicle. This report will document the driving record of the employee.

VEHICLE SAFETY POLICY STATEMENT

It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, COMPLETE FILTRATION RESOURCES, INC endorses all applicable state motor vehicle regulations relating to driver responsibility. COMPLETE FILTRATION RESOURCES, INC expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude our drivers take when behind the wheel is the single most important factor in driving safely.

DRIVER ELIGIBILITY

1. Generally, only the employee is to drive a company-provided vehicle. Should a family member operate a company vehicle, it should be done so on rare occasions or in emergency situations. Any claim resulting from any family member other than the designated driver will be subject to review for coverage under our insurance policy. Should a particular claim

not be covered, it will be the sole responsibility of the employee to handle this claim through his/her personal auto insurance policy.

2. Any employee who has his driver's license revoked or suspended shall immediately notify his supervisor and discontinue operation of any company or personal vehicle on COMPLETE FILTRATION RESOURCES, INC business. Failure to do so may result in disciplinary action, including dismissal.
3. Drivers must immediately report all summonses received for moving violations during the operation of a company or personal vehicle on COMPLETE FILTRATION RESOURCES, INC business to his supervisor.
4. Motor Vehicle Records will be ordered periodically to assess employees' who regular drive on COMPLETE FILTRATION RESOURCES, INC business. An unfavorable record may result in a loss of the privilege of driving a Company vehicle.

The following system will be used to determine eligibility to operate a company or personal vehicle on COMPLETE FILTRATION RESOURCES, INC business:

1. ALL TYPE 'A' VIOLATIONS (AS DEFINED BELOW) MAY RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR EMPLOYEES AND WILL DISQUALIFY ANY POTENTIAL DRIVER EMPLOYEES.
2. ANY DRIVERS (EMPLOYEES OR APPLICANTS) SHOWING ONE OF THE FOLLOWING MAY BE RESTRICTED FROM DRIVING COMPANY VEHICLES:
 - a. One (1) or more type 'A' violations in the last 3 years.
 - b. Three (3) or more accidents (regardless of fault) in the last 3 years.
 - c. Four (4) or more type 'B' violations in the last 3 years.
 - d. Any combination of accidents and type 'B' violations which equal four (4) or more in the last 3 years.

TYPE 'A' VIOLATIONS

1. Driving While Intoxicated
2. Driving While Under the Influence of Drugs
3. Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)
4. Operating during a period of Suspension or Revocation
5. Using a Motor Vehicle for the commission of a Felony
6. Aggravated Assault with a Motor Vehicle
7. Operating a Motor Vehicle without the owner's authority (grand theft)
8. Permitting an Unlicensed Person to Drive
9. Reckless Driving
10. Speed Contest (racing)

11. Hit and Run (Bodily injury or Property Damage)

TYPE 'B' VIOLATIONS

All Moving Violations not listed as type 'A' Violations

DRIVER SAFETY RULES

1. The use of a company or personal vehicle on COMPLETE FILTRATION RESOURCES, INC business while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
2. No driver shall operate a company or personal vehicle on COMPLETE FILTRATION RESOURCES, INC business when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
3. All drivers and passengers operating or riding in a company or personal vehicle on COMPLETE FILTRATION RESOURCES, INC business must wear seat belts.
4. No unauthorized personnel (e.g., hitchhikers) are allowed to ride in company vehicles.
5. Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
6. All other state and local laws must be obeyed.

CELL-PHONE USE & DRIVING POLICY

SCOPE:

Applies to all company or personal vehicle on COMPLETE FILTRATION RESOURCES, INC business when a cell phone is utilized.

Recent studies report that cell-phone usage while driving significantly increases the potential of accidents about the same as driving while intoxicated. With this in mind, we have developed the following precautionary measures that should always be followed by our drivers when using a cell-phone, regardless of position or employment status.

POLICY

COMPLETE FILTRATION RESOURCES, INC employees are required to observe the following "Safe Cell-Phone/ Driving Precautions."

1. Only hands free conversations may take place. The use of a hand held device is strictly prohibited.
2. Sending or reading texts while driving is strictly prohibited.

3. Assess the traffic environment prior to transmitting or receiving cell-phone calls. Whenever possible and/or practical, you are expected to place cell-phone calls from a stationary position (e. g., a parking lot or while safely pulled over to the side of the road).
4. Never transmit or receive calls while operating the vehicle during hazardous traffic conditions and/or inclement weather.
5. Familiarize yourself with your cell-phone's features such as speed-dial and redial. Always use hands-free devices, such as ear/mike accessory and phone cradle if available.
6. Let the person you are speaking with know you are driving.
7. Keep any necessary conversations brief.
8. Suspend conversations during hazardous situations, including congested traffic or inclement weather.
9. Never take notes or look up information while driving.
10. Do not engage in stressful or emotional conversations that may divert your attention from the road.
11. Hang up without warning in precarious traffic situations. You can always explain later why you disconnected.
12. Refrain from placing or receiving unnecessary calls. Allow voice mail to handle your calls and return them when it is safe and convenient.

DEFENSIVE DRIVING RULES

1. Drivers are required to maintain a safe following distance at all times from any vehicle ahead. To estimate your following distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc., until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.
Drivers of passenger vehicles/pick-ups should keep a three-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions or in fog, the following distance should be increased to four-seconds.
2. Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
3. Avoid driving in other driver's blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
4. Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 MPH.
5. Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.

6. When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
7. Be alert of other vehicles, pedestrians, and bicyclist when approaching intersections. Never speed through an intersection on a caution light. Approach a safe green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
8. When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
9. When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
10. Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.
 - a. Check behind your vehicle before backing and/or have someone guide you if necessary.
 - b. Back to the driver's side. Do not back around a corner or into an area of no visibility.

Section 13: TRUCK AND TRAILER SOP

Checking out the Vehicle/ Pre-trip Inspection

- All lights, indicators and brakes are working properly.
- Safety chains are crossed and attached properly with locking hitch pin in place.
- Apply downward pressure on bumper of truck to ensure trailer is securely attached.
(Standing on the bumper works the best)
- Do not allow safety chains to drag.
- Ensure the electrical lights plug is secure.
- Do not attempt to lift a heavy trailer, use the jockey wheel and drive the vehicle to the correct position.
- Vehicles will usually be scheduled on a first-come, first-serve basis. An exception is if the vehicle is scheduled for in-town use and is needed by another staff member for travel out of town.
- Check the keys out at the office each time you use any vehicle.
- Check keys and vehicle out in the outlook calendar.
- Fill out the truck and trailer pre-inspection checklist before leaving on trip.

Returning the Vehicle

- Check the vehicle in as soon as possible to allow use by another staff member.
- Return the keys in at the office each time you take the vehicle.
- Remove all trash and personal belongings from the vehicle. Keeping the vehicle ready for use by the next person is each staff member's responsibility.
- File gas/Diesel in all company vehicles for the next user.

Safety

- All occupants of the vehicle must wear safety belts.
- The driver must obey all traffic laws while operating the vehicle.
- Driving while impaired or consumption of alcohol while driving the agency vehicle is prohibited.
- The legally posted mile per hour speed limit is the maximum speed for agency vehicles. If conditions make the speed limit unsafe, the driver should slow to whatever speed ensures safety.
- Staff must possess a current driver's license and have completed the driver information form. • Drivers should be careful, limit distractions and always use good judgment to ensure passenger safety and to prevent damage to the vehicle.

Cellular Phones

- Use of cell phones is discouraged while driving, if a driver needs to make or receive a call, the driver should pull off the road if it is safe to do so.
- Texting or viewing of digital media while driving is prohibited.

Tobacco Use

- Tobacco use of any kind (smoking, chewing tobacco, etc.) is prohibited. Do not use tobacco products in the agency vehicles.
- Do not operate equipment under the influence of drugs or alcohol

Citations/Moving Violations/Accidents

- If you receive a citation or moving violation of any type, you will be responsible to pay any fine associated with the citation. COMPLETE FILTRATION RESOURCES, INC is not responsible for the payment of these fines.
- If you are involved in an accident, call the police to exchange information. It may seem like a minor accident at the time, but later the other party may decide to file a lawsuit and the statement from an officer will be important.
- Turn in all reports from law enforcement as soon as possible.

Parking/Loading/Unloading

- Park on firm and level ground.
- Don't overload the vehicle.
- Stack lighter loads on top of heavier loads
- Spread the loads out evenly for balanced weight distribution.
- Secure all loads/cargo properly. (See picture and instructions in binder)
- Ensure the stacking and the load is stable before departure.
- Check the load mid trip (straps, chain binders, etc.)
- Ensure that the loads have not shifted during transportation before unloading.
- Inspect all equipment used for unloading are in good working condition before use.
- Unload on flat and firm ground
- Only Load and Unload trailer when it is connected to a vehicle.
- Beware of disconnecting trailer when loaded as it may pivot upward or roll.

General Safety Instructions

- Complete pre-start checklist
- Report any faults or damage to COMPLETE FILTRATION RESOURCES, INC
- Do not wear loose clothing or jewelry
- Do not operate equipment near pedestrians or people
- Do not operate without the appropriate PPE needed for job
- Assess the immediate work area for any hazards
- Control or eliminate all the risks associated with the hazards
- Cover loads that can be blown away
- Max towing capacity of 20,000LBS and max load weight on trailer of 15,400LBS

Section 14: FACILITY SAFETY INSPECTIONS

Plant equipment, tools, machinery, and personal protective equipment should be inspected for defects and deficiencies prior to use. Defective equipment shall be tagged and removed from service.

Evaluation of daily tasks should be conducted to ascertain any unsafe conditions or hazardous work operations that may be conducted.

Action should only be implemented when proper corrections are known; notify your supervisor if the hazard is beyond your control.

Quarterly documented inspections should be conducted at each facility to evaluate the sites compliance with both OSHA and Complete Filtration Resources, Inc safety requirements. The General Safety Audit form should be used for this purpose.

GENERAL GUIDELINES

Be selective; look for specific items when conducting inspections.

Know what you are inspecting. Inspections should focus on known hazards and abnormal conditions. Practice observing actions and operations. Avoid becoming methodical or habit forming.

If in doubt, obtain additional assistance to verify findings.

Continue to report failures in compliance until they are corrected or discontinued.

Ensure that noted deficiencies are delivered to correct authoritative figures for compliance.

INSPECTION FORMS

A designated company representative using the General Safety Audit form (see attachment) shall perform an inspection at the minimum each quarter. A copy should be kept on file and one sent to the EHS Specialist. Any unsafe conditions or work practices noted should be promptly corrected.

WORKSITE SAFETY INSPECTION FORM

Project Name: _____ Job# _____

Date: _____ Inspected By: _____

CHECK ALL APPLICABLE ITEMS. MARK ANY ITEMS THAT NEED ATTENTION WITH AN X. Use the lines on the right for detail.

GENERAL

☐	OSHA Poster Displayed	
☐	SDS On File For All Chemicals	
☐	LO-TO, First Aid & BBP Kits available	
☐	Copy of COMPLETE FILTRATION RESOURCES, INC safety program	
☐	Emergency Phone Nos. Posted	

HOUSEKEEPING

☐	Work Areas Clear of Debris	
☐	Any potential slip and fall exposures	
☐	Material Stored Neatly	
☐	Are work surfaces kept dry?	

FALL PROTECTION

☐	Guardrails & Toeboards in place	
☐	Open Hole Covers (Secured & Marked)	
☐	Personal Fall Pro. Systems available	

LADDERS

☐	Job Ladders in Good condition	
☐	Secured At Top and Bottom	
☐	Side Rails Extend (3) Feet Above Landing	
☐	Step/Straight Ladders in Good Repair	
☐	Step/Straight Ladders Used Properly	
☐	Ladders Placed On Sturdy Bases	

SCAFFOLDS

☐	Proper Bases (sills or feet)	
☐	Scaffold Is Plumb	
☐	Safe Access to Working Platform	
☐	Fully Planked Working Platform	
☐	Guardrails at Six Feet (top and mid-rails.	
☐	Toeboards in Place	
☐	Tied-off or Otherwise Secured	

PERSONAL PROTECTIVE EQUIPMENT

☐	Hard Hats	
☐	Eye and Face Protection	
☐	Hearing Protection	
☐	Proper Footwear and Clothing	
☐	Reflective Vests	

FIRE PROTECTION

☐	Extinguishers Provided	
☐	Extinguishers Charged W/ Current Inspection tags	
☐	Flammables Properly Stored	
☐	Fire Watch in Place at All Hot Work	
☐	Compressed Gas Cylinders Secured	
☐	Compressed Gas Types Separated by (20) Ft.	

EQUIPMENT & TOOLS

☐	Hand Tools in Good Condition	
☐	Electrical Equipment Grounded	
☐	Power Tools in Good Condition	
☐	Proper Guarding in Place	
☐	LO-TO in Use	

MISCELLANEOUS (Include other safety observations)

☐	Are warning signs used where needed	
☐		
☐		
☐		
☐		

Corrective Action Needed	Referred to	Date Completed

Section 15: ACCESS TO EXPOSURE & MEDICAL RECORDS

COMPLETE FILTRATION RESOURCES, INC hereby states its corporate policy in regard to employees who are exposed to any toxic substance or harmful physical agent in the workplace. Any employees meeting the above are entitled to review and receive a copy of:

1. Exposure records relevant to the employee's actual or potential exposure.
2. The employee's medical records.
3. Analysis using the employee's exposure or medical records concerning workplace or working conditions.
4. OSHA's rule regarding access to employee exposure and medical records.
5. Any Safety Data Sheet (SDS) used by the comp

Section 16: SAFETY COMMITTEES

A. OBJECTIVE

To assist management in establishing and maintaining a safe and efficient workplace environment.

B. MEMBERSHIP

Members should be chosen in view of the duties and responsibilities of the committee. A chairman and secretary should be appointed and committee members selected according to their position, knowledge, abilities and interest in promoting safety. A person representing each department should be represented. However, care must be taken to avoid creating too large of a committee. A smaller committee usually functions more effectively than a larger one. Large committees tend to produce more debate and less action. Committees should have an odd number of members to prevent tie votes.

Management and the labor force should both be represented on the committee.

C. SCOPE

A well-run Safety and Health Committee is an important part of our loss control program. It can help reduce the cost of operation and produce many other positive effects, such as:

- Reducing the occurrence, frequency and/or severity of accidents.
- Increase productive output (quality and quantity).
- Improve the use of equipment.
- Reduce material waste.
- Enhance employee satisfaction.
- Facilitate employee loyalty, cooperation and contributions.
- Provide analysis and evaluation of injury and incident data and program performance to management.
- Develop countermeasure for identified problems per Company business plans.

D. GOALS

A safety committee shall be responsible for establishing annual goals concerning hazard control and accident prevention. Once the goals are set and specific objectives formulated, they are to be provided to management.

E. ACTIVITY AND DUTIES

The safety committee shall meet on at least a quarterly basis to accomplish its goals and objectives.

The safety committee shall also discuss accidents, near misses, new training requirements, employee suggestions, future educational needs as they relate to safety and submit recommended countermeasures for improvement. Other actions should include:

- Review quality of supervisor's accident investigation reports.
- Review actions taken to prevent accident recurrences.
- Establishing a system for handling employee safety suggestions.
- Reviewing new employee safety orientation procedures.
- Reviewing results of the safety inspection program.
- Participation in revising safety rules and procedures.
- Consulting management in arranging special safety training programs.
- Reviewing and help implement specific accident prevention activities.
- Reviewing, updating, and preparing reports on the status of the loss control program.
- Acting as a consultative body for the company on safety and loss control issues and problems.

F. EFFECTIVE COMMITTEE MEETINGS

- Good safety meetings require thorough planning and effort. Notices of meetings should be sent to each member of the committee.
- The meeting place should be comfortable, well lighted, with no distractions.
- **CALL TO ORDER**–The meeting should be called to order promptly at the appointed time.
- **ROLL CALL BY THE SECRETARY**–Names of members and others present should be recorded. Members who cannot attend should send an alternate. Absences should also be noted.
- **INTRODUCTION OF VISITORS**–If any.
- **MINUTES**–Of the previous meeting should be briefly reviewed.
- **UNFINISHED BUSINESS**–A status review of issues or assignments made during the last meeting should take place.
- **REVIEW OF ACCIDENTS**–Serious accidents or incidents since the last meeting should be reviewed with an aim towards preventing recurrences. Plant loss statistics may be reviewed and discussed.

- OTHER ACTIVITIES–Inspections, environmental health studies, ergonomic studies, surveys, training programs, safety suggestions, and other activities from the past month should be reviewed, e.g., reports received from insurance company service representatives.
- NEW BUSINESS–Any new issues, programs, problems, etc., should be brought up. Appropriate assignments should be given.
- GENERAL DISCUSSION–Any relevant comments or suggestions for the good of the company should be discussed. Guest speakers may also be allotted this time.
- ADJOURNMENT–Set time, date and location of the next meeting. Adjourn on time.
- Minutes should be taken, prepared, and circulated by the secretary after approval by the chairman. The minutes should accurately record all decisions made and actions taken since they serve as a means of keeping management informed of the group's work and as a follow-up. Committee members and the company managers should receive copies and a copy should be posted on the employee bulletin board. Copies should be maintained for one year.

