



HSE Manual

**Health Safety & Environmental
Management System**

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CHAPTER 1

SAFETY AND HEALTH MANAGEMENT SYSTEM

INTRODUCTION

State and federal law as well as company policy, makes the safety and health of our employees the first consideration in operating business. Safety and health must be a part of every operation, and part of every employee's responsibility, at all levels within any successful organization. It is the intent of HTS AmeriTek to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to his or her health. Your cooperation in detecting hazards and reporting to your supervisor immediately of any situation beyond your ability or authority to correct is mandatory. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

PURPOSE

The personal safety and health of each employee is of primary importance. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required to personal safety and health, but our employees must bear primary responsibility for working safely. A little common sense and caution can prevent most accidents from occurring.

POLICY: INDIVIDUAL COOPERATION NECESSARY

HTS AmeriTek maintains a safety and health program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but also between the employee and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety, act safely, and the job will be safer.

SAFETY PROGRAM GOALS

The objective of HTS AmeriTek is to sustain a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

AGREEMENT TO PARTICIPATE

Every employer is required to provide a safe and healthful workplace. HTS AmeriTek is committed to fulfilling this requirement. A safe and healthful workplace is one of the highest priorities of HTS AmeriTek. The information in this manual constitutes a written injury and illness prevention program. While HTS AmeriTek cannot anticipate every workplace hazard, the following general principals should guide your conduct. To be safe, you must never stop being safety conscious. Study the guidelines contained in this manual. Discuss the workplace situation with your supervisor. Attend all company sponsored training and safety meetings. Read all posters and warnings. Listen to instructions carefully. If you don't understand any policy, please ask your supervisor.



Health and Safety Policy Statement

Accident prevention shall be considered the primary objective in all phases of operation and administration at HTS AmeriTek. It is the intention of HTS AmeriTek's management to provide safe and healthy working conditions with each assigned task. We feel the development and zero tolerance implementation of meaningful policies will provide the guidance to HTS AmeriTek employees to achieve our desire to reach a higher level of health and safety excellence through the utilization of comprehensive field audits which will be matrixed to reveal leading indicators and supervisor performance.

The prevention of accidents is a responsibility shared by all levels of our company. The basic requirement that each supervisor must make the health and safety of his employees his first priority is essential to the HTS AmeriTek safety program. It is important that each HTS AmeriTek employee adhere to established safe work procedures, but equally important that they convey an unyielding sense of pride in their work and safety attitudes.

We believe that accidents are avoidable with proper training and productive attitudes. HTS AmeriTek will provide adequate employee training in a proactive manor to maintain an advantage over the hazards in our industry.

The bottom line is that our health and safety values define us as a company. They express who we are and what we stand for and provide all HTS AmeriTek employees with the opportunity to grow from every health and safety experience both on and off the job. At HTS AmeriTek, we hold an uncompromising commitment to health, safety, and the environment.

A handwritten signature in black ink that reads 'Apolla Beasley'.

Apolla Beasley
President

RESPONSIBILITIES

MANAGEMENT RESPONSIBILITIES

Line managers include all personnel responsible for major work units, including: President, Vice President, General Managers, Operations Managers, and Safety Managers.

- ✓ Be familiar and comply with the Environmental, Health, and Safety Manual and specific work procedures as they apply to their area of authority.
- ✓ Ensure that superintendents, supervisors, foreman are aware of and comply with Company and Client Health and Safety Policies and Procedures and/or Federal, State, Local Regulations
- ✓ Discipline, up to and including termination, of an individual for violations of company or client EHS programs, policies, procedures and/or State, Federal, and Local Regulations. Review and manage disciplinary action taken by front line supervision, resulting from violations of the EHS manual.
- ✓ Ensure incident investigations are conducted within the timelines established in this manual.
- ✓ Review and approve incident investigation finding in a timely, validating the root cause findings, ensuring that all aspects of the incidents are documented, and implementation of corrective actions is completed.
- ✓ Ensure correction, in a timely manner, of any unsafe conditions or work practices verified through auditing and/or inspection protocols.
- ✓ Assist Site Supervision in investigation all incidents in a timely manner. Document all aspects of incidents, identifying the cause and implementing the corrective actions to prevent recurrences.
- ✓ Attend training sessions as scheduled.
- ✓ Develop required site-specific Plans in conjunction with Site Supervision.
- ✓ Review the site inspections, auditing and training documentation to ensure compliance.

SUPERVISOR RESPONSIBILITIES

This group includes lines management responsible for directly supervising workers.

- ✓ Be familiar and comply with the EHS Manual and specific work procedures as they apply to their area of authority.
- ✓ Attend all training scheduled.
- ✓ Take the lead in reporting and investigating and near misses in a timely manner. Ensure the incident procedures are following an incident, including appropriate work stoppage and securing the area. Document all aspects of the incident, identifying the root cause and provide recommendations for corrective actions to prevent recurrences.
- ✓ Immediate notifications to EHS departments of significant injuries, incidents or near misses to obtain support in dealing with incidents investigations.
- ✓ Correct any unsafe acts, unsafe conditions, or work practices as verified by audit and/or site inspections.
- ✓ Ensure the employees are aware of and comply with the EHS manual and or Client Health and Safety policies, procedures and/or Federal, State or Local Laws.
- ✓ Conduct and document safety meetings and training with employees under their direct supervision, and forward documentation to Corporate EHS Manger.

EMPLOYEE RESPONSIBILITIES

This includes all individuals, not supervising others, with only personal responsibilities for compliance with this manual.

- ✓ Read, understand, and comply with all company policies and procedures.
- ✓ Comply with the EHS Program as it pertains to their responsibilities as well as specific work procedures or rules as they apply to work.
- ✓ Attend all training as scheduled.
- ✓ Report all injuries, incidents and/or near misses immediately to your supervisor.
- ✓ Stop work if unsafe or will result in any un-permitted release of hazardous material or

waste to the environment, and immediately notify your supervisor.

SAFETY DEPARTMENT RESPONSIBILITIES

This group includes Corporate and site EHS staff as well as part time EHS representatives.

- Provide management at all levels with the information, advice, and assistance needed to formulate HTS AmeriTek's health and safety policy, including directives, procedures, and standards.
- Assist management at all levels in establishing and maintaining a healthful and safe working environment free from unacceptable risks, conforming to federal health and safety guidelines and including, but not limited to applicable standards, codes, and regulations.
- Monitor operations within HTS AmeriTek and, where appropriate, off-site facilities.
- Develop and provide general safety education and training programs.
- Assist in the development of specific job safety training programs.
- Develop plans and train response personnel to control emergency situations (severe weather, radiation, injury, fire, etc.).
- Provide health and safety support services assigned by the General Manager or Operations Manager.
- Maintain a staff of specialists or consultants knowledgeable in all areas of safety, including Construction, Safety Engineering, Industrial Hygiene, Safety Training and Education.
- Prepare and maintain HTS AmeriTek's Health and Safety Manual and other documents that relate to safety.
- Specify proper protective equipment for employees.
- Check plans of all new projects for construction safety, industrial safety, and other safety review as required by federal and HTS AmeriTek regulations.
- Stop operations where a hazard to life or major property damage is imminent and follow with documented evidence.

STOP WORK AUTHORITY

The ability for any employee to immediately stop a job for safety concerns is a vital right all HTS AmeriTek employees are given. Our Stop Work Authority training will include the following:

- Employees must receive Stop Work Authority training before initial assignment. The training must be documented including the employee name, the dates of training and subject.
- All employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist.
- No work will resume until all stop work issues and concerns have been adequately addressed.
- Any form of retribution or intimidation directed at any individual or company for exercising their right to issue a stop work authority will not be tolerated by the host facility.
- Employees are responsible to initiate a Stop Work Intervention when warranted and management is responsible to create a culture where Stop Work Authority is exercised freely.
- When an unsafe condition is identified the Stop Work Intervention will be initiated, coordinated through the supervisor, initiated in a positive manner, notify all affected personnel and supervision of the stop work issue, correct the issue, and resume work when safe to do so.
- All Stop Work Interventions shall be documented for lessons learned and corrective measures to be put into place.
- Stop Work reports shall be reviewed by supervision order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of "Safety Flashes".
- It is the desired outcome of any Stop Work Intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.

SAFETY RULES FOR ALL EMPLOYEES

It is the policy of HTS AmeriTek that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment.

No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. A copy and explanation of our policy and rules will be provided at the time of employment. All employees shall report all unsafe conditions or practices to the proper authority, including the supervision on the project, and if corrective action is not taken immediately, a governmental authority with proper jurisdiction over such practices.
2. Client rules supersede HTS AmeriTek rules if they are more stringent. You must know, understand, and practice the safety rules of the client.
3. The supervisor shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
4. All employees will attend all safety orientations, training, and weekly safety meetings that are sponsored, offered, or required by clients as well as HTS AmeriTek.
5. When required, personnel will attend formal safety training such as breathing air equipment operations & maintenance, fire extinguisher operations, man lift operations, etc.
6. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
7. Suitable clothing and footwear must be worn at all times. As a minimum requirement, each person shall be outfitted with the following while working inside a refinery, petrochemical plant or fabrication shops:
 - ✓ Nonmetallic hard hat
 - ✓ Safety glasses with side shields
 - ✓ Contact lenses are prohibited
 - ✓ All leather shoes or boots (full foot coverage)
 - ✓ Full length pants or coveralls
 - ✓ Shirt (no sleeveless or tank tops)
 - ✓ Chemical goggles
8. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs, which might impair motor skills and judgment, shall not be allowed on the job.
9. A face shield must be worn over safety glasses/goggles when installing nails with the pin gun.
10. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or wellbeing of other employees are prohibited.
11. Smoking is permitted only in areas designated as such by the client.
12. Firearms and other weapons are not permitted on any job site (including parking lots).
13. Gambling or related paraphernalia is not permitted on any job site (including parking lots).
14. Do not enter any roped off or barricaded area unless authorized to do so.
15. Use only tools that are in a safe serviceable condition and use them only for the purpose they were designed.
16. Work shall be well planned and supervised to avoid injuries in the handling of heavy equipment.
17. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
18. There will be no consumption of liquor or beer on the job.
19. Employees should be alerted to see that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to the supervisor.
20. Employees shall not handle or tamper with any electrical equipment, machinery, or air/water lines in a manner not within the scope of their duties, unless they have received specific instructions.

21. All injuries should be reported to the supervisor that arrangements can be made for medical or first aid treatment.
22. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
23. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.
24. Do operate mechanical equipment without prior training and obtaining a verification card.

TRAINING

Training is one of the most important elements of any injury and illness prevention program. While HTS AmeriTek believes in skills training, we also want to emphasize safety training. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action. Training is required for both supervision and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

- The success of HTS AmeriTek's injury and illness prevention program depends on the actions of individual employees as well as a commitment by the company.
- Each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- Each employee will learn what to do in case of emergencies occurring in the workplace.

Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of HTS AmeriTek's injury and illness prevention program. They have primary responsibility for implementing the injury and illness prevention program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards, to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace and shall investigate accidents according to the accident investigation policies contained in this manual. Annual supervisor training will focus on the following topics:

- HTS AmeriTek's Safety Policy and Rules
- Client (Host employers) safety policies and rules
- Supervisors role in safety (authority/responsibility)
- Documentation requirements
- Jobsite hazard recognition, remediation and control
- Jobsite safety inspections and audits
- Jobsite first aid/medical attention
- Accident/Injury/Incident reporting
- Management of Accidents/Injuries/Incidents

COMPANY-WIDE SAFETY MEETINGS

HTS AmeriTek has safety meetings at a minimum on a monthly basis. The purpose of the meeting is to convey safety information and answer employee questions. The format of most meetings will be to review, in a language understandable to every employee, the content of the injury prevention program, special work side hazards, serious concealed dangers, and material safety data sheets. The supervisor will review a portion of the company's safe work practices contained in this booklet, or other safety related information. Whenever a new practice or procedure is introduced into the workplace, it will be thoroughly reviewed for safety. A sign-in sheet will be passed around each meeting, and notes of the meeting will be distributed afterwards. Employee attendance is mandatory and is compensable unless part of an official state approved training program or pre-employment requirement.

EMPLOYEE RESPONSIBILITY FOR TRAINING

Teaching safety is a two-way street. HTS AmeriTek can preach safety, but only employees can practice safety. Safety education required employee participation. Prior to any project or Turn Around, a kick-off meeting for all employees will be conducted for the purpose of safety instruction. The employees will discuss the application of the company's injury and illness prevention program to actual job assignments. They will also read and discuss a section of the manual and review application of general safety rules to specific situations. They will also read and sign the Employee Safety Responsibilities form (Exhibit B). Remember, the following general rules apply in all situations:

- No employee should undertake a job that appears to be unsafe.
- No employee is expected to undertake a job until he/she has received adequate safety instructions and is authorized to perform the task.
- No employee should use a chemical without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.
- Mechanical safeguards must be kept in place, if unsafe tag with a "red" Do Not Use tag.
- Employees must report any unsafe conditions to the job site supervisor and the Responsible Safety Officer.
- Any work-related injury or illness must be reported to management at once.
- Personal protective equipment must be used when and where required. All such equipment must be properly maintained.

COMMUNICATION

Employers should communicate to employees their commitment to safety and to make sure that employees are familiar with the elements of the safety program. HTS AmeriTek communicates with its employees orally, in the form of directions and statements from your supervisor, written, in the form of directives and this manual, and by example. If you see a supervisor or management do something unsafe, please tell that person. We sometimes forget actions speak louder than words.

ACCIDENT PREVENTION POLICY POSTING

Each employee has a personal responsibility to prevent accidents. You have a responsibility to your family, to your fellow workers and to the company. You will be expected to observe safe practice rules and instructions relating to the efficient handling of your work. (See Employee Safety Responsibilities Form Exhibit B.) Your responsibilities include the following:

- Incorporate safety into every job procedure. No job is done efficiently unless it has been done safely.
- Know and obey safe practice rules.
- Know that disciplinary action may result from a violation of the safety rules.
- Report all injuries immediately, no matter how slight the injury may be.
- Caution fellow workers when they perform unsafe acts.
- Don't take chances.
- Ask questions when there is any doubt concerning safety.
- Don't tamper with anything you do not understand.
- Report all unsafe conditions or equipment to your supervisor immediately.

SAFETY AUDITS

The best method to establish a safer workplace is to study past accidents and worker compensation complaints. By focusing on past injuries, HTS AmeriTek hopes to avoid similar problems in the future. Therefore, whenever there is an accident, and in many cases upon review of past accidents, you may be requested to participate in a safety audit interview. During the interview, there will be questions about the nature of the investigation and the workplace safety related to the incident. Please answer these questions honestly and completely. Also, please volunteer any personal observations and/or suggestions for improved workplace safety.

Based upon the study of past accidents and industry recommendations, a safety-training program has been implemented. In addition to historical information, workplace safety depends on workplace

observation. Your supervisor is responsible for inspecting your working area throughout your shift, but this does not mean you are no longer responsible for inspecting the workplace also. Each day, before you begin work, inspect the area for any dangerous conditions. Inform your supervisor of anything significant, so other employees and guests are advised. You will also be given written communications regarding unsafe conditions or serious concealed dangers. Review this communication carefully and adjust your workplace behavior to avoid any danger or hazards. If you are unclear or unsure of the significance of this written communication, contact your supervisor and review your planned actions before starting to work. It is better to wait and check, then to go ahead and possibly cause an injury to yourself and others.

Managers must provide written notice to employees of any serious concealed dangers to employees of any serious concealed dangers of which they have actual knowledge. In addition to providing written notice of all serious concealed dangers to employee's managers are required to report serious concealed dangers to either OSHA or an appropriate administrative agency within fifteen days, or immediately if such danger would cause imminent harm, unless the danger is abated. Merely identifying the problem is not enough. The danger must be reported to the appropriate supervisor and the Responsible Safety Officer, who then will correct the problem. If the danger cannot be corrected, then all employees will be warned to take protective action so that the danger will not result in any injuries.

WORKPLACE INSPECTIONS

In addition to the examination of records, work place safety inspections will occur periodically at random, when conditions change, or when a new process or procedure is implemented. During these inspections, there will be a review of the injury and illness prevention policy and HTS AmeriTek code of safe work practices.

ACCIDENT INVESTIGATION

A primary tool used by HTS AmeriTek to identify the areas responsible for accident is a thorough and properly completed accident investigation. The results of each investigation will be reduced to writing and submitted for review by management, and if the accident resulted in serious injury, to HTS AmeriTek's attorneys. If the accident resulted in serious injury, the procedure will be directed by the attorneys to provide the most reliable evidence or description legally permissible. All investigations pursuant to the directions of legal counsel will be protected by all applicable privileges, if any. The attorney will provide more detail on this topic during the investigation. A written report should be prepared from notes and diagrams made at the scene, or a portable tape recorder will be used to record direct eyewitness statements as near to the actual time of observation as possible. All statements should include the time and date given, and the town or county where the statement was made. If the statement is intended to be used in court proceedings, a suitable formal statement is required, otherwise, a simple statement that the description is sworn to be true under penalty of perjury with the date, place and time should be included. All pictures should be similarly identified. Let people know on tape that they are being recorded. If a formal police report or other official investigation is conducted by any government agency, get the name and badge number of the official, or a business card, and find out when a copy of the official report will be available to the public. If you are requested to make a statement, you have the right to have the Company lawyer attend your statement at no cost to you. A satisfactory accident report will answer the following questions:

1. What happened? The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what when, where and how are the questions that the report must answer.
2. Why did the accident occur? The ultimate cause of the accident may not be known for several days after all the data is analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation.
3. What should be done? Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. Once a solution has been adopted, it is everyone's responsibility to implement it.
4. What has been done? A follow up report will be issued after a reasonable amount of time to

determine if the suggested solution was implemented, and if so, whether the likelihood of accident has been reduced.

RECORDS

HTS AmeriTek maintains records of employee training, hazard identification, and accident investigation. HTS AmeriTek handles all personal matters under HIPPA law. Records and documentation are private and shall not be discussed with anyone without prior consent and approval.

OSHA RECORDS REQUIRED

Copies of required accident investigations and certification of employee safety training shall be maintained by the Responsible Safety Officer. A written report will be maintained on each accident, incident, injury, or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on the OSHA Log and Summary of Occupational Injuries Form 300 according to its instructions. Supplemental records of each injury are maintained on OSHA Form 301, or Employers Report of Injury or Illness Form TWCC-1. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for one month, until March 1, on OSHA Form 300A. These records are maintained for five years from the date of preparation.

GENERAL SAFETY STATEMENT

Each employee has an individual responsibility to prevent accidents. It is to the benefit of all employees and HTS AmeriTek that you report any situation or condition you believe may present a safety hazard, including any known or concealed dangers in your work area. HTS AmeriTek encourages you to report your concern to your supervisor. The supervisor will take immediate action to investigate the matter.

PERSONAL PROTECTIVE EQUIPMENT

Proper safety equipment is necessary for your protection. HTS AmeriTek provides the best protective equipment it is possible to obtain. Use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety. Wear your gear properly – all snaps and straps fastened, cuffs not cut or rolled. Your supervisor will advise you as to what protective equipment is required for your job. Certain jobs require standard safety apparel and appliances for the protection of the employee. Your supervisor is aware of the requirements and will furnish you with the necessary approved protective equipment. These items shall be worn and effectively maintained as a condition of your continued employment and part of our mutual obligation to comply with the Occupational Safety and Health Act. Safety goggle, glasses and face shields shall correspond to the degree of hazard, i.e., chemical splashes, welding flashes, impact hazard, dust, etc. Do not alter or replace approved equipment without permission from your supervisor. Rubber gloves and rubber aprons shall be worn when working with acids, caustics or other corrosive materials. Specified footwear must be worn. No jewelry shall be worn around power equipment. Hearing protective devices (approved muffs or plugs) shall be worn by all employees working within any area identified as having excess noise levels. Your supervisor will instruct you in the proper use of the equipment.

PROTECTIVE CLOTHING

Proper safety equipment is necessary for your protection. The Company provides the best protective equipment it is possible to obtain. Use all safeguards, safety equipment, or devices furnished for your protection and carry out all regulations that may concern or affect your safety. Wear your gear properly – all snaps and straps fastened, cuffs not cut or rolled. Your supervisor will advise you as to what protective equipment is required for your job.

SMOKING/VAPING

Fire is one of the worst enemies of any facility. Learn the location of the fire extinguishers. Learn how to use them. You can help prevent fires by observing the smoking rules:

- ✓ Smoking/Vaping is not allowed on the site, except in designated areas.
- ✓ Smoking/Vaping is not permitted in rest rooms.
- ✓ If you are not sure about where you may smoke/ Vape, ask the supervisor.

REPORTING

All serious accidents must be reported to OSHA. In cases of hospitalization or death, a full investigation with copies to governmental authorities will be required. In less serious cases, the investigation report must be presented to the company for disclosure to its insurance carrier and for remedial action at the work site.

FATIGUE MANAGEMENT

HTS AmeriTek is committed to the health and safety of all personnel and others impacted by our work activities. The purpose of this policy is to protect the health and safety of HTS AmeriTek employees and others by restricting company personnel from operating vehicles or performing work related duties while impaired by fatigue.

While not all employees will be affected by fatigue in the same manner, studies have shown that fatigue may lead to:

- Reduced concentration
- Impaired coordination
- Compromised judgment
- Slower reaction times.

All Company employees must know the signs of fatigue and how to recognize them, how fatigue can affect one's ability to safely function, and what actions can be taken to manage fatigue.

Responsibilities

Management responsibilities

- Conduct fatigue risk assessments and implement appropriate preventative measures
- Consult with operations when assessing risk of fatigue, no more than 16 working hours per day and no more than 13 consecutive working days worked
- Provide employees with education, training and resources to manage fatigue
- Implement work schedules with adequate rest time between shifts to mitigate the risk of fatigue
- Provide fatigue management information to all personnel to help them better prepare for work

Supervisor/dispatch responsibilities

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

Employee responsibilities

- Participate in fatigue risk management processes
- Carry out work according to fatigue management policy and safe work procedures
- Report any signs of fatigue to supervisor
- Practice good fatigue management between work shifts
- Refuse work when impaired by fatigue

ERGONOMICS PROGRAM

The purpose of this program is to inform employees, that HTS AmeriTek is committed to improve our employees' comfort and well-being by identifying and correcting ergonomic risk factors on the job. This program applies to all work operations, both in client facilities and in the office areas. Our safety manager coordinates all safety and health programs for HTS AmeriTek. They review the Ergonomics Program and provides guidance, as needed.

