

CODE OF SAFE WORK PRACTICES

Personal Conduct, Substance Abuse and Smoking:

General Work Rules:

- All persons are entitled to be treated fairly and with respect without regard to ethnic background, religious belief, gender or sexual orientation. Discrimination in hiring, promotion, work assignment, or general treatment contrary toward this policy toward anyone will not be tolerated
- Abusive or threatening language will not be tolerated
- Stealing or pilfering of anything can be grounds for termination and may even be subject to criminal prosecution. In order to avoid misunderstandings, do not borrow someone else's property without asking.
- Horseplay, Fighting or practical jokes can be dangerous and will not be tolerated. Violation of this rule may result in termination.
- Permission must be obtained from your *supervisor* before bringing cameras, recording equipment, televisions, media players or radios to work.
- Circulating distributing or posting written material without permission is prohibited.
- Soliciting for the sale of products or services (other than company products or services is prohibited).

Substance Abuse:

- Clear decision making and good judgment continue to play a vital safety role in our day-to-day routine work schedules. Impaired thinking and decision-making caused by the consumption of alcohol and/or drugs are not only a direct safety hazard to the individual under the influence, but also to those employees working around that individual. Reference the IIPP for suspected substance abuse testing procedures

Safety Responsibilities

Company Employees

- Safety is the responsibility of each employee. Employees are responsible for following the guidelines in this handbook and the company's IIPP. It is the desire of management to protect the employees from accidental injury and damage to health while working for our company. This matter must receive top priority at all levels.
- Safety is the functional responsibility of each supervisor to demand safe operations. It is the supervisor's obligation to teach employees to work safely.
- Notwithstanding the responsibilities of the supervisors, each employee must be responsible for their own safety and wellbeing on and off the job site.

Safety Meetings

- A daily "tailgate" safety meeting shall be conducted covering the immediate daily safety concerns. Supervisors will complete a JHA / PTP form and review hazards pre-task with the employees.
- The crew will review topics relevant to the tasks at hand. These topics will be recorded on the daily sign in sheet.
- The crew will perform a guided stretch and flex warm up.

Pre-Job Safety Inspections

- Prior to the start of a project, efforts will be made to identify potential hazards. All supervisors are required to conduct a pre-job safety inspection, and document this inspection results on the Safety Inspection Checklist. Those hazards which can be eliminated will be eliminated. Employees shall be informed of the hazards which remain and be given instructions to safeguard against them. If an incident occurs on the job, a second inspection will be completed.

Reporting Unsafe Acts & Conditions

- Unsafe acts should be corrected immediately. If an employee observes another employee committing an unsafe act he/she shall immediately stop that employee's action and request that

the employee perform that act in a safe manner. If the employee that is committing the unsafe act refuses to acknowledge the request, the correcting employee shall immediately report it to their supervisor.

- Unsafe conditions should be corrected immediately if possible. Conditions that cannot be corrected immediately should be isolated by temporary protective measures, such as safety barriers or danger tape. The condition should be reported to the supervisor and the company safety representative.

Hazard Communication and Hazardous Materials

- Many of our customer's facilities utilize chemicals and substances considered to be hazardous. Safety Data Sheets (SDS's) describe the physical and health hazard information on chemicals that may be encountered.
- SDS's are available on site, see HazCom program.

First Aid and Medical Control

- Each Job shall have a first aid kit. The first aid kit shall be kept in sanitary, useable condition. First aid kits, located in field job boxes, are periodically inspected to ensure that needed items are replaced. Supervisors are responsible for the inspection of first aid kits in all facilities.
- The telephone numbers of emergency services shall be posted at each job site.

Accident Prevention and Reporting

- The company's goal is to complete all projects accident free. If the events and circumstances that lead to accidents can be determined and eliminated, this goal can be realized. This necessitates the need to investigate accidents when they occur and to determine their root cause.
- Any employee who is involved in or observes an incident shall immediately report that incident to the supervisor. Minor incidents or near misses should be reported no matter how insignificant the incident may seem.
- Refer to the following procedures on the proper method of reporting and documenting an incident should one occur.

Incident Procedures

Should any employee become involved in an incident (injury, non-injury accident, property damage, fire, spill, near miss etc.) the following steps must occur to ensure proper treatment:

- If the incident resulted in an injury, determine extent, and begin first aid/CPR.
- If an ambulance is required, immediately call **911** and/or the site's emergency response team or equivalent.
- Once care is provided and an ambulance is summoned, or if an ambulance is not required, immediately inform the following individuals of the incident. They can either be reached directly on their company mobile phones, or through the office main line.
 - Regional Safety Manager
 - Operations Manager
 - General Superintendent
 - Personnel Director
- Do not allow an injured employee to drive themselves to a medical facility
- If the incident does not result in an injury, move on to documentation of the incident.