SAMPLE

MINUTES OF THE GENERAL SAFETY AND HEALTH COMMITTEE MEETING

Date of Meeting

Date of Next Meeting

Time Closed

Date of Last Meeting

Signed

Names of Committee Members and Guests:

Present / Position

Pending Business: The following action was taken on business pending before the Committee.

(Refer to recommendations by number.)

Recommendations completed since last meeting

Recommendations under consideration

Recommendations rejected

New Business: The following attached reports were read, discussed, and approved:

Report of Safety Inspections dated

Accidents and Preventive Recommendations Made:

The records of all injuries reported by employees since the last General Safety Committee meeting were reviewed to determine what caused the injuries, and what steps should be taken to prevent recurrence.

The discussion developed the following:

Section 17: ACCIDENT INVESTIGATION

Accident Investigation Procedures

An accident investigation will be performed by the supervisor or manager designee at the location where the accident occurred. These people will have received training on the correct way to conduct the investigation and on how to collect evidence. The supervisor or manager designee is responsible for seeing that the accident investigation reports (see attached form) are being filled out completely, and that any recommendations are being addressed. The supervisor or manager designee will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

Implement temporary control measures to prevent any further injuries to employees.

Review the equipment, operations, and processes to gain an understanding of the accident situation.

Identify and interview each witness and any other person who might provide clues to the accident's causes.

Investigate causal conditions and unsafe acts; make conclusions based on existing facts.

Complete the accident investigation report.

Provide recommendations for corrective actions.

Indicate the need for additional or remedial safety training.

Have the injured employee complete the attached "Injury Investigation – Employee Interview form."

Accident investigation reports must be completed and submitted within 8 hours to OSHA and 24 hours to management of the accident.

All accidents investigations and near miss reports are to be reviewed as part of each safety committee meeting.

Recordkeeping Procedures

COMPLETE FILTRATION RESOURCES, INC will maintain the following employee accident and injury records.

COMPLETE FILTRATION RESOURCES, INC Accident Investigation Reports, Workers' Compensation Notice of Injury Reports, and Log & Summary of Occupational Injuries and Illnesses. (Copies of the OSHA 300 form and current recordkeeping requirements can be obtained from the OSHA web site, <http://www.osha.gov>)

Near Miss Investigations

All near miss incidents are to be reported and investigated using the same "Accident Investigation" form.

Accident Investigation Report

COMPANY Division:		ADDRESS:			
Name of injured:					
Sex : [] M [] F		Age:	Date of accident		
Time of accident:	a.m. : ☐	p.m. : ☐	Day of accident		
Employee's job title:					
Length of experience on job:	(year s)	(months)			
Address of location where the accident occurred:					
Nature of injury, Injury type, and Part of the body affected:					
Describe the accident and how it occurred:					
Cause of the accident:					
Was personal protective equipment required?		[] yes	[] no	Was it provided?	[] yes [] no
Was it being used?	[] yes	[] no	If "no", explain:		
Was it being used as trained by supervisor or designated trainer?			[] yes	[] no	If "no", explain.
Witness(es):					

Safety training provided to the injured?	[] yes	[] no	If "no", explain.	
Interim corrective actions taken to prevent recurrence:				
Permanent corrective action recommended to prevent recurrence:				
Date of report:				
Prepared by:				
Supervisor (Signature):			Date:	
Status and follow-up action taken by manager or manager designee:				
Manager or manager designee (Signature):			Date:	

Instructions for Completing the Accident Investigation Report

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

Identification: This section is self-explanatory.

Evidence: Must be collected and preserved for review. Evidence collection envelopes and bags will be provided.

Nature of Injury: Describe the injury, e.g., strain, sprain, cut, burn, fracture. Injury Type: First aid - injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time -injured missed more than one day of work; No Injury - no injury, near-miss type of incident. Part of the Body: Part of the body directly affected, e.g., foot, arm, hand, head.

Describe the accident: Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

Cause of the accident: Describe all conditions or acts which contributed to the accident, i.e.,

- a. unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.
- b. unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

Personal protective equipment: Self-explanatory

Witness(es): List name(s)(s).

Safety training provided: Was any safety training provided to the injured related to the work activity being performed?

Interim corrective action: Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

Permanent corrective action Self-explanatory

Date & prepared by Self-explanatory

Follow-up: Once the investigation is complete, the manager or manager designee shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are implemented and shared with fellow employees.

Work Related Injury Reporting and Treatment

The following policy outlines our work-related injury reporting and treatment policy and procedure to reduce confusion in the event of an injury that is work related and to provide guidance as to appropriate treatment facilities.

Reporting:

All employees have to report work related injuries in a timely manner.

Work related injuries will be seen by a company directed physician and will be monitored and have oversight by the employer and workers compensation insurance case worker.

All work related injuries will be evaluated for the need and ability to perform light duty as available and appropriate. If light duty is available that falls within the doctor's guidelines, even outside of the regular job duties, the employee will be transferred to that light duty job until which time they are able to return to regular duties.

What Do I Need To Do?

Immediately following a work related injury you must report it to your supervisor or manager. All injuries must be reported regardless of severity.

All doctor visits must be approved by the employee supervisor or manager unless the injury is life threatening. If the injury is life threatening go to the nearest walk in clinic/emergency room whichever is appropriate for the nature of the injury.

If the injury is non-life threatening a phone call must be made to the employee supervisor or manager prior to seeking treatment at a facility. Complete Filtration Resources, Inc will make all efforts to accommodate the employee by making an appointment/or finding a facility that is appropriate nearest to the injured employee. At no time will Complete Filtration Resources, Inc authorize treatment at a personal physician without prior approval.

Following treatment the employee must immediately inform his supervisor or manager of all findings and diagnosis. All discharge papers must be given to the supervisor or manager immediately so that appropriate actions can be done on the part of Complete Filtration Resources, Inc to accommodate any restrictions that may have been applied.

If any changes in the employee's condition occur they must immediately notify the EHS Specialist so the corrective actions can be taken.

Complete Filtration Resources, Inc.
Injury Investigation – Employee Interview

Name of Injured:	Date of Accident:	Time of Accident:
------------------	-------------------	-------------------

Source of Injury:

- | | | | |
|--|---|---|--|
| ☐ Object handled | ☐ Knife | ☐ Floor Level or Surface | ☐ Railroad Car |
| ☐ Material handled | ☐ Hand Tool | ☐ Other Bldg. Surface | ☐ Vessel or Barge |
| ☐ Chemical or Fluid | ☐ Powered Tool | ☐ Ladder or Scaffold | ☐ Repetitive Motion |
| ☐ Dust | ☐ Machine | ☐ Elevator/Man lift | ☐ Other:_____ |
| ☐ Insect or Rodent | ☐ Conveyor | ☐ Hoisting/Rigging | ☐ Other:_____ |
| ☐ Saw | ☐ Electrical Apparatus | ☐ Needles/Syringe | ☐ Other:_____ |
| ☐ Scissors | ☐ Slip or Fall | ☐ Vehicle or Forklift | |
| ☐ Animal | ☐ Tractor | | |
| | ☐ Stairs or Steps | | |
| | ☐ Platform or Dock | | |

If Source Was Powered Equipment, Machinery Was:

- ☐ Not Operating ☐ Starting Up ☐ Operating

If Not Operation, Give Reason:

- ☐ Stoppage ☐ Season Over ☐ Other:_____ ☐ Cleanup
☐ Repair ☐ Part Replacement

Type(s) of Injury:

- | | | | |
|---|--|--|--------------------------------------|
| ☐ Bruise | ☐ Puncture | ☐ Foreign Body | ☐ Other:_____ |
| ☐ Soreness | ☐ Amputation | ☐ Abrasion or | _____ |
| ☐ Strain/Sprain* | ☐ Skin/Other Irritation | ☐ Scrape | |
| ☐ Burn | ☐ Fracture | ☐ Fume Inhalation | |
| ☐ Cut | ☐ Hernia | ☐ Insect/Rodent | |
| | ☐ Object in Eye | ☐ Bite | |

Part(s) of Body Injured:

- | | | | |
|-----------------------------------|--|------------------------------------|---------------------------------------|
| ☐ Head | ☐ Upper Arm | ☐ Back | ☐ Foot |
| ☐ Face | ☐ Elbow | ☐ Abdomen | ☐ Toes |
| ☐ Eyes | ☐ Forearm | ☐ Groin | ☐ Other: _____ |
| ☐ Ears | ☐ Wrist | ☐ Hip | _____ |
| ☐ Mouth | ☐ Hand | ☐ Thigh | ☐ Other: _____ |
| ☐ Teeth | ☐ Fingers/Thumb | ☐ Knee | _____ |
| ☐ Neck | ☐ Chest | ☐ Lower Leg | |
| ☐ Shoulder | ☐ Lungs | ☐ Ankle | |

What Happened?

* Strain Supplement: If a strain, sprain or repetitive motion, please fill out the section that applies.*

If the pain developed suddenly, please fill out this section.

Exactly what were you doing when you felt the pain?		
Have you ever done this before?	Yes	No
If yes, how often?		
When you felt the pain, were you doing the task the way you usually do?	Yes	No
If no, what was different?		
Did anything unexpected, unusual, or abnormal happen?	Yes	No
If yes, explain:		
If no, how do you think the injury occurred?		
When you felt the pain, did you tell anyone?	Yes	No
If yes, who and when?		

If the pain developed gradually, please fill out this section.

When did you first notice the pain?		
What had you been doing that you think caused the pain?		
How long or how many times did you do this?		
Have you ever done this before?	Yes	No

If yes, how often?		
Were you performing the task the same way that you usually do?	Yes	No
If no what was different?		
Except for the pain that developed, do you remember anything unusual, unexpected, or abnormal that happened?	Yes	No
If yes, what?		
If no, what do you think caused the pain and how would you explain why you were injured?		
Employee Signature and Date	Supervisor Signature and Date	

Section 18: CONTRACTOR SAFETY PROGRAM

Purpose

The Contractor Safety Program is designed to protect our organization, customers and contractor employees, equipment and facilities from injury, accident or loss. Contractors are persons not directly employed by COMPLETE FILTRATION RESOURCES, INC who provide specific labor or services. As a condition of doing business with Complete Filtration Resources, Inc, all contractors must comply with all applicable local, state, federal regulatory requirements and our company safety procedures and policies. The contractors HSE programs, training documents, and incident/injury history logs are reviewed before awarding projects.

Management Responsibilities of Complete Filtration Resources, Inc

- Ensure contracts for bids contain appropriate information concerning the Contractor Safety Program including all requirements,
- Provide access to SDS material upon request of contractors,
- Provide subcontractors with site orientation before starting project,
- Subcontractors invited to all pre-job and hazard assessment meetings,
- Monitor all contractor activity at their work location,

- Ensure the area in which the contractor employees are working are maintained safe and free of known hazards,
- Provide contractors with specific Complete Filtration Resources, Inc safety program requirements and the “Code of Conduct for Service Contractors”. See attachment. The “Code of Conduct for Service Contractors” must be read and signed by the contractor and filed for future reference. The Code of Conduct is to be updated every three years.
- Conduct subcontractor performance reviews after completion of project.

Contractor Management

- Conduct daily safety inspections of all assigned areas,
- Identify and correct hazards,
- Provide contractor employees with required personal protective equipment,
- Ensure contractor employees have the proper training for assigned tasks,
- Coordinate with COMPLETE FILTRATION RESOURCES, INC 's Site Supervisor or manager designees for safety related issues,
- Maintain required insurance coverage,
- Establish and maintain an effective safety and health program,
- Establish and maintain an effective housekeeping program.

Minimum Insurance Requirements

Contractors and vendors are required to meet minimum insurance requirements according to the following schedule:

Coverage Minimum per Occurrence Limits

- Automobile Liability \$ 1,000,000
 - General Liability \$ 2,000,000
 - Workers Compensation - Statutory limits

Certificates of Insurance

Contractors must provide the company with a certificate of insurance. The certificate must list Complete Filtration Resources, Inc. as a certificate holder with notification of cancellation or non-renewal.

Training

Minimum Required Training for Contractor Employees

- General safety rules including reporting of unsafe conditions.
- Hazard communication & chemical safety
- Lockout- tagout
- Electrical safety & NFPA 70E (if applicable)
- Evacuation routes alarms & procedures
- Hot work program
- Confined space program
- Fire prevention & protection
- Personal protective equipment
- Fall prevention

Safety Reviews

A pre-work safety review conference will be conducted for all contractors' whose work involves:

- Construction & renovation
- Equipment installation & repair
- Utility modifications
- Electrical, HVAC & plumbing work
- Work at elevated locations
- Confined space entry
- Use of toxic substances
- Hot work or welding

All task-specific safety concerns shall be addressed and resolved prior to commencement of work by the contractor.

Hazardous Chemical/Substance Notification

Contractors must follow the OSHA Hazard Communication standard requirements including safe use, handling and storage of chemicals. Contractors are required to inform company representatives of all hazardous substances which may be brought onto our company's or customers' property, including providing the most current Safety Data Sheet for each substance. All spills and leaks of hazardous chemicals must be immediately reported to the company site supervisor or manager designee.

Welding & Hot-Work Permit Program

All hot work and welding operations must be conducted under the control of a Hot Work Permit that has been pre-approved by the site supervisor or manager designee.

Confined Space Entry

Contractor employees are not authorized to enter any confined spaces on a customer's property unless specifically required by the service or construction contract. In all cases of confined space entry, the contractor employees must be properly trained and certified and have their own air monitoring and rescue equipment.

Work at Elevated Locations

All contractor employees, when working at elevated locations, shall use the required fall protection equipment.

Other Policies and Procedures

All contractor employees shall adhere to all other Complete Filtration Resources, Inc and our customer safety policies including but not limited to: access to company facilities, emergency action procedures, company equipment, use of controlled substances, firearm & flammable liquids, smoking restrictions, traffic and parking regulations.

Code of Conduct for Contractors Agreement

Persons performing services who are not employed by Complete Filtration Resources, Inc. (COMPLETE FILTRATION RESOURCES, INC) must be aware of and observe both COMPLETE FILTRATION RESOURCES, INC and our customer applicable safety and OSHA regulations. During your time on our customer's property, please observe all posted rules and instructions given by plant management, COMPLETE FILTRATION RESOURCES, INC representative or other authorized personnel.

The following information should be read and understood by all Contractors before entering any of our customer facilities. If you do not understand, or have questions, you are responsible for asking a Complete Filtration Resources, Inc representative for assistance.

- Where required Contractors shall report to the customer's main office to sign in when entering the facility and sign out when leaving.
- In the case of an emergency contractor employees will follow customer, emergency action procedures and meet at their designated assembly area.
- Contractors entering the facility must be accompanied by a Complete Filtration Resources, Inc employee at all times, unless authorized by plant management or other authorized personnel.
- Facility access should be limited to the specific area where your services are required. Access to other areas without authorization is not allowed.
- Taking pictures while on the premises is prohibited, unless authorized by plant management or authorized personnel.
- No alcohol, illegal drugs, weapons or firearms are permitted on the premises.
- Smoking is prohibited in all buildings. Smoking is only allowed in designated areas.
- Contractors are to inform plant management and COMPLETE FILTRATION RESOURCES, INC authorized personnel if required work poses a potential threat to occupational safety.
- Tools and debris shall be removed once work activity has been completed.
- Hazardous chemicals shall be clearly labeled, stored, handled and applied following all applicable guidelines.
- If hot work is being done on the premises a Hot Work Permit must be completed and all our customers and Complete Filtration Resources, Inc safety guidelines followed.

- If equipment is being worked on, it must be locked out and tagged out prior to work being done and all Complete Filtration Resources, Inc policies and procedures must be followed. Plant management or COMPLETE FILTRATION RESOURCES, INC authorized personnel must be notified prior to energizing equipment following the work.
- If a confined space entry must be done, all contractor employees must be certified in confined space entry and must follow our customer's policies and procedures.
- All contractors must follow our customer Personal Protection Equipment (PPE) requirements including at the minimum; safety glasses, and work shoes while on premises.
- Customer forklifts, hoists, lifts, tools, etc. are not to be used without prior customer approval and verification of required operator training.
- Contractor must notify Complete Filtration Resources, Inc, in writing, of any new hazards that their work will create. Examples are openings in floors, guard rail removal causing the creation of fall hazards, etc.
- Contractors shall provide all of their own tools and all tools must meet OSHA safety standards and guidelines.
- Contractors may be requested to participate in our customer or Complete Filtration Resources, Inc weekly toolbox meetings or be required to conduct their own tailgate meetings. Copies of the contractor safety training records may be requested by COMPLETE FILTRATION RESOURCES, INC .
- Guards removed while making alterations or repairs on equipment must be replaced before the equipment is returned back to production.
- Any spills or leakages of slippery materials such as grease, oil, paint, etc., shall be cleaned up immediately.
- Loose materials such as bolts, nuts, hand tools, etc., must not be left lying on beams, ledges, or any place from where they could fall or be knocked down to cause damage or injury. They must immediately be removed and properly stored on the floor level.
- COMPLETE FILTRATION RESOURCES, INC reserves the right to inspect all equipment used by the contractor and to prohibit the use of any equipment judged to be unsafe. Also, COMPLETE FILTRATION RESOURCES, INC reserves the right to stop any job being performed in a manner deemed unsafe.
- Permission from COMPLETE FILTRATION RESOURCES, INC or our customer must be obtained before shutting off or removing from service any fire protection device or service or before shutting off any utility or service.
- The contractor is responsible for the removal and disposal of any and all waste or hazardous material used, generated, or produced as a result of the contractor's activities while on our customer's premises.
- In addition to the above, the contractor is to perform all work in a safe manner, to take all other necessary and appropriate precautions, and to furnish all other necessary safety devices and equipment whereby the services required to be performed can be accomplished without accident or injury.
- In addition to this agreement, each individual COMPLETE FILTRATION RESOURCES, INC

customer site may have its own site-specific rules and requirements including applicable OSHA Standards and Plant Safety Instructions. The contractor will comply at all times with all such rules and requirements.