HTS AmeriTek has implemented this ergonomics program to address the problem of musculoskeletal disorders (MSDs). MSDs have become an issue of increasing concern because they continue to rise in occurrence.

Under this program, a team of our employees will evaluate jobs which they have identified as having "problem areas" and develop and implement solutions to reduce job-related worker injury and illness. Our goal through this Ergonomics Program is to prevent the occurrence of work-related musculoskeletal disorders by controlling or eliminating the risk factors which cause them. This program ensures that all affected employees are aware of job-related risk factors and provides information and solutions to elevate them. HTS AmeriTek promotes continuous improvement for the efficiency, comfort, and well-being of all employees through a team effort of management and employee involvement. We encourage all suggestions because we are committed to the success of our Ergonomics Program. We strive for clear understanding, safe and efficient work practices, and involvement in the program from every level of the company.

Ergonomics Team

Our Ergonomics Team is comprised of a cross section of employee representatives from various departments/areas and staff levels in our company. HTS AmeriTek Management Team is committed to the success of this program by providing resources and the staff time necessary to identify and correct problem jobs. The Team members have been trained to recognize problem jobs, identify risk factors, and develop solutions to reduce those factors. Elements of this training include the identification of workplace risk factors, job analysis methods, implementation and evaluation of control measures, and teamwork skills.

Injury/Medical Management

We encourage all employees to immediately report any symptoms of discomfort that may be associated with their job duties. Employees are to report to their immediate supervisor. Those supervisors are responsible to recommend alternative work or medical evaluation for injured or ill employees. Supervisors record and file written reports from the first observation of illness or injury through all subsequent follow-up activities. They are also responsible to forward information about the worker injury or illness for recording on the Log of Work-Related Injuries and Illnesses. The supervisor may recommend that the job receive an evaluation from the Ergonomics Team.

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

Identifying Problem Jobs

There are several methods used to identify problem jobs which are most likely to result in ergonomic disorders. The Ergonomics Team initially reviewed and periodically monitors HTS AmeriTek injury and illness records such as the Log of Work-Related Injuries and Illnesses and workers' compensation data to identify patterns of ergonomic-related injuries and illnesses.

In addition, jobs are evaluated for the following risk factors:

- Rate and number of repetitions: performance of the same motion or motion patterns every few seconds for more than two hours at a time.
- Postures and limb positions: fixed or awkward work postures such as overhead work, twisted or bent back, bent wrist, stooping, or squatting, for more than a total of two hours.
- Vibration: use of vibrating or impact tools or equipment for more than a total of two hours.
- Loads/lifted: lifting, lowering, or carrying of anything weighing more than 50 pounds more than once during the work shift.
- Loads/static: holding a fixed or awkward position with arms or neck for more than ten seconds.
- Muscle forces: continually pulling or pushing objects.
- Work pace: piece rate or machine paced work for more than four hours at a time (legally required breaks cannot be included when totaling the four-hour limit).

Ergonomics Team members participate in evaluating new equipment and processes for potential risk factors. They also evaluate hand tools to determine if the designs are ergonomically suitable for the intended use and appropriate for the workers who use them.

Solutions

When a job, process, or equipment has been evaluated, the Ergonomics Team completes a risk factor checklist. Through this checklist, problems are identified for correction and supervisors and employees in the affected areas are notified. The Ergonomics Team, in conjunction with those affected employees, will develop possible solutions, choose the most appropriate solution, implement the changes, and follow up to determine the effectiveness. For each problem job which has been changed, we maintain a file of the improvements and changes completed. The file contains documentation of the ergonomic-related illnesses or injuries, the actual changes made, and any similar incidents which occurred after the changes were implemented.

Employee Training

HTS AmeriTek management staff receive copies of this written ergonomics program and the company's policy statement regarding ergonomics in our workplace. We train each employee who works at a job with exposure to specific risk factors and each employee in a job where a work-related musculoskeletal disorder has been recorded.

These are the ergonomic elements we teach to all employees:

- How to recognize workplace risk factors associated with work-related musculoskeletal disorders and the ways to reduce exposure to those risk factors.
- The signs and symptoms of work-related musculoskeletal disorders, the importance of early reporting, and medical management procedures.
- Reporting procedures and the person to whom the employee is to report workplace risk factors and work-related musculoskeletal disorders.
- The process the company is taking to address and control workplace risk factors, each employee's role in the process, and how to participate in the process.
- Opportunity to practice and demonstrate proper use of implemented control measures and safe work methods which apply to the job.

Each employee involved in job analysis will be trained in job analysis methods, especially as they relate to identifying workplace risk factors, and evaluation and implementation of control measures.

HTS AmeriTek will not implement any policy or practice which discourages reporting, or which results in discrimination or reprisal against any employee who makes a report.

Enforcement

Constant awareness of and respect for ergonomic hazards, and compliance with all safety rules are considered conditions of employment. Supervisors and individuals in the Safety and Personnel Department reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.



Employee's Safety Responsibilities

You have a responsibility to:

- ✓ Work safely to the best of your knowledge.
- ✓ Immediately correct or report unsafe conditions to your supervisor and/or safety representative.
- ✓ Provide information to supervision for improving site safety conditions.
- ✓ Obey all rules, regulations and safety instructions given to you on all projects.
- ✓ Understand site safety goals and objectives.
- ✓ Wear required safety equipment and wear it properly.
- ✓ Attend all scheduled safety training sessions.
- ✓ Take an interest in the safety of all crew members – especially those less experienced. Your guidance and the benefit of your experience will be appreciated.
- ✓ Have a working knowledge of all tools and equipment before operating them.
- ✓ Pay special attention to new employees. They may not know all the rules and may need your help to work on the assigned project/site in a safe manner.
- ✓ Discuss any assignment that you feel is unsafe with your supervisor. If you are still not convinced that you have been requested to perform a task in a safe manner, then use the open-door policy. Discuss the issue with the next supervisor up the chain of command (all the way to the project manager or the safety representative) until you are satisfied that the assignment or work procedure is safe.
- ✓ You will be subject to disciplinary action by your supervisor for committing an unsafe act, which may include termination of employment. Taking chances or risks concerning safety will not be tolerated!

UNSAFE ACTS ARE PROHIBITED!

HTS AmeriTek desires the reputation for being the safest company in the industry. This requires everyone working on our projects to be safety-conscious. Don't forget that **YOU** are the safety program and "**Safety is no accident**".

Name: _____

Social Security Number: _____

Job Title: _____

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND MY SAFETY RESPONSIBILITIES AS DEFINED ABOVE.

Signature: _____



Supervisor's Safety Responsibilities

As a supervisor you are required to:

- ✓ Possess a comprehensive knowledge of all accident prevention standards and project safety rules.
- ✓ Accept responsibility for the implementation of all accident prevention standards and safe work practices at the project/site.
- ✓ Explain all applicable safe practice rules and regulations to all employees under your direct supervision and ensure each employee understands the rules and regulations.
- ✓ Consistently enforce safety regulations and rules.
- ✓ Maintain a zero tolerance for unsafe acts.
- ✓ Monitor employees' performance to ensure the use of safe work practices.
- ✓ Be responsible for the use and maintenance of all personal protective devices, equipment and safeguards.
- ✓ Notify your direct supervisor and/or the Project/Safety Representative concerning work areas where unique hazards exist and/or special assistance is required.
- ✓ Perform routine and organized safety inspections of your work areas.
- ✓ Attend and participate in all supervisor safety meetings.
- ✓ Conduct "toolbox" incident-prevention meetings for all employees under your supervision as required by project procedures.
- ✓ Report immediately all incidents which could have resulted in personal injury or property damage.
- ✓ Assist in incident investigations and submit a report promptly on required forms.
- ✓ Analyze work practices in detail for the purpose of issuing safety task assignments and for the establishment of safe work practices.
- ✓ Participate in the preparation of departmental or project safe practice rules.
- ✓ Correct recognized hazards on the immediately.
- ✓ Ensure a consistent use of the Job Hazard Analysis (JHA).

Foremen and field supervisors are to read and sign this form acknowledging receipt and understanding of their safety responsibilities as defined above.

Name: _____

Social Security Number: _____

Supervisory Position/Craft: _____

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND MY SAFETY RESPONSIBILITIES.

Signature: _____

CHAPTER 2

EMPLOYEE ORIENTATION (SSE) PROGRAM

INTRODUCTION

We are sincerely interested in you, our employee, and your welfare. Therefore, during your employment with us, we will strive to make this a safe job with a pleasant working atmosphere. To achieve this objective, the proper application of your skills, abilities, and your overall good performance is necessary. An orderly and effective operation of the job requires that employees maintain discipline, proper personal standards of conduct at all times to protect the health and safety of all employees, and to maintain uninterrupted construction on the job, and protect the company's good will and property. To that end, the company has established the following rules and standards of conduct all employees are required to observe.

PURPOSE

It is the policy of HTS AmeriTek that all divisions of management provide a thorough orientation process for all new and pre-existing employees.

SCOPE

This policy outlines the orientation procedure for new employees, returning team members, and those being transferred who have not been oriented in the previous 12 months.

RESPONSIBILITIES

MANAGEMENT

- The General Manager, Operations Manager and Safety Manager shall ensure this process provides a complete overview of the company, health and safety values, and the client's guidelines, policies, and procedures.

SUPERVISORS

- The Supervisors involved in this process shall show support and encouragement, as this is our only opportunity to make a solid, first impression.

EMPLOYEES

- Employees shall comply with all safety and health standards, rules, regulations and conduct that apply to his/her own actions while on the job site. In addition to the rules set forth in any handbooks or handouts issued by HTS AmeriTek and/or individual plants, the employee must be aware of and conform to the client's safety rules for their job site.
- It's the employee's responsibility to visually inspect each tool or piece of equipment before actual use. If the tool or piece of equipment is defective or not working properly, your supervisor shall be informed immediately.
- Employees shall report all accidents, injuries, near misses, and hazardous or unsafe working conditions immediately to his/her job supervisor or Operations Manager.
- Employees shall obey all warning tags and signs as well as warnings on container labels.
- Employees shall not borrow property of any kind from another company without prior approval.
- Employees shall attend pre-job orientations, weekly toolbox safety meetings, and JHA development prior to each workday.
- Employees shall not undertake any job he/she does not understand.
- Employees shall be familiar with all emergency responsibilities applicable to first aid procedures, in case of a fire, and events requiring evacuation of work area or buildings.
- Employees shall understand the disciplinary process and/or client requirements will be enforced for failure to comply with the established safety policies and procedures.
- Substance abuse shall not be tolerated on any job site.

SHORT SERVICE EMPLOYEE (SSE) PROGRAM

INTRODUCTION

HTS AmeriTek is a specialty heat treating company that understands the importance of acclimating Short Service Employees within our institution. We do not hire and then lay off our employees once a job is complete. We rotate our employees between regular maintenance work and turnaround projects to retain the same employees for future projects. Therefore, HTS AmeriTek builds and maintains a solid core of experienced personnel, from helpers to superintendents, who all have varying levels of experience.

Experience has shown that Short Service Employees are injured at a higher rate than experienced workers. Therefore, special consideration will be given to Short Service Employees such as assigning a mentor and close monitoring of his/her work ethics. To achieve the goal of Nobody Gets Hurt. Our Short Service Employee Program allows us to engage each new employee utilizing all tiers of our Management Staff. For example, weekly update training and retention testing as part of our toolbox safety meeting for all employees. Short Service Employees never work alone.

Safety Training Level 1

EMPLOYEES NEW TO THE INDUSTRY:

1 to 3 ratio to level 3 workers: In the event HTS AmeriTek may have to hire and use an employee that is new to the industry, they will go through HTS AmeriTek's in-house safety orientation, complete required client site entry and task specific safety council classes, medical evaluations, and complete HTS AmeriTek's safety training. HTS AmeriTek sends notification to client facilities of a Short Service Employee working in their facility and enrollment into client Short Service Employee program if available.

The Short Service Employee will be paired with a Buddy (which will be documented on the employees' SSE daily log) where they will receive hands on training to give them the knowledge and skills of their crafts safety rules and procedures (this 'Buddy' will be a level 3). This person will be paired to a Buddy until the level 2 packet is successfully completed. There will be weekly refresher training and testing on the SSE program. These employees will be identified by placing orange decal on the employees' hard hat. Due to lack of experience, all level 1 workers will be restricted from requesting permits, any energy isolation tasks, operating heavy equipment, and driving.

Safety Training Level 2

EMPLOYEES WHO HAVE EXPERIENCE IN THE PETROCHEMICAL INDUSTRY, EXPERIENCE IN HEAT TREATING, AND PREVIOUS EXPERIENCE AT CLINT SITES:

2 to 3 ratios to Level 3 workers: HTS AmeriTek will utilize our most experienced personnel available for projects, but the least experienced person will have at least 12 months experience within petrochemical industry, at least 6 months of heat-treating experience with HTS AmeriTek. These employees will have already gone through HTS AmeriTek's in-house safety orientation, completed required site entry and task specific safety council classes, medical evaluations, and completed HTS AmeriTek's safety training. These employees will be paired with a Buddy (which will be documented on the employees' SSE daily log) where they will receive hands on training to give them the knowledge and skills of their crafts safety rules and procedures (this 'Buddy' will be a level 3). These employees will remain with a Buddy for a period no less than 3 weeks depending on their ability to demonstrate competency of their craft rules and procedures. There will be weekly refresher training and testing on the SSE program. These employees will be identified by placing orange decal on their hard hat.

Safety Training Level 3

EMPLOYEES WITH CURRENT EXPERIENCE:

> 60% of workforce: HTS AmeriTek will make every effort to have only the employees that fall within this category. Employees that fall in this category will have at least 12 months experience working, have successfully and safely completed various maintenance jobs. These employees will have already gone through HTS AmeriTek's in-house safety orientation, completed required site-specifics and task specific safety council classes, medical evaluations, and completed HTS AmeriTek's safety training. There will be weekly refresher training and testing on the SSE program until the level 3 packet is complete.

Requirements:

The following is a step by step process that the Short Service Employee must complete.

Note; if a level 3 employee has not worked for a period more than 6 months, he/she will be required to complete level 2 and 3 packets again.

- HTS AmeriTek orientations (Level 1 Safety Training).
- Required examination on all training topics.
- Once Level 1 training is complete the Short Service Employee will be issued a hard hat decal which represents that he/she has completed all required training for the Safety Trained Level 1 status.
- The Short Service Employee will then be introduced to the Site Supervisor, who will discuss company expectations, site policies, and answer any questions that he/she may have. The Site Supervisor will be required to complete his portion of the initial indoctrination form as part of the Short Service Employee Program.
- The level 1 Short Service Employee will then be assigned to a Field Supervisor who will direct his/her daily activities onsite. The Field Supervisor will discuss his expectations with the new Short Service Employee. He/she is also responsible for educating the Short Service Employee on company and site-specific policies. The Supervisor will be required to complete his portion of the initial indoctrination form as part of the Short Service Employee Program.
- The Short Service Employee will then start the level 2 packet along with a review session covering the entire level 1 packet information.
- Once the level 2 packet is complete the Short Service Employee will then begin the level 3 packet along with a review session covering the level 1 and 2 packet training information.
- Once the Short Service Employee demonstrates significant understanding of the Level 1 and Level 2 training information, he/she will be issued a Safety Trained Level 2 hard hat decal.
- Upon completion of the level 3 packet the Short Service Employee will undergo a comprehensive review session of all training topics covered in the level 1, 2, and 3 packets before given a level 3 hard hat decal. These workers are eligible for buddy assignments and crew leadership responsibilities.
- HTS AmeriTek does not utilize sub-contractors.

PROGRAM

To provide employees with a thorough understanding of the company and client's expectations and applicable regulatory requirements for the project, and to reduce the potential for injury to employees or damage to equipment, the company requires all new employees to attend a new hire orientation program designed to cover topics such as:

Level 1 Packet - Off Site Training

HTS AmeriTek New Hire Orientation:

- Introduction to HTS AmeriTek
- Management Commitment
- Accident Investigation; Accountability & Reporting
- Aerial Lift Safety
- Asbestos Awareness
- Back Injury Prevention
- Barricade Safety
- Benzene Awareness
- Bloodborne Pathogens
- Butadiene Awareness
- Confined Space Entry
- Disciplinary Program
- Driving Hazard Recognition
- Electrical Safety
- Emergency Action Plan (EAP)
- Employee Records (access to exposure/medical records)
- Fall Prevention/Protection & Tool-Tethering
- Fire Safety
- First Aid – CPR
- Forklift Safety Awareness
- General Waste Management
- Ground Fault Circuit Interrupter (GFCI)
- Hand & Power Tools
- Hand Safety
- Hazard Communication GHS
- Hearing Conservation
- Heat Stress Symptoms & Prevention
- Hexavalent Chromium
- Hot Work Safety
- Hydrogen Sulfide Awareness (H2S)
- Job Hazard Analysis (JHA)
- Ladder Safety
- Lead Safety
- LOTO; Authorized
- Personal Protective Equipment (PPE)
- Pandemic Program [COVID-19]
- Respiratory Protection
- Risk Assessment; Safety Awareness
- Sexual Harassment
- Silica Awareness
- Substance Abuse

- Supported Scaffold User
- Promotion of a Safe Workplace

Site Specific Orientation(s):

Basic Plus Orientation:

- Hazard Communication
- Personal Protective Equipment
- Respiratory Protection
- Hearing Conservation
- Electrical for Non-qualified Workers
- Elevated Work Areas
- Process Safety Management (PSM)
- Excavation, Trenching, and Shoring
- Job Hazard/Safety Analysis (JHA/JSA)
- General Rules & Emergency Response

Additional Safety Council Training:

- Audio Metric
- Pulmonary
- Respirator Fit Testing
- Site-Specific
- Basic Plus
- SSV
- CPR, AED, First Aid
- Confined Space Entrant
- Scaffold User
- Fire Watch
- Bottle Watch
- Supplied Air

ADDITIONAL MITIGATION STEPS (as needed):

- Although any of our supervisors will be capable of handling the work for major projects, HTS AmeriTek will place established superintendents on each shift.
- HTS AmeriTek's off site management will make at least weekly walkthroughs on both shifts.

An HTS AmeriTek safety professional will conduct formal and unannounced observations of all workers.

RETRAINING

Retraining of all employees of HTS AmeriTek shall be required under the following circumstances:

- ✓ When employees who have been rehired from lay-off status and have not attended an orientation for 6 months or more.
- ✓ When employees have been given new job assignments for which training has not previously been received.
- ✓ When new substances, procedures, process, or equipment have not been introduced to the workplace and or represent a new hazard.
- ✓ When the company is made aware of a new hazard or previously unrecognized danger.

NEW/REHIRE ORIENTATION STIPULATIONS

- ✓ The orientation is specified to the client and the jobsites. Any regional certification or training cards must be completed before work begins.
- ✓ The orientation sign-in sheet includes the printed name and signatures of the instructor and attendees as well as the date, the list of topics and training aids used.
- ✓ The required medical questionnaires/evaluations for respirator fit test will be administered and evaluated in accordance with the confidentiality clauses of the applicable federal, state, and local regulations.

CHAPTER 3

BACKGROUND SCREENING POLICY

INTRODUCTION

HTS AmeriTek may obtain information from a third-party consumer reporting agency for employment purposes. A “consumer report” which may include information about a person’s character, general reputation, personal characteristics, and/or mode of living.

BACKGROUND INVESTIGATION

These reports may contain the following information:

- Credit history
- Criminal history
- Social Security Verification
- Motor Vehicle Records (“driving records”)
- Verification of education
- Verification of employment history
- Other background checks.
- Credit history (only be requested where such information is substantially related to the duties and responsibilities of the position)

Personnel have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by DISA Global Solutions Inc., 10900 Corporate Centre Drive, Suite 250, Houston, TX 77041, 800-752-6432, www.disa.com.

CONSUMER REPORT

HTS AmeriTek may request an investigative consumer report from a third-party consumer reporting agency, in connection with employment or application for employment (including independent contractor or volunteer assignments, as applicable).

An “investigative consumer report” is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, or mode of living. Personnel may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

These reports will be obtained by DISA Global Solutions Inc., 10900 Corporate Centre Drive, Suite 250, Houston, TX 77041, 800-752-6432, www.disa.com.

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by [Employer] (the "Company") at anytime after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish all background information requested by DISA Global Solutions, Inc., 10900 Corporate Centre Drive, Suite 250, Houston, TX 77041, 800-752-6432, www.disa.com, and/or Company. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law

New York City applicants only: By signing this form, you further authorize the Company to provide you with a copy of your consumer report, the New York City Fair Chance Act Notice form, and any other documents, to the extent required by law, at the mailing address and/or email address you provide to the Company.

Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Minnesota and Oklahoma applicants only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Signature _____

Date: _____

[End of Document]

Page 1 of 1

DISA NOTICE FOR BACKGROUND INVESTIGATION

HTS AmeriTek may obtain information about you from a consumer reporting agency for employment or other permissible purposes. A "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living.

These reports may include:

- employment history
- reference checks
- motor vehicle history ("driving records")
- sex offender status
- Social Security Verification/Trace
- national criminal database searches
- Terrorist Watch list

These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment.

These reports will be reported to the employer of record. Information in these reports may result in restricting your access to some Owner's facilities who are participating in the North American Background Screening Consortium (NABSC) or the DISA Contractor Consortium.

For more information on the NABSC Program, refer to the NABSC program description.

The information in the consumer report will be used to generate a background screen grade. Each Owner participating will provide the maximum background screen grade that will be allowed for Contractor Employees to be eligible for access to that Owner's site. DISA Global Solutions, Inc or the NABSC Program Lookup Application will compare the Owner's requirements to the background screen grade provided by DISA Global Solutions, Inc, Inc to classify you with either an Active or Inactive status for that Owner's site.

- If you do not meet a particular Owner's background screen security requirements, you will be classified as **Inactive** for that Owner's site.
- If you meet a particular Owner's background screen security requirements, you will be classified as **Active** for that Owner's site.

If you have an **Active** status for an Owner's site, you will be eligible for access to that Owner's property. However, any Owner reserves the right to allow or deny access without regard to background screening eligibility.

Personnel have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants or employees is an investigation into your employment history conducted by DISA Global Solution, Inc (10900 Corporate Centre Drive, Suite 250, Houston, TX, 77041 (800)752-6432) or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment with the employer to the extent is permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report. Owners, Contractor Employers and reciprocal Safety Councils participating in the NABSC Program and DCC will have access to verify your background screen security status (**Active** or **Inactive**) for a particular Owner site.