Documentation

Documentation and paperwork are a critical part of incident/accident reporting. Employees are expected to cooperate with the investigation and fill out the required paperwork as outlined in the IIPP.

- Any injury, non-injury accident, property damage, fire, spill or near miss, etc. will be investigated by the foreman and an **Incident Report** form will be completed.
- Any injury, or extensive damage will also be investigated by the superintendent, and an **Incident / Accident Report Form** will be completed and reviewed by operations staff.

Ergonomics and Material Handling

Your back supports the weight of your body, when you move loads your back carries even more weight. If you do not work within your body's natural limits, your back cannot safely support your body and the load. Spinal pressure created by extra weight, ends up on your lower back. Many back injuries can be prevented if you apply the following steps.

General tips

- Exercise and stretch on a regular basis to maintain good physical condition
- Avoid sitting for long periods.

Lifting tips

- Keep your legs apart for good balance and bend your knees and hips, not your waist.
- Your back should stay aligned with your ears, shoulders and hips.
- Take a deep breath, tighten your stomach muscles, and carry the load close to your body
- Lift using your leg, and arm muscles to lessen the force on the load to your back.

Carrying tips

- Know where you are going, so you do not have to carry the load while looking for a place to set it.
- Make sure you have a clear path, so you carry the load the shortest distance
- Hold the load close to lessen the pressure on your back.

Turning Tips

- Tighten your stomach muscles before you lift to support your back while you turn
- Keep the load in front of you and step in the direction of the turn, rather than twist.

Reaching Tips

- Set up your work area for reaches you do every day
- Slide the load to the edge, towards your body, down to waist level.

Carrying Loads

- Keep in mind possible hazards to others when carrying loads
- Keep the front end of extended loads (such as conduit, pipe, ladders, or lumber) up and under control to avoid striking objects or other employees.
- Do not obstruct your vision with the load
- When carrying a load with other, all involved should agree who is leading
- Do not pass or throw materials through manholes or other small openings without positioning a spotter on the other side to ensure everyone is clear.

Slip, Trip and Fall Prevention

Slips and falls can be the source of very serious injuries. Following these guidelines can help to eliminate those injuries.

- Walk, do not run
- Practice good housekeeping
- Wear shoes with appropriate soles for the floor surface you work on
- Stay alert for slipping and tripping hazards
- Be careful when walking on ice, snow, or slippery surfaces
- Follow safety rules especially for ladders and scaffolding
- Remove, repair, or report unsafe conditions that might cause someone to fall
- Be especially cautious when climbing or descending stairs
- Know how to fall and have a safer less painful landing
- Practice safe material handling
- Use special equipment when necessary.

Housekeeping

- Housekeeping is an integral part of safety. Work areas must be kept neat and orderly. A Work area check is to be made at the beginning of the day to make sure no hazards exist from poor housekeeping practices.
- Personnel are required to keep the area in which they are working in a neat and orderly manner at all times, free of any tripping hazards.
- All scrap, waste materials, and refuse should be placed in appropriate containers as the work progresses.
- Do not dump oil, fuel, or other hazardous liquids on the ground, in dumpsters, or in ditches. Contact the supervisor for proper disposal of these materials.
- Spills or oil spots should be cleaned immediately. In the event the condition cannot be corrected immediately place temporary safeguards such as a safety barrier to block off the area. Notify your supervisor immediately.

Personal Protective Equipment (PPE)

Personal protective equipment is available and often required to provide you additional safety in your daily work. You will be provided training on the selection of, use, and care of all company provided PPE, and retrained as necessary. Mandatory PPE is available through the company or at the job site at no cost to the employee. Consult your supervisor for additional information.

- All employees must wear shirts and pants that cover the shoulders, arms and legs at all times. Complete arm and leg protection will be required in most areas. This is considered required attire to report to work, and not a component of PPE
- Special safety equipment is required when handling certain chemicals, and during certain work activities (sandblasting, torch cutting, power washing, etc.). A hazard assessment of the job task will be performed prior to the start of work in order to select the proper PPE. Consult your supervisor when regarding specific equipment requirements.
- PPE must be maintained in a clean and sanitary condition.
- All PPE must be of the proper fit and size for the worker who is utilizing it.
- Any PPE found to be defective must be removed from service and replaced immediately.