The Code of Conduct for Contractors terms and conditions above has been read and its conditions are hereby accepted by the undersigned on behalf of the contractor and its employees, agents, and subcontractors, and subcontractor employees and agents. The undersigned assumes full and total responsibility to inform its employees, agents and subcontractors of the matters addressed by this agreement and agrees that it will conform and will have all employees, agents, and subcontractors conform with the agreement at all times while on the premises controlled by our customers. It is understood that any person not conforming to this shall not be permitted to perform services on such premises.

It is also understood by the undersigned that compliance with this agreement is a continuing requirement, and that in consideration of the undersigned accepting any contract to be performed on our customer's premises, the acceptance of and compliance with these conditions is a condition of such contract.

Contractor agrees to provide to each of its employees, subcontractors' employees and agents a copy of this agreement and cause each such employee and agent to sign a certification that he has read it and will comply with its provisions.

Contractor agrees to indemnify and hold harmless COMPLETE FILTRATION RESOURCES, INC , its officers, employees, agents and other contractors from any and all claims, loses, cost expense (including attorneys' fees and disbursements) and damages caused by or arising out of the failure of the contractor, its employees, or its subcontractors to comply with the terms of this agreement. In the event of any inconsistency between the terms of the agreement and the terms of any services contract between the contractor and COMPLETE FILTRATION RESOURCES, INC , the terms of this agreement shall govern.

CONTRACTOR COMPANY NAME:	
SIGNATURE BY:	
PRINTED NAME:	
DATE	

Note: Proof of satisfactory insurance coverage, including general liability and workers compensation, must be furnished by the contractor and accepted by COMPLETE FILTRATION RESOURCES, INC

before any work is started. Please return this completed form with proof of the workers' compensation and liability insurance.

Section 19: SAFETY COMMUNICATION/TRAINING

Safety communications include one or more of the following:

- Weekly toolbox safety awareness training will be conducted. Training will be mandatory for fieldwork crews.
- Safety bulletin board postings will be used (Safety Posters, safety notices, etc.)
- System to record all safety training including the date, employee trained, trainer and topics discussed.
- Posting of Safety Committee minutes on the Safety Bulletin Board for all employees to review
- Paycheck stuffers, Newsletter, or other similar means will be used as needed.
- A reporting system for employees to inform Complete Filtration Resources, Inc about work-related hazards.
- A system to train all new employees on the company's safety program and safe and healthful work practices.
- Initial and annual refresher training on required OSHA mandated training program.
- OSHA 10 or 30 Hour General Industry/Construction safety courses.

Employees can always notify management and the Safety Committee in writing or otherwise of safety concerns without fear of reprisal.

Section 20: Ammonia Safety Program

Purpose:

The purpose of this program is to inform interested persons, including employees, that COMPLETE FILTRATION RESOURCES, INC is complying with OSHA's Gases, Vapors, Fumes, Dusts, and Mists Standard, Title 29 Code of Federal Regulations 1926.55 and other OSHA rules as needed to ensure that no employee is exposed to inhalation, ingestion, skin absorption, or contact with any material or substance at a concentration above those specified in the "Threshold Limit Values of Airborne Contaminants for 1970" of the American Conference of Governmental Industrial Hygienists found in Appendix A of 29 COMPLETE FILTRATION RESOURCES, INC 1926.55.

Ammonia is considered a high health hazard because it is corrosive to the skin, eyes, and lungs. Anhydrous ammonia is a clear, colorless gas at standard temperature and pressure conditions and has a very noticeable odor. Its odor is the strongest safety feature of this product. Exposure to 300 ppm is immediately dangerous to life and health. If the possibility of a COMPLETE FILTRATION RESOURCES, INC employee exposure above 300 ppm exists, use a MSHA/NIOSH approved self-contained breathing apparatus with a full facepiece operated in a pressure-demand or other positive-pressure mode. The most common place for employees to encounter ammonia is in when working on cooling/refrigeration applications. When working in these areas employees may be exposed to ammonia from weld cracks, pinholes, or faulted seals.

Ammonia is also flammable at concentrations of approximately 15 to 28% by volume in air. When mixed with lubricating oils, its flammable concentration range is increased. It can explode if released in an enclosed space with a source of ignition present, or if a vessel containing anhydrous ammonia is exposed to fire.

Exposure Limits

NIOSH REL

TWA 25 ppm (18 mg/m³) ST 35 ppm (27 mg/m³)

OSHA PEL

TWA 50 ppm (35 mg/m³)

Respirator Recommendations

NIOSH

Up to 250 ppm:

(APF = 10) Any chemical cartridge respirator with cartridge(s) providing protection against the compound of concern*

(APF = 10) Any supplied-air respirator*

Up to 300 ppm:

(APF = 25) Any supplied-air respirator operated in a continuous-flow mode*

(APF = 25) Any powered, air-purifying respirator with cartridge(s) providing protection against the compound of concern*

(APF = 50) Any chemical cartridge respirator with a full facepiece and cartridge(s) providing protection against the compound of concern

(APF = 50) Any air-purifying, full-facepiece respirator (gas mask) with a chin-style, front- or back-mounted canister providing protection against the compound of concern

(APF = 50) Any self-contained breathing apparatus with a full face piece

(APF = 50) Any supplied-air respirator with a full facepiece

Emergency or planned entry into unknown concentrations or IDLH conditions:

(APF = 10,000) Any self-contained breathing apparatus that has a full facepiece and is operated in a pressure-demand or other positive-pressure mode

(APF = 10,000) Any supplied-air respirator that has a full facepiece and is operated in a pressure-demand or other positive-pressure mode in combination with an auxiliary self-contained positive-pressure breathing apparatus

Escape:

(APF = 50) Any air-purifying, full-facepiece respirator (gas mask) with a chin-style, front- or back-mounted canister providing protection against the compound of concern

Any appropriate escape-type, self-contained breathing apparatus add asterisk to this?

FIRST AID

Eye Contact

Even if only a small amount of ammonia enters the eyes, irrigate the eyes with an abundance of water for a minimum of 15 minutes. Continually and thoroughly flush the entire eye surface and the inner lining of the eyelids. Eyes affected by ammonia close involuntarily, so the eyelids must be held open so that water can flush the entire eye surface, as well as the inner lining of the eyelid.

Do not wear contact lenses when handling anhydrous ammonia. If ammonia gets in the eyes, the ammonia will get trapped under the lenses causing even more damage. They may also prevent immediate flushing of the eye surface.

Skin Contact

It is essential that any ammonia spilled on a worker be removed immediately and that the worker be moved to an uncontaminated area quickly. Clothes that have been saturated by liquid ammonia may freeze to the skin. In any case, the victim, still clothed, should get immediately under a shower, if available, or jump into a stock tank, pond, or into any other source of water. Time is important. Remove clothes only after they are thawed and they can be freely removed from frozen areas. If the clothing is removed incorrectly, whole sections of skin can be torn off.

No salves, creams, ointments, or jellies should be applied to the skin during a 24-hour period following the injury since this will prevent natural elimination of the ammonia from the skin. After the 24-hour period, the medical treatment is the same for thermal burns. A physician should view any second- or third-degree freeze burns of the skin.

Training

COMPLETE FILTRATION RESOURCES, INC employer responsibilities

1910.119(h)(3)(i)

COMPLETE FILTRATION RESOURCES, INC shall assure that each employee is trained in the work practices necessary to safely perform his/her job.

1910.119(h)(3)(ii)

COMPLETE FILTRATION RESOURCES, INC shall assure that each employee is instructed in the known potential fire, explosion, or toxic chemical release hazards related to his/her job and the process, and the applicable provisions of the company's emergency action plan.

1910.119(h)(3)(iii)

COMPLETE FILTRATION RESOURCES, INC shall document that each employee has received and understood the training required by this safety program. COMPLETE FILTRATION RESOURCES, INC shall prepare a record which contains the identity of the employee, the date of training, and the means used to verify that the employee understood the training.

1910.119(h)(3)(iv)

COMPLETE FILTRATION RESOURCES, INC shall assure that each employee follows the safety rules of the customer's facility including the safe work practices required by paragraph (f)(4) of this section.

1910.119(h)(3)(v)

COMPLETE FILTRATION RESOURCES, INC shall advise the customer of any unique hazards presented by the work being conducted, or of any hazards found by the COMPLETE FILTRATION RESOURCES, INC employee.

Process Safety Information

1910.119(d)

Process safety information In accordance with the schedule set forth in paragraph (e)(1) of this section, the COMPLETE FILTRATION RESOURCES, INC customer shall complete a compilation of written process safety information before conducting any process hazard analysis required by the standard. The compilation of written process safety information is to enable the employer to identify and understand the hazards posed by those processes involving highly hazardous chemicals. This process safety information shall include information pertaining to the hazards of the highly hazardous chemicals used or produced by the process, information pertaining to the technology of the process, and information pertaining to the equipment in the process.

1910.119(d)(1)

Information pertaining to the hazards of the highly hazardous chemicals in the process. This information shall consist of at least the following:

1910.119(d)(1)(i)

Toxicity information

1910.119(d)(1)(ii)

Permissible exposure limits

1910.119(d)(1)(iii)

Physical data

1910.119(d)(1)(iv)

Reactivity data

1910.119(d)(1)(v)

Corrosivity data

1910.119(d)(1)(vi)

Thermal and chemical stability data

1910.119(d)(1)(vii)

Hazardous effects of inadvertent mixing of different materials that could foreseeably occur.

(Reference: 29 COMPLETE FILTRATION RESOURCES, INC 1910.119 Process Safety Management of Highly Hazardous Chemicals)

Personal Protective Equipment

Employees who work with anhydrous ammonia and are subject to overexposure either to the liquid or the vapor should be provided with proper safety equipment. [[29 COMPLETE FILTRATION RESOURCES, INC 1910.120\(g\)\(3\)](#), [29 COMPLETE FILTRATION RESOURCES, INC 1910.132](#)]

Safety Goggles

It is preferable that the goggles be gas tight; however, unventilated goggles tend to steam up, especially in hot and cold weather. Ventilated, splash proof goggles are more comfortable and will provide adequate protection in most instances. In addition, where splashing may occur, wear a full-face shield to protect the face. [[29 COMPLETE FILTRATION RESOURCES, INC 1910.133](#)]

Impervious Clothes

Wear gloves impervious (not able to penetrate) to ammonia (neoprene gloves are recommended). Where there is a likelihood of a spill or during clean-up operations, wear both boots and shoe covers and slickers or jackets and pants made of ammonia-impervious materials. Wear gauntlets tucked inside the sleeves and trouser legs over the boots. If impervious clothing is not available, wear cotton, which is the preferred fabric for work clothing because it is more alkali resistant than wool and is more comfortable than all-synthetic fibers. Clothes, especially gloves, should also be insulated to prevent freezing of the skin.

Gas Masks

The term "gas mask" normally applies to respiratory equipment consisting of a negative-pressure full facepiece with a chest or back mounted canister. This is the respiratory equipment most familiar to ammonia workers. Where respiratory equipment is used, a minimal respiratory protection program should be instituted in accordance with [[29 COMPLETE FILTRATION RESOURCES, INC 1910.134](#)].

Section 21: COMPLETE FILTRATION RESOURCES, INC Aerial Lift and Scissor Lift Safety Program

PURPOSE

In an effort to ensure COMPLETE FILTRATION RESOURCES, INC 's continued commitment to providing the safest workplace possible and comply with federal, state, and local regulations COMPLETE FILTRATION RESOURCES, INC has prepared this Aerial Lift and Scissor Lift Safety Program. This shall be accomplished by complying with Aerial Lift Standards covered within 29COMPLETE FILTRATION RESOURCES, INC 1910.68, 20COMPLETE FILTRATION RESOURCES, INC 1926.453, and ANSI/SIA A92.6–2006 and Mobile Scaffold (Scissor Lift) Standards covered within 20COMPLETE FILTRATION RESOURCES, INC 1926.450-452, and 20COMPLETE FILTRATION RESOURCES, INC 1926.454. These standards are incorporated into this Aerial Lift and Scissor Lift Safety Program.

SCOPE

This program applies to all COMPLETE FILTRATION RESOURCES, INC employees, COMPLETE FILTRATION RESOURCES, INC contractors, or other individuals whose job duties require them to use aerial lifts and mobile scaffolding also referred to as scissor lifts.

POLICY

On COMPLETE FILTRATION RESOURCES, INC job sites using aerial lifts supervisors and operators must comply with all aspects of this safety program. All COMPLETE FILTRATION RESOURCES, INC employees must successfully complete a training program, and receive certification prior to the operation of any aerial lift and scissor lift. Contractors operating aerial lifts or scissor lifts on COMPLETE FILTRATION RESOURCES, INC projects are expected to meet or exceed the requirements found in this program, and comply with all applicable statues and regulations governing the use of powered industrial trucks as listed in this document. Strict adherence to this policy is required. Implementation of this policy shall be accomplished through this written COMPLETE FILTRATION RESOURCES, INC Aerial Lift and Scissor Lift Safety Program.

DEFINITIONS

Articulating Boom Aerial Lift - This aerial lift has at least 2 hinged sections that are used to increase mobility. It operates in much the same way as the normal boom lift, except it consists of at least 2 joints in the arm allowing it to extend twice as far.

Extendable/Telescoping Aerial Lift – This aerial lift has a boom that extends horizontally and vertically.

Man Lift/Cherry Picker - This piece of equipment lifts personnel vertically, but not horizontally.

Scissor Lift – A mobile supported scaffold which can be powered or unpowered, is portable and caster or wheel-mounted. This piece of equipment lifts personnel vertically, but not horizontally. When

pressure is applied to the outside of the lowest set of supports through hydraulic, pneumatic, or mechanical means, the crossing supports lengthen to raise the platform.

Further descriptions of lifts can also be found in appendix A.

PRE-USE INSPECTION

- A. Prior to the operation of any aerial or Scissor Lift, the Pre-Use Inspection Checklist must be completed. This applies at the beginning of every work period, and whenever a new equipment operator takes control of the aerial or Scissor lift. **See Appendix B.**
- B. Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm) must be reported for immediate repair, locked and tagged, and taken out of service.

SAFETY DURING OPERATION

- A. A full body Harness must be worn at all times while in the basket of an Aerial or Scissor Lift.
- B. Attention shall be given towards the direction of travel, clearances above, below and on all sides.
- C. Employees shall not sit or climb on the guardrails of the aerial or scissor lift.
- D. Planks, ladders or other devices shall not be used on the work platform.
- E. An aerial lift and scissor lift shall not be moved when the boom is elevated in a working position with employees in the basket.
- F. Aerial or Scissor Lift shall not be placed against another object to steady the elevated platform.
- G. Aerial or Scissor Lift shall not be used as a crane or other lifting device.
- H. Aerial or Scissor lift devices shall not be operated on grades, side slopes or ramps that exceed the manufacturer's recommendations.
- I. The brakes shall be set and outriggers, when used, shall be positioned on pads or a solid surface.

- J. Speed of Aerial or Scissor Lift devices shall be limited according to the conditions of the ground surface, congestion, visibility, slope, location of personnel and other factors that may cause hazards to other nearby personnel.
- K. Stunt driving and horseplay shall not be permitted.
- L. Booms and elevated platform devices shall not be positioned in an attempt to jack the wheels off the ground.
- M. The area surrounding the elevated platform shall be cleared of personnel and equipment prior to lowering the elevated platform.
- N. All equipment must be secured on the inside of the aerial or scissor lift.
- O. Do not exceed the load limits of the equipment. Allow for the combined weight of the worker, tools and materials.
- P. Most lifts are rated for use at a maximum wind speed of 25 mph. At 20 mph wind speed or anticipated gusts, lifts will be lowered to a maximum height of 20 feet. At 25 mph wind speeds or anticipated gusts, lifts will be grounded.
- Q. Maintain a minimum clearance of at least 10 feet, or 3 meters, away from the nearest energized overhead lines.
- R. Always treat power lines, wires and other conductors as energized, even if they are down or appear to be insulated.
- S. Never override hydraulic, mechanical, or electrical safety devices.

SAFE WORK PRACTICES AFTER OPERATION

- A. Safe shutdown shall be achieved by utilizing a suitable parking area, placing the platform in the stowed position, placing controls in neutral, idling engine for gradual cooling, turning off electrical power, removing keys, and taking the necessary steps to prevent unauthorized use.
- B. Gasoline/Diesel powered aerial lifts shall be shut off prior to refueling. Refueling must be completed in well ventilated areas free of flames, sparks or other hazards which may cause fires or explosions.