Participating Owners and reciprocal Safety Councils will not have access to the details of the background report without additional authorization by you.

Client ID: _____
Client Name: _____

**DISA Background Screening Consent Form
NABSC and Reciprocal Consortiums**

DISA Contractors Consortium, 10900 Corporate Centre Drive Suite 250, Houston, TX 77041

**NOTICE AND ACKNOWLEDGEMENT FOR BACKGROUND INVESTIGATION
IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT**

Your employer may obtain information about you from a consumer reporting agency for employment or other permissible purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may include employment history and reference checks, motor vehicle history ("driving records"), sex offender status, Social Security Verification Trace, national criminal database searches, and Terrorist Watch list information. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment.

These reports will be reported to the employer of record. Information in these reports may result in restricting your access to some Owner's facilities who are participating in the North American Background Screening Consortium (NABSC) or the DISA Contractor Consortium. **For more information on the NABSC Program, refer to the NABSC program description.**

The information in the consumer report will be used to generate a background screen grade. Each Owner participating will provide the maximum background screen grade that will be allowed for Contractor Employees to be eligible for access to that Owner's site. DISA Global Solutions, Inc or the NABSC Program Lookup Application will compare the Owner's requirements to the background screen grade provided by DISA Global Solutions, Inc, Inc to classify you with either an Active or Inactive status for that Owner's site.

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If you have an **Active** status for an Owner's site, you will be eligible for access to that Owner's property. However, any Owner reserves the right to allow or deny access without regard to background screening eligibility.

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ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and for a period of two years from the completion of the background screen. I further authorize and direct DISA to make available my subsequent background screen grade to the NABSC Program Lookup Application or any other Owner participating in a DISA Background Screening Consortium for the purpose of determining my eligibility for access to Owner's facilities. To these ends, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company, or any other source to furnish any and all background information requested by DISA, another outside organization acting on behalf of DISA, the NABSC Program Custodian, and/or the employer itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.]

Please Note: This form does not place a background order.

Applicant Name: _____ **Applicant SSN:** _____
Witness: _____ **Location:** _____

Signature: _____	Date: _____
Witness: _____	Date: _____

www.disa.com



CORPORATE OFFICE: 420 SOUTH 16TH STREET LAPORTE, TEXAS 77571 • PH: (281) 471-5583 • FAX: (281) 471-6722 • 800-858-5583

Random Drug and Alcohol Testing Consent Form

As an employee of HTS AmeriTek, I understand that the use of drugs, alcohol and other controlled substances in the workplace creates a safety concern for all employees. I authorize HTS AmeriTek to conduct pre-employment drug and alcohol screening as well random drug and alcohol screenings throughout my employment here. I understand that failure of these screenings will lead to immediate termination. I also understand that failure to submit to drug and alcohol screenings will also lead to immediate termination.

Employee Name: _____ Date: _____

Employee Address: _____



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Employee Privacy at HTS AmeriTek

As an employee of HTS AmeriTek, all posts on social network sites such as Facebook or Twitter should not mention HTS AmeriTek, our clients, or suppliers. Your social media websites may be monitored, and if inappropriate posts are made, disciplinary action may be taken including termination.

Employee Name: _____ Date: _____



UNIVERSAL MEMBERSHIP APPLICATION

DISA Contractors Consortium, 10900 Corporate Centre Dr., Ste. 250, Houston, TX 77041

Employee/Donor Information

Last Name _____	First Name _____	Middle Name _____
Social Security Number _____	Home Phone Number _____	
Location/Cost Center Code _____	Collection Site Code _____	Client Name _____

Employee Signed Consent:

Signature

Date Signed:

I have received and/or reviewed a copy of the DISA Contractors Consortium Substance Abuse policy and/or North American Substance Abuse Program Policy and/or the Hair Testing Substance Abuse Program. I apply for membership in the DISA Contractor Consortium (DCC) and/or North American Substance Abuse Program (NASAP) and/or the Hair Testing Substance Abuse Program under the sponsorship of the Company Member indicated above. I agree, upon acceptance, to abide by all DCC and/or NASAP policies and/or Hair Testing Substance Abuse Program, rules and regulations. I authorize the DCC to release my drug and/or alcohol test results to the Company Member for which I worked at the time I was tested and/or the Company Member which required me to take a post-offer of employment drug and/or alcohol test. I also authorize the DCC to release information about my status in the DCC to those Companies on whose premises I seek to work or am currently working. I also authorize the DCC to release DCC Status, test results, and other program activity to the North American Contractors Safety Council through the NASAP with the understanding that this status may be shared with those companies participating in the NASAP. This release expires five years after the latest date on which I was no longer an "active" member of the Consortium. I understand that I have a right to receive a copy of this authorization.

THIS FORM MUST BE SIGNED BY THE APPLICANT PRIOR TO BEING PROCESSED.

Thank you for using DISA, Inc. for all of your employee screening needs!



Memo

To: All Field Employees
From: Deanna Doebler
CC: Rick Conner, Joseph Houston, Elaina Little, Neal St. Cricq, Michael Aune, James Pendleton, Earnisty Miles, Scott Licklider
Date: March 21, 2019
Re: Final Paychecks

Effective 03/21/2019

Effective immediately: In the event that your employment here at HTS AmeriTek ends, either voluntarily or involuntarily, all final checks will be issued as a paper check and have to be picked up in person by employee ONLY.

Print: _____ Sign: _____ Date: _____

ATTACHMENT 1

Acknowledgement of drug and alcohol contraband policy receipt

I hereby acknowledge that I have been provided a copy of the HTS AmeriTek drug/alcohol policy requirements. I understand that disciplinary action up to and including termination, will result if I violate this policy.

I also hereby authorize and consent to disclosure by HTS AmeriTek and its agents, including, but not limited to, any collecting and testing agencies, of the drug and alcohol test results and any related information to customers of HTS AmeriTek and its authorized agents, assigns, or representatives.

Employee Signature

Date

Employee Printed Name

*** This consent form is for release of NON-DOT tests. Please follow DOT regulations if you choose to submit DOT test results in place of non-dot in order to meet the requirements of a specific client***

CHAPTER 4

SUBSTANCE ABUSE & ALCOHOL MISUSE POLICY

MANAGEMENT POLICY

HTS AmeriTek Plant Services, Inc. has a vital interest in maintaining safe, healthful and efficient working conditions for its employees. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user, but to all those who work with the user. The possession uses or sale of an illegal drug or alcohol in the work place may also pose unacceptable risks for safe, healthful and efficient operations.

HTS AmeriTek recognizes that the health and future of the company are dependent upon the physical and psychological health of its employees. Accordingly, it is the right, obligation, and intent of HTS AmeriTek to maintain a safe, healthful and efficient working environment for all of its employees and subcontractors, and to protect HTS AmeriTek property, equipment and operations.

While the intent of this policy is not to “catch” employees, HTS AmeriTek will utilize every reasonable means to maintain a drug and alcohol-free work environment for its employees, business guests, customers and the general public.

With these basic objectives in mind, HTS AmeriTek has established the following policy with regards to use, possession or sale of alcohol or drugs.

GENERAL REQUIREMENTS

All employees are strictly prohibited from the use, possession, concealment, transportation, promotion or sales of the following substances on company or client premises including all property owned, operated, leased by, or under the control of company or client. The use of illegal drugs on or off duty violates qualification standards for employment at HTS AmeriTek. Additionally, any employee whose body system contains a detectable amount of substance in any of the following categories is prohibited from company or client premises.

- Illegal Drugs
- Controlled Substances
- Look-alike Drugs
- Designer Drugs
- Synthetic Drugs
- Unauthorized Drugs
- Prescription Drugs not used for their prescribed purpose
- Alcohol

Drug paraphernalia and similar items used for substance abuse are likewise prohibited from company or client premises and/or vehicles.

All employees involved in any incident that results in a first aid case or recordable body injury, and/or damage to client- or HTS AmeriTek-owned property, will be required to submit to immediate drug screen analysis.

In addition, a drug screen may be required following a near-miss incident. A near-miss incident is one which, if it had proceeded to more serious level of development, would have had potential for personnel injuries or property damage. A drug screen may also be required any time there is reasonable cause or suspicion to believe that this policy is being violated by HTS AmeriTek employees.

Client Companies may require urinalysis drug testing as a prerequisite for entry into their plants. Employees seeking to be assigned to such client projects will be required to give their consent to be tested. Results of these tests will become part of the employee’s personnel file and open to client inspection.

Failure of urinalysis tests will prevent such employees from being assigned to work for such clients. This requirement may also include random/periodic drug screening. Reporting to work or working under the influence of prohibited drugs, as well as, prescribed drugs which includes an unsafe or physical state, is prohibited.

HTS AmeriTek reserves the right to search all persons, personal property and/or personal vehicles entering Company property. Additionally, the employees of HTS AmeriTek may be subject to search procedures at client sites, which incorporate these policies as part of their safety/security programs.

SCOPE

- All personnel for pre-employment requirements.
- All HTS AmeriTek employees

HTS AmeriTek will comply with guidelines dictated by client, or any time their procedures differ from the procedures covered in this policy.

PROHIBITED DRUGS AND TEST REQUIRED

It is the intent of this policy to exclude from the workplace all substances and drugs which are illegal or controlled under the laws of the United States of America and all drugs and substances which impair an individual's ability to safely perform work.

See [Attachment 1](#) for: drugs to be screened by urinalysis test conducted to fulfill the requirements of company and client policies. **Additional specified drugs of cut-off values may be added at any time.**

Urinalysis testing will be done on a two-tier bases (Recommended Practice) as follows:

- Emit drug assays are rapid, semi-qualitative, immunochemical tests. This level of testing quickly detects the possible use of the above drugs. If the results are negative, no further testing is required.
- Gas Chromatography/Mass Spectrometry (GC/MS). Positive results on the EMIT test require further testing to determine the specific drugs in question. GC/MS is acknowledged to be the most sensitive, specific, accurate and reliable method for confirming the presence of the drugs in question. Positive results on the GC/MS test will prevent the employee from being assigned to work.

The testing method selected shall be capable of identifying every major drug of abuse including marijuana, cocaine, heroin, amphetamines and barbiturates. Personnel utilized for testing shall be qualified to conduct urinalysis or adequately trained.

The laboratory selected to conduct the analysis must be a NIDA certified laboratory and capable of quality control, documentation, chain of custody, technical expertise and demonstrated proficiency in urinalysis testing.

MEDICAL REVIEW OFFICER

A Medical Review Officer (MRO) who is a licensed physician with knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test results, together with his or her medical history and other relevant biomedical information, will review and interpret positive test results. Prior to making a final decision to verify a positive test result, the MRO shall give the tested individual an opportunity to discuss the test results with him/her.

The Medical Review Officer will contact the employee to determine if the employee has a confirmed positive test as indicated from the results of the laboratory. He may use any method available to him to determine these results. However, he must attempt to contact the employee by phone for an interview. If the MRO is unable to locate the employee, he will contact the Corporate Office and obtain any updated contact information from the applicable office. When the MRO has attempted to contact the employee with no results, he may forward his finding to the Corporate Office after 10 days.

CAUSES FOR TESTING

RANDOM DRUG TESTING

All HTS AmeriTek employees are subject to random testing. Each year, several random tests equal to 60% of the number of employees will be conducted.

PRE-EMPLOYMENT DRUG TESTING

Candidates for regular, part-time or temporary employment positions will be required to undergo a pre-employment drug test. No such candidate will start employment until he or she has passed the drug test.

ANNUAL DRUG TESTING

All HTS AmeriTek employees will be subject to an annual drug test. This test will be required from the employee on his/her anniversary date.

REASONABLE CAUSE DRUG TESTING

Whenever there is a reasonable belief that the employee is using drugs, the employee will be tested. The testing decision must be based on a reasonable belief that the employee is exhibiting symptoms of possible drug use. When drug use is suspected while on the job the supervisor will accompany the employee to the collections site and will not allow the employee to drive.

POST-ACCIDENT DRUG TESTING

As soon as possible, but at least within 24 hours after a reportable accident, any covered employee whose performance contributed to the accident, or whose performance cannot be completely discounted as contributing to the accident will be tested. The determination of whether or not a covered employee must be tested will be made by the Operations Administration Department in conjunction with the respective Area or District Manager.

RETURN TO WORK

Any employee who is eligible to return to work after treatment for chemical dependency must pass a drug test before returning to duty. Such employees will be subject to unannounced drug testing following a return to duty.

TESTING FOR ACCESS

Client companies may require urinalysis drug testing as a prerequisite for entry into their plants. Employees seeking to be assigned to such client projects will be required to give their consent to be tested. Results of this test will become part of the employees' personnel file and open to client inspection. Failure of the urinalysis test will prevent such employees from being assigned to work for such clients. This requirement will also include random/periodic drug screening.

UNFIT CONDITION

The observation of unfit condition shall be by the employee's supervisor or both the supervisor's manager and designated plant representative. Any unsafe condition shall require that the employee be removed from the HTS AmeriTek or clients' property and tested at an off-site medical facility.

The employee may not return to HTS AmeriTek or any clients' property until they have been cleared by the testing results. The employee will be searched and all areas that were accessible to the employee will be searched in accordance with the search procedures in this manual.

INCIDENT ON DUTY

HTS AmeriTek and a plant representative will determine if a test is required for an incident on duty. Any incident which results in a first aid case or recordable bodily injury, and/or damage to HTS AmeriTek or client property will be required to submit to immediate drug screen.

RESPONSIBILITIES

CORPORATE SAFETY DEPARTMENT

The Corporate Safety Department will be responsible for implementation and administration of the Company's drug testing program including liaison with any contractor selected to assist in program administration. The Operation Managers will serve as drug program manager and will be the representative of the company. The various parties involved in the testing program, including those listed in this section will be provided with detailed procedures.

Corporate Safety will ensure that all employees receive a copy of this procedure. Employees who recruit job applicants for covered positions must give a copy of this procedure to all applicants who continue the employment process beyond initial screening.

Corporate Safety will arrange for supervisory training in the detection of symptoms of possible drug use and will maintain records for three years documenting the training and the participants.

Corporate Safety will supply managers and supervisors with educational material containing information for employees who so desire to seek assistance for substance and/or alcohol abuse. Supervisors will be responsible for instructing employees as to the clients' policies and guidelines regarding the use of drugs.

MANAGERS AND SUPERVISORS

Company managers and supervisors will assure that the employees selected for drug testing report to the appropriate collection site within the specified time period.

EMPLOYEES

Employees are responsible for complying with prohibitions related to illegal drugs. Employees must provide an unadulterated specimen of their own urine at a designated collection site, at an assigned time, when requested to do so under this procedure. Employees must also provide any requested information on a Chain of Custody form and sign the form. Failure to do so or failure to otherwise cooperate with collection personnel may result in disciplinary action, which may include termination. All employees will review a copy of this procedure. Refusal to provide the specimen of urine will be equivalent to failing a drug test. Employees are also responsible for reporting medical information (e.g. other medications recently taken) but only if such information is requested by the Medical Review Officer after he receives the test results.

CANDIDATES FOR EMPLOYMENT

Every candidate for covered positions must provide an unadulterated specimen of his or her own urine during the pre-employment process. Depending on the position applied for, candidate may begin work until the results of the drug test are known, and the results are negative. All field personnel may not begin employment until test results are known and the results are negative. Refusal to provide a specimen of urine will automatically result in withdrawal of an employment offer.

COLLECTION SITES

All collections sites will agree to obtain urine specimens in compliance with the regulations, including proper documentation and shipment to the Laboratory.

LABORATORY

HTS AmeriTek will use a laboratory recognized by the U.S. Department of Health and Human Resources services to conduct urinalysis. The laboratory will agree to conduct urinalysis in accordance with the regulations and report the results directly to the MRO, who will review all drug tests results prior to their report to the Drug Program Manager.

MEDICAL REVIEW OFFICER

The Medical Review Officer is a licensed physician with knowledge of substance abuse disorders. The MRO interprets, evaluates and monitors the drug test results from the laboratory, and will determine if the employee/candidate has passed or failed the test. This determination will be based on a consideration

of several factors including, but not limited to alternative medical explanations for confirmed positive results where no further action is required; medical interviews with the employee/candidate; the employee/candidate medical history; relevant biomedical factors and all medical records made available by the employee/candidate. The MRO will have the authority to require re-analysis, of the original specimen only, to determine accuracy.

If there is no legitimate medical reason for a positive test, the MRO refers the individual tested to an employee assistance program, a personnel officer or administrative officer for action in accordance with the Company's anti- drug program.

PROCEDURE

OBTAINING URINE SAMPLES

- The employee designated to give a sample, must be positively identified prior to any sample being obtained. The individual being tested will provide proper identification at the time of sample collection. A comparison of signature may also be done.
- The room where the sample is obtained must be private and secure with documentation maintained that the area has been searched and free of any foreign substance. Specimen collection will occur in a medical setting, and the procedure should not demean, embarrass or cause physical discomfort to the employee.
- If there is a reason to suspect sample tampering, a second sample will be required under direct observation of a person or technician of the appropriate sex.
- An interview with the employee prior to the test will serve to establish use of drugs currently taken under medical supervision.

CERTIFICATION

Certification to Client confirming that an employee has passed a urinalysis test will be made by the Corporate Safety Officer or his delegate. Offices needing certification merely need to contact the Corporate Safety Officer via telephone or fax for certification letter.

ADDITIONAL REQUIREMENTS

- The sample will be measured for acidity to verify that it is within the normal range (pH of 5.0 – 8.5) for urine.
- Within four minutes of collection the sample will be measured for temperature to verify that it is within 32.5 – 37.7 degrees centigrade.
- If temperature is out of range or if there is a reasonable suspicion that a sample has been substituted or tampered with, another sample shall be collected, and its collection is required to be observed. Both samples will be sent through the laboratory for analysis.
- Any confirmed attempt of tampering or substituting the sample shall result in immediate termination.
- The Corporate Safety Department will be notified no later than the next working day by phone, followed by a written report any time a person is tested for unfit conditions, post-accident or reasonable cause. Every attempt should be made to notify the Corporate Safety Department prior to testing when possible.
- The designated plant representative must be notified any time a "for cause" or "post-accident" test is recommended while on plant property or while work is conducted on plant equipment and/or material.
This notification must be made prior to the actual test. The plant representative, after being briefed on why this test should be conducted, will provide guidance to comply with their guidelines and procedures.

SEARCH PROCEDURE

The search will be conducted when an employee is believed to be in the possession of drugs/alcohol due to unfit condition, incident on duty, post-accident or reasonable cause. Management may require a search any time the client so dictates, or there is reason to believe that possession may be occurring in violation of HTS AmeriTek or client policies.

When a search is warranted, it will be conducted by HTS AmeriTek management, the Operations Manager, Safety Manager, or Senior Technician on site. Searches will be conducted with at least one additional witness. If the search is conducted on the clients' property, that witness should be an employee of the plant, preferably a member of the security system. Searches will include all areas that the employee has been working in or has access to. Areas will include company and private vehicles, lockers, personal effects, office areas, supply areas, etc.

When an illegal drug is found on HTS AmeriTek property, the area will be secured, the employee held, and the local legal authority will be notified. The local authorities will take over the disposition and legal actions at that point.

When an illegal drug/substance is found on the property of a client, the employee will be issued a receipt for the seized property, and the plant Security will be notified. The material will be placed under jurisdiction of the plant security personnel or placed in a locked cabinet under exclusive control of the HTS AmeriTek employee supervising the search.

A chain of custody form will be completed if the material is to be transferred. A receipt from the employee will be obtained if the property is returned. All documents pertaining to the search, investigations or follow-up actions will be filed and maintained for at least 3 years after the incident is closed. The file will be maintained at the Corporate Office.

Any employee who refuses to comply with the search procedures will be removed from the clients and or HTS AmeriTek property. The employee will be terminated and not eligible for re-hire.

RESULTS OF DRUG TESTS

When the test results of a drug test are reported by the MRO as negative, the employee/candidate will be considered to have passed the test. Employees who pass the test will be notified.

When the results of a drug test are reported by the MRO as positive, the employee/candidate will be considered to have failed the test. Refusal to provide a specimen of urine will be considered the equivalent of failing the test. Upon notification of test failure or refusal to provide a urine specimen, the Drug Program Manager will notify the appropriate supervisor and/or manager that the employee is being placed on a 30-day suspension. A job candidate would be notified that the employment process is terminated.

Addendum to the Substance Abuse Program

INTRODUCTION

This addendum is intended to be used by HTS AmeriTek's employees who work on site that require additional drug testing utilizing the hair testing process.

PROGRAM OVERVIEW OF PROGRAM REQUIREMENTS

- ✓ HTS AmeriTek will require that all employees enrolled in the Hair Testing program sign an application permitting DISA to release statuses to participating owners and to release results on an MRO overturn to Psyche medics.
- ✓ All employees must be hair tested prior to accessing a participating owner's site.
- ✓ HTS AmeriTek will provide a valid hair test annually for each employee, based on owners' renewal of their Site-Specific Training Course.
- ✓ HTS AmeriTek must utilize Psyche medics Laboratory (provided by DISA) for all hair testing.
- ✓ HTS AmeriTek will also comply with each participating owners' Drug and Alcohol Program (Reciprocal DCC Program).
- ✓ HTS AmeriTek's Safety Department will immediately notify the Operations Manager when an employee has become "Inactive" (including random tests).
- ✓ HTS AmeriTek's Safety Department will track all and keep an ongoing record of "Inactive" individuals, and at an owner's request, may be required to submit a written report to assure all deficiencies have been corrected.
- ✓ In the event the donor does not have head hair, hair may be collected from the arm, underarm or chest.
- ✓ If the donor has no available hair, a doctor's note stating a valid reason for the lack of hair must be provided to the MRO within five (5) days of requested test.

STATUS REQUIREMENTS

- ✓ Psyche medics will provide participating owners with all negative hair testing results.
- ✓ DISA will provide participating owners with Consortium Statuses of "Active" (in compliance with policy) or "Inactive" (not in compliance with policy) in accordance with the DISA Contractors Consortium (DCC) Program.

GENERAL HAIR TESTING REQUIREMENTS

HTS AmeriTek will implement the following minimum substance testing standards and procedures. Psyche medics Laboratory will be conducting all hair analysis. HTS AmeriTek is required to have an additional drug testing program that complies with the participating owner's drug and alcohol program.

SUBSTANCES AND CUT-OFF LEVELS

The following substances, at the appropriate state cut off levels, will be tested for under the Hair Testing Program. All negative results will be reported to participating owners.