Hand Protection

- Remember, while hand gloves can be a safety asset in many work areas, they can just as quickly become a safety hazard. When working around rotating & operating equipment, use good judgment.
- Plastic or rubber-coated gloves are required when handling solvent, acids, or chemically treated materials. Review MSDS's on the material involved to obtain the proper equipment.
- Leather gloves should be worn when handling sharp objects, during demolition, or when working around items that could burn your skin.

Foot Protection

Foot protection is an important part of your proper work attire. Tennis shoes are not allowed on job sites. All personnel working on company job sites must wear shoes which meet the following criteria.

- Sole- Must be constructed of oil resistant non-slip material, and shall be capable of providing a substantial amount of puncture resistance.
- Heel-must not be less than .5 inches in height. High heels are not allowed.
- Upper-The upper must be constructed of leather or an equivalent material that resists liquid penetration while providing puncture, impact, and thermal protection. Safety toes (steel or composite) are required unless specifically exempted.

Hard Hats

- Osha specified ANSI Z-89.1 compliant hard hats that are in good condition are required in all fieldwork areas, roads, and in the shop during work hours

Eye Protection

- Safety glasses with side shields are required in all work areas, except those working in offices or riding in enclosed vehicles. Glasses must be marked with ANSI (Z87.1) approval.
- Burning goggles with no less than a No.3 density lens with plastic cover plates on each side are required for all welding and burning.
- Coverall goggles, and/or full face, side shields, are required for most power chipping, grinding and sawing.
- Full face shields are required when handling molten materials.

Hearing Protection

- Approved hearing protection is required when entering areas where operating equipment generates noise which exceeds 85dBA.
- Be aware of posted signs on the jobsite requiring hearing protection. Your supervisor will help to indicate these areas.
- Impact tools, grinders, saws and other noise producing tools will usually require hearing protection.

Respiratory protection

- Respiratory equipment can be effective in protecting you from inhalation of hazardous amounts of airborne contaminants. The proper respiratory equipment must be worn to protect you from potential exposure to harmful concentrations of dust, fumes, mists, vapors, and or gasses that may be encountered on the job.
- When such hazards cannot be controlled at their source, respiratory equipment must be worn, and particularly while performing the following operation:
 - Handling/exposure to toxic, corrosive, and or hazardous materials that involve dust, vapors, fumes, fibers, or mists.
 - Handling clay, concrete or other finely powdered materials
 - Entering any space where respiratory equipment is specified as being required.
 - Welding, cutting. Especially in confined spaces.
- Reference the company's **Respiratory Protection Program** for a complete list of related policies and guidelines.

Safety Harnesses

- Personnel who are required to work in elevated areas can perform their job safely and efficiently with the proper use of a safety harness. The company's **Fall Protection Program** shall be referenced anytime an employee may be potentially exposed to a fall from a height of 6' or greater.

Environmental Considerations

- Work conditions that have the potential to result in workers having elevated core body temperatures can result in injuries and even fatalities. All employees shall be familiar with the company's Heat Illness Prevention Program and thoroughly follow all of its contained guidelines.
- Hypothermia, which is a reduced core body temperature, is of significant concern as well. Employees shall wear proper attire to assure that they maintain adequate warmth and remain dry in inclement weather. Extra observations should be made by all to ensure no members of the crew are becoming hypothermic.
- Work that must take place in the rain shall have extra consideration placed on avoiding slippery conditions, the possibility of ice generation, and any additional needed PPE.

Emergency response for fires

- When entering a jobsite, and prior to conducting and scheduled work, obtain all information regarding procedures for reporting fires and emergencies. Make note of all critical phone numbers associated with the reporting procedure.

Reporting

- If you notice a fire immediately notify the people around you and your supervisor. After summoning assistance and whenever possible personnel should attempt to take steps to extinguish small controllable fires whenever possible, to mitigate damage to the work area.

Prevention and coordination

- Employees shall be informed of escape procedures during orientation at each job site. The supervisor will be responsible for establishing a meeting area, and accounting for all employees during an emergency. He shall also be responsible for coordination of rescue/medical efforts,
- The worksite will be prepared and maintained in a manner to facilitate emergency response to fires.
- A safe and unobstructed access to all fire-fighting and safety equipment will be maintained at all times.
- All fire extinguishing equipment shall be inspected periodically, and kept in proper working condition. Defective equipment and supplies shall be immediately replaced.

Fire prevention

- Hot work permits may be required at specific job sites. Ask your supervisor regarding specific hot work restrictions.

Extinguishers

- Employees should familiarize themselves with the operation and location of fire extinguishers in their working areas. Those extinguishers should be conspicuous and easily accessible in case of an emergency. Prompt action and intelligent use of this equipment can be an effective means of keeping a fire from spreading until additional control measures are brought into action. Employees should be familiar with the type of extinguisher provided. Extinguishers must be replaced promptly after use.