LIFT MAINTENANCE

- A. Any Aerial or Scissor lift not in safe operating condition must be removed from service. Authorized personnel must make all repairs.
- B. Repairs to the fuel and ignition systems of gasoline/diesel powered aerial or scissor lifts that involve fire hazards must be conducted only in locations designated for such repairs.
- C. Aerial or scissor lifts in need of repairs to the electrical system must have the battery disconnected before such repairs.
- D. Use only replacement parts that are currently recommended by the manufacturer.

RESPONSIBILITIES

- A. Management
 - 1. Verify that all employees who operate or work near aerial lifts or scissor lifts are properly trained.
 - 2. Maintain written records of operator training on each model of aerial and scissor lifts and the name of the trainer. Copies of operator training should be sent to the safety department.
 - 3. Maintain written records of all inspections performed by the aerial lift and scissor lifts owner, including the date any problems found, the date when fixed, and the name of the person performing the repairs.
 - 4. Establish expected operating conditions for aerial lift and scissor lift (both weather, vehicle, etc.) that are within this standard prior to operation
- B. Supervisors
 - 1. Ensure that only trained and qualified individuals use aerial lifts and scissor lifts.
 - 2. Verify employee compliance with the principles and practices outlined in the Aerial or Scissor Safety Program.
 - 3. Provide specific operational training for each aerial lift and scissor lift.
 - 4. Observe the operation of aerial lifts and scissor lifts, and correct unsafe practices.
- C. Operators
 - 1. Read the Aerial Lift and Scissor Lift Safety Program.
 - 2. Complete the Daily Pre-Use Inspection Checklist before operating any aerial lift and scissor lift.
 - 3. Observe the operation of the aerial lift and scissor lift, and report unsafe practices to your supervisor.

TRAINING REQUIREMENTS

- A. Employees who are authorized to operate aerial lifts and scissor lift must receive training according to COMPLETE FILTRATION RESOURCES, INC 1926.453 and COMPLETE FILTRATION RESOURCES, INC 1926.454 prior to engaging in their duties, and at least every three (3) years thereafter. The training is to ensure that the Aerial Lift and Scissor Lift Safety Program is understood and that operators have acquired the necessary practical skills required for safe operation. Operational training will consist of a combination of general safety instruction, practical/operational training and evaluation of the operator's performance in the workplace. All operational training must be conducted under close supervision by an experienced and competent trainer. All training must be documented with a copy of the records maintained on file. See Appendix C for the Training Certificate Form, Appendix D for the Operator Training Evaluation Form and Appendix E for the Evaluator Guidelines.
- B. Employees will:
1. Receive instruction on the intended purpose and function of each control.
 2. Prior to operating any aerial lift or scissor lift the trainee will read and understand the manufacturer's operating instruction(s) and aerial lift and scissor lift procedures, or receive training by a qualified person on the contents of the manufacturer's operating instruction(s) and users safety rules.
 3. Be informed of the aerial lift and scissor lift operating limitations and restrictions as defined by the manufacturer.
 4. Understand by reading or having a qualified person explain all decals, warnings, and instructions displayed on the aerial lift or scissor lift.
 5. During operational training, trainees may operate an aerial lift or scissor lift only under the direct supervision of authorized trainers, and where such operation does not endanger the trainee or other employees.

REFERENCE STANDARDS

- OSHA Standard 29COMPLETE FILTRATION RESOURCES, INC 1926.453 (Aerial Lifts)
- OSHA Standard 29COMPLETE FILTRATION RESOURCES, INC 1926.454 (Scaffolding)
- OSHA Standard 29COMPLETE FILTRATION RESOURCES, INC 1910.68 (Powered Platforms, Man lifts, and Vehicle-Mounted Work Platform)
- ANSI/SIA A92.6–2006 (Self-Propelled Elevated Work Platforms)
- 20COMPLETE FILTRATION RESOURCES, INC 1926.450-452 (Scaffold Safety)

REVISION HISTORY

Date	Revision Number	Author	Revision Description

Appendix A

Examples of Aerial / Scissor Lifts

	<u>Vehicle Mounted Aerial Lift / Bucket Truck</u> The lift platform is an integral part of an over the road vehicle.
 Hunan Sinoboom Industry Co., Ltd.	<u>Articulating Boom Aerial Lift</u> This aerial lift has at least 2 hinged sections which are used to increase mobility.
	<u>Man Lift / Cherry Picker</u> This piece of equipment lifts personnel vertically, but not horizontally.
	<u>Scissor Lift</u> This piece of equipment lifts personnel vertically, but not horizontally.
	<u>Extendable / Telescoping Aerial Lift</u> This aerial lift has a boom that extends horizontally and vertically.

Appendix B

PRE-USE: AERIAL / SCISSOR LIFT INSPECTION CHECKLIST

Equipment Make/Model: _____ Serial Number: _____ Date: _____

- ☐ Owner's manual legible and stored inside the container located on the platform
- ☐ All decals legible and in place
- ☐ Fluid levels checked (Hydraulic oil, engine oil, coolant, etc.)
- ☐ Structural and other critical components present and all associated fasteners and pins in place
- ☐ Battery packs in place, properly connected and not leaking
- ☐ Compartment covers in place

Check the following components or areas for damage, modifications, and improperly installed or missing parts:

- ☐ Electrical components, wiring, and electrical cables
- ☐ Hydraulic power unit, reservoir, hoses, fittings, cylinders, and manifolds
- ☐ Drive and turntable motors and torque hubs
- ☐ Boom wear pads
- ☐ Tire and wheels
- ☐ Limit switches, warning alarms, and horn
- ☐ Nuts, bolts, and other fasteners
- ☐ Gauges
- ☐ Beacon and lights
- ☐ Fall Protection Devices (railing, gates, toe boards, anchor/connecting points, etc.)

Check entire machine for:

- ☐ Cracks in welds or structural components
- ☐ Dents or damage to machine

Equipment operation:

- ☐ Test all controls for proper operation

Comments: _____

Appendix C

Aerial/Scissor Lift Training Certification Form

Name of Classroom Trainer (print and sign): _____

Name of Evaluator (if different - print and sign): _____

Make and model of aerial/scissor lift/s: _____

Name (Print)	Date of classroom training	Date of hands-on training	Date of hands-on evaluation	Signature

Appendix D

Aerial/Scissor Lift Hands-On Operator Training Evaluation Form

Trainee Name:		Work Unit:		
Evaluator Name:		Department:		
Equipment Manufacturer:		Date:		
Model:				

Step	Evaluation	NA	Pass	Fail
1. Pre-use equipment inspection	Including but not limited to: safety devices, air/hydraulic/fuel system for leaks, cable/wiring harnesses for damage, loose/missing parts, tires and wheels, placards/warnings/and control markings, outriggers/stabilizers and other structures, guardrail system, other items as specified in owner's manual.			
2. Inspect Worksite	Including but not limited to: drop-offs or holes, slopes, bumps and floor obstructions, debris, overhead obstructions and electrical hazards, inadequate surface and support to withstand all load forces, wind and weather conditions, presence of bystanders, other unsafe conditions.			
3. Function test of lower control station.	Done to determine if there are any malfunctions.			
4. Utilize fall protection equipment	Face the machine. Maintain 3-point contact with ladder/hand rails (two hands, one foot OR two feet, one hand).			
5. Function test of bucket / platform / basket control station.	Done to determine if there are any malfunctions.			
6. Drive and creep / inch forward and reverse.	Move approximately 10 feet in a driving mode. Creep approximately 5 feet. Verify unit balance and stability.			
7. Turn vehicle 360 degrees right and left.	Minimum disturbance of aerial lift platform. Verify unit balance and stability.			
8. Boom up & down, in & out.	Fully extend, fully raise. Minimum disturbance of aerial platform. Verify unit balance and stability.			
9. Rotate/swing boom 360 degrees in each direction.	Minimum disturbance of aerial platform. Verify unit balance and stability.			
10. Tilt platform in each direction.	Minimum disturbance of aerial platform. Verify unit balance and stability.			
11. Turn off machine using emergency stop function.	Locate and use emergency stop function.			
12. Park and shutdown aerial lift.	Minimum disturbance of aerial platform. Verify unit balance and stability.			
13. Dismount safely. Face the machine when dismounting.	Maintain 3-point contact with ladder/handrails (two hands, one foot OR two feet, one hand)			
14. Deploy/setup and store outriggers.	Follow manufacturer's guidance. Refer to owner's manual.			
15. Comments	<i>Must be included for all "Failed" tasks. If task is failed the evaluator must explain what was done incorrectly and have the trainee repeat the task until it is completed correctly.</i>			
Trainee Signature				
Evaluator Signature				

NOTE: Hands-On Operator Training must be completed for each type of aerial lift utilized.

Appendix E

Evaluator Guidelines - Aerial/scissor lift

(Note: The evaluation can be done in-house using an experienced and competent employee or an outside vendor/safety consultant.

1. Pre-Requisites:
 - a. Completed the classroom portion of an aerial/scissor lift training class.
 - b. Review and become familiar with the COMPLETE FILTRATION RESOURCES, INC Aerial/Scissor Lift written program.
 - c. Be experienced with the equipment you will be training on.
 - d. Review owner's manual.
2. Choose safe location:
 - a. Open area
 - b. Away from vehicle and pedestrian traffic
 - c. Flat surface on solid ground
 - d. If necessary, barricade area with orange cones or equivalent to keep vehicles and pedestrians out of the training area.
3. Review features of specific aerial/scissor lift with student:
 - a. On/off
 - b. Bucket, boom, steering
 - c. Deck extensions
 - d. Stop/Go
 - e. Outriggers
 - f. Safety devices (guardrail gate, anchor points)
 - g. Emergency boom/bucket lowering mechanism
 - h. Fueling/charging ports
 - i. Fueling/charging locations at site
4. Review site specific working conditions/hazards/safety concerns:
 - a. Ramps/Slopes
 - b. Dock plates/dock levelers
 - c. Overhead obstructions
 - d. Pedestrian traffic areas
 - e. Vehicle restricted areas (unstable surface, narrow aisles, etc.)
 - f. Hazardous locations (flammable, chemical, etc.)
 - g. Any other unique situations/areas
 - h. PPE
5. Allow trainee to learn/practice actual operation of the equipment while supervised.
6. After the trainee gets comfortable with the equipment operation, begin the evaluation.

7. Use the “Aerial/Scissor Lift Hands-On Training Evaluation Form” found in Appendix D of the COMPLETE FILTRATION RESOURCES, INC Aerial/Scissor Lift Program. Have employee complete each task on the form which applies to the equipment.
8. File evaluation form with supervisor/manager/safety officer.

Appendix F

AERIAL & SCISSOR LIFT SAFE WORK PRACTICES

General Safe Work Practices

- Operators shall not wear any loose clothing or any accessory that can catch in moving parts.
- Before machine is started, the operator must walk completely around the machine to ensure everyone and everything is clear of the machine.
- Articulating boom and extendable boom platforms, primarily designed as personnel carriers, shall have both platform (upper) 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. Controls shall be plainly marked as to their function. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.
- Modifications and additions that may affect the capacity or safe operation of an aerial/scissor lift are strictly prohibited without the manufacturer's written approval. Capacity, operation, and maintenance instruction markings will be changed as necessary if the manufacturer approves a modification.
 - Management must be notified before modification takes place.
- The insulated portion (if applicable) of an aerial / scissor lift shall not be altered in any manner that might reduce its insulating value.
- Any signs, plates, or decals which are missing or illegible must be replaced.
- If the aerial / scissor lift becomes disabled, a "out of service" tag or equivalent shall be attached to the controls inside the platform in a conspicuous location.
- Aerial/scissor lift devices with noted, reported deficiencies shall not be operated until repairs are made and equipment is authorized for use.

Safe Work Practices before Operation

- Consideration shall be given to the amount of wind. Follow the manufacturer's instruction regarding operation in windy conditions. As a general rule aerial/scissor lifts shall not be operated in winds exceeding 25 MPH although this can vary depending on the model of equipment.
- Guardrails must be installed and access gates or openings must be closed before raising the platform.
- Boom and platform load limits specified by the manufacturer shall not be exceeded.
- Before moving an aerial / scissor lift for travel, the boom(s) shall be inspected to see that it is properly cradled and outriggers are in stowed position.
- Consideration shall be given to the protection of bystanders via barricading, having another employee keep bystanders at a safe distance or by other means.
- Aerial / scissor lifts shall not be operated from trucks, scaffolds, or similar equipment.

Safe Work Practices *during* Operation

- The operator shall maintain a clear view of the path of travel and a safe distance from other obstacles such as: debris, drop offs, holes, depressions, slopes, and overhead hazards. The following approach distances to energized electrical lines must be maintained:

Voltage Range (Phase to Phase)	Minimum Safe Approach Distance (feet)
0 to 300V	Avoid Contact
300V to 50 KV	10
>50KV to 200KV	15
>200KV to 350KV	20
>350KV to 500KV	25
>500KV to 750KV	35
>750KV to 1000KV	45

Safe Work Practices *after* Operation

- Safe shutdown shall be achieved by utilizing a suitable parking area, placing the platform in the stowed position, placing controls in neutral, idling engine for gradual cooling, turning off electrical power, and taking the necessary steps to prevent unauthorized use.
- Aerial / scissor lifts shall be shut off prior to fueling. Fueling must be completed in well ventilated areas free of flames, sparks or other hazards which may cause fires or explosions.

OPERATORS SHALL READ & SIGN FOR THE COMPLETE FILTRATION RESOURCES, INC AERIAL & SCISSOR LIFT SAFE WORK PRACTICES.

Trainee Signature	
Date	

Section 22: CONFINED SPACE ENTRY PROGRAM

This Confined Space Entry Program is developed and established to identify, evaluate, and control confined space exposures, and more important, to detail procedures and responsibilities from entering and working within confined spaces.

Adherence to the policies and directives contained in this program is mandatory for all supervisors and employees of COMPLETE FILTRATION RESOURCES, INC . Supervisors and employees failing to follow this program are subject to disciplinary action and /or dismissal.

DEFINITIONS

Confined Space- A space that:

- Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means for entry or exit; and
- Is not designed for continuous employee occupancy.

Permit Required Confined Space- A confined space that:

- Contains or has a potential to contain a hazardous atmosphere; or
- Contains a material that has the potential for engulfing an entrant; or
- 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
- Contains any other recognized serious safety or health hazard.

Acceptable Entry Conditions- The conditions that must exist in a permit space to allow entry and to ensure employees can safely enter into and safely work within a permit required confined space.

Entry- The action by which a person passes through an opening into a permit required confined space. Entry is considered to occur as soon as any part of the entrant's body breaks the plane of an opening into the space. NOTE: For entry to occur there must be intent to bodily enter the confined space. You may reach into a space, and not bodily enter (say to adjust a valve), and do so without an entry permit being required.

Entry Permit- The written or printed document provided by COMPLETE FILTRATION RESOURCES, INC to allow and control entry into a permit space.

Entry Supervisor- The person 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.

Hazardous Atmosphere- An atmosphere that may expose COMPLETE FILTRATION RESOURCES, INC employees to the risk of death, incapacitation, impairment of ability to self-rescue, injury, or acute illness from one or more of the following conditions:

- Flammable gas, vapor, or mist in excess of 10% of its lower flammable limit (LFL).
- Airborne combustible dust at a concentration that meets or exceeds its LFL. (this may be approximated as a condition in which the dust obscures vision at a distance of 5 feet or less);
- Atmospheric oxygen concentration below 19.5% or above 23.5%;
- Atmospheric concentration of any substances for which a dose of permissible limit is published;
- Any other atmospheric condition that is immediately dangerous to life or health.

Non-Permit Confined Space- A confined space that does not contain, or with the respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Prohibited Condition- Any condition in a permit space that is not allowed by the permit during the tests that are to be performed in the permit space.

CONFINED SPACE LOCATIONS

Workplaces within COMPLETE FILTRATION RESOURCES, INC customer facilities may be encountered that are identified as a confined space that our employees may be required to enter. These areas need to be identified and assessed by the COMPLETE FILTRATION RESOURCES, INC supervisor by conducting an evaluation of the customer workplace to determine if confined spaces are present. Most customer confined spaces should be identified by means of signage stating: “DANGER: CONFINED SPACE - DO NOT ENTER UNLESS AUTHORIZED”

Permit-Required: These are locations that have been identified as permit required confined spaces, and may be entered ONLY by following the entry permit procedures established in this program:

RESPONSIBILITIES

Employers:

- a. Will evaluate the work place and identify permit required confined spaces.
- b. Inform exposed employees of the existence, location of, and the danger posed by the permit space by posting danger signs or by any other equally effective means.
- c. Determine if employees will or will not enter permit required space. If not, take effective measures to prevent employees from entering the permit spaces, and (if used) in-house rescue personnel.
- d. Provide and document training for entrants, attendants, and entry supervisors.
- e. Designated the appropriate supervisor(s) as entry supervisor(s).
- f. Provide all specified equipment required for entry in a permit required confined space.
- g. All COMPLETE FILTRATION RESOURCES, INC customers shall be requested to:
 1. Inform COMPLETE FILTRATION RESOURCES, INC personnel of their permit space entry program
 2. Apprise COMPLETE FILTRATION RESOURCES, INC personnel of hazards of particular permit spaces and precautions and procedures implemented for protection of our employees in or near permit spaces;
 3. Coordinate entry operations with COMPLETE FILTRATION RESOURCES, INC personnel when both will be working in or near permit spaces and debrief COMPLETE FILTRATION RESOURCES, INC after entries.
 4. Obtain information from COMPLETE FILTRATION RESOURCES, INC of permit program to be followed and coordinate multiple entry operations.
 5. Debrief COMPLETE FILTRATION RESOURCES, INC of the hazards encountered or created.
- h. If necessary, reclassify a non-permit confined space as a permit space when there are changes in use or configuration.