PSYCHEMEDICS COROPRATE CUTOFFS Effective March 15, 2004					
Drug Class	Screening Cutoff (RIA)	ANALYTE	Confirmation Cutoff (MS)	FUT/LOD Cutoff	States(s)
Cocaine	5 ng/10 mg	Cocaine Benzoylcegonin e Coca ethylene Norcocaine	5 ng/10 mg ***see below 0.5 ng/10 mg 0.5 ng/10 mg	0.2 ng/10 mg mg Not Applicable	All Except Oklahoma
	2 ng/10 mg	Codeine Morphine 6-MAM	2 ng/10 mg 2 ng/10 mg 2 ng/10 mg	0.5 ng/10 mg 0.5 ng/10 mg 0.5 ng/10 mg	All Except Oklahoma
Opiates	5 ng/10 mg	Oxycodone Codeine Morphine 6-MAM	2 ng/10 mg 2 ng/10 mg 2 ng/10 mg 2 ng/10 mg	0.5 ng/10 mg 0.5 ng/10 mg 0.5 ng/10 mg 0.5 ng/10 mg	Oklahoma Only
	3 ng/10 mg	PCP	3 ng/10 mg	1 ng/10 mg	All Except Oklahoma
Drug Class	Screening Cutoff (RIA)	ANALYTE	Confirmation Cutoff (MS)	FUT/LOD Cutoff	States(s)
Amphetamines	5 ng/10 mg	Amphetamine	5 ng/10 mg	0.25 ng/10 mg	All Except Oklahoma
		Methamphetamine	5 ng/10 mg	1 ng/10 mg	
		MDMA (Ecstasy)	5 ng/10 mg	1 ng/10 mg	
		MDA	5 ng/10 mg	0.2 ng/10 mg	
		MDEA (Eve)	5 ng/10 mg	1 ng/10 mg	
cTHC	1 ng/gm	cTHC	1 pg/10 mg	0.2 pg/10 mg	All Except Oklahoma
	3 ng/gm	cTHC	1 pg/10 mg	0.2 pg/10 mg	Oklahoma Only

TEST STANDARDS

Psyche medics Corporation (through DISA) will perform all hair testing of contractor employees. Medical Review Officers (MRO's) selected by DISA will review all test results and report negatives. The MRO will notify the contractor client of a laboratory positive and will request to speak with the donor. If a laboratory positive test result is reversed by the MRO due to a verified prescription, DISA will report the overturned result to Psyche medics, who will resend the negative result to HTS AmeriTek. On a rejected specimen, the MRO will notify HTS AmeriTek to send the donor for an immediate recollect (hair) or reanalysis (urine).

Grounds for Tests

Hair and/or Field Point of Collection (POC) Substance Testing of participating employees shall be conducted in the following instances:

- Pre-Access
- Post-Incident
- Reasonable Suspicion
- Owner Initiated Random

In any of the above testing situations, employees will be ineligible to enter participating owner's site with a confirmed positive test.

PRE-ACCESS

A hair test, plus the required drug and alcohol test, is required to access a participating owner's site. If an employee is "Active" in a reciprocal pre-access hair test program and can produce a valid hair test within 90 days prior to site access, participating owner will accept the test and grant access.

An employee who terminates employment and becomes employed by a different contractor will be required to have a hair test if absent from the participating owner's site for 30 days.

A negative hair test result must be received in accordance with the above before a participating owner's Site-Specific Training Course can be taken.

HTS AmeriTek employees cannot work on a participating owner's property while awaiting test results, except in the follow instance:

No direct evidence of drug use exists and a 9-Panel POC drug screening test is used to expedite the employee's return to work. If the POC is negative, the employee may return to work, pending laboratory analysis of the same sample.

A field drug screen (POC) must be performed by a third-party collection site technician or a trained and qualified collector on a portion of the same specimen submitted to the laboratory for testing.

RANDOM TESTS

HTS AmeriTek may elect to participate in the random program for the Hair Testing Substance Abuse Program. Participation may be required by some owners, while other owners may require participation in a urine based random program such as the DCC reciprocal program. If HTS AmeriTek elects to participate in a random hair testing program, HTS AmeriTek shall comply with the following guidelines and procedures:

A random selection process will be used to identify employees. HTS AmeriTek employee members will be selected for testing by using a random number table or a computer-based random number generator that selects a employee member's Social Security Number. Each time an employee member is randomly selected for drug testing, all employees in the group of the program will be included in the selection process. An employee who was randomly selected and tested earlier in the year will not be excluded from the random testing process.

HTS AmeriTek's employees will be subject to random testing for the substances required by a participating owner's drug and alcohol policy on a basis that will yield a compliance of an annualized rate of 100%. Each participating owner reserves the right to adjust the random rate for their facility. Random selection and notification will be performed by DISA.

Upon receipt of the random selection list, participating employees will have seven (7) calendar days to be notified of their selection. Failure of any selected contractor employee member to submit to the testing during the seven (7) calendar-day period will result in the contractor employee member being placed on an "Inactive-Retest" status until a specimen is submitted.

If a laboratory test for an employee results in a non-negative, the Operation Manager must ensure that the employee is removed from the jobsite, pending MRO determination, and is informed to contact the MRO.

Upon a confirmed positive test, the employee must be instructed to call the Return-to-Duty Coordinator at DISA.

An employee who fails a random test or is otherwise classified "Inactive", because of his/her Random test, will be ineligible for entry onto the participating owner's site(s). A classification of "Inactive" may result from instances such as refusing to test, failing to comply with collection procedures, or adulterating a specimen. The Return-to-Work section of this policy sets forth the eligibility criteria for regaining an "Active" membership status in the DCC.

A random test should be urine-based test, unless the HTS AmeriTek is pre-approved for hair testing by the participating owner. The hair testing random rate is 100%.

POST INCIDENT

The owner defines an incident as:

The Contractor Employee Member involved in a work-related accident which results in one or more recordable injuries, as defined by the Occupational Safety and Health Administration (OSHA), environmental incident or damage to the Contractor's or the Owner's property, or both, and it is felt that drugs and/or alcohol may have played a role in the accident.

The Contractor Employee Member is involved in an incident (including near misses) in which safety rules and regulations may have been violated, and it is felt that drugs and/or alcohol may have played a role in the incident.

A field POC drug and/or alcohol screen and a laboratory drug test must be performed for any post-incident. If the POC result is non-negative, the contractor employee must be removed from the owner's property. In this case, contractor management should notify the owner job contact, and:

Remove the employee from owner's property Surrender the employee's site credentials to owner's security Notify owner's HSSE via fax- Attn: Contractor Safety Supervisor

If a contractor employee's field administered test result is negative, the employee may continue working on owner's site.

If the test is confirmed positive, the Return-to-Work section of this policy defines the eligibility criteria for regaining an "Active" member status.

REASONABLE SUSPICION/CAUSE TESTS

HTS AmeriTek employees must submit to reasonable suspicion/cause testing when the following characteristics are displayed:

- Observable phenomena such as direct observation of prohibited substance use and/or possession or physical behavior that would indicate the use of prohibited substances;

- A pattern of abnormal conduct or erratic behavior;
- Arrest and conviction for a substance related offense or identification of an employee member as the focus of a criminal investigation into illegal substance possession, use, or trafficking while on a Participating Owner's property;
- Information that is either provided by reliable and credible sources or independently corroborated;
- Evidence that an employee has tampered with a previous substance abuse test or failed to follow collection site prescribed procedures;
- The employee is found in the immediate area of drug-related paraphernalia, alcoholic beverages or substances that are prohibited by DCC policy.

OWNER INITIATED OR WALL-TO-WALL

HTS AmeriTek employees are required to provide another hair test sample based on a participating owner's renewal requirements for Site Specific Training Course. Owners may direct other testing situations at their discretion.

RETURN TO WORK/REHABILITATION/FOLLOW-UP TESTS

If a laboratory test for an employee that results in a non-negative, the Operation Manager must ensure that the employee is removed from the jobsite, pending MRO determination, and is informed to contact the MRO.

Upon a confirmed positive test, the contractor employee must be instructed to call the Return-to-Duty Coordinator at DISA.

An employee who fails a pre-enrollment, pre-access, reasonable suspicion/cause, random, owner initiated or wall-to-wall, or post-incident test, and has subsequently gained an "Active" status pursuant to this policy, is subject to follow-up testing. The frequency and duration will be in accordance with the directives of the MRO. Follow-up testing will be unannounced and in addition to random testing. An employee may be subject to follow-up testing for a period of up to five (5) years of cumulative "Active" status (e.g. time is measured according to an "Active" status - any period of time that an employee is "Inactive" for any reason, including "Inactive-Retest", will not count towards the time prescribed by the MRO.)

An employee who fails a follow-up test or is otherwise classified "Inactive", because of such a test, will be ineligible for entry onto the participating owner's site(s). A classification of "Inactive" may result from instances such as refusing to test, failing to comply with collection procedures, or adulterating a specimen.

RE-TEST/RE-ANALYSIS

An employee may request a re-analysis of their original sample on a urine-based drug test provided he/she submits his/her request to DISA in writing within two (2) weeks from the time the employee is notified by the MRO of a positive result.

An employee may request a re-test for a hair test. This re-test will consist of a second collected hair sample within one (1) week of notification by the MRO of a positive result (hair must be in the same condition as it was for the first collection).

- Re-test or re-analysis cost's will be the employee's responsibility and will be managed by the MRO.
- Any confirmed presence of a substance in the sample results is a positive test. If the presence is not confirmed, the result is reported as negative.

CONFIDENTIAL RECORDS

To maintain the confidentiality of a participating HTS AmeriTek's employee's substance testing records and any records of rehabilitation, these records will be stored and maintained by DISA.

Information regarding an employee's substance test results or rehabilitation records will be released by

DISA only upon the written consent of the employee, except as required by law or order of any government agency or court.

When contacted by the employee, the Drug Program Manager or his delegate will tell him or her:

- ✓ That the employee has failed a drug test.
- ✓ That the employee may request reanalysis of the original specimen within 60 days of receiving notice.
- ✓ That the employee may request that a second laboratory conducts the reanalysis. The second laboratory, however, will also have to be approved by the Department of Health and Human Services and will be selected by the Drug Program Manager.
- ✓ If the employee does not make a written request for re-analysis or declines re-testing of the specimen within 24 hours of being informed by the Drug Program Manager of this option, he or she will be placed on suspension for a minimum of 30 days. If reanalysis is not requested at the end of the suspension period, the employee will then be treated as if he or she declined reanalysis.

PRESCRIPTION AND NON-PRESCRIPTION DRUGS

Employees may continue to work while taking prescription or non-prescription drugs needed for the treatment of an illness provided that **the employee notifies the Corporate Safety Officer *prior to starting work while taking the medication for the first time.*** The employee is responsible for being aware of following all cautions associated with the use of prescription and non-prescription drugs.

DISCIPLINARY ACTIONS

Any employee who is suspected of adulterating or substituting a urine specimen will be required to provide another specimen under the direct observation of a same sex collection site person and will be subject to discipline up to and including dismissal.

Refusal to provide a specimen of urine will be equivalent to failing a drug test. All personnel who fail a drug test will be placed on suspension for 6 (six) months.

If the employee elects to go to rehabilitation, the employee must successfully complete a rehabilitation program at the employee's expense, with a follow-up program of unannounced testing approved by the M.R.O. Employee will be subject to periodic screening up to sixty (60) months, conducted by HTS AmeriTek in a manner acceptable to the M.R.O. and any plant medical department.

Following successful completion of rehabilitation, the employee will be eligible to return to work. Any subsequent failure of a drug test (including the drug test required to return to duty) or refusal to provide a urine specimen will result in termination.

No employee will be eligible to work at an owner site after they have tested positive for unfit condition, post- accident or incident on duty.

PRIVACY AND CONFIDENTIALITY

Individual expectations of privacy and confidentiality will be carefully considered in maintaining a record retention program. Except for the testing laboratory, Medical Review Officer and Drug Program Manager, the results of an individual drug test will not be released to anyone without the express written authorization of the tested individual, except upon request of RSPA or state agency officials as part of an accident investigation.

Written records will be stored in locked containers in a secured location.

Unless an employee gives his or her written consent, the employee's rehabilitation or drug test records will not be released to a subsequent employer.

CERTIFIED LABORATORIES

Laboratories that are certified by the Federal Government through the Department of Health and Human Services and equipped to conduct such tests are acceptable to meet the requirements of this section.

Documentation to support the certification of the laboratory utilized shall be maintained on file for audit purposes. The letter of certification from the Department of Health and Human Services is required.

RECORDKEEPING

CHAIN OF EVIDENCE

Where a positive report is received, urine specimens shall be maintained under storage for a period of a minimum of 5 years. Each step in the collecting and processing of the urine specimens shall be documented to establish procedural integrity and the chain of evidence as follows:

Chain of Custody procedures are needed to ensure that the results are correctly matched to the person who donated the specimen. Elements of a good chain-of-custody procedure include:

- ✓ Labeling and sealing the specimen container immediately after collecting the specimen.
- ✓ Having the collector and donator initial the container.
- ✓ Noting the name of each person who handled the specimen.
- ✓ Transporting the specimen in a sealed container.
- ✓ Keeping the specimen in a secured place.
- ✓ Performing testing in a secured place.

RECORDKEEPING

Additional recordkeeping requirements are as follows:

All records for negative test results will be stored at the Corporate Office – Houston. Records are to be maintained for one year.

RECORDS TO BE MAINTAINED FOR THREE YEARS:

- ✓ Records demonstrating the collection process
- ✓ Records confirming supervisors and employees have been trained and informed of company's Drug Testing Guidelines.

RECORDS TO BE MAINTAINED FOR FIVE YEARS:

- ✓ Record of number of employees tested by type of test, (i.e. Post-accident, random, etc.)
- ✓ Records indicating that an employee failed a drug test and the type of test failed and records indicating rehabilitation, if any.

RANDOM SELECTION PROCEDURE

The names of all personnel that are eligible for testing under the random drug testing requirements must be kept on a current list or roster by Management.

Before each random selection of personnel for drug testing, the list of eligible persons shall be reviewed to delete the names of terminated employees and the addition of new employees.

Personnel selected for random testing shall remain eligible for successive random testing and may be tested more than once if the individual is summoned through the random selection.

Sample taking, testing and result reporting shall follow the requirements of the drug testing policy that requires random testing.

SELECTION PROCESS

The selection process shall be completely anonymous and unaffected by convenience or availability of personnel.

A “blind” drawing of names, performed by a designated manager, must be witnessed.

PERSONNEL NOTIFICATION

- Persons chosen in random drug test selections are to be notified in writing by their immediate supervisor and shall report to the designated location for testing.
- If the selected employee is working in a remote job location, an earnest effort must be made by their supervisor to arrange transportation to an approved test location. NO substitutions of personnel will be allowed.
- Selected employees assigned to work locations where drug testing is not available or on vacation shall be tested at the earliest date upon return.

TESTING FREQUENCY

The frequency of random drug testing shall be determined by the number of participants and the percentage of participants that must be tested within a given time.

- To calculate that number of employees eligible to be tested in one year, divide the number of persons that must be tested by 12, and the resulting number should be tested each month.
- A copy of the random selection list will be maintained by the corporate office and compared with the M.O. letters to verify that all selected employees donated the required sample.

Scheduling for random drug testing shall not be posted. As a minimum, 60% of the eligible personnel will be tested at least once each year.

RANDOM ALCOHOL TESTING

Random alcohol testing will be performed in conjunction with random drug testing. The same procedures will apply as mentioned in this chapter pertaining to the Substance Abuse Policy.

FOR CAUSE TESTING

For cause testing will be performed by an HTS AmeriTek medical facility designated by the Safety Department. All for cause testing will be conducted as soon as possible, but no later than four (4) hours after the problem has been identified. For cause testing will be done on any shift when circumstances warrant.

All other testing will be performed by an HTS AmeriTek medical facility designated by the Safety Department. All testing will be conducted as soon as possible, but not later than four hours after the problem has been identified. All but random testing will be done on any shift when circumstances warrant.

REFUSAL TO TEST

Any refusal to test will be considered a failure of the test and employee will be terminated.

EMPLOYEE ASSISTANCE PROGRAM

Employees who voluntarily admit to having drug or alcohol problems that have not resulted in disciplinary action may be eligible for unpaid time off to participate in a rehabilitation program. Such a leave will be granted if the employee abstains from the use of the problem substance while on leave, abides by all organizational policies, rules and prohibitions relating to conduct in workplace, and if the company will not suffer from “undue hardship” because of granting the leave.

HTS AmeriTek recognizes that employees may wish to seek professional assistance in overcoming drug or alcohol problems. As it is not our policy to provide a rehabilitation program, we do encourage employees who wish to seek assistance contact their immediate supervisor for information about the potential benefits available under the employee medical benefits plan and any possible referral/sources.

COMPLIANCE AUDITS

HTS AmeriTek acknowledges that client companies reserve the right to periodically audit HTS AmeriTek's Substance Abuse/Alcohol Policy and records to verify compliance.

All current employees will acknowledge that he or she has read and agrees to this policy, by signing and dating this document and completed the "Employee Drug/Alcohol Screen Consent and Release" Form

All applicants for employment will be required to read and sign this document, agreeing to all above stated provisions, complete the "Pre-Employment Drug/Alcohol Screen Consent and Release Form and "pass" a pre-employment drug screen as a condition of employment.

HTS AmeriTek Plant Services, LLC

President

Date

Safety Manager

Date

I have received a copy of the HTS AmeriTek Plant Services, LLC. Substance Abuse Control

Policy. I acknowledge that I have read this document and agree to abide by the Policy.

I also acknowledge that I fully understand it is prohibited by company policy to be under the influence of alcohol or illegal drugs while operating a company/client owned or rented vehicle or mobile equipment.

Employee

Date

Witness

Date

**EMPLOYEE
DRUG / ALCOHOL SCREEN
CONSENT AND RELEASE**

I hereby voluntarily authorize the physician, laboratory, clinic or other agent of HTS AmeriTek Plant Services choice to collect and test my voided urine or blood specimen for the presence of drugs, alcohol, marijuana, and other similarly prohibited substances. The test has been explained to me and I fully understand its implication with respect to my employment status.

I authorize the release of the results of these tests to HTS AmeriTek Plant Services or any of its agents. Furthermore, I hold HTS AmeriTek Plant Services, its officers, agents and employees harmless in the use of the test results for the purpose of its drug and alcohol prevention policy. I understand that a documented "Chain of Custody" exists to ensure the identity and integrity of my specimen throughout the collection and testing process.

I have read this Consent and Release form and fully understand its contents and implications. (If you do not understand, please ask.)

Signature

Date

Printed Name

Social Security #

Witness

Date

CONTROLLED SUBSTANCE USE & ALCOHOL MISUSE POLICY

1.0 PURPOSE

The purpose of this policy is to provide a substance-abuse-free workplace that promotes safety and security for HTS AmeriTek and its employees. HTS AmeriTek has adopted the following policy regarding controlled substance use and alcohol misuse. As a condition of continued employment, each employee must read and agree to comply with the following terms.

2.0 SCOPE

2.1 Employees Governed by this Policy

This Policy applies to all HTS AmeriTek, LLC Employees (part-time and full-time), Contractors, and Visitors.

2.2 Time and Locations Governed by this Policy

HTS AmeriTek Employees shall abide by the terms and conditions of this Policy while on Company/Client property as well as when conducting Company business or representing the organization.

For the purpose of this policy, the following items will be considered HTS AmeriTek property, and shall be treated as if so:

- (a) Vehicles that are owned, leased, or rented by HTS AmeriTek, LLC (i.e. a designated representative), or utilized for company business; and
- (b) Personal vehicles used for Company business or to represent the organization; and
(Note: personal vehicles must be covered by Company Insurance to be used for work purposes)
- (c) Client facilities, including but not limited to, contractor parking lots.

3.0 POLICY

HTS AmeriTek has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or the safety of employees, contractor or the public. However, as a condition of employment, this HTS AmeriTek requires that employees adhere to this strict policy regarding the use and possession of drugs and alcohol.

HTS AmeriTek Employees, as defined in Section 2.2 are prohibited from the, unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and/or its paraphernalia while on Company/Client grounds (see Section 2.1).

Violations of this Policy are subject to disciplinary actions which include immediate removal from the job site resulting in temporary removal from the "Active" workers status, grounds for termination of employment, and/or satisfactory in employee participation/completion of a substance abuse (alcohol and drug) rehabilitation program.

4.0 CONTROLLED SUBSTANCES

4.1 Illegal Drugs

- (a) The term "drug" means a controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812).

- (b) The term "illegal use of drugs" means the use of drugs, the possession or distribution of which is unlawful under the Controlled Substances Act. Such term does not include the use of a drug taken under supervision by a licensed health care professional.
- (c) Any employee who has a lab confirmed "positive" test for any of the schedule I through V drugs is in direct violation of this Policy, unless the employee demonstrates to the MRO a medical explanation for the presence of the drug(s), in which case the MRO will rule the test result as "negative".

4.2 Prescription Medication

Schedule I substances are not accepted as prescribed medical use in patient treatment. Schedule II, III, IV, and V substances dispensed by a licensed practitioner, other than a pharmacist, are considered Prescription Medication.

Any employee taking prescribed or over-the-counter medications will be responsible for consulting for consulting with a physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the employee, co-workers or the public, it is the employee's responsibility to use appropriate procedures to avoid an abnormal or unsafe situation (e.g., call in sick, use leave, request change of duty, notify supervisor, notify company doctor or safety manager).

When a doctor, pharmacist, or health care professional prescribes a drug (including over-the-counter medication) for an employee, the individual is required to ask the doctor, pharmacist, and/or health care professional: (1) whether the drug could affect the individual's ability to safely perform his or her job duties; (2) whether the drug may register on a drug test; and (3) may the drug impair their ability to safely perform his or her job duties.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or incidents occur.

4.3 Alcohol

Employees will be tested for alcohol with an alcohol testing device approved by the NHTSA's Conforming Products List. An alcohol concentration of 0.04 or greater will be considered a "positive" test result resulting in disciplinary action (see Section 5.2). An alcohol concentration of 0.02 to 0.039 will have minimum consequences where the employee will be sent home until their next shift of at least 8 hours or until they can provide a breath test that has an alcohol concentration below 0.02 (see Attachment 2).