Combustibles (“Burning Materials”)

- Combustible materials must be kept in a proper container away from steam lines, radiators, heaters, and hot process or service lines. All exposed combustible materials below welding and burning areas must be removed to a safe location or covered by a fire blanket. A fire watch must take place after a welding or cutting operation.

Open Hole Protection

- All hole openings through floors, decking, or walls less than 42 inches above the floor at all elevations must have properly identified barricades and/or coverings.
- Covers must be secured so that they cannot slip and must extend beyond the edge of the hole.
- Covers may be fabricated with ¾” plywood, provided one dimension of the hole opening is less than 18”. Otherwise, 2” lumber is required.

Protective Barricades and/or Guardrails

- If it is necessary to remove railings, barricades or guardrails, they must be replaced as soon as possible. Fall protection equipment must be used during the removal of these materials
- Barricades are required around all excavations, holes, openings in floors, elevated platforms, or whenever necessary to prevent falls.
- Barricades must be 42” high, with a mid-rail and a minimum 4” tall toe board if work is taking place below.
- Barricades must support 200lbs of force in any direction.
- If possible, erect barricades before holes are created.
- An access gate should be provided when possible.

Safety Signs

- Legible signs should be placed on barricade stands, posts, doorway entrances, or other suitable stanchions before work starts and removed promptly upon completion.

Hand Tool Safety

Tools should only be used for the purpose for which they are designed. Many serious incidents have resulted from the improper use of hand tools. Many of those injuries could have been prevented if the following rules were observed. Use the right tool instead of trying to make the wrong tool work. Each tool has a specific purpose, remember that your hands are tools too.

- Keep control of yourself, the tool, and the job. When you apply force with a tool, remember that it may slip, break, or just suddenly complete its job. Watch your hand and your balance to avoid injury. Do not modify tools, or re-use tools that have been modified.
- Use proper PPE. Select your gear wisely and use it as it supposed to be used. Safety Glasses as well as hearing protection are necessary in many cases. Is your clothing sufficient for the materials you are working with? Gloves offer protection but may also present new hazards. Do not use tools you are not trained to use. Never use “cheaters” to increase capacity.

Care

- Take care of your tools. Store them where they will not become damaged, store them where they will not present a hazard.
- Check your tools for defects, wear, and or damage- and replace or repair before using. Defective tools must be removed from service.
- All tools shall only be used if in a safe condition.

Supervision

- As a supervisor, be certain that your employees are trained. Watch their work. Ask about their work and take an interest in helping to discover the safest way to complete the job. This will help to prevent accidents.

Portable Power Tool Safety

Power tools present a serious potential for injury, but can be used safely if the proper principles are practiced. In addition to all the guidelines for hand tools above, implement the following:

- Wear proper, task specific PPE
- Make sure all guards are in place and safety shut off pressure activated switches are operating before use. Guards must never be removed unless explicitly permitted by the manufacturer.
- Before using and power tool, make sure the material you are working on is properly secured.
- Do not connect air or power unless the operating switch is turned off
- Select the proper type and size of tool for the job
- Cords and hoses are tripping hazards, route them to minimize interference in walkways, overhead is preferable.
- Watch the tool while you are operating it. Make sure it is doing what you want it to do.
- Disconnect power when changing accessories.
- Always use a GFCI (Ground Fault Circuit Interrupter).
- For electrical tools, check the cord for breaks, if broken red tag and send in for repairs
- Disconnect the power supply, and properly store your tools when you leave the jobsite.

Ladders

- Ladders must be inspected by a qualified person and approved before being put into service, each user must inspect ladders visually before use.
- Any ladder that is found to be defective shall be tagged and removed from service or destroyed and disposed of.
- All ladders used by company employees shall meet OSHA/ANSI specifications for their intended use.
- Ladder load limits must be known and never exceeded.
- Ladders shall only be used in a manner consistent with their manufacturer intended design.
- Never use painted ladders
- If it is necessary to place a ladder in a doorway, barricade the door and/or post warning signs.

- While ascending or descending a ladder, carry nothing that will prevent holding on with both hands. Use a hand line, if necessary to raise and lower materials.
- Always face the ladder. Fall protection is required if it is necessary to work backwards from a ladder.
- Place extension ladders so that the base is out $\frac{1}{4}$ the vertical distance from the ground to the object against which the ladder is leaning (4:1 ratio).
- Straight and extension ladders must be properly tied off.
- Top of the ladder must extend 3 feet past the supporting object when being used to access an elevated work area
- After ladder has been raised to desired height, the latches must be put into place, and the rope secured, before use.
- Extension ladder sections are not to be used separately.
- Stepladders should never be used as a straight ladder. All 4 feet of a step ladder must be firmly on the ground.
- Using a ladder at the edge of an elevated work area will require fall protection.