Employees:

- a. COMPLETE FILTRATION RESOURCES, INC employees will not enter any permit required confined space unless specifically authorized by an entry supervisor and only in full accordance with this program and the OSHA standard.
- b. COMPLETE FILTRATION RESOURCES, INC employees will attend and complete any scheduled training required by his/her supervisor covering this program.
- c. When selected as an entrant, attendant, or entry supervisor, perform those duties as outlined in this program.

PERMIT-REQUIRED CONFINED SPACE ENTRY PROGRAM AND PROCEDURES

- All permit-required confined spaces will be identified by COMPLETE FILTRATION RESOURCES, INC Management. Exposed employees will be informed of such spaces through posing with warning signs or other equally effective means.
- Only trained and qualified COMPLETE FILTRATION RESOURCES, INC employees will be authorized as permit space entrants, attendant, or entry supervisor.
- No COMPLETE FILTRATION RESOURCES, INC employee shall enter a permit space without having a properly completed entry permit signed by an entry supervisor.

PERMIT SPACE RECLASSIFICATION

A permit space may be reclassified as a non-permit space:

- a. If there are no actual or potential atmospheric hazards and if all hazards within permit space are eliminated without entry, space may be reclassified for as long as the non-atmospheric hazards remain eliminated.
- b. Hazards may be eliminated by such actions as purging or inerting tank/vessels of contaminants, emptying material from hoppers/bins, use of company lockout/tag procedures for electrical/mechanical hazards. The control of atmospheric hazards through forced air ventilation does not constitute elimination of that hazard.
- c. If entry is required to eliminate hazards, it shall be according to regulations and the space may be reclassified for as long as the hazards remain eliminated.
- d. Entry supervisors will certify in writing that all hazards in permit space have been eliminated and make this document available to each entrant.
- e. If hazards arise in declassified permit space, employee(s) shall exit and the employer shall determine whether to reclassify space.

NOTE: A combination of reclassification procedure and alternative entry procedures (e.g. using lockout/tagout to eliminate a physical hazard, then continuous forced air to control an atmospheric hazard) may not be used together. Situations as such must be entered under the permit program.

Appendix A: Confined Space Assessment

Department: _____
Location: _____
Space: _____
Customer: _____

Is this space a confined space? All three conditions must exist. YES____ NO____

- ☐ Large enough and so configured that employee can enter and perform work
(Head and shoulders are enough.)
- ☐ Has a limited or restricted means of entry or egress
(i.e., ladders, manholes, crawl spaces, ropes)
- ☐ Is not designed for continuous human occupancy

If Yes, is this a permit-required confined space? Identify each of the following conditions that exist or have the potential to exist in this space.

- ☐ A hazardous atmosphere
List the hazards: _____
- ☐ Contains a material with the potential to engulf an employee
- ☐ Has an internal configuration that can trap or asphyxiate an employee
- ☐ Has other recognized safety hazards. Check all that apply.
 - ☐ Electrical
 - ☐ Energized parts
 - ☐ High temperature
 - ☐ Low temperature
 - ☐ Elevations
 - ☐ Slipping
 - ☐ Mechanical equipment
 - ☐ Plant or animal toxins

If any hazards or potential hazards are noted above, then this space is a permit-required confined space.

Is this space a permit-required confined space? YES____ NO____

Notes: _____

Evaluation Conducted by: _____ Date: _____

Appendix B: Confined Space Entry Permit

General Information:

Location: _____

Space to be entered: _____

Duration of Permit: _____

Date: _____

Purpose of entry: _____

Time ____ to ____

Permit Space Hazards (check specific hazards) ☐ Oxygen Deficiency ☐ Oxygen Enrichment ☐ Flammable Gases or Vapors ☐ Airborne Combustible Dust ☐ Toxic Gases or Vapors ☐ Mechanical Hazards ☐ Electrical Shock ☐ Falls from Elevations ☐ Engulfment ☐ Other: _____	Equipment Required for Entry (Specify) Personal Protective Equipment: _____ Respirators: _____ Atmospheric Testing: _____ Fall Protection: _____ Rescue Equipment: _____ Special Equipment: _____
Preparation for Entry (check when complete) ☐ Lockout ☐ Atmospheric Testing ☐ Ventilate ☐ Purge/Clean ☐ Pre-entry briefing ☐ Other _____	Authorized Entrants (Complete list of names) _____ _____ _____ Authorized Attendants (List all) _____ _____
For Emergency: Contact Supervisor who will call 911. Do not enter space.	Communication Devices Required

Continued on next page

Appendix B: Confined Space Entry Permit (Continued)

Atmospheric Testing						
Time	Acceptable Conditions	Result Time	Result Time	Result Time	Result Time	Result Time
Oxygen	Min - >19.5%					
	Max - < 23.5%					
Flammability	<10% LEL					
Carbon Monoxide	< 35 ppm					
Hydrogen Sulfide	< 10 ppm					

Tester: (Printed name):_____ Time:_____

Signature:_____

Entry Supervisor: (Printed name):_____

Signature: _____ Time:_____

THIS PERMIT MUST BE POSTED ON THE JOB SITE

GOOD ONLY ON THE SHIFT ISSUED.

Certification of Reclassification or Alternate Procedures

ALTERNATE PROCEDURES: Used when the hazard present is an actual or potential atmospheric hazard and continuous forced-air ventilation is utilized.

Date: _____

Permit-Required Confined Space to be entered: _____

Air Monitoring Results: _____ Oxygen _____ Flammability _____ Carbon Monoxide

Continuous Force-Air Ventilation Begun: _____

Supervisor: _____

RECLASSIFICATION: Used when non-atmospheric hazards of a space can be eliminated without entry into the space.

Date: _____

Permit-Required Confined Space to be entered: _____

Measures taken to eliminate the hazards: _____

Supervisor: _____

Section 23: DISCIPLINARY ACTION PROGRAM

PURPOSE

COMPLETE FILTRATION RESOURCES, INC 's Disciplinary Action Program has been developed as a formal plan detailing procedures to be followed in the event of employee failure to adhere to established company safety rules and regulations.

SCOPE

The Disciplinary Action Program addresses the consequences which will be rendered in the event of a breach of work rules or safety rules and covers all employees of COMPLETE FILTRATION RESOURCES, INC .

RESPONSIBILITIES

COMPLETE FILTRATION RESOURCES, INC Management is responsible for generating, reviewing and updating the Disciplinary Action Program as necessary. Management and Supervisors are responsible for ensuring their employees know and understand the contents of this program, and for enforcing this program consistently and fairly.

POLICY

Safety at all COMPLETE FILTRATION RESOURCES, INC operations is not a corporate goal, it is a REQUIREMENT. Management will conduct regular inspections of worksites to ensure safety program requirements are being adequately implemented and followed by our employees. If inspections reveal a lack of commitment by supervision, disciplinary action as defined in this policy will be issued.

COMPLETE FILTRATION RESOURCES, INC has the right to take action against any employee violating safety, or company work rules. Likewise, disciplinary action will be taken against any supervisor who condones or dismisses unsafe behaviors, or behaviors which are against written and/or verbal company rules and regulations.

EMPLOYEE SAFETY RULES AND REGULATIONS

- 1) No one shall remove, displace, damage, or destroy a safety device, nor interfere with its use.
- 2) All injuries, regardless of how minor, must be reported to your supervisor immediately.
- 3) Report any condition or practice which you think may cause injury or damage to persons, property or equipment to your supervisor immediately.
- 4) Do not operate equipment or machinery that is not in a safe condition.
- 5) Always use the correct tools and equipment and follow safe operating procedures.

- 6) Absolutely no consumption of alcoholic beverages or illegal drugs while on company time and work sites.
- 7) Personal protective equipment must be worn when required and kept in good working order.
- 8) Good housekeeping is an integral part of injury prevention. Return tools, equipment, materials, etc., to their proper place, and ensure that the work area is kept in a neat and orderly condition.
- 9) No horseplay, fighting or practice of sports will be allowed on the job. Do not distract others while they are working.
- 10) Ensure that all power tools and extension cords have the ground plug in place and are in good condition.
- 11) Do not tamper with, or handle electrical materials.
- 12) Know where fire extinguishers are and how to use them, in the case of a fire.
- 13) Seat belts must be worn at all times while operating company vehicles.
- 14) All truck and trailer loads must be tied down before moving. Brakes, lights, and safety equipment on trucks must be checked before operation.
- 15) Never stand or walk under an elevated load, or under forklift forks.
- 16) All employees must wear proper work attire: work boots, long pants, and shirts with sleeves at least 3 inches in length.
- 17) All company rules, regulations, policies and procedure, OSHA regulations, signs, instructions and markings must be obeyed at all times. If you don't know, ask.

PROCEDURE

Disciplinary action shall be taken in the event of an infraction, up to and including termination of employment. Disciplinary action shall follow a progression, as outlined below. NOTE: progressive discipline may be abandoned and more severe penalties invoked based upon the severity of the infraction.

1st Violation – Oral Warning

Supervisor and employee will meet and discuss the infraction, the corrective actions necessary to resolve the situation and a timetable for implementing the corrective actions. This meeting will be documented and placed in the employee's personnel file. The employee will be informed of the consequences of future infractions.

2nd Violation – Written Warning

Supervisor and employee will meet and discuss the infraction, the corrective actions necessary to resolve the situation and a timetable for implementing the corrective actions. The employee will receive a written warning which will be placed in the employee's personnel file. The employee will be informed of the consequences of future infractions.

3rd Violation – Reprimand/Suspension

The employee will be relieved of job duties for a prescribed length of time, without pay, upon which the employee is notified in writing that the next violation will result in the termination of their employment.

Employees shall not exceed three violations in a 12-month period. Exceeding 3 violations in a 12-month period will result in termination of employment.

Section 24: Heat Stress Prevention Program

Purpose

This Heat Stress Prevention Program has been developed to provide COMPLETE FILTRATION RESOURCES, INC workers with the training and equipment necessary to protect them from heat related exposures and illnesses.

Training

All COMPLETE FILTRATION RESOURCES, INC employees who are or may be exposed to potential heat related illnesses will receive training on the following:

- The environmental and personal risk factors that cause heat-related illnesses
- COMPLETE FILTRATION RESOURCES, INC 's procedures for identifying, evaluating and controlling exposures to the environmental and personal risk factors for heat illness
- The importance of frequent consumption of small quantities of water, up to 4 cups per hour, under extreme conditions of work and heat
- The importance of acclimatization
- The different types of heat illness and the common signs and symptoms of heat illness
- The importance of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves or in co-workers
- The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary
- Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider
- How to provide clear and precise directions to the work site.

Supervisor Responsibilities

- All COMPLETE FILTRATION RESOURCES, INC supervisors will be provided a copy of this program and training documents prior to assignment of employees working in environments where heat exposures may occur.
- Supervisors will be provided the procedures to follow to implement the applicable provisions of this program.
- Supervisors will be provided the procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Provision of Water

Employees shall have access to potable water. Water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking the entire shift for a total of 2 gallons per employee per 8-hour shift. Employees may begin the shift with smaller quantities of water if effective procedures for replenishment of water during the shift have been implemented to provide employees one quart or more per hour.

Access to Shade

Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. Shade areas can include trees, buildings, canopies, lean-tos, or other partial and/or temporary structures that are either ventilated or open to air movement. The interior of job site office trailers, cars or trucks are not considered shade unless the vehicles are air conditioned or kept from heating up in the sun in some other way.

Heat Stress Disorders

Heat Rash (Prickly Heat)

Symptoms:

- Red blotches and extreme itchiness in areas persistently damp with sweat
- Prickling sensation on the skin when sweating occurs

Treatment:

- Cool environment
- Cool shower
- Thorough drying

Heat rashes typically disappear in a few days after exposure. If the skin is not cleaned frequently enough the rash may become infected.

Heat Cramps

Symptoms:

- Loss of salt through excessive sweating
- Cramping in back, legs and arms

Treatment:

- Stretch and massage muscles
- Replace salt by drinking commercially available carbohydrate/electrolyte replacement fluids

Heat Exhaustion

Heat exhaustion occurs when the body can no longer keep blood flowing to supply vital organs and at the same time send blood to the skin to reduce body temperature.

Symptoms:

- Weakness
- Difficulty continuing work
- Headache
- Breathlessness
- Nausea or vomiting
- Feeling faint or actually fainting

Treatment:

- Call 911
- Help the victim to cool off by:
 - Resting in a cool place
 - Drinking cool water
 - Removing unnecessary clothing
 - Loosening clothing
 - Showering or sponging with cool water

It takes 30 minutes to cool the body down once a worker becomes overheated and suffers heat exhaustion.

Heat Stroke

Heat stroke occurs when the body can no longer cool itself and body temperature rises to critical levels.

Symptoms:

- Confusion
- Irrational behavior
- Loss of consciousness
- Convulsions

- Lack of sweating
- Hot, dry skin
- Abnormally high body temperature

Treatment:

- Call 911
- Provide immediate, aggressive, general cooling
 - Immerse victim in tub of cool water or
 - Place in cool shower or
 - Spray with cool water from a hose or
 - Wrap victim in cool, wet sheets and fan rapidly
 - Transport victim to hospital

Do not give anything by mouth to an unconscious victim.

Safe Work Procedures

Supervisors' Responsibilities

COMPLETE FILTRATION RESOURCES, INC supervisors are responsible for performing the following:

- Give workers frequent breaks in a cool area away from heat.
- Adjust work practices as necessary when workers complain of heat stress.
- Oversee heat stress training and acclimatization for new workers and for workers who have been off the job for a period of time.
- Monitor the workplace to determine when hot conditions arise.
- Increase air movement by using fans where possible.
- Provide cold potable water in required quantities.
- Determine whether workers are drinking enough water.
- Make allowances for workers who must wear personal protective clothing (welders, etc.) and equipment that retains heat and restricts the evaporation of sweat.
- Schedule hot jobs for the cooler part of the day; schedule routine maintenance and repair work in hot areas for the cooler times of the day.
- Make available to all workers, cooling devices (hard hat liners/bibs/neck bands) to help rid bodies of excessive heat.

Workers' Responsibilities

COMPLETE FILTRATION RESOURCES, INC workers are responsible for the following:

- Follow instructions and training for controlling heat stress.

- Be alert to symptoms in yourself and others.
- Determine if any prescription medications you're required to take can increase heat stress.
- Wear light, loose-fitting clothing that permits the evaporation of sweat.
- Wear light colored garments that absorb less heat from the sun.
- Drink small amounts of water – approximately 1 cup every 15 minutes.
- Avoid beverages such as tea or coffee.
- Avoid eating hot, heavy meals.
- Do not take salt tablets unless prescribed by a physician.
- Review Attachment 1 for additional information.

Program Review

COMPLETE FILTRATION RESOURCES, INC will periodically review this program for compliance with all applicable regulatory standards. Updates will be provided to all employees.

Attachment 1

Heat Illness Prevention Guidance for Workers

Awareness of heat illness symptoms can save your life or the life of a co-worker. The following provides valuable information concerning heat-related illnesses and preventative measures.

- If you are coming back to work from an illness or an extended break or you are just starting a job working in the heat, it is important to be aware that you are more vulnerable to heat stress until your body has time to adjust. Let your supervisor know you are not used to the heat. It takes about 5-7 days for your body to adjust.
- Drinking plenty of cold water frequently is vital for workers exposed to the heat. An individual may produce as much as 2 to 3 gallons of sweat per day. In order to replenish that fluid, you should drink 3 to 4 cups of water every hour starting at the beginning of your shift.
- Taking your breaks in a cool shaded area and allowing time for recovery from the heat during the day are effective ways to avoid a heat-related illness.
- Avoid or limit the use of alcohol and caffeine during periods of extreme heat. Both dehydrate the body.
- If you or a co-worker start to feel symptoms such as nausea, dizziness, weakness or unusual fatigue, let your supervisor know and rest in a cool shaded area. If symptoms persist or worsen seek immediate medical attention.
- Whenever possible, wear clothing that provides protection from the sun but allows airflow to the body. Protect your head and shade your eyes if working outdoors.
- When working in the heat pay extra attention to your co-workers and be sure you know how to call for medical attention.

Section 25: Hydrogen Sulfide Program

REGULATORY STANDARD: OSHA - 29 COMPLETE FILTRATION RESOURCES, INC 1910.1200 and 1926.55

Purpose

The purpose of this program is to inform interested persons, including employees, that COMPLETE FILTRATION RESOURCES, INC is complying with OSHA's Gases, Vapors, Fumes, Dusts, and Mists Standard, Title 29 Code of Federal Regulations 1926.55 and other OSHA rules as needed to ensure that no employee is exposed to inhalation, ingestion, skin absorption, or contact with any material or substance at a concentration above those specified in the "Threshold Limit Values of Airborne Contaminants for 1970" of the American Conference of Governmental Industrial Hygienists found in Appendix A of 29 COMPLETE FILTRATION RESOURCES, INC 1926.55. This program will address potential exposures to Hydrogen Sulfide.