4.4 HTS AmeriTek will test for controlled substances listed below at the following levels:

Appendix II		
Drug	Initial Test	Confirmation Test
Amphetamines	300 ng/mL	250 ng/mL
Methamphetamine	300 ng/mL	250 ng/mL
MDA Analogues	250 ng/mL	200 ng/mL
MDA	250 ng/mL	200 ng/mL
MDMA	250 ng/mL	200 ng/mL
MDEA	250 ng/mL	200 ng/mL
Barbiturates	300 ng/mL	100 ng/mL
Benzodiazepines	300 ng/mL	100 ng/mL
Cannabinoids (Marijuana)- Metabolites	20 ng/mL	10 ng/mL
Cocaine Metabolites	150 ng/mL	100 ng/mL
Methadone	300 ng/mL	100 ng/mL
Methaqualone	300 ng/mL	200 ng/mL
Opiates	2000 ng/mL	2000 ng/mL
Morphine	2000 ng/mL	2000 ng/mL
Codeine	2000 ng/mL	2000 ng/mL
6-Avetylmorphine (6-AM) Heroin	10 ng/mL	10 ng/mL
Phencyclidine (PCP)	25 ng/mL	25 ng/mL
Propoxyphene	300 ng/mL	200 ng/mL
Alcohol	0.02% (BAC)	0.04% (BAC)
<i>(Note: Alcohol screening and confirmation methods are conducted according to DOT protocol using evidential breath testing devices)</i>		

4.5 HTS AmeriTek reserves the right to alter the testing panel and threshold levels as substance usage and availability patterns suggest the need for change.

4.6 All specimens will also undergo validity testing. Validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

4.7 Employees whose test results are reported negative dilute, due to the creatinine level being greater than 5 mg/dL but less than 20 mg/dL, shall not be permitted retested.

5.0 DISCIPLINARY ACTION

5.1 Refusal to Test

HTS AmeriTek employees who refuse to test for any reason at any time, shall be declared "Inactive" and become ineligible to work at HTS AmeriTek and/or Participating Owner sites. The HTS AmeriTek Drug Program Manager (DPM) will complete the "Refusal to Submit a Specimen" form (see Attachment 1), and submit it to DISA.

5.2 Positive Test Results

Positive laboratory test results at/or above the confirmation levels as designated by DISA (see Section 4.3), without acceptable medical explanations by a reviewing MRO will be noted as a confirmed "positive" test. The Employee will immediately be removed from the job site and "Active" roster consequently making them ineligible to work at HTS AmeriTek and/or Owner sites.

5.3 Possession/Dispersal of Illegal Drugs

The Possession and/or Dispersal of Illegal Drugs while on Company/Client time and locations described in Section 2.2 is strictly prohibited. Employees who are in Possession of, or believed to be in Possession/Dispersal of, Illegal Drugs/Activities are subject to a "search" (see Section 6.0). If Drugs, Alcohol, and/or paraphernalia are found, the area shall be secured, the

employee will be held, and plant Security or Local Authorities shall be notified. *(Note: plant Security and/or Local Authorities take over the disposition and legal actions at that point)*

6.0 SEARCHES

- 6.1 HTS AmeriTek may conduct unannounced searches for illegal drugs, and/or drug paraphernalia and/or alcohol in and/or on Company/Client property and facilities. Entering Company/Client property constitutes consent to searches. Employees are expected to cooperate in the conducting of such searches.
- 6.2 Searches of employees and their personal property which includes, but is not limited to, lunch containers, personal bags, desks, work areas, lockers, and vehicles (while on Company property as defined in Section 2.2) may be conducted when there is reasonable suspicion to believe that an employee is in violation of this Policy and/or when circumstances and/or workplace conditions justify them.
- 6.3 An employee's consent to a search is required as a condition of continued employment and the employee's refusal to consent shall result in immediate termination.
- 6.4 Warranted searches shall be conducted in the presence of a witness by HTS AmeriTek management, the Operations Manager, Safety Personnel, or the Shift Supervisor on site.
- 6.5 No employee will be touched as part of the search or detained without his/her consent. Employees being searched may be asked to empty pockets and remove hats and outer clothing including jackets, coveralls or slickers.
- 6.6 Drugs discovered on Company property will be turned over to the appropriate law enforcement agency. Any action taken by law enforcement agencies will be completely independent of this Policy.

7.0 TESTING PROCEDURES

7.1 General

Drug and alcohol testing will be performed by DISA, or a third party collector location which has been contracted by DISA, to provide drug/alcohol testing/collection services. Employees will comply with all procedures and protocols established by the independent testing service. An employee's failure to submit to a drug and/or alcohol testing or to comply with all procedures and protocols established by the drug/alcohol testing service is a direct violation of this Policy and may result in discipline, up to and including termination of employment.

7.2 MRO

A Medical Review Officer (MRO) will review the results of the drug testing process. The primary responsibility of the MRO is to review and interpret lab positive drug test results. It is important to remember that a positive laboratory test result does not automatically identify an employee/applicant as a user of prohibited drugs. The MRO must review lab positive drug test results and determine whether any legitimate alternative medical explanation could account for the positive test result.

7.3 Non-Negative Test Results

An Employee who tests non-negative (positive) on a Substance Abuse Test (alcohol and/or drug) or is otherwise classified "Inactive", as a consequence of such a test, will be ineligible to report to work for HTS AmeriTek and ineligible to enter Client facilities/Owner sites. A classification of "Inactive" may result from instances such as but not limited to: refusing to test, failing to comply with collection procedures, or adulterating a specimen, etc.). The Return-to-Duty (see Section 8.7) section of this policy sets forth the eligibility criteria for regaining an "Active" status with DISA and HTS AmeriTek.

7.4 Allotted Time

When an employee is notified to go to the collection site for a specimen collection and/or alcohol test, they will be allotted 30 minutes plus reasonable travel time to report in at the collection/testing site.

8.0 TESTING PROGRAM

Although all illegal substances are prohibited on Company/Client sites, the substances listed in Appendix II (see Section 4.3) are of particular concern. The substance panel is subject to change as substance usage and availability patterns suggest the addition or deletion of substances. HTS AmeriTek will be notified prior to such changes, and copies will be made available its employees.

HTS AmeriTek employees shall be subject to substance abuse testing (alcohol and drug) as follows:

- Pre-Enrollment
- Pre-Access
- Reasonable Suspicion/Cause
- Random
- Owner Initiated or Wall-to-wall
- Post-Accident/Incident
- Return-to-Duty
- Follow-up
- Other

8.1 Pre-Enrollment Test

A Pre-Enrollment negative substance abuse test (alcohol and drug) is required upon initial employment with HTS AmeriTek, LLC. The term, "Pre-Enrollment" as used in this policy applies to both new hires and/or current employees who are applying for initial membership into the HTS AmeriTek Substance Abuse/Alcohol Misuse Program. Once the applicant/employee is enrolled, he/she will be required to submit to a Pre-Enrollment test. Under no circumstances may an applicant or employee enter or work within a Company/Client's facility until the Pre-Enrollment test has been reported as negative and the individual has been granted a status of "Active". The term Pre-Enrollment is synonymous with the term Pre-Employment as such a term may appear on forms or in procedures. *(Note: once an employee is enrolled he/she is subject to random testing)*

An individual who tests non-negative on a Pre-Enrollment test or is otherwise classified "Inactive" as a consequence of his/her Pre-Enrollment test (e.g. refusing to test, failing to comply with collection procedures, substituting or adulterating a specimen, etc.) shall be classified "Inactive" and denied employment with HTS AmeriTek.

8.2 Pre-Access Test

A Pre-Access test is required for employees with a status of "inactive-retest", i. e., resulting from a missed random test, and who must submit to a test prior to entering the designated HTS AmeriTek Client facility.

8.3 Reasonable Suspicion/Cause

HTS AmeriTek Employees must submit to Reasonable Suspicion/Cause testing when the following characteristics are displayed:

- (a) Observable phenomena such as direct observation of prohibited substance use and/or possession or physical behavior that would indicate the use of prohibited substances;
- (b) A pattern of abnormal conduct or erratic behavior;
- (c) Arrest and conviction for a substance related offense or identification of an Employee as the focus of a criminal investigation into illegal substance possession, use, or trafficking while on Company/Client property;

- (d) Information that is either provided by reliable and credible sources or independently corroborated;
- (e) Evidence that a Contractor Employee Member has tampered with a previous substance abuse test or failed to follow collection site prescribed procedures;
- (f) An Employee is found in the immediate area of drug-related paraphernalia, alcoholic beverages or substances that are prohibited by this policy.

An HTS AmeriTek Designated Representative will promptly escort the Employee to the collection site for a drug/alcohol test and make arrangements for the safe transportation of the Employee home. Employees required to undergo a "Reasonable Cause" test will be ineligible to report to work for HTS AmeriTek pending test results. *(Note: Only employees at the supervisory level and above, who have completed the 2-hour Supervisor Reasonable Suspicion/Cause Training may report a "Reasonable Cause" individual)*

8.4 Random Test

Random testing will be applicable to all employees of HTS AmeriTek. A method of random selection will be administered by the designated testing service to ensure that all employees are selected at random. The selection is generated on a monthly basis for both drug and alcohol tests. Employees shall be selected for testing by use of a computer-based random number generator that selects an Employee's Social Security Number. Each time that an Employee is randomly selected for drug and alcohol testing, the names of all Employees of the Company are included in the following selection process. No HTS AmeriTek Employee will be excluded merely because he/she has been randomly selected and tested earlier in the year. All employees will be in the random selection pool every time a drawing is made. No employee will be excluded merely because he/she has previously been randomly selected and tested. Random testing will be conducted at an annual rate of at least 50 percent for both drugs and alcohol. HTS AmeriTek and its Clients, reserve the right to alter the random testing rate for their facilities.

8.5 Owner Initiated or Wall-to-wall

HTS AmeriTek Employees while on Company/Client premises are subject to unannounced en masse testing for substances listed in Appendix II (see Section 4.3). Such tests are scheduled at the sole discretion of the Company/Client/Owner. The Company/Client/Owners discretion includes the determination of the scope for such testing in addition to the timing of such testing. The scope of such testing will be determined by the Company/Client/Owner in terms of a group of HTS AmeriTek Employees or an employee(s) as part of a group of Contractor Employees to be tested. Such a group will include all members of the named group on site at the determined time or time period and shall not be determined in terms of named individuals. Such groups may include, but are not limited to, all Contractor Employees on site, or Contractor Employees by shift, by crew, by location, by craft, by contractor or by another similar category, including a random selection based on Company/Client/Owner site access records.

Upon notification of such testing, employees will immediately proceed to the designated collection site or transportation vehicle, which will transport Contractor Employees to the collection site. Once HTS AmeriTek Employees of a named group has entered the Company/Client/Owner's facility, he/she is subject to such testing. HTS AmeriTek Employees of a named group that leaves the facility upon learning or determining that such testing is or will take place during his/her work shift, or refuses to submit to such testing, the individual will be reported as a "Refusal to Test" and will be subject to the terms of "Refusal to Test" (see Section 5.1). Collection protocols and analysis of such tests will be processed as any other test within this policy.

8.6 Post-Accident/Incident Test

Employees must submit to Post-Accident/Incident testing for either of the following reasons as determined by HTS AmeriTek and/or its Client representative:

- (a) An employee is involved in a work-related accident which results in one or more recordable injuries, as defined by the Occupational Safety and Health Administration (OSHA), environmental incident or damage to Company or Client property.
- (b) An employee is involved in an incident (including near misses) in which safety rules and regulations may have been violated and employee performance cannot be ruled out as a cause.

The employee will remain "Active", i.e. retaining an eligible work status, pending test results. However, Client facilities reserve the right to restrict access.

Post-Accident/Incident tests shall be conducted immediately or, as soon as reasonably possible, but no later than thirty two hours after an accident for drugs and no later than eight hours for alcohol. Post-Accident/Incident tests that cannot be conducted immediately shall be addressed to the discretion of the HTS AmeriTek Drug Program Manager.

8.7 Return-to-Duty Test

HTS AmeriTek Employees who fail a Pre-Enrollment, Pre-Access, Reasonable Suspicion/Cause, Random, Owner Initiated or Wall-to-Wall, or Post-Accident test, will no longer eligible to report to work for HTS AmeriTek nor be eligible to enter Client/Owner sites. The employee will be designated "Inactive" and removed from the list of eligible workers for HTS AmeriTek. The individual must re-establish their eligibility in accordance with the rehabilitation provisions of this policy in order to regain an "Active" work status with HTS AmeriTek.

8.8 Follow-up Test

An individual who has failed a Pre-Enrollment, Pre-Access, Reasonable Suspicion/Cause, Random, Owner Initiated or Wall-to-wall, or Post-Accident/Incident test and has subsequently gained an "Active" status pursuant to this policy is subject to Follow-up testing.

The frequency and duration are in accordance with the directives of the Substance Abuse Professional (SAP). Follow-up testing is unannounced and in addition to Random testing. An individual may be subject to Follow-up testing for a period of up to five (5) years of cumulative "Active" status. The cost of Follow-up testing is the responsibility of the employee.

8.9 Hair Test

HTS AmeriTek Employees may be required by some Client/Owner facilities to successfully take and pass a hair test at least one time in a 12-month period to receive or meet the Badge Renewal requirements of the facility (see Attachment 3).

9.0 CONFIDENTIAL RECORDS

HTS AmeriTek and its designated Representatives will carry out this Policy in a manner which respects the dignity and confidentiality of those involved. Individual expectations of privacy and confidentiality will be carefully considered in maintaining substance testing records and any rehabilitation records. With the exception of the testing laboratory, Medical Review Officer and Drug Program Manager, the results of an individual substance test results will not be released to anyone without the written consent of the individual, or regardless of consent, to the representative of a State or Federal agency upon request by subpoena or other legal action.

10.0 COSTS

The cost of all testing, except Follow-up testing or Split Specimen/Re-analysis testing (when prohibited), will be paid for by HTS AmeriTek. All cost associated with rehabilitation and/or SAP evaluation is the responsibility of the employee.

10.1 HTS AmeriTek Costs

- Annual Data Management System
- Employee Member set-up fee

- Collection Charge(s)
- Drug Test analysis
- Alcohol Test
- Direct costs associated with tests, which arise from Employer/Employee relationship

10.2 Employee Costs

- Re-Analysis
- Random test when not currently assigned to Client/Owner site and not employed
- Rehabilitation program (SAP)

11.0 TRAINING

11.1 Supervisor Training

All HTS AmeriTek Employees at the supervisory level and above, are required to attend training on the recognition of performance indicators of probable drug use and alcohol misuse. Trainees will learn the effects, consequences, and issues that drugs/alcohol cause to personal health, safety and the workplace. Supervisors must complete the two hour training session and have a passing test score of at least 80 percent.

11.2 Employee Training

The contents of this Policy shall be reviewed with each employee by a designated HTS AmeriTek Representative. The review of the Policy shall occur upon the initial hiring of the employee or during the HTS AmeriTek Employee Orientation when necessary.

11.3 HTS AmeriTek Designated Representatives

In addition to the Supervisor Training, HTS AmeriTek Representatives responsible for maintaining this Policy, must complete the DISA Quick Start Training perform the Proficiency Exam for HTS AmeriTek's Policies.

DRUG PANELS

Drug Class	Screening Cutoff (RIA)	ANALYTE	Confirmation Cutoff (MS)	FUT/LOD Cutoff	State(s)
Cocaine	5 ng/ 10 mg	Cocaine Benzoylecgonine Coca ethylene Norcocaine	5 ng/ 10mg 0.5 ng/ 10 mg 0.5 ng/ 10 mg 0.5 ng/ 10 mg	0.2 ng/ 10 mg Not applicable Not applicable Not applicable	All except Oklahoma
	5 ng/ 10 mg	Cocaine Benzoylecgonine Coca ethylene Norcocaine	5 ng/ 10mg 1 ng/ 10 mg 1 ng/ 10 mg Not applicable	0.2 ng/10 mg Not applicable Not applicable Not applicable	Oklahoma only
Opiates	2 ng/ 10 mg	Codeine Morphine 6-MAM Oxycodone Hydrocodone Hydromorphone	2 ng/ 10 mg 2 ng/ 10 mg	0.5 ng/ 10 mg 0.5 ng/ 10 mg 0.5 ng/ 10 mg 0.5 ng/ 10 mg 0.5 ng/ 10 mg 0.2 ng/ 10 mg	All except Oklahoma
	5 ng/ 10 mg	Codeine Morphine 6-MAM Oxycodone Hydrocodone Hydromorphone	5 ng/ 10 mg 5 ng/ 10 mg	0.5 ng/ 10 mg 0.5 ng/ 10 mg 0.5 ng/ 10 mg 0.5 ng/ 10 mg 0.5 ng/ 10 mg 0.2 ng/ 10 mg	Oklahoma
Phencyclidine	3 ng/ 10 mg	PCP	3 ng/10 mg	1 ng/ 10mg	All
Amphetamines	5 ng/ 10 mg	Amphetamine Methamphetamine MDMA (Ecstasy) MDA MDEA (Eve)	5 ng/ 10 mg 5 ng/ 10 mg 5 ng/ 10 mg 5 ng/ 10 mg 5 ng/ 10 mg	0.25 ng/ 10 mg 1 ng/ 10 mg 1 ng/ 10 mg 0.2 ng/ 10 mg 1 ng/ 10 mg	All
Marijuana	2 ng/ gm	THCA	1 pg/ 10 mg	0.2 pg/ 10 mg	All

APPENDIX III
PROTOCOL FOR ALCOHOL TESTING

The protocol for alcohol testing must follow the Department of Transportation (DOT) guidelines.

- A. Screening test will be performed by a Breathalyzer, Evidential Breath Tester (EBT) or other testing device listed on the National Highway Traffic Safety Administration Standards (NHTSA) conforming products list.
- B. Confirmation test will be performed by an Evidential Breath Tester (EBT) listed on the National Traffic Safety Administration Standards (NHTSA conforming products test.
- C. If the initial test is 0.02 or above, then a confirmation test must be performed. A confirmation test concentration of 0.04 or higher will result in a positive test result.
- D. Before the confirmation test, a fifteen (15) minute waiting period must be observed. The purpose of the waiting period is to ensure that the presence of mouth alcohol does not artificially raise the test result.
- E. The wait time between the initial and confirmatory test must not exceed thirty (30) minutes.
- F. If the confirmation result is 0.04% breath alcohol concentration or greater, then the employee shall immediately be removed from performing his/her SES duties. Arrangements shall be made for the employee's safe transportation home.
- G. A confirmed result of 0.04% or higher is a positive for the purposes of determining "active" status.
- H. A result of 0.02% - 0.039%, but less than 0.04%, requires that the employee be removed from the work site until a subsequent test yields a result of less than 0.02% or until employee's next duty shift. This is consistent with DOT requirements.
- I. Records of alcohol testing shall be maintained by the Data Management Company. Personnel performing alcohol testing shall submit alcohol test results to the Data Management Company in a format approved by the Data Management Company.

CHAPTER 5

DISCIPLINARY ACTION PROGRAM

POLICY STATEMENT

At HTS AmeriTek we are committed to our safety goals and expect that our employees are equally committed. Periodically management or a designated representative will audit the workplace to ensure that we are following all rules and procedures. If these physical inspections indicate violations or show an overall lack of commitment to company safety goals, disciplinary and/or iCap (Internal corrective actions) or IAMBK iCap (I Am My Brother's Keeper Internal Corrective Action) will be taken. It is the policy of HTS AmeriTek to follow traditional notions of progressive discipline whenever possible. However, HTS AmeriTek reserves the right to discipline or discharge an employee without resorting to descriptive disciplinary measures.

HTS AmeriTek Management and Supervisors are responsible for enforcement of the iCap and/or disciplinary action programs. Managers or Supervisors will attempt to inform employees of improper conduct by way of evaluation and warnings so that dismissal may be avoided. If improvement is not demonstrated after an employee has been warned, the employee may be terminated.

In general, an employee may initially receive a verbal warning and the supervisor will place a notice in the employee's personnel file. Subsequent warning (iCap) will be written. HTS AmeriTek, at its discretion, may suspend or dismiss an employee without resorting to descriptive disciplinary action. The number of written warnings prior to termination will depend upon the seriousness of the violations(s). The general procedure for warnings is a follow:

- A copy of a written warning (iCap) issued to an employee is placed in the employee's personnel file.
- Each warning (iCap) is reviewed with the employee, and the employee may submit a written response to the warning.
- In the event of a **final** warning or a major infraction, the **employee must sign** the warning statement acknowledging that he/she has read and understood the warning. Refusal to sign the statement of acknowledgment will be considered insubordination.
- If the employee does not submit a rebuttal statement, it will be presumed that the employee agrees with the description of his/her unacceptable conduct.

SAFETY VIOLATIONS

As mentioned in our policy statement above, HTS AmeriTek is committed to our safety goals and we expect our employees to be equally committed when it comes to safety. It is always the intention of HTS AmeriTek's management to provide safe and healthy working conditions and to establish and insist upon safe practices by all employees. So, the violation of any safety rule is something we take very seriously at HTS AmeriTek. Our safety rules apply not only to working safely and following verbal or written safety procedures but also the proper use of safety equipment and wearing the correct PPE. Following the guide lines and rules to filling out JHA's and other documentation required by our clients is a task that all our employees must know how to do.

The Safety department at HTS AmeriTek is not present on the job to be policemen, but rather they are there to help coach and encourage you in safe job practices and assist in any areas pertaining to safety management. But if there are violations of safety rules which can affect the wellbeing of that employee or others around them then it is the duty of not only the safety department but of all employees to bring to the attention of the one who is violating the safety rules of the consequences involved. Depending upon the severity of the action an employee may initially receive a verbal warning, but in any case, if after the warning (iCap) is given and the employee continues to violate the same safety rule, a written Safety Violation Report (Disciplinary Action) will be prepared and reviewed with the employee who may submit a written response to the warning. The employee must sign acknowledging the safety infraction and refusal to sign will be considered insubordination. If after the warning has been filed, the employee's safety performance has not improved, the employee may be terminated.

Although any safety violation is considered serious, we have broken down the violations into two categories, the first one being minor, in other words not immediately dangerous to life and health. If after two minor violations, that employee will meet with the management of HTS AmeriTek to discuss the infractions.

MINOR VIOLATIONS:

- Coming to job site without the proper PPE after it has been issued to you
- Not wearing hearing protection when it is required
- Not wearing safety glasses when required
- Mono goggles not being on your person when required
- Not wearing safety gloves
- Poor housekeeping
- Not keeping tools maintained and in a safe condition
- Using electrical cords without current inspection or no GFCI
- Not using the proper tool for the job
- Horseplay and/or obscene language
- Not filling out proper equipment inspection checklists
- Not completing job check lists and client hazard elimination forms
- Improper use of radios

A safety violation that is considered immediately dangerous to life and health will be regarded as a major violation and after one written warning there will be a meeting with HTS AmeriTek management to go over and discuss the infraction and any disciplinary actions taken.