Scaffolding

- Personnel must be properly tied off on scaffold platforms that are not equipped with proper hand rails or complete decking.
- No one is allowed to ride on a rolling scaffold while it is being moved.
- Scaffold handrails are not to be climbed, use ladders for access.
- All scaffolds must be erected level and plumb, on a firm base.
- Scaffolds that are three times higher than the smallest base dimension shall be secured to the building at the second life, and every list thereafter.
- Where space permits, all scaffolds must be equipped with standard 42" high guardrails, mid-rails, and scaffold decking.
- Use toe-boards if area below is being utilized by personnel.
- No adjusting or leveling screws can be used on rolling scaffolds.
- Never exceed safe working loads on scaffolds.
- Rolling scaffolds shall only be used on smooth level surfaces.
- Do not alter scaffold framework with welds or cuts
- Parts from different scaffold types are no interchangeable.
- Swing stages must be approved by a qualified person before use. Safety harnesses must be worn while working on the swing stage.
- An independent lifeline must be provided to each swing stage worker.
- Scaffolds must be inspected daily prior to use.

Material Hoists and Man-lifts

- May be operated by trained and authorized personnel only
- Material hoists are not to be used for transporting personnel
- The weight of the material and the capacity of the hoist must not be exceeded. Material must be positioned so that it cannot shift.
- Keep all body parts away from pinch points
- Man-lifts must have complete handrails
- Man-lifts will only be used on level surfaces
- Man-lifts and bucket trucks are not to be used as cranes
- Safety harnesses will be worn at all times while working from a man-lift.

Forklifts and Industrial Truck Safety

- Only drivers trained in safe operation will be permitted to operate such vehicles.
- Forklift training shall include formal instruction, practical training by a qualified instructor and the ongoing workplace evaluation of operators by supervisors.
- Refresher training will be provided with any new equipment, unique site changes, or when needed as a remedial measure. At minimum, all operators will be re-evaluated every 3 years.

- Drivers shall check the vehicle at the beginning of every shift, anything found amiss should be corrected by the driver or reported immediately to the supervisor. The keys should be removed from any truck found unsafe. A DO NOT OPERATE sign shall be posted on the vehicle's steering wheel until the repairs have been completed.
- Vehicles shall not exceed a safe speed.
- No riders on forklifts.
- Forklifts should not be used in place of a scaffold, man-lift or ladder to lift people, however forklifts with a proper working platform are acceptable.
- When leaving vehicle unattended power shall be shut off, brakes set and mast brought to a vertical position, forks left in down position.
- Trailers must be blocked and have brakes set before driving forklift off.
- When left on an incline, wheels must be blocked.
- Operators shall face one direction when possible, and not move a vehicle until certain that all persons are clear.
- Employees shall not ride on the forks.
- Forks should be carried as low as possible.
- Use extreme care with tilting loads.
- All forklifts shall be equipped with backup alarms.

Entering Tanks, Vessels or Confined Spaces

- Entering confined spaces is a high-risk job which requires specific procedures to be followed. DO NOT enter confined spaces without notifying your supervisor, and without a hole-watch in place. Many confined spaces will require permitting and air monitoring to make the job safe. Before attempting any work of this kind, discuss with your supervisor.

Communication

- It is necessary to maintain open communication with customer's representatives and with the work crew. Some of the worst accidents have occurred due to a lack of communication between trades on the work site. Often these accidents occur due to unsafe practices, or work on the wrong system. Always be sure that you are working on the correct system, never depend on vague descriptions of the system or material that you are working on. If you have any doubt, contact your supervisor or the client representative onsite. Always notify operations of any changes to insure you are working in the right location. No job must be completed so quickly that it prevents you from double-checking when in doubt.

General Electrical Safety

- Always assume electrical lines are energized
- Always test your voltage meter against a live conduit before assuming it is working correctly.
- Never work on a line someone else tells you is de-energized without testing it yourself.
- Always "lock and tag" whichever circuit you are working on when possible.
- Never remove another worker's lock, or energize a circuit marked "DO NOT OPERATE"
- Refer to the company's **Control of Hazardous Energy Plan**.

Lock Out/ Tag Out Procedure

- Employees should always follow the Client's Lock-Out/Tag-Out procedure when working at a customer's facility. Refer to the company's **Control of Hazardous Energy Plan**

End of Document

(Bayview Code of Safe Work Practice)