To achieve compliance, COMPLETE FILTRATION RESOURCES, INC must first implement all feasible administrative and engineering controls. However, when such controls are not feasible, employees will use protective equipment provided by COMPLETE FILTRATION RESOURCES, INC at no cost to the employee or other protective measures to keep the exposure of employees to air contaminants within the OSHA PEL's described in 29 COMPLETE FILTRATION RESOURCES, INC 1926.55. All equipment and technical measures used to achieve compliance will first be approved for each particular use by a competent technically qualified person.

Administrative Duties: This written safety program is for COMPLETE FILTRATION RESOURCES, INC employees. The Site Supervisor is the program coordinator/manager and is responsible for its implementation.

Scope

COMPLETE FILTRATION RESOURCES, INC has chosen to establish a Hydrogen Sulfide Awareness Program for emergencies that could arise from potential exposure to Hydrogen Sulfide such as sewer manholes, excavations, work in refineries, oil and gas drilling sites, etc.

Physical and Chemical Characteristics

Sulfur and Sulfur Compounds may be present in crude oil as hydrogen sulfide (H_2S), as compounds (e.g., mercaptans, sulfides, disulfides, thiophenes, etc.) or as elemental sulfur. Each crude oil has different amounts and types of sulfur compounds, but as a rule the proportion stability and complexity of the compounds are greater in heavier crude-oil fractions.

As part of COMPLETE FILTRATION RESOURCES, INC 's work, our employees may be exposed to Hydrogen sulfide (H_2S) especially when working in confined spaces, refineries or on oil and gas drilling sites. Hydrogen sulfide is a primary contributor to corrosion in refinery processing units and piping.

Other corrosive substances are elemental sulfur and mercaptans. Moreover, the corrosive sulfur compounds have an obnoxious odor.

Hydrogen sulfide is a toxic, colorless gas, with the odor of rotten eggs at low concentrations, which is soluble in water and is flammable.

Health Effects

Inhalation, ingestion, and contact with are all methods by which H₂S can affect the body. The effects may range from irritation of the eyes, nose, and throat; to temporary loss of smell.

Headaches, dizziness, and upset stomach are more intense symptoms caused by higher concentrations. However, inhalation of high concentrations of H₂S may cause instant paralysis of the respiratory system causing loss of consciousness and death. In concentrations of H₂S at 1000 to 2000 ppm, even a single breath may cause coma and may be fatal. Because of its extremely serious and/ or fatal potential, any employee believed to be exposed to H₂S shall immediately notify the COMPLETE FILTRATION RESOURCES, INC Supervisor.

General Requirements: COMPLETE FILTRATION RESOURCES, INC will establish Hydrogen Sulfide safe operational procedures through the use of this document.

Permissible Exposure Levels (PEL)

When H₂S level are unknown, respirators shall be used.

Current OSHA standards are:

10 ppm 8 hour time weighted average

20 ppm Ceiling

50 ppm ceiling for a 10-min peak, once per 8-hr shift as a peak ceiling limit

Current NIOSH standards are:

10 ppm PEL averaged over 10-minute period

50 ppm area shall be evacuated

Exposure detection, assessment, and monitoring

1. When exposures are present, a COMPLETE FILTRATION RESOURCES, INC employee or a designated safety consultant shall conduct personal or area sampling for hydrogen sulfide to measure worker exposures. Air sampling is needed to measure worker exposures and select appropriate engineering controls and respiratory protection. Where data is collected, it must be retained to support negative exposure assessments. COMPLETE FILTRATION RESOURCES, INC will conduct both initial and periodic air monitoring.
2. COMPLETE FILTRATION RESOURCES, INC will utilize direct reading instruments (4 gas meter) and colorimetric tubes for quantification of exposures to Hydrogen Sulfide. Signs and symptoms of exposure are as follows:

Short Term Effects:

<u>0.13 ppm-</u>	Threshold of odor detection
<u>0.77 ppm-</u>	Faint, but readily perceptible odor
<u>4.6 ppm-</u>	Easily noticeable odor
<u>10 ppm-</u>	Eye irritation, soreness, redness, burning 27 ppm-Strong, unpleasant, but not intolerable odor
<u>50 ppm-</u>	Irritation & dryness of nose, throat, and airways, cough, shortness of breath, pneumonia
<u>100 ppm-</u>	Immediate irritation of eyes and respiratory tract
<u>150 ppm-</u>	Sense of smell may be paralyzed
<u>200 ppm-</u>	Headaches, dizziness, nausea
<u>500 ppm-</u>	Unconsciousness and death within a few minutes may be no warning odor 1000 ppm-Immediate loss of consciousness and respiratory paralysis leading to death

Safety Controls

Personal or area monitors that alarm when PEL exceeds the preset level of 20 PPM for 1910 or 10 PPM for 1926.

Employee Notification and Signage. Employer shall post signs at entrances to regulated areas. The signs shall bear the following legend:

DANGER HYDROGEN SULFIDE TOXIC

FLAMMABLE - NO SMOKING, AUTHORIZED PERSONNEL ONLY, RESPIRATOR REQUIRED

Method of Compliance. Exposures to Hydrogen Sulfide (H₂S) can generally be controlled through the use of engineering controls, safe work practices, and personal protective equipment. Engineering controls are hazard controls designed into equipment and workplaces. Work practices are procedures followed by employers and workers to control hazards. The following engineering controls, work practices, and personal protective equipment should be used when dealing with H₂S.

1. Ventilate spaces to mitigate accumulation of hydrogen sulfide or other gases.
2. Notify the site supervisor upon detection of H₂S
3. If the potential for exposure exists and assessment of levels cannot be performed, assume that the Permissible Exposure Limit is being exceeded, and wear a NIOSH approved supplied air respirator.
4. For persons escaping or providing emergency help, an approved self-contained breathing apparatus or airline respirator with escape SCBA shall be used.
5. Should an alarm sound on an H₂S detector, immediately evacuate the area, and notify your supervisor.

Training

COMPLETE FILTRATION RESOURCES, INC will provide our employees with regulatory training that includes requirements of the substance specific requirements. This will include health effects, background information, engineering controls, personal protective equipment, medical surveillance, communication of hazards, hygiene, and methods of compliance at a minimum.

Medical surveillance

Although medical examinations should always supplement effective gas, vapor, fume, dust, and mist monitoring and controls, and never substitute for them. COMPLETE FILTRATION RESOURCES, INC will provide medical examinations for all workers who may be exposed to Hydrogen Sulfide at or above the respective PEL for greater than 30 days per year, found in 29 COMPLETE FILTRATION RESOURCES, INC 1926.55.

These medical examinations are provided by professional healthcare organizations at no cost to the employee and shall include all components as required under particular substance standards.

Recordkeeping

Record keeping is critical to our safety and health program. Our Hydrogen Sulfide record keeping tasks, at a minimum, will include:

1. Exposure monitoring data – 30 Years
2. Medical surveillance data – Duration of employment plus 30 years
3. Emergency, Spill and Leak Procedures
4. COMPLETE FILTRATION RESOURCES, INC should be aware of the customers contingency plan provisions. COMPLETE FILTRATION RESOURCES, INC employees

must be informed of the plan of the host facility and aware of additional plant safety rules.

Section 26: MEDICAL SERVICES & FIRST AID PROGRAM

Purpose

The COMPLETE FILTRATION RESOURCES, INC Medical Services & First Aid Program has been developed as a formal plan detailing procedures to be followed in the event of an injury situation.

Scope

This program covers all employees of COMPLETE FILTRATION RESOURCES, INC and addresses training in medical and first aid response, as well as steps to be taken in case of a more severe medical emergency.

Responsibilities

The company designated safety administrator is responsible for generating, reviewing and updating the Medical Services & First Aid Program as necessary. Management and Supervisors are responsible for ensuring their employees know and understand the contents of this program, and the steps to be taken in the event of an injury situation.

Policy

COMPLETE FILTRATION RESOURCES, INC is committed to the safety and health of all employees and believes that, should an injury occur, each employee deserves and will receive prompt and adequate medical and first aid treatment.

Each work site is required to have, at a minimum:

- 1) Personnel who have completed training in first aid and cardio pulmonary resuscitation (CPR).
- 2) A posted list of local emergency phone numbers for response to an emergency or injury situation, located in each work vehicle or job site trailer. In cases where phone listings are not available, 911 shall be the method of summoning emergency services.
- 3) A stocked first aid kit (minimum contents listed below), located in each work vehicle or job site trailer.

All treatment of first aid injuries shall be done by a trained first aid responder. Injuries which are beyond the realm of first aid shall be treated by a trained professional medical care provider. Company vehicles shall be used to transport injured workers to seek treatment. In the event of a severe or serious injury, the employee shall not be moved and the local emergency response service shall be called.

First Aid Responders

The following COMPLETE FILTRATION RESOURCES, INC personnel have been trained in first aid and CPR procedures:

Adam Aschenbrenner
Luke Schwantes

Corey Eckes
Shane Wiercinski

Matt Schnabel

First Aid Kits – Contents

First aid kit contents shall be stored in easily identifiable, weatherproof containers with individually sealed packages. Suggested First aid kit contents include, at a minimum:

First Aid Kit contents:

- 6 triangle bandages
 - 6 anti-bacterial ointment packets
 - 2 conforming roller gauze bandages
 - 2 cold packs
 - 10 individually wrapped sterile adhesive dressings (assorted sizes)
 - 2 sterile eye pads
 - 2 individually wrapped triangular bandages (preferably sterile)
 - 6 safety pins
 - 6 med. sized, individually wrapped sterile un-medicated wound dressings, (approximately 12cm x 12cm)
 - 2 large sterile individually wrapped un-medicated wound dressings, (approximately 18cm x 18cm)
 - 2 adhesive tape rolls (two inch width)
 - 6 individually wrapped moist wipes or saline solution packets
 - 2 pairs of disposable latex gloves,
 - A small tweezers and scissors
 - 1 resuscitation mask, or CPR breathing barrier or face shield
 - Two (4 fluid ounce, minimum) buffered eyewash bottles
- First aid kit contents shall be inspected by the supervisor before being sent to each job site, and weekly while on the job sites to ensure that all expended items are quickly replaced.

Training

First aid/ CPR training will be conducted for designated COMPLETE FILTRATION RESOURCES, INC employees, including all field supervisors. The training shall be conducted to American Red Cross or equivalent standards by a certified trainer.

Retraining

Retraining will be conducted as often as necessary to maintain an adequate presence of first aid and CPR responders, but shall be no less frequent than:

- Yearly for CPR certification upkeep and maintenance.
- Every three years for first aid certification upkeep and maintenance.

Section 27: NON-ROUTINE TASKS & LMRA PROGRAM

Non-routine work involves jobs and tasks that are performed irregularly or being performed for the first time.

Since these tasks and jobs are not performed regularly, they can be difficult to understand.

Non-routine work includes jobs or tasks that may involve the following:

- Performed infrequently
- Outside of normal duties
- Do not have a documented procedure
- Performed in a different way from documented procedures
- Have never been performed before

Accidents can occur when we do not take time to assess the above risks prior to performing the work. All employees will be offered training to help identify the potential hazards and risks involved.

Before performing non-routine work, a risk assessment must be conducted. A risk assessment is used to assess and document the identified hazards associated with a job. These hazards will be classified and ranked according to their risk level. No matter the urgency of completing a job, all COMPLETE FILTRATION RESOURCES, INC safety procedures must be followed.

Many workers have done an unsafe job, while knowing it was unsafe. Sometimes it is because the employee believes that there was no other way to do the job. Either the industry has failed to find safe ways to do these jobs or the industry has failed to communicate safe job procedures to the workers at risk. Additional pre-planning on our part can help determine safer ways to perform difficult tasks.

Job hazard analysis (JSA) is the task of analyzing the safety of a job in advance to ensure that the hazards are fully understood and controlled. It should begin with a description of each step of the task, and the tools, equipment and personnel required. Hazards that are present from non-routine tasks should be listed with the measures that will be used to control the hazards. Be familiar with the hazards of the chemicals used - read the Safety Data Sheet (SDS) beforehand.

Provide a written work plan to everyone involved to prevent miscommunication. Make sure everyone understands their role and the roles of the others that they are working with.

After the task is complete, it's important to review our process used for maintaining safety during unusual tasks.

Discuss the job with the employees that were involved and look for opportunities for improvement. Although the supervisor or manager in charge of the task is ultimately responsible for its safety, all members of the crew should be involved in the job hazard analysis.

Points to ponder before doing non-routine tasks:

- What chemicals will I be working with and how do I safely use them?
- What tools do I need to safely complete the work?
- Will I be lifting?
- Will I be working in awkward postures?
- How is the footing where I am working?
- Is it safe to use electrical equipment in the area?
- Do I need to complete lockout/tagout?
- Will I be exposed to live electricity or moving machine parts?
- Would it be safer to have a “buddy” around?
- Will I be working in a hot or cold environment?
- Will I be working somewhere that I can potentially fall more than four feet?
- Will I be working on pipes containing high pressure, temperature fluids, or gases?

Before performing non-routine work, think about the following questions

- What injuries could occur?
- What are the severities of the injuries?
- What would cause these injuries?
- What conditions or series of events would lead to injuries?

JSAs should be completed for routine tasks that are associated with high-risk hazards. In the event you may not have time to develop a formal JSA for a non-routine task, you can at least do the following

- Perform a quick risk assessment
- Develop a rough procedure on how to complete the job safely
- Conduct a pre-job discussion with everyone involved
- Inform everyone about the associated hazards and how to protect against them.

The attached JSA form should be completed for non-routine tasks. A copy of the completed JSA should be reviewed by all employees completing the job task and a copy retained on file at the job site for reference.

JOB SAFETY ANALYSIS	JOB TITLE (and number if applicable)		DATE:	☐ NEW
	PAGE ____ of ____ JSA #____			☐ REVISED
COMPANY:	TITLE OF PERSON WHO DOES JOB:	SUPERVISOR:	ANALYSIS BY:	
	PLANT/LOCATION	DEPARTMENT:	REVIEWED BY:	
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:			APPROVED BY:	
SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE		

Example of Job Safety Analysis

JOB SAFETY ANALYSIS	JOB TITLE (and number if applicable) Banding Pallets PAGE <u>1</u> of <u>1</u> JSA # <u>12</u>		DATE: 7/1/2000	☐ NEW ☒ REVISED
COMPANY: XYZ Company	TITLE OF PERSON WHO DOES JOB: Bander	SUPERVISOR: James Smith	ANALYSIS BY: James Smith	
	PLANT/LOCATION: Chicago	DEPARTMENT: Packaging	REVIEWED BY: Sharon Martin	
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: Gloves, Eye Protection, Long Sleeves, Safety Shoes			APPROVED BY: Joe Bottom	
SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE		
1) Position portable banding cart and place strapping on top of boxes	1) Cart positioned too close to pallet (strike body and legs against cart or pallet, drop strapping on foot).	1) Leave ample space between cart and pallet to feed strapping – have firm grip on strapping gun.		
2) Withdraw strapping and bend end back about 3”.	2) Sharp edges of strapping (cut hands, fingers, arms). Sharp corners on pallet (strike feet against corners).	2) Wear gloves, eye protection, and long sleeves – keep firm grip on strapping – hold end between thumb and forefinger – watch where stepping.		
3) Walk around load while holding strapping with one hand.	3) Projecting sharp corners on pallet (strike feet against corners).	3) Assure a clear path between pallet and cart – pull smoothly – avoid jerking strapping.		
4) Pull and feed strap under pallet.	4) Splinters on pallet (punctures to hand or fingers). Sharp strap edges (cuts to hands, fingers, arms).	4) Wear gloves, eye protection and long sleeves – point strap in the direction of bend – pull strap smoothly to avoid jerks.		
5) Walk around load. Stoop down, bend over, grab strap, pull up to machine, and straighten out strap end.	5) Protruding corners of pallet, splinters (punctures to feet and ankles).	5) Assure a clear path – watch where walking – face direction in which walking.		
6) Insert, position, and tighten strap in gun.	6) Springy and sharp strapping (strike against with hands and fingers).	6) Keep firm grasp on gun – make sure clip is positioned properly.		

LAST MINUTE RISK ASSESSMENT

Before starting your work check to make sure it can be done safely:

- 1) Do I know what work is to be done and how to perform it?
- 2) Do I have the appropriate materials for the work to be done?
- 3) Do I have the correct PPE?
- 4) Do I have the required work permits in hand?
- 5) Is my work area the same as it was when I left it?
- 6) Is the work area SAFE?

If the answer is YES to all the above questions = START/RESUME work.

If any answer is NO to any above question = STOP work and see steps listed below.

WHAT DO I DO IF ONE OF THE ANSWERS IS NO?

- 1) STOP and do not start your work.
- 2) Review with your manager/supervisor or the person that ordered the work.
- 3) Take the needed steps to make the work area safe.
- 4) Start/Resume your work.