MAJOR VIOLATIONS:

- Not wearing a hard hat when required
- Not wearing the proper respiratory equipment for the task at hand
- Not observing 100% tie-off or not wearing fall protection
- Fall protection equipment maintained
- Not following LOTO rules
- Not observing fire safety rules
- Failing to sign in/out of a confined space
- Not wearing face shield or goggles when required
- Failing to wear seat belts in vehicles
- Any speed limit and/or motor vehicle violations
- Failing to use a flagger when backing up rig
- Not filling out a JHA/STAC card
- Working without the proper work permit
- Not observing substance abuse policy
- Threatening and/or fighting with other employees
- Failing to report any incidents to HTS AmeriTek Safety
- Ignoring or not participating in any emergency evacuation and assembly drills
- Failing to ground equipment according to company procedures

MANAGEMENT RESPONSIBILITIES

It is the responsibility of managers to set the standard when it comes to managing safety. All managers should all take part in helping and encouraging HTS AmeriTek employees in safe job practices, the right attitude towards safety starts from the top.

MINOR VIOLATION OFFENSE:

1. Depending upon the severity of the action an employee may initially receive a verbal warning.
2. If after a verbal warning the actions of the employee have not changed and it is regarded as a minor violation, a Safety Violation Report will be filled out and signed by the employee,

supervisor and HTS AmeriTek Safety.

3. Turn the report into the HTS AmeriTek Safety dept. who will distribute copies to the employee and the personnel dept. to be kept in their file.
4. On a second minor offense violation that is written the Safety Violation Report will be filled out and sent to HTS AmeriTek Safety dept. who will distribute copies to the personnel involved and at that time arrange a meeting with HTS AmeriTek management and the employee concerning the safety violations.

MAJOR VIOLATION OFFENSE:

1. If a major violation is noted a Safety Violation Report will be filled out and signed by the employee, supervisor and HTS AmeriTek Safety.
2. Turn the report into the HTS AmeriTek Safety dept. who will arrange a meeting with management and the employee concerning the safety violation.
3. HTS AmeriTek Safety dept. will distribute copies to the employee and the personnel dept. to be kept in their file.

Any manager or supervisor who fails to report or follow the procedures regarding Safety violations will be subject to disciplinary action.

GENERAL RULES OF CONDUCT

To assure orderly operations and provide the best work environment, HTS AmeriTek expects employees to follow rules of conduct that will protect the interests and safety of all employees, clients, and guests of HTS AmeriTek. Disciplinary action or termination is dependent upon the severity or degree of a violation of the general rules of conduct that are considered essential to the safety and wellbeing of those at HTS AmeriTek. The following acts are only **examples** of the types of conduct that are prohibited on HTS AmeriTek's time or premises and may be punishable by warning, reprimand, probation, suspension (without pay), and/or discharge. **This list is not all inclusive or complete:**

- Discussion of confidential matters or information with anyone outside of HTS AmeriTek or with unauthorized HTS AmeriTek employees. This will include client personnel in the business affairs of HTS AmeriTek.
- Falsification or unauthorized altering of records, employment applications, time sheets, time cards, client records, etc.
- Deliberate or willful violation of HTS AmeriTek's equal employment opportunity policies.
- Violation of safety rules and/or failure to properly use safety equipment or gear. Including not following verbal written safety procedures, guidelines or rules.
- Excessive lateness or absenteeism or failure to report absence within a reasonable time.
- Possession of dangerous or unauthorized materials in the workplace, such as explosives or firearms.
- Unauthorized disclosure of information contained in personnel, client, or other records of HTS AmeriTek.
- Use and/or possession of illegal narcotics or other dangerous drugs on company premises, including reporting to work under the influence of drugs.
- Unauthorized use and/or possession of intoxicating beverages, including reporting to work under the influence of intoxicating beverages.
- Abuse, destruction, or theft of HTS AmeriTek property, computers, or other equipment, vehicles or the property of other employees or clients.
- Disorderly conduct, including fighting or horseplay within HTS AmeriTek or client facilities.
- Refusal to follow a supervisor's directives or engaging in a form of insubordinate conduct.
- Leaving the job or work assignment without permission during regularly assigned working hours.
- Failing to work in a safe manner, sleeping on the job, and/or endangering the health of yourself or others.
- Creating unsafe or unsanitary conditions, including consumption of food or beverages in prohibited areas.
- Conducting personal business during working hours and/or making excessive or unnecessary personal phone calls.

- ✓ Smoking in restricted areas.
- ✓ The use of company equipment or facilities to solicit for private enterprise, raffles, lotteries, or sale of tickets for entertainment, dances, etc. unless approved by the Human Resources Department.
- ✓ Unethical behavior in worker-client relationship or disregard for customer relations.
- ✓ Engaging in illegal, immoral, or indecent conduct on company premises.
- ✓ Misuse of company work time.
- ✓ Giving unauthorized testimonials or endorsements using HTS AmeriTek's name without express prior approval from Company President of HTS AmeriTek.
- ✓ Gambling on company premises or during company time.
- ✓ Not following personal hygiene requirements.



INTERNAL CORRECTIVE ACTION REPORT

PLEASE PRINT LEGIBLY

EMPLOYEE NAME:	SUPERVISOR NAME:	WITNESSED BY:	DATE OF INCIDENT:
SITE (Client, Shop, Roadway, etc.):	LOCATION (City & State):	EVENT TYPE (Actual, means there was injury or damage): <input type="checkbox"/> Actual <input type="checkbox"/> Near Miss <input type="checkbox"/> Infraction <input type="checkbox"/> IAMBK	

INCIDENT DETAILS	INCIDENT/INFRACTION DETAILS (What happened):
	CONTRIBUTING FACTORS (Why did it happen; why did the controls in place fail to prevent the incident):
	REQUIREMENT OR EXPECTATION THAT WAS NOT MET (Rule, policy, procedure, verbal or written instruction, understood intention, etc.):

WHAT COULD HAVE HAPPENED	WHAT EVENT COULD HAVE TRIGGERED THE RISE IN SEVERITY OF THIS INCIDENT (Slip, trip fall, release of energy, tire blow-out, fire, etc.):
	WHAT NEGATIVE RESULT COULD REASONABLY BE EXPECTED FROM THIS EVENT (Physical injury, property damage, environmental spill, reputation, etc.):

CORRECTIVE ACTIONS	EMPLOYEE: PERSONAL CORRECTIVE ACTIONS (What you will do to ensure this incident does not happen again):
	COMPANY: COMPANY-WIDE CORRECTIVE ACTION RECOMMENDATIONS (What the company may need to improve to ensure this does not happen again):

FOLLOW-UP & CLOSING	***DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY***		REV 030618
	FOLLOW-UP FORMAT: <input type="checkbox"/> FACE-TO-FACE <input type="checkbox"/> PHONE BY <input type="checkbox"/> OPERATIONS MGR <input type="checkbox"/> SAFETY MGR <input type="checkbox"/> MAINTENANCE MGR		
	CONSEQUENCES FOR FAILURE TO COMPLY WITH THIS CORRECTIVE ACTION PLAN (Completed by Manager):		Probation Period: _____
	OPERATIONS SIGNATURE: _____	DATE: _____	SAFETY/MAINT SIGNATURE: _____
		EMPLOYEE SIGNATURE: _____	DATE: _____



ICAP: IAMBK Failure to STOP WORK!



PLEASE PRINT LEGIBLY

EMPLOYEE NAME:	SUPERVISOR:	DATE OF INCIDENT:	EVENT TYPE: <input type="checkbox"/> Near Miss (<i>Could have...</i>) <input type="checkbox"/> Infraction (<i>Rule, PPE, etc.</i>) <input type="checkbox"/> Actual (<i>Injury or Damage</i>)
SITE (<i>Client, Shop, Roadway, etc.</i>):	UNIT/AREA:	LOCATION (<i>City & State</i>):	

IAMBK: "Am I my brother's keeper?" is an old negative question that has been flipped into a positive statement: *I am my brother's keeper*. The original question deflected responsibility of an understood obligation to another, but the modified statement acknowledges and accepts this responsibility. Acknowledging and accepting responsibility for those we work around, as we do for ourselves, is the foundational strength and influence of IAMBK. The expectation is that you will intervene in any unsafe situation you witness where you have the opportunity to do so.

STOP WORK!: The Stop Work Authority process involves a stop, notify, correct and resume approach for the resolution of a perceived unsafe, inappropriate or prohibited condition, act, error, omission or lack of understanding that could result in an undesirable event. Each employee has the authority and obligation to stop any task where concerns or questions regarding the control of health, safety or environmental risks exist. The expectation is, where either questionable or required, that you will be your *brother's keeper* and *stop work* until the situation is resolved.

INCIDENT/INFRACTION DESCRIPTION (*What event happened that you should have stopped or helped to prevent*):

WHAT REQUIREMENT OR EXPECTATION WAS VIOLATED OR NOT FOLLOWED THAT LED TO THE INCIDENT (*Policy, procedure, rule, etc.*):

CONTRIBUTING FACTORS TO WHY YOU DID NOT OBSERVE IAMBK (*Why did you not intervene to prevent the incident?*):

WHAT NEGATIVE EFFECTS COULD HAVE COME FROM THIS INCIDENT IF IT HAD PROGRESSED FURTHER (*Injury/damage, worse injury/damage, etc.*):

CORRECTIVE ACTION (*What steps will you take to ensure that you will be your brother's keeper at the next opportunity?*):

EMPLOYEE ACKNOWLEDGMENT (<i>Print Name</i>):	EMPLOYEE'S SIGNATURE:	DATE:
--	-----------------------	-------

*****DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY*****

MANAGER COMMENTS:

CONSEQUENCES FOR FAILURE TO COMPLY WITH YOUR CORRECTIVE ACTION PLAN (<i>Completed by Manager</i>):	PROBATIONARY PERIOD:
--	----------------------

OPS/SAFETY MANAGER SIGNATURE:	DATE ACCEPTED:	GM/DOO SIGNATURE:	DATE ACCEPTED:
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REVISION: 042917



EMPLOYEE DISCIPLINARY REPORT

EDR NUMBER:

EMPLOYEE NAME:		EMPLOYEE ID NUMBER:		DEPT./POSITION:		EMPLOYMENT STATUS: <input type="checkbox"/> Part <input type="checkbox"/> Full					
AMERITEK OFFICE: <input type="checkbox"/> Houston <input type="checkbox"/> Beaumont <input type="checkbox"/> Gonzales				FACILITY/LOCATION OF INFRACTION:		DATE OF INFRACTION:					
Type		<input type="checkbox"/> Safety		<input type="checkbox"/> Quality		<input type="checkbox"/> Operational					
Category		<input type="checkbox"/> PPE <input type="checkbox"/> Behavior <input type="checkbox"/> Procedure <input type="checkbox"/> Inspection <input type="checkbox"/> Communication <input type="checkbox"/> Documentation <input type="checkbox"/> Other:		<input type="checkbox"/> Skill <input type="checkbox"/> Judgment <input type="checkbox"/> Procedure <input type="checkbox"/> Inspection <input type="checkbox"/> Communication <input type="checkbox"/> Documentation <input type="checkbox"/> Other:		<input type="checkbox"/> Insubordination <input type="checkbox"/> Performance <input type="checkbox"/> Procedure <input type="checkbox"/> Inspection <input type="checkbox"/> Communication <input type="checkbox"/> Documentation <input type="checkbox"/> Other:					
Sub-Category		<input type="checkbox"/> Head Protection <input type="checkbox"/> Eye/Face Protection <input type="checkbox"/> Respiratory Pro. <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Hand Protection <input type="checkbox"/> Body Protection <input type="checkbox"/> Foot Protection <input type="checkbox"/> Personal Monitor <input type="checkbox"/> Housekeeping		<input type="checkbox"/> SOS Safety Meeting <input type="checkbox"/> JHA/JSA/iCard <input type="checkbox"/> Unit In/Out/Orient <input type="checkbox"/> Permit <input type="checkbox"/> Confined Space <input type="checkbox"/> Fall Protection <input type="checkbox"/> LOTO <input type="checkbox"/> Overhead Work <input type="checkbox"/> Hazard WTCH/SPTR		<input type="checkbox"/> STOP WORK! <input type="checkbox"/> Training/Qualified <input type="checkbox"/> Barricades <input type="checkbox"/> Mobile/Electronics <input type="checkbox"/> Driving <input type="checkbox"/> Sleeping <input type="checkbox"/> Smoking <input type="checkbox"/> Drugs/Alcohol		<input type="checkbox"/> Client JOP/Docs <input type="checkbox"/> Wrap Wrong Weld <input type="checkbox"/> Improper Setup <input type="checkbox"/> Inadequate Support <input type="checkbox"/> Overheat Weld <input type="checkbox"/> Improper BHT <input type="checkbox"/> Falsify Docs		<input type="checkbox"/> Availability <input type="checkbox"/> Attendance <input type="checkbox"/> Client Disrespect <input type="checkbox"/> Authorization <input type="checkbox"/> Not Monitor Equip <input type="checkbox"/> Generator Check <input type="checkbox"/> Vehicle Inspect. <input type="checkbox"/> Run Out of Fuel <input type="checkbox"/> Abandon Job	
WITNESSES:											
INCIDENT DETAILS:											
EMPLOYEE COMMENTS:											
Level Of Infraction: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4						<input type="checkbox"/> ICAP					
Action To Be Taken: <input type="checkbox"/> Notice <input type="checkbox"/> Conference <input type="checkbox"/> Suspension <input type="checkbox"/> Termination						<input type="checkbox"/> Probation <input type="checkbox"/> Demotion					
PREVIOUS OFFENSES TAKEN INTO CONSIDERATION (Number of offenses, level of offence, dates of offence):											
COMMENTS ON CORRECTIVE ACTION:											
EMPLOYEE ACKNOWLEDGMENT (PRINT):				SIGNATURE:		DATE:					
OPERATIONS/SAFETY MANAGER (PRINT):				SIGNATURE:		DATE:					
GENERAL MANAGER ACCEPTANCE (PRINT):				SIGNATURE:		DATE:					

UPDATED: JUNE 2015

POTENTIAL IMPACT RATING: LEVEL 1 – LOW LEVEL 2 – MODERATE LEVEL 3 – HIGH LEVEL 4 – SEVERE
 *POTENTIAL TO CAUSE: INJURY, PHYSICAL DAMAGE OR LOSS IN READINESS, PRODUCTION, QUALITY, OR REPUTATION

CHAPTER 6

BEHAVIOR BASED SAFETY

Purpose

The HTS AmeriTek Behavior Based Safety (BBS) initiative is an education and observation process used to improve safety and reduce risk in the workplace. This process uses a proactive approach and is intended to communicate to employees the elements and the procedures of Behavior Based Safety that will assist in reducing at risk behaviors which in turn reduces injuries in our workplaces.

Scope

The HTS AmeriTek BBS applies to all staff. Employees are permitted to participate in BBS initiatives already in place at customer locations if required by the customer. Employees are requested to participate in Behavior Based Safety process and follow the process guidelines.

Requirements

Safety awareness principles are the foundation of the HTS AmeriTek Behavior Based Safety process. The key concepts teach employees to recognize when they may be in one of the following states:

- Rushing
- Frustration
- Fatigue
- Complacency (which can cause or contribute to these critical errors)
- Eyes not on task
- Mind not on task
- Line of fire
- Loss of balance/traction/grip (which in turn increase the risk of injury.)

Pre-task Analysis is a process to evaluate the work environment by performing a Job Safety Analysis (JSA) of each job. The purpose of which is to eliminate or control all hazards that may be encountered to complete the job. This process is included in the Behavior Based Safety process to establish the correct habits and work procedures to reduce at-risk behaviors.

The observation process is designed to raise safety awareness and provide a feedback mechanism for management to make changes in design, process, or procedure to reduce at-risk behaviors. The key to this process is raising awareness of behavior through observation and feedback. The process has three key elements:

Observation and Feedback

The process starts with the observation of workers - fellow employees, other contractor employees and customer employees as they perform their tasks. Observers collect information about worker performance and provide feedback via the observation card. The emphasis is not on who was observed but rather what behavior was observed. Observations provide direct, measurable information on employee work practices identifying both safe and unsafe behaviors.

During the observation, the observer records their findings on the BBS Observation Form. Items to be observed include but are not limited to:

- Personal Protective Equipment
- Procedures / Methods
- People
- Work Environment
- Equipment

Upon completion of an observation, the observer shall have a discussion with the observed to get

feedback. The observer will:

- Review the observation with observed employee
- Start with a positive comment
- Reinforce safe behaviors observed first
- Describe and discuss unsafe behaviors observed
- Solicit from observed employee explanation of his/her unsafe behavior with open-ended questions
- Re-emphasize no consequence to observed employee.

Documenting feedback allows workers to assess what should be repeated and what should change to reduce risks in the workplace.

Collection of Data and Performing Trend Analysis

BBS Observation Forms are forwarded to the corporate safety manager for input into the BBS database. Reports are generated and forwarded to management. HTS AmeriTek will collect data and performing trend analysis based on the information. Individual departments, as well as HTS AmeriTek, will compare these measurements and track these results by an acceptable method so that numerical and statistical comparisons can be made over time.

Action Planning After Trend Analysis is Completed

Once trend analysis is complete, appropriate action plans shall be developed to address unsafe behaviors. Action planning will include:

- Evaluate unsafe behaviors from trend analysis and prioritize
- Develop action plan for unsafe behaviors based on comments and feedback from data sheets
- Designate responsible parties and timeframes within the action plan
- Define who is responsible for action planning
- Ensure management support

Action Plan Follow Up

All action plans shall be arranged by a set time period. To ensure effectiveness of the BBS follow-up is necessary to ensure the closure of all actions listed. The follow-up process will include:

- Monthly frequency for review of action by the safety manager, senior management, and employees.
- Assign accountability for closeout of action plans within HTS AmeriTek.
- Document archiving of action plans with completed action items.

Responsibilities

Oversight

The manager/supervisor has these oversight responsibilities:

- Coach observers and develop action plans to ensure continuous improvement.
- Ensure that all employees are trained on the Behavior Based Safety elements.
- Maintain communication with workforce by channeling information in a timely manner (feedback).
- Collect and review process modification change requests from employees.
- After reviewing and giving feedback the BBS/JSA cards should be forwarded to the corporate safety director for data entry.

Each employee plays a specific role in the Behavioral Based Safety process. These roles include observee, observer, supervisor, manager, and safety manager.

Person being observed

- Be willing to be observed.

- Be open and cooperative.
- Avoid being defensive.
- Participate in problem-solving meetings.
- Be familiar with the Behavior Based Safety process.

Person performing the observation

- Learn the Behavior Based Safety process and the benefits of reducing at-risk behaviors.
- Promote the Behavior Based Safety process.
- Make observing proactive.
- Be open to coaching.
- Be courteous and helpful.
- Assist workers by offering suggestions to safely perform a task or help them with a task if necessary.
- Communicate with the workers being observed.
- Give constructive feedback after observations.
- Stress the safe behaviors before the at-risk behaviors.
- Offer and work towards solutions of problems found.
- Record a comment for every recorded "at-risk" to include what and why. Make quality observations, concentrating on quality comments.

Manager

- Actively promote and participate in the behavior safety process by supporting the goals and objectives of the Behavior Based Safety process.
- Ensure that all employees are aware of what is expected of them regarding the BBS process.
- Encourage employees to participate in observations so that incidents/injuries are reduced in the workplace.
- Provide necessary resources to keep process productive.
- Attend safety meetings and offer feedback on areas of improvement.

Supervisor

- Actively promoting and participating in the Behavior Based Safety process by reviewing BBS Observation Forms turned in at least weekly and giving feedback, completing corrective actions needed, etc.
- Refraining from using data from the Behavior Based Safety process in a punitive manner.
- Assisting in problem solving and completing corrective actions in a timely manner.
- Understanding the behavior safety process and the benefits of reducing at-risk behaviors.

Safety Manager

- Support the goals and objectives of the Behavior Based Safety process.
- Encourage, promote, provide technical support, and assist in acquiring the resources needed for the Behavior Based Safety process.
- Address the concerns and suggestions of field personnel.
- Collect all observation data cards.
- Enter data into BBS database.

Training

Appropriate staff shall be trained for the BBS and the observation process. The training program shall:

- Include managers and supervisors on a required basis and craft and support employees on a voluntary basis in all work locations.
- General employee awareness as related to how decisions effect behavior and the impact those decisions have on working safely.
- Be conducted using classroom and field settings.

Types of training shall include:

- Management training
- New employee training

- Refresher (annual) training for all participants

Training elements for the observation process will include:

- Observation process
- Program objectives and incident statistics reviewed
- How to conduct the observation
- How to complete the observation form
- What do the behaviors mean
- Feedback training and role play (mentoring and coaching)
- Employees should be aware they may be requested to be observed at any time
- Documentation of training

BBS Safety Observation Form

Your concerns for safety and suggestions as how to improve our safety program are important to HTS AmeriTek. Use this form to submit either safety improvement input and/or a BBS safety observation. Your name is optional, and the name of the person being observed is not to be used. This information will be used to continually improve our safety system and conditions.

BBS Observation
 Unsafe Act
 Unsafe Condition
 Recognition
 Environmental

Employee/Observer Input :

Employee's Action Taken or Recommendation:

Supervisor or Management Action Taken:

PPE / Procedures / Methods			Body Position / Mechanics			Slips / Trips			Equipment / Work Environment		
S	C	Eye & Head	S	C	Proper Position	S	C	Proper Footwear	S	C	MSDS If Needed
S	C	Hand & Body	S	C	Ask for Help	S	C	Aware of Hazards	S	C	Lock Out
S	C	Footwear	S	C	Use Dolly	S	C	Prompt Clean Up	S	C	Tools are Safe
S	C	Trained on Task	S	C	Smaller Loads	S	C	Tripping Hazards	S	C	Adjacent Work
S	C	Work Permit / JSA	S	C	Do not Twist Body	S	C	Not Rushing	S	C	Signage if Needed
S	C	All trained in BBS	S	C	Get Close to Item	S	C	Step Conditions	S	C	Spill Control

Observer's feedback given to another employee:

Location:

Observer Name:

Date:

Promptly after observation give this form to your supervisor who will review it and who must then forward it to the HTS AmeriTek Safety Manager for action.

Responsible Safety Officer

GENERAL STATEMENT

The Responsible Safety Officer is the person who has been delegated the authority to develop and administer HTS AmeriTek's Safety and Health Program. Supervisors **must** ensure that all additions, deletions, or alterations to HTS AmeriTek procedures are carried out consistent with "Management of Change" procedures.

