SAFETY STEWARD PROGRAM

Integrated Water Services, Inc.
(the Company)

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Valid on day of printing only.

Printed on: 21 October 2024

Integrated Water Services, Inc.
Version 1
06/27/2023

Purpose

The purpose of the Safety Steward program is to ensure that the key safety initiatives are completed in all IWS Companies on every project as outlined in this program.

Scope

This program is applicable to the assigned Safety Stewards. The responsibilities as outlined in this Procedure are tasks that must be completed and maintained with a score of 100% in order for the Safety Steward to receive the performance-based pay incentive that accompanies a 100% compliance status.

Key Responsibilities

Safety Director
- Share status reports to the Safety Stewards and their managers each Monday so they can have an opportunity to correct any deficiencies for the upcoming Thursday scorecard distribution.
- Mentor and communicate with the Safety Stewards as required for them to understand what is expected in regard to performance, roles, and responsibilities of their position.

Managers and Supervisors
- Assign project Safety Stewards for their respective project(s).
- Allow the Safety Stewards with the needed time to complete the requirements of their position.

Safety Stewards
Emergency Action Plan (EAP)
- The Safety Steward is required to complete an Emergency Action Plan (EAP) on their respective project at the onset of the project. There is an instructional video that provides step-by-step instructions on how to complete the EAP process on the support center FAQ page: www.iws.support
  - o The project EAP must first be developed in order for the Safety Steward to qualify for the pay rate increase that comes with the following four tasks!

Safety Orientation and Annual Safety Training
- The Safety Steward is responsible for ensuring each project worker has completed the required Safety Orientation training prior to that worker arriving on the project. For each month the project closes with a 100% training score on the Training Matrix, the Safety Steward will receive a $50 incentive bonus for that month.

Job Hazard Analysis (JHA)
- A JHA must be completed each day that manual labor activities are performed. All crew members and all affected persons must be included in the JHA planning process. The JHA must be completed using the JHA form located in the Forms tab of the support center. For each month the project closes with a 100% score on the JHA matrix, the Safety Steward will receive a $50 incentive bonus for that month.

Toolbox Talks (TT)
- A TT must be reviewed by each project team once a week. On Sunday afternoon, the Safety Director will distribute the mandatory TT that the crews must review for the upcoming month. The TT review must be documented on the Toolbox Talk Training Registration form located in the safety support center: https://iws.support/toolbox-talks. For each month the project closes with a 100% TT score on the Training Matrix, the Safety Steward will receive a $50 incentive bonus for that month.

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Good Catch (GC)

- Each project is required to submit at least one good catch for every four months of active field operations. The GC must be submitted using the Good Catch form at the Forms tab of the safety support center. For each month the project closes with a 100% score on the GC matrix, the Safety Steward will receive a $50 incentive bonus for that month.

Procedures

- The Safety Steward will be required to ensure their respective project maintains a 100% compliance status on the five measures noted above.
- Failure to meet the threshold of all five actions in a one-month period will result in forfeiture of the $200 monthly incentive bonus for that month.
- Safety Stewards will receive their incentive pay on a monthly basis.
- Safety Stewards who fail to maintain a 100% compliance rate will be relieved of their Safety Steward responsibilities.
- This procedure is subject to change.

Resources

Safety Steward Procedure: https://iws.support/corporate-hse-procedures
Safety Steward Training Module: https://form.jotform.com/231785388494170
Emergency Action Plan Tutorial Video: https://iws.support/faq

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