Section 28: RESPIRATORY PROTECTION PROGRAM

This respiratory protection program is required by the OSHA standard 29CFR 1910.134. COMPLETE FILTRATION RESOURCES, INC

PURPOSE

The purpose of this respirator program is to establish standard operating procedures to ensure the protection of all COMPLETE FILTRATION RESOURCES, INC employees from respiratory hazards through proper selection and use of respirators. This program applies to all COMPLETE FILTRATION RESOURCES, INC employees that are required to wear respirators during normal operations, non-routine tasks, or emergency operations such as a spill of a hazardous substance.

RESPONSIBILITIES

Program Administrator's Duties

This facility has designated _____ as the program administrator to oversee the respiratory protection program. Duties of the program administrator include:

- Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards
- Selection of respiratory protection options
- Monitoring respirator use to ensure that respirators are used in accordance with their certifications
- Arranging for and/or conducting training
- Ensuring proper storage and maintenance of respiratory protection equipment
- Conducting or arranging for fit testing
- Administering the medical surveillance program
- Maintaining records required by the program
- Evaluating the program
- Updating written program as needed

Supervisors' Duties

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the COMPLETE FILTRATION RESOURCES, INC employees under their charge. Duties of the supervisor include:

- Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, and medical evaluation
- Ensuring the availability of appropriate respirators and accessories
- Being aware of tasks requiring the use of respiratory protection
- Enforcing the proper use of respiratory protection when necessary
- Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan
- Ensuring that respirators fit well and do not cause discomfort
- Continually monitoring work areas and operations to identify respiratory hazards
- Coordinating with the program administrator on how to address respiratory hazards or other concerns regarding the program

Employees' Duties

Each employee has the responsibility to wear his or her respirator when and where required and in the manner in which they were trained. Employees must also:

- Care for and maintain their respirators as instructed and store them in a clean sanitary location
- Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly
- Inform their supervisor or the Program administrator of any respiratory hazards that they feel may not be adequately addressed in the workplace and of any other concerns that they have regarding the program.

PROGRAM ELEMENTS

Respirator Selection

Respirators are selected on the basis of the hazards to which COMPLETE FILTRATION RESOURCES, INC employees are exposed and in accordance with OSHA requirements. Only NIOSH certified respirators will be selected and used.

The Program Administrator will conduct a hazard evaluation for each operation process, or work area where airborne contaminants may be present in routine operations or during an emergency. *The hazard evaluation will include:*

- Identification of the hazardous substances used in the workplace, department or work process;
- Review of work processes to determine where potential exposures to these hazardous substances may occur; and
- Exposure monitoring to quantify potential hazardous exposures.

The results of the hazard evaluation will be maintained on file for future reference and for employee review.

The program administrator will revise and update the hazard assessment as needed (i.e., any time work process changes which may potentially affect exposure).

General requirements

- COMPLETE FILTRATION RESOURCES, INC shall select and provide an appropriate respirator based on the respiratory hazard(s) to which the worker is exposed and workplace and user factors that affect respirator performance and reliability.
- COMPLETE FILTRATION RESOURCES, INC shall select a NIOSH-certified respirator. The respirator shall be used in compliance with the conditions of its certification.
- COMPLETE FILTRATION RESOURCES, INC shall identify and evaluate the respiratory hazard(s) in the workplace; this evaluation shall include a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. Where the employer cannot identify or reasonably estimate the employee exposure, the employer shall consider the atmosphere to be immediately dangerous to life or health (IDLH).
- COMPLETE FILTRATION RESOURCES, INC shall select respirators from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.

Respirators for Immediately Dangerous to Life and Health (IDLH) atmospheres

The employer shall provide the following respirators for employee use in IDLH atmospheres:

- A full facepiece pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes, or
- A combination full facepiece pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply.
- Respirators provided only for escape from IDLH atmospheres shall be NIOSH-certified for escape from the atmosphere in which they will be used.
- All oxygen-deficient atmospheres shall be considered IDLH. Exception: If the employer demonstrates that, under all foreseeable conditions, the oxygen concentration can be maintained within the ranges specified in Table II of this section [29 COMPLETE FILTRATION RESOURCES, INC 1910.134(d), i.e., for the altitudes set out in the table], then any atmosphere-supplying respirator may be used.

Respirators for atmospheres that are not IDLH

COMPLETE FILTRATION RESOURCES, INC shall provide a respirator that is adequate to protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations.

NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

Voluntary Respirator Usage (Dust masks)

COMPLETE FILTRATION RESOURCES, INC will provide respirators to employees for voluntary usage for the following work processes:

- _____
- _____
- _____

The Program Administrator will provide all employees who voluntarily choose to wear either of the above respirators with a copy of Appendix D of the standard. (Appendix D details the requirements for voluntary use of respirators by employees.) Employees choosing to wear a half facepiece air

purifying respirators (APR) must comply with the procedures for medical evaluation, respirator use, and cleaning, maintenance and storage.

The Program Administrator shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of the medical evaluations.

Respirator Filter & Canister Replacement/Change Schedule

An important part of the Respiratory Protection Program includes identifying the useful life of canisters and filters used on air purifying respirators. Each filter and canister shall be equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or

If there is no ESLI appropriate for conditions a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life.

Cartridges/Filters shall be changed based on the most limiting factor below:

- Prior to expiration date
- Manufacturer's recommendations for use and environment
- After each use
- When requested by employee
- When restriction to air flow has occurred as evidenced by increased effort by user to breathe normally

Medical Evaluation

Employees who are required to wear respirators must be medically evaluated before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so.

A licensed health care professional at _____ (*Name of healthcare provider*) will provide the medical evaluation to employees. Medical evaluation procedures are as follows:

- The medical evaluation will be conducted using medical questionnaire provided in Appendix C of 29 COMPLETE FILTRATION RESOURCES, INC 1910.134 Respiratory Protection Standard. _____ (*Name of responsible person*) will provide a copy of this questionnaire to all employees requiring medical evaluation.

- To the extent feasible, the company will assist employees who are unable to read the questionnaire. When this is not possible the employee will be sent directly to the health care professional for assistance and medical evaluation.
- All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the health care professional. Employees will be permitted to fill out the questionnaire on company time.
- Follow up medical exams will be provided to employees as required by the OSHA standard, and/or as deemed necessary by the health care professional.
- All employees will be allowed the opportunity to speak with the health care professional about their medical evaluation if they so request.
- The COMPLETE FILTRATION RESOURCES, INC program administrator will provide the health care professional with a copy of this program and a copy of OSHA's respiratory protection standard upon request. For each employee requiring evaluation, the health care professional will be provided with information regarding the employee's work area or job title, proposed respirator type and weight, length of time required to wear the respirator, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes, and any additional protective clothing required.
- After a COMPLETE FILTRATION RESOURCES, INC employee has received clearance to wear a respirator, additional medical evaluations will be provided under any of the following circumstances:
 - The COMPLETE FILTRATION RESOURCES, INC employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing;
 - The health care professional or COMPLETE FILTRATION RESOURCES, INC supervisor informs the Program Administrator that the employees need to be reevaluated;
 - Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation; and
 - A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

NOTE: All examinations and questionnaires are to remain confidential between the employee and the physician.

Fit Testing Procedures

_____ (*Name of responsible person*) will ensure that fit-test will be administered using an OSHA-accepted qualitative fit test (QLFT) or quantitative fit test (QNFT) protocol. The OSHA-accepted QLFT and QNFT protocols are contained in Appendix A of the Respiratory Standard (1910.134).

COMPLETE FILTRATION RESOURCES, INC requires all employees to be fit tested at the following times and with the same make, model, style, and size of respirator that they will be using.

- Before being allowed to wear any respirator with a tight-fitting facepiece and at least annually thereafter;
- Whenever a different respirator facepiece (size, style, model, or make) is used;
- Whenever visual observations of changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight; and
- Upon employee notification that the fit of the respirator is unacceptable.

The company has established a record of the fit tests administered to employees including:

- The name or identification of the employee tested;
- Type of fit test performed;
- Specific make, model, style, and size of respirator tested;
- Date of test; and
- The pass/fail results

USE OF RESPIRATORS

General Use Procedures

COMPLETE FILTRATION RESOURCES, INC employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or its manufacturer.

All COMPLETE FILTRATION RESOURCES, INC employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix B-1 of the Respiratory Protection Standard.

All COMPLETE FILTRATION RESOURCES, INC employees shall be permitted to leave their work area to maintain their respirator for the following reasons: to clean their respirator if the respirator is impeding their ability to work, change filters or cartridges, replace parts, or to inspect respirator if it stops functioning as intended. Employees should notify their supervisor before leaving the work area.

COMPLETE FILTRATION RESOURCES, INC employees are not permitted to wear tight fitting respirators if they have any condition, such as facial hair, facial scars, or missing dentures that prevents them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece to face seal.

Respirator Malfunction

For any malfunction of a respirator (e.g., such a breakthrough, facepiece leakage, or improperly working valve), the respirator wearer should inform his or her supervisor that the respirator no longer functions as intended, and go to a safe area to maintain the respirator. The COMPLETE FILTRATION RESOURCES, INC supervisor must ensure that the employee receives the needed parts to repair the respirator, or is provided with a new respirator.

Maintenance and Care Procedures

In order to ensure continuing protection from the respirators being use, it is necessary to establish and implement proper maintenance and care procedures and schedules. A lax attitude toward maintenance and care will negate successful selection and fit because the devices will not deliver the assumed protection unless they are kept in good working order.

Cleaning & Disinfecting

COMPLETE FILTRATION RESOURCES, INC provides each respirator user with a respirator that is clean, sanitary, and in good working order. COMPLETE FILTRATION RESOURCES, INC will ensure that respirators are cleaned and disinfected as often as necessary to be maintained in a sanitary condition. Respirators are cleaned and disinfected using the procedures specified by the manufacturer's recommendations.

Respirators are cleaned and disinfected:

- As often as necessary when issued for the exclusive use of one employee
- Before being worn by different individuals

- After each use for emergency use respirators and
- After each use for respirators used for fit testing and training.

Storage

Storage of respirators must be done properly to ensure that the equipment is protected and not subject to environmental conditions that may cause deterioration. COMPLETE FILTRATION RESOURCES, INC will ensure that respirators are stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals in accordance with any applicable manufacturer's instructions.

Emergency respirators are stored:

- To be accessible to the work area;
- In compartments marked as such; and
- In accordance with manufacturer's recommendations.

Respirator Inspection

All respirators will be inspected after each use and at least monthly. Should any defects be noted, the respirators will be taken to the program administrator or supervisor. Damaged respirators will be either repaired or replaced.

Respirators shall be inspected as follows:

- All respirators used in routine situations shall be inspected before each use and during cleaning
- All respirators maintained for use in emergency situations shall be inspected at least monthly and in accordance with manufacturer's recommendations, and shall be checked for proper function before and after each use and
- Emergency escape-only respirators shall be inspected before being carried into the workplace for use.

Respirator inspections shall include the following:

- A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, connecting tube, and cartridges, canisters or filters; and
- Check of elastomeric parts for pliability and signs of deterioration.

The following checklist will be used when inspecting respirators:

Facepiece:

- cracks, tears, or holes
- facemask distortion

- cracked or loose lenses/faceshield

Headstraps:

- breaks or tears
- broken buckles

Valves:

- residue or dirt
- cracks or tears in valve material

Filters/Cartridges:

- approval designation
- gaskets
- cracks or dents in housing
- proper cartridge for hazard

Air Supply Systems:

- breathing air quality/grade
- condition of supply hoses
- hose connections
- settings on regulators and valves

TRAINING

_____ (Name of responsible person) will be responsible to provide training to respirator training to respirator users or their supervisors on the contents of the Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection Standard. Workers will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervision of employees that must wear respirators.

The training will cover the following topics:

- The COMPLETE FILTRATION RESOURCES, INC Respiratory Protection Program
- The OSHA Respiratory Protection Standard
- Respiratory hazards encountered and their health effects
- Proper selection and use of respirators
- Limitations of respirators

- Respirator donning and user seal (fit) checks
- Fit testing
- Emergency use procedures
- Maintenance and storage
- Medical signs and symptoms limiting the effective use of respirators

Employees will be retrained annually or as needed (e.g., if they need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training utilizing a hands-on exercise. Respirator training will be documented by the Program Administrator and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

PROGRAM EVALUATION

The program administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluation will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and review of records.

Identified problems will be noted and addressed by the Program Administrator. These findings will be reported to management, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementations of those corrections.

DOCUMENTATION AND RECORDKEEPING

A written copy of this program and the OSHA standard is kept in the Program Administrator's office and is available to all employees who wish to review it.

Also maintained in the Program Administrator's office are copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.

The Program Administrator will also maintain copies of the medical records for all employees covered under the respirator program. The completed medical questionnaire and the physician's documented findings are confidential and will remain at _____ (*Location, e.g., clinic*). The company will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.

VOLUNTARY AND REQUIRED RESPIRATOR USE	
RESPIRATOR	DEPARTMENT/PROCESS
<i>[Example: Filtering facepiece (dust mask)]</i>	<i>[Voluntary use for warehouse workers]</i>
<i>[Example: Half-facepiece APR or PAPR with P100 filter]</i>	<i>[Prep and Assembly] [Voluntary use for maintenance workers when cleaning spray booth walls or changing spray booth filter]</i>

HAZARD ASSESSMENT				
Department	Contaminants	Exposure Level (8 hrs TWA)	PEL	Controls
<i>[Example: e.g., Prep: sanding]</i>	wood dust	2.5 - 7.0 mg/m ³	5 mg/m ³ (TLV = 1 mg/m ³)	Local exhaust ventilation for sanders, Half-facepiece APR with P100 filter.
<i>[Example: e.g., Prep: cleaning]</i>	methylene chloride	70 ppm	25 ppm 125 ppm (STEL)	Local exhaust ventilation (LEV) to be installed for cleaning stations. Continuous flow SAR hood until then needed for respiratory protection. Will reevaluate after LEV installation.
	methanol	150 ppm	200 ppm	
	acetone	400 ppm	1,000 ppm	

Section 29: Safe Storage of HazMat Chemicals Program

Hazardous Materials Handling and Storage

Even chemicals that are generally considered to be benign have potential to be hazardous under specific circumstances. COMPLETE FILTRATION RESOURCES, INC personnel should ensure that stock chemicals and other hazardous materials are stored properly in order to prevent spills, uncontrolled reactions and minimize worker exposures. Customer chemical plants we may work in and labs are particularly challenged because of the number and variety of chemicals that are handled.

Regulatory Considerations

EPA regulation of hazardous chemicals is limited. Most regulation of these materials is by OSHA. These regulations address:

- Storage and handling of flammable liquids (29 COMPLETE FILTRATION RESOURCES, INC 1910.106);
- Storage of compressed gases (29 COMPLETE FILTRATION RESOURCES, INC 1910). This standard incorporates by reference, Compressed Gas Association Pamphlets C-6 1968 and C-8 1962; and
- Communicating chemical hazards to employees under the Laboratory Standard (29 COMPLETE FILTRATION RESOURCES, INC 1910.1450) and the Hazard Communication Standard (29 COMPLETE FILTRATION RESOURCES, INC 1910.1200).
- Most state, tribal or local jurisdictions address hazardous material storage through the use of building codes which can incorporate BOCA Codes (Building Officials and Code Administrator), NFPA Codes (e.g., NFPA 10, 30, 45 and 101), and UBC (Uniform Building Code).
- In addition to OSHA and building code requirements, hazardous material requirements are also promulgated by the DOT (49 COMPLETE FILTRATION RESOURCES, INC 171-179 and 14 COMPLETE FILTRATION RESOURCES, INC 103).

Management Issues

In order to effectively manage chemicals, COMPLETE FILTRATION RESOURCES, INC will comply with the following three principals:

Minimize Exposures Take the necessary precautions when working with and storing chemicals. As a means of minimizing the potential for exposure, pursue opportunities for product substitution. For example, using a water-based product in place of a more hazardous solvent based chemical agent.

- **Do Not Underestimate Risks** Ensure that the risk associated with each chemical is assessed, understood and communicated. It is prudent to assume all chemicals are hazardous and handle them accordingly.

- Use Proper Control Measures Eliminate the hazard through engineering controls, personal protective equipment, and administrative procedures. Ensure that all COMPLETE FILTRATION RESOURCES, INC employees are properly trained in accordance with regulatory requirements (e.g., Hazardous Communication Standard) so that they can safely perform their job.

The following are key management issues for the storage and handling of hazardous materials including hazardous chemicals, flammable liquids, and compressed gases. Regulations regarding the proper storage of hazardous materials are complex. The information provided below is not comprehensive. COMPLETE FILTRATION RESOURCES, INC managers and supervisors should review OSHA and other requirements and guidelines described above to ensure that all requirements are being met and that hazardous materials are being managed in accordance with prudent practices.

Hazard Communication Plan

29 COMPLETE FILTRATION RESOURCES, INC 1910.1450 and 1910.1200 establish requirements for the communication of chemical hazards to employees in the workplace. The programs include a number of common elements. These are:

- Establishment of documented programs;
- Preparation and periodic update of an inventory of all hazardous chemicals;
- Labeling of all containers of hazardous chemicals (including materials transferred from the manufacturer's container to end user container such as spray bottles);
- The availability of Safety Data Sheets (SDS's) for workers on all shifts and in all locations;
- Employee chemical hazard training and documentation; and
- Processes to review and update the program on a periodic basis.