DUTIES

By law, the Responsible Safety Officer is the person designated by the company with the duty and authority to implement and maintain HTS AmeriTek's Safety and Health Program. The Responsible Safety Officer is assigned the responsibility of providing technical guidance and services in the field of health and safety needed by HTS AmeriTek management. To fulfill this objective the Responsible Safety Officer is required to:

- Provide management at all levels with the information, advice, and assistance needed to formulate HTS AmeriTek's health and safety policy, including directives, procedures, and standards.
- Assist management at all levels in establishing and maintaining a healthful and safe working environment free from unacceptable risks, conforming to federal health and safety guidelines and including, but not limited to applicable standards, codes, and regulations.
- Monitor operations within HTS AmeriTek and, where appropriate, off-site facilities.
- Develop and provide general safety education and training programs.
- Assist in the development of specific job safety training programs.
- Develop plans and train response personnel to control emergency situations (severe weather, radiation, injury, fire, etc.).
- Provide health and safety support services assigned by the Company Officer.
- Maintain a staff of specialists or consultants knowledgeable in all areas of safety, including Construction, Safety Engineering, Industrial Hygiene, Safety Training and Education.
- Prepare and maintain HTS AmeriTek's Health and Safety Manual and other documents that relate to safety.
- Specify proper protective equipment for employees.
- Check plans of all new projects for construction safety, industrial safety, and other safety review as required by federal and HTS AmeriTek regulations.
- Stop operations where a hazard to life or major property damage is imminent and follow with documented evidence.

AREAS OF RESPONSIBILITY

The functions of the Responsible Safety Officer are divided into four areas:

1. Operations
2. Engineering Services/Occupational Safety and Health
3. Industrial Hygiene
4. Common Functions

Some of these functions may be delegated in whole or in part to staff and/or outside consultants.

OPERATIONS

This area deals with the day-to-day safety operations of HTS AmeriTek. The Responsible Safety Officer, with the help of Supervision, will help in the planning or preparation of hazardous projects and analysis of difficult safety problems. Together, they provide on-site training; protective equipment and other safety-related equipment for hazardous operations.

ENGINEERING SERVICES / OCCUPATIONAL SAFETY AND HEALTH

The primary concern of this area is the general safety of HTS AmeriTek. Its responsibilities

include: Occupational Safety:

- Investigation, statistical analysis, and review of personal injury, property damage, and vehicle accident reports.
- Recommendation on protective clothing and equipment for eyes, head, feet, and hands to prevent traumatic injury.
- Evaluation of material handling and storage facilities, such as manual and mechanical handling devices, slings, ropes, chains, and hooks.
- Recommendation on proper use and care of ladders, ramps, elevated walks, and work platforms.
- Determination of qualified operators of special vehicles and equipment.
- Mechanical Safety:
 - Review inspection of hazardous equipment.
 - Advise on vehicle safety.
 - Recommendation of adherence to mechanical design codes, standards, and procedures.
 - Provision of non-destructive testing services.
 - Reviews of Operational Safety Procedure relating to hazardous equipment.

INDUSTRIAL HYGIENE

This function must recognize, evaluate, and recommend control for occupational health hazards. Outside consultants are responsible for providing the following services:

- Toxicology of occupational chemical hazards
- Noise and sound analysis
- Measurement of physiological stresses, such as temperature extremes.
- Recommendations for protective equipment, such as respiratory, hearing, and special eye protection.

COMMON FUNCTIONS

All the functions of the Responsible Safety Officer include the following areas of responsibilities:

- Environmental Monitoring: Including both workplace and office data collection and measurement techniques.
- Safety Resource Library Maintenance: The Responsible Safety Officer should either maintain or have the Company maintain a library that contains copies of codes, standards, safety manuals, and reports that regulate HTS AmeriTek's safety program. The library also contains copies of text and reports regarding health and safety.
- Industrial Hygiene and Environmental Protection: Maintain extra protective clothing, safety glasses and safety shoes for guests and existing employees needing temporary replacement of their protective equipment.

CHAPTER 7

HAZARD COMMUNICATION PROGRAM

INTRODUCTION

In order to comply with the Occupational Safety and Health Administration (OSHA) Federal Hazard Communication Standard 29CFR 1900.1200, HTS AmeriTek has instituted the following guidelines as well as a written program. This standard (OSHA) 29CFR 1900.1200 has become known as the “Right-To-Know” law because it gives both employers and employees a right-to-know about the hazardous chemicals they use within the workplace. The law is designated to reduce the incident of chemical source injury and illness in the work place.

REGULATIONS

To comply with this regulation HTS AmeriTek has:

- Placed Safety Data Sheets (SDS) on file for every hazardous chemical that we are aware of in the work place for employee’s reference. Manuals or SDS books are in each office and mobile units and will be available to all employees for review.
- Identified and listed all the hazardous chemicals in the workplace.
- Placed Safety Data Sheets (SDS) books in operation vehicles for quick reference.
- Established a written hazard communication-training program available to employees, OSHA, and clients for review at the corporate headquarters and each satellite office.
- Placed labels on all hazardous chemical containers that list the name and address of the manufacturer, chemical name, type of potential hazard that exists, and the precautions that are necessary with the appropriate hazard warnings (HMIS) labels, (NAPA) labels, etc.
- Maintained reports, records and logs for compliance with the Occupational Safety and Health Administration (OSHA) Federal Hazard Communication Standard 29 CFR 1900.1200.
- Developed a training program for employees about the potential hazards, how to identify and safely work with hazardous chemicals and use of proper personal protection necessary when working with hazardous chemicals.
- Instituted mandatory training of new and temporary employees prior to starting any work assignment.
- Appointed Safety Management as Hazard Communication Coordinator for our company and employees.

RESPONSIBILITIES OF HAZARDOUS COMMUNICATIONS COORDINATOR

- Maintain the SDS files. Compare SDS’s as they come in for revisions. Establish dead files for older versions of SDS sheets for long term record keeping.
- Keep written program information current, such as location of chemicals, training programs, chemical lists, etc. for quick reference.
- Make sure all incoming new chemicals are labeled either by the manufacturer, distributor or by our personnel.
- Maintain a continuing training program for new employees.
- Retrain employees once a year or when a new HAZARD (not a new chemical) is introduced in the workplace.
- Maintain records of information that relates to OSHA Standard 29CFR 1900.1200. To limit company liability a record of all correspondence, form reports, and written matter will be available for review.
- Keep abreast of any changes, proposed changes in the laws on either a state or federal level.

COMPLIANCE PROGRAM

The following information outlines our company’s compliance program for the Federal Hazard Communication Standard 29CFR 1910.1200. The information in this section shall be our Written Hazard Communication Program, along with guidelines set for our training program.

PART 1: HAZARD COMMUNICATION COORDINATOR

We have appointed: Safety Manager, Neal St. Cricq, as our hazard communication coordinator. It shall be part of his job responsibility to keep our company in compliance with the Hazard Communication Standard, along with help from other employees and management.

The HAZARD COMMUNICATION COORDINATOR can be contacted during the hours of 8:00 A.M. to 5:00 P.M. M-F at 420 South 16th Street, La Porte, Texas

PART 2: NOTICE TO EMPLOYEES

We have informed our employees of the existence of the Hazard Communication Standard by posting signs to that effect in the following places: Employee Break Room, 420 South 16th Street, La Porte, Texas.

PART 3: SAFETY DATA SHEETS

We have collected Safety Data Sheets for all hazardous chemicals in the work place plus those that might be found on job locations. These MSDS's are available to all employees during their regular work shifts, and are kept at 420 South 16th Street, La Porte, Texas.

PART 4: TRAINING PROGRAM

We have instituted a hazard communication training program consisting of a series of discussion sessions concerning specific hazards in our workplace, measures taken to protect worker, and short quizzes to see how well the employees understand the program.

All new employees will be trained before they start a job assignment. All employees are retrained annually or when a new hazard is introduced in the workplace.

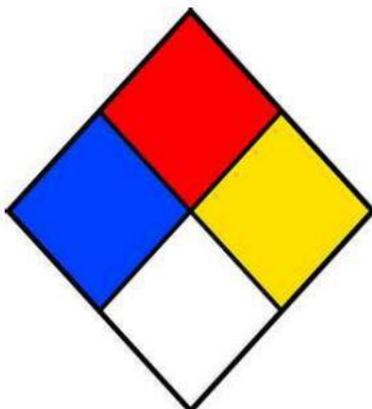
Besides the training methods listed above, we will also provide to employees:

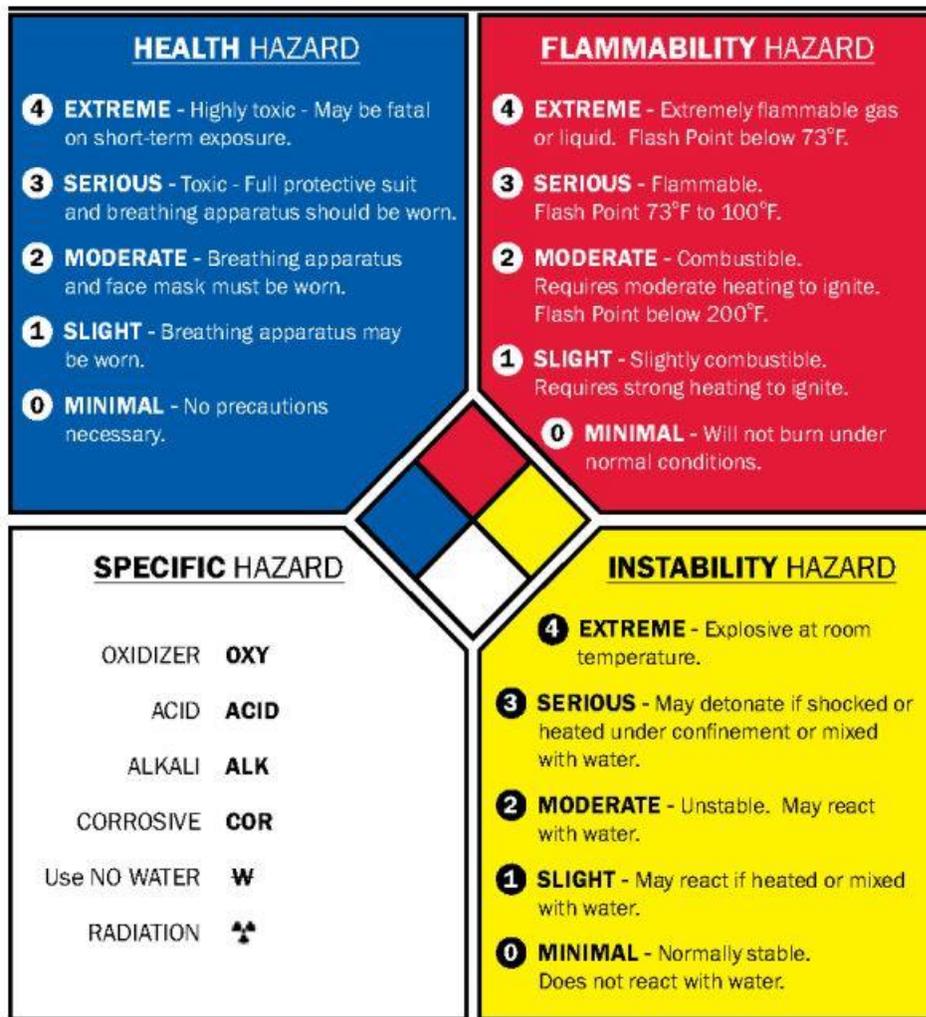
- Employee Training & Reference Handbook
- "Right-To-Know" Wall Posters
- Testing and questioning at regular intervals.

PART 5: LABELING PROGRAM

We have implemented the following labeling system as a means of making sure our employees can quickly see the name and address of the manufacturer, the type and severity of hazard that exists, how to properly protect themselves and how to work with the chemical safely.

HTS AmeriTek employees will not remove, deface or alter labels on incoming containers of hazardous chemicals. HTS AmeriTek is currently using two different labels: the diamond format and the color bar format. The following is a rating explanation guide.





HAZARD RATINGS GUIDE

The Hazardous Materials Identification System (HMIS) is a numerical hazard rating that incorporates the use of labels with color-coded bars as well as training materials. It was developed by the American Paints & Coatings Association as a compliance aid for the OSHA Hazard Communication Standard.

The HMIS Color Bar is like the fire diamond, created by the National Fire Protection Association. Before 2002 the fire diamond and the color bar both had sections colored blue, red, white, and yellow. After April 2002, with the release of HMIS III, yellow in the color bar (which stood for reactivity) was replaced by orange, standing for physical hazard. The fire diamond is designed for emergencies when information about the effects of short, or acute, exposure is needed. The color bar is not for emergencies and is used to convey broader health warning information.

Symbols

The four bars are color coded, using the modern color bar symbols with blue indicating the level of health hazard, red for flammability, orange for a physical hazard, and white for Personal Protection. The number ratings range from 0-4.

Blue/Health

The Health section conveys the health hazards of the material. In the latest version of HMIS, the blue Health bar has two spaces, one for an asterisk and one for a numeric hazard rating. If present, the asterisk signifies a chronic health hazard, meaning that long-term exposure to the material could cause a health problem such as emphysema or kidney damage. According to NPCA, the numeric hazard assessment procedure differs from that used by NFPA.

Red/Flammability

For HMIS I and II, the criteria used to assign numeric values (0 = low hazard to 4 = high hazard) are identical to those used by NFPA. In other words, in this category, the systems are identical. For HMIS III, the flammability criteria are defined according to OSHA standards.

Yellow/Physical Hazard

Reactivity hazard are assessed using the OSHA criterion of physical hazard. Seven such hazard classes are recognized: Water Reactive, Organic Peroxides, Explosives, Compressed gases, pyrophoric materials, Oxidizers, and Unstable Reactive.

White/Personal Protection

This is by far the largest area of difference between the NFPA and HMIS systems. In the NFPA system, the white area is used to convey special hazards whereas HMIS uses the white section to indicate what personal protective equipment (PPE) should be used when working with the material.

Chemical Name	
HEALTH	<input type="text"/>
FLAMMABILITY	<input type="text"/>
PHYSICAL HAZARD	<input type="text"/>
PERSONAL PROTECTION	<input type="text"/>

GHS

The **Globally Harmonized System of Classification and Labeling of Chemicals** or **GHS** is an internationally agreed upon system, created by the United Nations. It is designed to replace the various classification and labeling standards used in different countries. GHS uses symbol pictograms to denote physical hazards, health hazards, and environmental hazards. GHS symbols are based on the US Department of Transportation shipping symbols currently in use today. OSHA has adopted the use of GHS starting May 22, 2012. All chemical and product manufacturers labeling under the current HAZCOM standard must be fully adapted and compliant with the GHS standard by 2015. Under GHS, the MSDS is now called SDS (Safety Data Sheet).

Basically, all labeling must include several elements:

- The product (or chemical) name
- The product (or chemical) manufacturer and their address/contact number
- A signal word indicating the hazard severity of the product: **DANGER** for extremely hazardous, or **WARNING** for products highly hazardous. The signal word **CAUTION** is being phased out of use in GHS HAZCOM.
- A pictogram and number designation indicating the type of hazard and severity
- A product description and the physical state of the product: gas, liquid, solid, aerosol, etc....

 <ul style="list-style-type: none"> ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity 	 <ul style="list-style-type: none"> ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides 	 <ul style="list-style-type: none"> ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> ▪ Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> ▪ Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> ▪ Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> ▪ Acute Toxicity (Fatal or Toxic)

NFPA & HMIS have not determined as to whether they will adapt their hazard rating system to match GHS. The confusion is that for NFPA & HMIS the hazard ratings start at 0 (least hazardous) and increase to 4 (most hazardous). GHS ratings start at 4 (least hazardous) and decrease to 1 (most hazardous). In order to eliminate confusion, the way to determine hazard severity may be thought of this way:

- Chemical/Product containers that are stored inside of structures where employees are present and may meet chemicals shall follow the GHS ratings (to be fully implemented by chemical manufacturers in 2015).
- Placarding on the exteriors of buildings where chemical products are present (according to city code regulations) shall display the NFPA ratings system. This is for the safety of first responder emergency personnel.
- MSDS uses the HMIS in order to determine personal protective equipment needs.

METHOD OF INFORMING CONTRACTORS OF HAZARDS

The method used to inform contractors who perform work in our workplace of the potential hazards are as follows:

- Provide a letter telling them of the potential hazards to their employees.
- Allow them access to the chemical list, material safety data sheets, written program, and personal protective equipment.
- Post a sign in a common work or staging area informing them of the potential hazards and telling them of their rights to information and training.

METHOD OF INFORMING NON-ENGLISH SPEAKING EMPLOYEES

While OSHA requires that the written Hazard Communication Program, all MSDS's, and container labels be written in English, HTS AmeriTek will make every effort to communicate the Hazard Communication Program in the language of non-English speakers. Effective communication will be accomplished through any of the following methods or combinations thereof:

- Training over entire program in the employee's native language using an interpreter/intermediary.
- Video presentations in the native language of the employee
- Written materials (handouts, MSDS's, container labels) in the native language of the employee, when available and/or accessible.

METHOD OF INFORMING EMPLOYEES OF NON-ROUTINE HAZARDS

We have instructed our employees that there can be a potential hazard when doing non-routine jobs. Non-routine jobs can be classified as something that is not done on a regular basis, such as welding or repairing broken equipment which might pose a fire, explosion hazard, or disposing of or emptying solvent tanks.

Employees are to see their supervisor or the Hazard Communication Coordinator and thoroughly read the appropriate MSDS before working with chemicals in a non-routine situation.

STEPS TAKEN TO PROTECT EMPLOYEES

We have taken the following step to protect employees against chemical hazards:

- Providing quality personal protective equipment.
- Implement administrative controls and compliance on safety procedures.
- Random reviews of Hazard Communication Training in addition to mandatory yearly training.
- Emergency procedure training.

Availability of the federal hazard communication standard to employees, Federal Hazard Communication Standard 29CFR 1910.1200, is available to all employees of HTS AmeriTek during normal business hours.

Medical Records

Employee's medical records are confidential and shall not be disclosed or reported to any person within or outside the workplace without the employee's written permission. Exceptions include deliver to the state and federal agencies as required by law.

Upon request from the employee, HTS AmeriTek shall make records available for examination and copying to anyone, provided HTS AmeriTek has written consent from the employee. These records shall be maintained for the duration of employment and 30 thereafter.

- Medical records shall include a copy of all results of exposure monitoring, medical examinations, medical testing and follow-up procedures.
- The records will be maintained, and access controlled by the Operations Administrator and located at the corporate office in La Porte, Texas.
- Employees will be informed of this section upon hiring and annually thereafter.

CHAPTER 8

CONFINED SPACE PROGRAM

INTRODUCTION

The entry into a confined space is potentially one of the most dangerous activities associated with any hazardous substance operations. Due to the unique conditions that can exist, great care must be taken both before and during these work processes. This program is written to be in compliance with OSHA Regulation 29CFR1910.146, and designed to assist the employees of HTS AmeriTek when they perform heat treating services inside client identified confined spaces.

Since asphyxiation is the leading cause of death in confined spaces due to situations involving IDLH (immediately dangerous to life and health) atmospheres that are poorly ventilated, all efforts will be devised to control oxygen deficient/combustible/toxic environments that may be encountered prior to or during work activities. **Total energy isolation is required before any entry will be allowed.**

DEFINITIONS

- **Confined Space** is any of the following characteristics:
 - 1) *The space is large enough for an employee to bodily enter and perform work.*
 - 2) *There are limited or restricted means for entry and exit.*
 - 3) *It is not designed for continuous employee occupancy.*
 - 4) *It contains or has the potential to contain a hazardous atmosphere.*
 - 5) *It has an internal configuration such that an entrant could be trapped or asphyxiated such as sloping walls and floors that converge to a point of constriction.*
 - 6) *Contains a material that has the potential of engulfing and entrant.*
 - 7) *Contains any other recognized serious safety or health hazard, e.g. possible exposure to hazardous energy, falls, heat stress, etc.*

- **Acceptable entry conditions** *refer to conditions that must exist in a permit space to allow employees to enter and to ensure they can safely complete their work while in that confined space.*
- **Attendant** *refers to a person stationed outside the permit space that monitors the authorized entrants, and performs the duties assigned to them by this written program.*
- **Authorized Entrant** *refers to an employee who is authorized under this written program to enter a permit space.*
- **Emergency** *refers to an event that could endanger an authorized entrant whether it occurs inside or outside the permit space.*
- **Entry** *refers to the entrance of a person into a permit-required confined space. Entry is considered when any part of the body breaks the plane of entry into the space.*
- **Entry Permit** *refers to the written document that controls entry into a permit confined space, and contains all pertinent information required by the OSHA Standard.*
- **Entry Supervisor** *refers to the person designated with the responsibility to determine acceptable entry conditions, and to authorize, supervise, or terminate any entry.*
- **Hazardous Atmosphere** *refers to an atmosphere, which may expose a person to the risk of death, incapacitation, injury, acute illness, or impaired ability to escape unaided from an emergency*
- **IDLH (immediately dangerous to life and health)** *refers to a condition that threatens loss of life, adverse health effects, or impaired ability to escape unaided from an emergency.*
- **Oxygen deficient atmosphere** *refers to an atmosphere that contains less than 19.5% oxygen content.*
- **Oxygen Enriched Atmosphere** *refers to an atmosphere that contains more than 23.5% oxygen content.*

- **Retrieval System** refers to equipment, which non-entry personnel can use to retrieve persons from a permit space in case of emergency.
- **Testing** refers to a process used to identify and evaluate a potentially hazardous atmosphere with monitoring instruments.

MANAGEMENT/EMPLOYEE RESPONSIBILITIES

The **Responsible Safety Officer** is responsible for all the overall implementation of this program or the requirements of any host-facility program, while working on contracted projects at host facilities. Due to the extremely severe consequences possible if improper confined space entries are made, **all employees** will comply with the provision of this program that apply to their own actions or conduct.