The Chemical Inventory

A chemical inventory should be prepared and maintained. The inventory is important in complying with OSHA requirements such as the Hazard Communication Standard and EPA requirements. Inventories should include chemical names, storage locations, quantities, and hazard information. Individual inventories should be maintained in each storage area with a roll-up inventory maintained by COMPLETE FILTRATION RESOURCES, INC staff.

Chemical Storage on COMPLETE FILTRATION RESOURCES, INC Sites

Centralized chemical storage is recommended. Chemical storage should be limited to those chemicals and quantities necessary to complete task requirements. Key considerations for on-site storage and handling include:

- Chemicals should not be stored on floors or benches since they could be knocked over. Storage on open shelves should be avoided. When necessary, lips or restraining devices should be used. Do not store chemicals above eye level;

- Chemicals should be segregated according to chemical classes and compatibility first. Then they can be stored by a convenient finding method such as alphabetically. For example, acids should be kept separate from bases, oxidizers from organics, and cyanides from acids. Physical separation should be provided for reactive chemicals. Use secondary containers in storage areas if available space does not allow incompatible materials to be properly separated;
- Properly store flammable and combustible materials in accordance with NFPA 45 and NFPA 30 (see further descriptions below);
- When possible, segregate toxic chemicals from other chemicals and store in closed cabinets. Label the cabinets "TOXIC CHEMICALS" or with a similar warning;
- Maintain chemicals per manufacturer requirements;
- Ensure containers are labeled in accordance with the OSHA Hazardous Communication Standard;
- Make sure containers are closed when not in use;
- Use secondary containment such as acid carriers when transporting liquid chemicals more than a very short distance; and
- Central chemical storage areas (e.g., rooms) require specific design and equipment such as construction materials, lighting, ventilation, fire extinguishers, and housekeeping procedures such as aisle space.

Flammable and Combustible Liquids

Additional requirements apply to those chemicals that are classified as flammable or combustible liquids. These materials must be stored in accordance with NFPA 45 in chemical labs and NFPA 30 in other locations.

- Regardless of production requirements and even when NFPA allows higher quantities, prudent practice is that the quantity of these materials not exceed a total of 60 gallons or one month's supply (for all such chemicals combined);
- Flammable and combustible liquids should be stored in metal or plastic containers that meet NFPA requirements. More than 10 gallons of flammable and combustible liquids should be stored in a flammables cabinet or specially designed room. Prudent practice is to store these materials in a flammables cabinet whenever possible;
- Storage in flammable cabinets must not exceed design quantities (e.g., 60 gallons). Cabinets should be properly vented if there is the potential for the buildup of hazardous vapors; and

Compressed Gases

Compressed gas cylinder storage should meet the requirements in the Compressed Gas Association C-6 1968 and C-8 1962.

- Properly label the cylinders with their contents store upright and away from heat sources
- Cylinders should be chained to the wall or otherwise secured from falling
- Do not store cylinders so as to block exits, obstruct aisles, or otherwise interfere with egress and

- Cylinders should be separated based on their contents. Incompatible materials (e.g., oxygen and propane, chlorine and helium) should be segregated. In addition, full, partially full and empty cylinders should be labeled as to their status and separated.

Pollution Prevention and Hazardous Materials Storage

Waste minimization for hazardous chemicals starts with the substitution of less hazardous substances. Opportunities include:

- Maintaining an accurate inventory that can be shared throughout the facility. Using this inventory, chemicals can be shared and expiration dates can be tracked
- Purchasing of only the smallest amounts needed. Often, the additional cost associated with the smaller or custom purchase is less than the cost of expired or unused chemical disposal
- Establish a centralized purchasing program to ensure full utilization of chemical products
- Order reagent chemicals only in amounts needed
- Maintain a limited inventory of chemicals on hand so those chemicals do not expire or deteriorate and necessitate disposal
- Use less solvent to rinse equipment
- Review the use of highly toxic, carcinogenic, reactive, or mutagenic materials to determine if safer alternatives are feasible.

Section 30: Cyber Security

Introduction

The risk of data theft, scams, and security breaches can have a detrimental impact on a company's systems, technology infrastructure, and reputation. Subsequently, Complete Filtration Resources, Inc. has created this policy to help outline the security measures put in place to ensure information remains secure and protected.

Purpose

The purpose of this policy is to (a) protect Complete Filtration Resources data and infrastructure, (b) outline the protocols and guidelines that govern cyber security measures, (c) to define the rules for company and personal use, and (d) to list the company's disciplinary process for policy violations

Scope

This policy applies to all of Complete Filtration Resources remote workers, permanent and part-time employees, contractors, volunteers, suppliers, interns and/or any individuals with access to the company's electronic systems, information, software, and/or hardware.

Confidential Data

Complete Filtration Resources defines "confidential data" as:

- Unreleased and classified financial information.
- Customer, supplier, and shareholder information.
- Customer leads and sales-related data.
- Patents, business processes, and/or new technologies.
- Employees' passwords, assignments, and personal information.
- Company contracts and legal records.

Device Security.

To ensure the security of all company-issued devices and information, Complete Filtration Resources employees are required to:

- Keep all company-issued devices, including tablets, computers, and mobile devices, password-protected.
- Secure all relevant devices before leaving their desk.

- Refrain from sharing private passwords with coworkers, personal acquaintances, senior personnel, and/or shareholders.
- Regularly update devices with the latest security software (**This is handled by the IT group**).
- Every employee will have individually assigned usernames that they must use when logging into any device, the use of shared username/password combinations is prohibited.

Password Policy.

A set of rules has been designed to enhance computer security by requiring users to employ strong passwords and use them properly.

The password must meet the minimum requirements set forth in our corporate policies including:

1. It must be at least 12 characters long.
2. It cannot match any of your past 10 passwords.
3. It cannot contain characters which match 3 or more consecutive characters of your username.
4. You cannot change your password more often than once in a 24 hour period.
5. It must contain at least one character from 3 of the 4 following groups of characters:
 - a. Uppercase letters (A-Z)
 - b. Lowercase letters (a-z)
 - c. Numbers (0-9)
 - d. Symbols (!@#\$%^&*...)

Email Security.

Protecting email systems is a high priority as emails can lead to data theft, scams, and carry malicious software like worms and bugs. Therefore, Complete Filtration Resources requires all employees to:

- Verify the legitimacy of each email, including the email address and sender name.
- Avoid opening suspicious emails, attachments, and clicking on links.
- Look for any significant grammatical errors.
- Avoid clickbait titles and links.
- Do not use Work email for Personal email
- Contact the IT department regarding any suspicious emails.

Transferring Data.

Complete Filtration Resources recognizes the security risks of transferring confidential data internally and/or externally. To minimize the chances of data theft, we instruct all employees to:

- Refrain from transferring classified information to employees and outside parties.
- Only transfer confidential data over Complete Filtration Resources networks.
- Obtain the necessary authorization from senior management.
- Verify the recipient of the information and ensure they have the appropriate security measures in place.
- Adhere to Complete Filtration Resources' data protection law and confidentiality agreement.
- Immediately alert the Director of Operations/The Dirks Group of any breaches, malicious software, and/or scams.

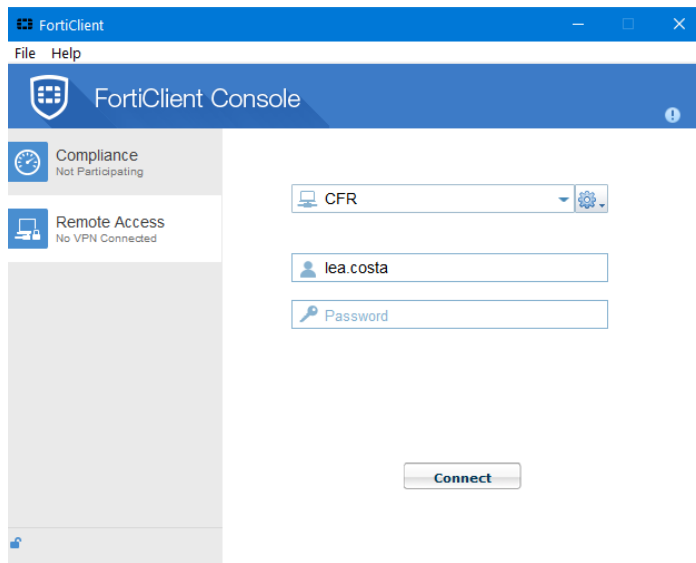
Multi-Factor Authentication Policy

Duo Security is our multi-factor authentication procedure for remote VPN/Email Access.

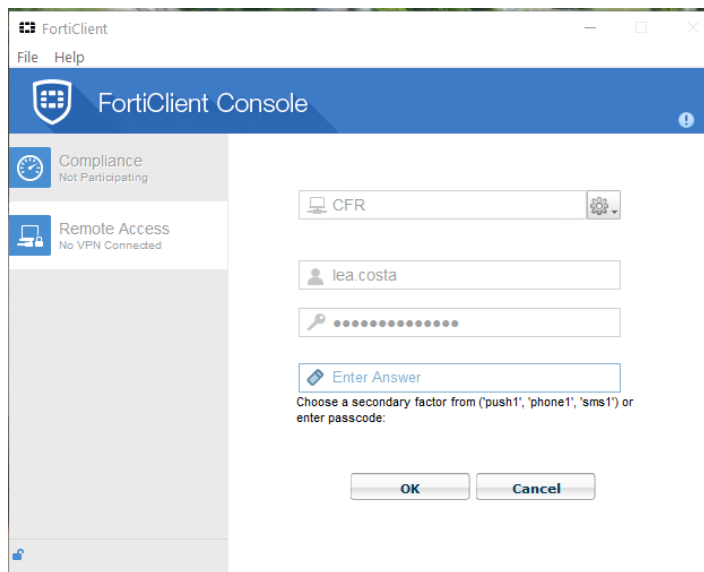
Please note this is only required when you are working remotely and need to access Email or VPN in to our network.

FortiClient with Duo Protection

1. Open the FortiClient VPN
2. Type in your username and password



3. At 48% Duo request options



4. Open the Duo app on your cell phone to display passcode, click show password. Enter code displayed.

5. Click OK to connect

Note: you will need to complete this sign-in within 30 seconds; otherwise, the login will timeout and you will need to restart the login process over from step1.

Cyber Security Awareness Training

Each employee of Complete Filtration Resources is required to take part in an annual training from KnowBe4 Security Awareness Training program through The Dirks Group. This testing and training platform is designed to make people aware of various spam, phishing, and social engineering issues that not only help to protect our work environment, but their personal online data as well.

A training assignment is assigned and has a must complete by date. Each employee has their own login and password for the KnowBe4 site. The results of the training are reported to our Director of Operations and any low or incomplete results are address with each individual. Additionally, simulated phishing attacks will be deployed randomly throughout the course of the year. Through this training and simulation program, we can track when the email was sent, how many individuals opened the message, how many individuals clicked the link in the email, and how many individuals entered information into the site.

New Employees will be assigned initial training in their first week of work, as well as review and understanding of this entire policy.

Disciplinary Action.

Violation of this policy can lead to disciplinary action, up to and including termination. Complete Filtration Resources' disciplinary protocols are based on the severity of the violation. Unintentional violations only warrant a verbal warning, frequent violations of the same nature can lead to a written warning, and intentional violations can lead to suspension and/or termination, depending on the case circumstances.

Section 31: Pandemic Preparedness Program

At Complete Filtration Resources Inc., the safety of our employees and customers is our top priority. We are committed to following all CDC guidelines and recommendations to minimize the spread of any pandemic. Our safety protocol includes the following:

- General Rules:
- Frequently wash hands and use alcohol-based hand sanitizer.
- Practice good respiratory etiquette.
- Disinfect workspace before and after use.
- Conduct employee screenings.
- Encourage employees to work from home.
- Encourage employees to stay updated on immunizations

Customer and Fabricator Sites:

- Abide by any customer or fabricator written protocols, even if optional.
- Project managers and engineers are responsible for obtaining and relaying on-site protocols.
- Employees must receive approval from their supervisor to go on-site.
- Customers have the right to full disclosure of our whereabouts.

Outside of Work:

- Employees are expected to adhere to state guidelines to help reassure customers that we have done everything in our abilities to reduce exposure.
- Employees are encouraged to obtain appropriate immunization.

Employee Illness: IF AT HOME:

- Notify your supervisor and HR right away.
- Do not come to work until the recommended time has passed.
- Obtain clearance from the employee's provider if they had a negative test before the end of the recommended isolation period.
- If the employee does not supply a negative test result but shows illness symptoms, they must remain out of the office and job site until symptoms improve and a recommended time has passed since symptoms first appeared.

IF AT WORK:

- Separate from other employees and go directly home.
- Follow the steps above.

- Use proper PPE and safety protocols to perform CDC recommended cleaning and disinfection, including appropriate surface testing of areas the employee was exposed to while symptomatic at work, including vehicles.
- Practice social distancing and wear a cloth face covering when other people are present.

Employee Close Contact:

- Stay home or go home.
- Call your healthcare provider before seeking testing or treatment unless it is an emergency.
- Notify your supervisor and HR right away.
- If you have a laboratory confirmed negative test after having close contact with someone who has been laboratory-confirmed to have the illness, stay at home for the recommended amount of time.

Continuation of Work Operations:

- Establish a strategy for continuation of work operations if a large percentage of personnel become ill.
- Limit large or crowded gatherings of personnel if an outbreak or increased level of disease is in progress.
- Equipment and/or working surfaces shall be cleaned periodically.

Communication Procedures:

- Establish an effective internal/employee communication procedure and effective external/customer communication procedure.
- Provide periodic training on illness prevention and how to avoid the spread of disease.
- Review and test the plan periodically, and implement lessons learned following a pandemic.

Additional Information:

We are dedicated to maintaining a safe and healthy workplace for our employees and customers. We will continue to monitor the situation and make updates to our protocol as needed to ensure the safety of all.

At Complete Filtration Resources Inc., we are committed to promoting good hygiene practices to minimize the spread of any pandemic. In addition to following all CDC guidelines and recommendations, our safety protocol includes the following measures to ensure that hand washing facilities, antiseptic hand cleansers/towelettes, and other hygiene items are readily available for all employees:

Hand Washing Facilities:

We provide hand washing facilities with soap and water that are easily accessible to all employees. These facilities are routinely cleaned and maintained to ensure their effectiveness in promoting good hand hygiene. We encourage employees to frequently wash their hands, especially after using the restroom, before eating or preparing food, and after coughing or sneezing.

Antiseptic Hand Cleansers/Towelettes:

We provide antiseptic hand cleansers/towelettes throughout the workplace in areas such as break rooms, common areas, and workstations. These items are readily available to all employees to promote good hand hygiene and minimize the spread.

Other Hygiene Items:

We provide other hygiene items such as facial tissues and no-touch receptacles for their disposal. We also provide cloth face coverings for all employees to wear when other people are present. By providing readily available hand washing facilities, antiseptic hand cleansers/towelettes, and other hygiene items, we are taking a proactive approach to promoting good hygiene practices and minimizing the spread. We encourage all employees to take advantage of these resources and to prioritize their own health and safety, as well as the health and safety of their coworkers and customers.

In addition to the safety protocol outlined above, Complete Filtration Resources Inc. recognizes the importance of assigning ownership of the Pandemic Disease Plan. Therefore, we have designated a team of individuals to oversee the implementation and updating of our Pandemic Disease Plan.

This team will be responsible for:

Developing and maintaining the Pandemic Disease Plan in accordance with current CDC guidelines and recommendations. Ensuring that all employees are trained on the Pandemic Disease Plan and that they understand their role in its implementation. Monitoring and evaluating the effectiveness of the plan and making necessary adjustments as needed. Communicating updates to the Pandemic Disease Plan to all employees in a timely and effective manner. Maintaining compliance with all legal and regulatory requirements related to the plan.

By assigning ownership of the Pandemic Disease Plan, Complete Filtration Resources Inc. is taking a proactive approach to minimizing the spread of any pandemic and protecting the health and safety of our employees and customers.

Section 32: EMPLOYEE SAFETY TRAINING CHECKSHEET

Name of Employee:_____

Name of Instructor:_____

Date of Training:_____

Contents of Training Program

1. General Safety Rules & Responsibilities
2. Forklift (PIT) Safety
3. Lock Out / Tag Out
4. Hazard Communication
5. Emergency Preparedness
6. Personal Protective Equipment
7. Electrical Safety
8. Fire Protection/Fire Extinguisher Use
9. Bloodborne Pathogens
10. Ladder/Fall Protection Safety
11. Tools & Equipment
12. Fleet Safety Program
13. Truck and Trailers SOP
14. Facility Safety Inspections
15. Access to Exposure and Medical Records
16. Safety Committees
17. Accident Investigation
18. Contractor Safety Program
19. Safety Communication Training
20. Ammonia Safety Program
21. Aerial Lift & Scissor Lift Safety Program
22. Confined Space Entry Program

23. Disciplinary Action Program
24. Heat Stress Prevention Program
25. Hydrogen Sulfide Program
26. Medical Services & First Aid Program
27. Non-Routine Tasks & LMRA Program
28. Respiratory Protection Program
29. Safe Storage of HazMat Chemicals Program
30. CYBER Security
31. Pandemic Preparedness Program
32. Employee Safety Training Checklist

I have received instruction and understand the issues outlined above.

(Name & Date)