IDENTIFICATION

The identified confined space vessel will be revealed to all employees by the use of a red/white hazard-warning sign with black letters stating:

**DANGER
PERMIT-REQUIRED CONFINED SPACE
DO NOT ENTER**

HAZARD EVALUATION

Testing or monitoring conditions prior to entry and during entry operations will be conducted by the host-facility unit operator, or host-facility designee, by the use of a calibrated, direct-reading, gas monitor. Oxygen levels must be tested first, a lack of oxygen will cause erroneous reading of flammable and toxins. The tests shall be performed in this order:

1. Oxygen concentration (19.5% - 23.5% range)
2. Flammable gases/vapors (less than 10% of LEL)
3. Potential toxic concentrations (less than listed PEL's)

The results shall be recorded on the host-facility entry permit, and entry into the confined space will not be allowed unless the defined acceptable entry conditions are met. Continuous atmospheric monitoring of the permitted space is required while employees are inside the confined space. Employees or their representatives are entitled and encouraged to request additional air monitoring at any timework is underway.

The instrument probe or line must extend into the confined space at least 4 feet so that the person performing the test is not entered into the space. Since particular gases can stratify in layers in the confined space, initial entry testing will be performed at multiple levels of the space to be entered. If entry is required to perform atmospheric testing, that individual shall wear a SCBA (self-contained breathing apparatus) or a positive pressure respirator with escape bottle.

If an instrument reading ever indicates an unusual, unexpected, or unacceptable atmospheric condition, it is never to be ignored or assumed to be instrument error. If a bad reading is ever indicated, all necessary measures will be taken to correct the situation (recalibrate instrument, ventilate space, etc.) Employees will not be expected to enter confined spaces until it is deemed safe to do so, and the acceptable entry conditions recorded on the entry permit. The size or design of a confined space may warrant the use of multiple gas monitors with their probes located at various levels.

Lighting sources to be used in the permit-confined space shall be explosive-proof and specifically approved by a recognized agency such as Underwriter Laboratory or the Mine Safety and Health Administration.

Any electrically operated tool taken inside the permit space shall be double insulated, inspected for defects, and connected to an approved ground fault circuit interrupter (GFCI) that has been inspected and tested before use.

All ladders used for entry/exit into the permit-confined space must meet all applicable codes and standards as outlined in 29CFR1910.23 or .26, and inspected prior to use. They must not interfere with rescue or retrieval systems, ventilation methods, and work operations.

VENTILATION

Continuous ventilation must be provided in the confined space in a volume sufficient to maintain acceptable atmospheric conditions in accordance with the parameters in the Monitoring log section of the Entry Permit. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.

If ventilation is unsuccessful, as demonstrated by unacceptable retesting results, or even if acceptable conditions are unable to be consistently maintained during actual entry operations, authorized entrants will be required to wear appropriate respiratory protective equipment in compliance with OSHA Regulation 29CFR1910.134, the Respiratory Protection Standard.

This equipment selection will be based on the atmospheric test results that will indicate the proper level of respiratory protection to be worn.

HAZARDOUS ATMOSPHERES

An atmosphere is considered hazardous if it contains one or more of the following:

- Atmospheric oxygen concentration below 19.5% or above 23.5%.
- Flammable gas, vapor, or mist in excess of 10% of its lower explosive limit (LEL).
- Airborne combustible dust at a concentration that meets or exceeds its LFL, lower flammability limit, or (if the dust obscures vision at a distance of 5 feet).
- Atmospheric concentration of any substance where employee exposure would exceed any listed toxic dose or permissible exposure limit.
- Any other atmospheric condition that is immediately dangerous to life and health.

Entry Permits

The authorized entry Supervisor shall prepare the entry permit, recording all testing results on the permit. This system will provide the best assurance that confined space entry takes place only after all actions and conditions necessary for the protection of authorized entrants have been performed. The entry permit will identify the following information:

- **Permit space** (name/location of space to be entered).
- **Purpose** (specify job/type of work to be performed in that space).
- **Date/duration of entry** (current date and length of time allowed).
- **Entrant names** (roster of authorized personnel for space entry).
- **Attendant name(s)** (at least one, but may rotate with entrants).
- **Entry Supervisor** (authorized for entry also).
- **List of Hazards** (observed or present).
- **Hazards control/isolation** (methods of elimination).
- **Acceptable entry conditions** (oxygen, combustible, toxins).
- **Test results** (initial/periodic monitoring & initials of tester).
- **Rescue provisions** (services to call, emergency #'s).

- **Communication methods** (phone, 2-way radio, voice, signals).
- **Tools/Equipment needed** (PPE, harnesses, retrieval lines, alarms).
- **Space specific information** (special precautions unique to the space).
- **Additional permits** (hot work, lockout/tagout).
- **Authorization of permit** (proper signatures of authority).

HTS AmeriTek employees will have the opportunity to participate in the permit review and signing of this document prior to the commencement of permit authorized work activities.

Hot Work Permit

- A hot work permit is also required in conjunction with the confined space entry permit if hot work tasks will be performed inside the permit required confined space.
- When welding or cutting is being performed in a permit required confined space the gas cylinders and welding machines shall be kept outside of the confined space.
- When authorized entrants leave a permit required confined space for lunch, long break, or shift change, all cutting hoses and torches must be removed from the confined space to eliminate the possible accumulation of explosive gasses.

TRAINING

Whether you are an entrant, attendant, entry Supervisor, or part of the support personnel confined space training is mandatory. Most confined space accidents and fatalities are the result of the wide range of possible hazards to be encountered, as well as the lack of training, so this will be an important part of the confined space program. Training will be provided:

- Before any employee is assigned any duties.
- Before any assigned duties are changed.
- Whenever there is a change in operations affecting the space.
- Whenever an employee demonstrates deficiencies or deviations from the initial training provided.

Written certification to include employee's name, trainer signature/initials, and dates of training will be provided upon completion of required levels of training as provided by outside contract training resources or Management, and maintained in the Safety Department at the Main office. Certification must be made available to employees and their authorized representatives. Refresher training will be provided on an annual basis.

DUTIES OF AUTHORIZED ENTRANTS

I shall ensure that all **authorized entrants**:

- Have a valid entry permit, read and understand it.
- Know the hazards that may be encountered during entry.
- Know the signs, symptoms, and possible behavior effects of the hazards and the consequences of exposure.
- Properly use all tools, PPE, and safety equipment as required.
- Only use pre-determined authorized entry and exit locations. (Must have an Entry Attendant)
- Communicate with the attendant periodically to enable the attendant to monitor the entrant(s) status.
- Ensure the Entry attendant properly documents your
- Alert all entrant(s) of the need to evacuate the space when requested by the attendant.
- Inform the attendant of any warning signs or symptoms of exposure noticed.
- Exit the confined space if they detect a prohibited condition.

DUTIES OF ENTRY ATTENDANTS

Before Entry, the entry attendant must:

- Have a valid entry permit, read and understand it.
- Know the hazards that may be faced during entry.
- Know the signs, symptoms, and behavior effects of the hazards and the consequences of exposure.
- Know and understand the methods available to contact the Entry Supervisor
- Know and understand the methods available to contact emergency personnel.
- Know the location of the ventilation equipment and ensure that it is working during entry.
- Know the location of the power source and breakers for entry lighting.
- Barricade the entrance with tape and a “Confined Space Danger Sign” when the confined space is vacated and left unattended

During Entry the attendant must:

- Continuously maintain an accurate count of **authorized entrants** in the confined space.
- Monitor entrants for proper PPE usage.
- Monitor and document (every hour) the reading levels of the continuous atmospheric testing.
- Remain outside of the confined space during entry operations until relieved by another trained **entry attendant**.
- Communicate with **authorized entrants** periodically to monitor entrant(s) status.
- Summon Entry Supervisor as soon as they determine that authorized entrants may need assistance to escape from confined space hazards.
- Warn unauthorized persons that they must stay away from the confined space.
- Inform the authorized entrants and the **Entry Supervisor** if unauthorized persons have entered the permit space.
- Advise the unauthorized persons that they must exit immediately if they have entered the permit space.
- Perform no duties that might interfere with their primary duty to monitor and protect the **authorized entrants**.
- Order the entrants to evacuate the permit space ***immediately*** under any of the following conditions:
 - A condition inside or outside the confined space arises that presents a hazard to entrants.
 - If a sign, symptom, or behavioral effect of hazard exposure is observed.
 - If an uncontrolled hazard is detected (fire, spill, gas release, severe weather, or incident)
 - If they cannot, for any reason, effectively and safely perform all the duties required.

HTS AmeriTek management does not allow an attendant to monitor more than one confined space at a time. If an emergency arises the attendant will contact the **Entry Supervisor** for assistance.

DUTIES OF ENTRY SUPERVISORS

The employee must ensure that all **Entry Supervisors**:

- Have a valid entry permit, read and understand it.
- Know the hazards that may be faced during entry.
- Know the signs, symptoms, and behavior effects of the hazards and the consequences of exposure.

- Verify the isolation of hazard (EIL) to the confined space.
- Verify that all tests specified by the permit have been conducted and all procedures and equipment specified by the permit are in place before signing the permit.
- Verify that rescue services are available and the means to summon them are operable.
- Inform and verify that authorized entrants only use the authorized entry and exit locations.
- If multiple authorized entry and exit locations are required: each location must have an entry attendant, every attendant shall have radio communication abilities to insure accurate entry logs.
- Complete a Confined Space Check List form and post it with the entry permit at the job site before allowing entry to begin.
- Remain on site and in close proximity of the permit required confined space.
- Verify the ventilation equipment operation, job conditions, PPE requirements, and entry attendant responsibilities at least every hour.
- Terminate the entry and cancel the permit as required.
- Remove unauthorized individuals who enter or attempt to enter the permit space during entry operations.
- Determine whenever responsibility for permit space entry operation is transferred, and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and acceptable entry conditions are maintained.
- Coordinate entry operations for multi-employers so that employees of one employer do not endanger the employees of any other employer.

ENTRY PROCEDURES

No employee of HTS AmeriTek will be allowed to enter a permit-confined space unless the following procedures are adhered to:

- (1) The confined space must be properly tested for acceptable ranges of oxygen content, flammable atmosphere, and toxic concentrations present, using a calibrated, direct-reading gas-monitoring instrument, operated or verified by a trained Supervisor. (There can be no longer than a 2 hour time-gap between tests performed and any space entry.)
- (2) The permit space shall be identified by appropriate signs, and the external area barricaded to ensure that no unauthorized persons, equipment, or vehicles present a danger to **authorized entrants**.
- (3) No smoking or flammable, combustible materials are allowed within this barricaded area. A properly inspected, charged ABC dry chemical fire extinguisher is required to be outside the permit space, ready to use. No welding gas tanks are allowed inside the permit space, and all hoses, regulators, leads, electrode holders or other welding/cutting equipment will be inspected before entry into the permit space. Equipment found to be defective will not be allowed for use.
- (4) Communication methods will be by voice, visual contact, or 2-way radios that are required to be intrinsically safe in design.
- (5) Properly inspected, approved entry/exit means will be secured into position, following all established safe ladder-use guidelines.
- (6) Ventilation equipment will be activated and provide continuous forced air from clean air sources, so that proper air exchanges for the enclosed space is maintained at all times for permit space occupancy.
- (7) Tag the air source valves to the ventilation equipment "Do Not Operate Confined Space Ventilation".
- (8) Approved, properly rated (12V-explosion-proof) light sources, or intrinsically safe flashlights will be provided for safe illumination while working inside a permit space.
- (9) Appropriately selected personal protective equipment will be donned prior to vessel entry, and worn at all times while inside the permit space.

- (10) After the space has been tested and declared safe for entry, the entry permit shall be completed, conditions explained to all authorized personnel, signed by all authorized personnel, and posted at a conspicuous location outside/on the vessel.
- (11) The **attendants** shall be assigned to their appropriate duties. The entrants may then enter inside the confined space, and the **Entry Supervisor** is accountable for maintaining safe operations.
- (12) Permits will be canceled upon completion of work, or for emergency evacuation due to dangers occurring inside or outside the space that could directly affect the life or health of an entrant.
- (13) If an emergency occurs and evacuation of the space is required, the space will be re-evaluated to determine the cause, extent, and nature of the hazard encountered. The hazard will be eliminated before entry is again permitted, after inspection and testing is satisfactory.
- (14) Upon job completion or evacuation, the word "CANCELLED" shall be written across the permit, noting date and time. (Cancellation reason to be listed **only if** a dangerous incident, injury, or hazard occurred.)
- (15) Permits or copies will be retained for a period of at least one year by the **Responsible Safety Officer** and maintained in files at the Main Office. The written program must be reviewed annually (unless no entries were made during the prior 12 month period) and revised as necessary to protect employees from confined space hazards when injuries, near misses, employee complaints, or unauthorized entry occurs.

RESCUE AND EMERGENCY SERVICES

HTS AmeriTek does not provide confined space rescue training to their employees. We will rely upon the rescue services of the host facility or from a rescue service contractor. The Safety Manager will verify the training records of the rescue personnel prior to the utilization of their services.

CONCLUSION

By reading, understanding, and practicing the safety guidelines that have been outlined in this written program, you will be able to appreciate the benefits of complying with this regulation. They have been designed to protect your health and safety while performing confined space entry job tasks. Follow these written procedures, never take short cuts, and be aware of the hazards that can be encountered in confined spaces.

Non-compliance by any employee with any part of this described program will result in disciplinary action as outlined in the Company's Corrective Action/Disciplinary Program found in Chapter 4 of this manual.

CONFINED SPACE PERMIT

General Information

Facility Name:	Unit:	Equipment:	Date:
Time of authorized entry am/pm		Time authorized entry expires am/pm	
Job Description:			

Contact Information

Site Supervisor:	Contact Info:
Entry Supervisor:	Contact Info:
Entry Attendant:	Contact Info:
Emergency Rescue:	Contact Info:
Emergency Services:	Contact Info:

Possible Hazards List

Authorized Entrants

Print Name	Employee No.	Print Name	Employee No.

Measures Used To Isolate the Permit Space:

Are electrical sources secured per Lockout/Tagout Chapter?	
Mechanical lock out/block out?	Blanking/disconnect

Decontamination

List methods used:

Temperatures

Current temperature inside confined space:	Is a safe working inside the confined space?
Is a/c required for a safe working temperature?	Are cool vest required?
Is a scheduled work and rest schedule in required?	If yes, describe plan:

Electrical Equipment

GFCI inspected and tested?	GFCI inspected and tested?
12-volt lighting required?	12-volt lighting required?
Are electrical power tools double insulated?	
Are electrical power cords protected from damage where they enter the confined space	

Acceptable Entry Conditions

<u>Acceptable oxygen content is between 19.5 and 23.5 percent.</u>	
Person performing Test	Calibration Date
Make and model of oxygen tester	
Measured oxygen content: %	
<u>Acceptable gas, vapor, and dust concentrations are less than 10% of LEL</u>	
Person performing	Calibration Date
Make and model of flammability tester:	
Measured flammability: % of LEL/LFL.	
<u>Acceptable toxicity levels are those listed in the approved entry procedure.</u>	
Person performing	Calibration Date
Make and model of toxicity testers	
Measured toxicity: % of PEL.	
<u>Ventilation</u>	
Is ventilation required?	Is ventilation grounded?
Is exhaust air directed away from work areas?	Are air flow indicators installed?
Are "DO NOT Operate" tags installed on ventilation air source valves?	
Decontamination methods used:	

Additional Personal Protective Equipment Required

Air purifying respirator	Supplied air respirator	Face shield
Hand protection	Foot protection	Head protection
Goggles	Protective clothing	Double hearing protection
Personal monitors	Rescue equipment	Body harness
Other:		

Communications

Means of communication with site supervisor?
Means of communication with entry supervisor?
Means of communication with authorized entrants?
Means of communication with rescue services?
Means of communication with emergency services?

Rescue Plan

Rescue plan (attach if required)
Date:

Authorization

<i>I am satisfied that the vessel is safe for entry and the "Permit Required Confined Space Entry", Safety Procedures is being followed.</i>	
Entry Supervisor:	Date/time:
Site Supervisor (if applicable)	Date/time:
Site Safety (if applicable):	Date/time:

Entry Attendant Hand-out - Signs & Symptom of Exposure of some Common Chemicals

Oxygen Deficient	Sulfur Dioxide	Iron Sulfide
Increased breathing rate	Eye, nose, throat irritation	Eye, nose, throat irritation
Dizziness	Increased breathing rate	Increased breathing rate
Headache	Chocking sensation	Chocking sensation
Increased heart rate	Coughing	Coughing
Inability to move	Gasping for air	Gasping for air
Loss of consciousness - Death	Death	Death
Hydrogen Sulfide	Acids	Phenol
Smells like rotten eggs	Eye, nose, throat irritation	Dizziness
Headache	Respiratory track irritation	Headache
Dizziness	Burns to skin	Cold sweats
Nausea		Irregular or noisy breathing
Eye irritation	Caustics	Skin becomes white and wrinkled
Respirator paralysis	Eye, nose, throat irritation	Eye and skin irritation
Loss of consciousness - Death	Respiratory track irritation	Weakness
	Burns to skin	Loss of consciousness - Death
Ammonia	Welding fumes	Chlorine
Eye, nose, throat irritation		
Chest pain	Mild eye, nose, throat irritation	Burning sensation eye, nose, throat
Indigestion	Metal fume fever – an acute condition which occurs 4-12 hours after exposure. Symptoms include fever, chills, and shaking.	Coughing and wheezing
Bronchial spasms		Loss of breathing
Loss of consciousness - Death		Loss of consciousness - Death
Carbon Monoxide	Heat	Benzene
Pounding heart		Headache
Dull headache	Hot, dry skin	Nausea
Dizziness	Severe headache	Eye, nose, throat irritation
Ringing ears	Flushed face	Central nervous system depression
Red, flushed skin	Muscle or abdominal cramps	
Loss of consciousness - Death	Dizziness	
	Loss of consciousness - Death	

Duties before Entry	Duties during Entry
<ul style="list-style-type: none"> • Have a valid entry permit, read and understand it. • Know the hazards that may be faced during entry. • Know the signs, symptoms, and behavior effects of the hazards and the consequences of exposure. • Know and understand the methods available to contact the Entry Supervisor • Know and understand the methods available to contact emergency personnel. • Know the location of the ventilation equipment and ensure that it is working during entry. • Know the location of the power source and breakers for entry lighting. • Barricade the entrance with tape and a "Confined Space Danger Sign" when the confined space is vacated and left unattended 	<ul style="list-style-type: none"> • Continuously maintain an accurate count of authorized entrants. • Monitor entrants for proper PPE usage. • Monitor and document (every hour) the reading levels of the continuous atmospheric testing. • Remain outside of the confined space during entry operations until relieved by another trained entry attendant. • Communicate with entrants periodically to monitor status. • Summon Entry Supervisor if determine that authorized entrants may need assistance to escape from confined space hazards. • Warn unauthorized persons that this is a confined space. • Inform the authorized entrants and the Entry Supervisor if unauthorized persons have entered the permit space. • Advise the unauthorized persons that they must exit immediately if they have entered the permit space. • Perform no duties that might interfere with their primary duty. • Order the entrants to evacuate the permit space immediately if: <ul style="list-style-type: none"> ○ A condition inside or outside the confined space arises that presents a hazard to entrants. ○ If a sign, symptom, or behavioral effect of hazard exposure is observed. ○ If an uncontrolled hazard is detected (fire, spill, gas release, severe weather, or incident) ○ If they cannot, for any reason, effectively and safely perform all the duties required.

PERMIT REQUIRED CONFINED SPACE ENTRY RESCUE PLAN

PROJECT: _____ NO: _____

In the event of an emergency requiring the rescue of one or more employees engaged in a confined space entry, the procedures outlined in this plan will be followed for

(Identification of confined space)

1.0 RESCUE PROCEDURES

The following procedures will be followed for confined space entry rescues.

- 1.1 Attendant: A trained stand-by person (attendant) will be assigned to each confined space with a fully charged SCBA or Airline/Egress unit. The stand-by is to keep lifelines clear, to maintain contact with all workers within the confined space, and to summon help if needed. The stand-by must never enter the confined space unless relieved by rescue assistance. The stand-by may attempt a non-entry rescue by lifeline while waiting for rescue assistance.
- 1.2 Rescue Equipment: The equipment required to rescue a victim (Section 1.1) must be in place before the first person enters the confined space. A mechanical device will be in place to retrieve personnel from vertical type permit spaces more than five feet deep.
- 1.3 Evacuations: The attendant will monitor activities inside and outside the confined space to determine if it is safe to remain in the space and shall order the entrant to evacuate the space under any of the following conditions:
 - If the attendant detects a prohibited condition, e.g. unacceptable levels of toxic gases, oxygen, or combustible gases (see Site Safety and Health Plan).
 - If the attendant detects a situation outside the space that could endanger the entrants.
 - If the attendant cannot fulfill his duties.
 - If the attendant detects the behavioral effects of hazardous exposure in the entrants.
- 1.4 Rescue Procedures: If the confined space entry attendant determines that rescue of entrant is necessary; the following procedures will be followed.
 - All work activities in and around the confined space will be shutdown.
 - The confined space attendant will notify the site supervisor by radio or other means of communication that a rescue response is necessary.
 - The site supervisor will notify the rescue services (Section 1.3) to respond to the site.
 - The attendant will first attempt to rescue the entrants by use of the retrieval system.
 - If retrieval by the attendant from outside the confined space is unsuccessful, the attendant must wait for back-up assistance before entering the confined space to attempt rescue.
 - The site supervisor or attendant will notify the on-site rescue services by radios or other means of communication that a rescue response is necessary.
 - The attendant will brief all on-site/off-site rescue services of the current conditions and hazards before rescue is attempted. Air monitoring data (LEL/O₂, Toxic Gases) will be updated.

- No attempt will be made to proceed with rescue if for any reason this would jeopardize the safety of any rescue personnel or exacerbate the problem. All hazards will be abated (e.g., ventilation of space to remove flammable levels of gases) before rescue is attempted.
- When all hazards to rescue personnel have been controlled and the necessary rescue equipment is available, proceed with the rescue.
- If an injured entrant is exposed to a hazardous substance, a material safety data sheet will be made available to the medical facility treating the exposed entrant.

2.0 TRAINING

All employees authorized to perform rescue services will receive the following training:

- Each member of the rescue service will be trained to use properly the personal protective equipment and rescue equipment.
- Each member of the rescue service will be trained to perform the assigned rescue duties and know the hazards that may be faced during entry/rescue.
- Each member of the rescue service will practice making permit space rescues before actual rescue attempts.
- Each member of the rescue service will be trained in First Aid and CPR. At least one currently certified member shall be available on-site.

3.0 RESCUE PLAN CERTIFICATION

All rescue personnel shall review this plan and document their understanding of its content by signature.

NAME	SIGNATURE	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4.0 PLAN APPROVAL

This plan has been completed and approved by the following personnel.

Completed By: _____ Title: _____

Approved By: _____ Title: _____

Date: _____

CONFINED SPACE ENTRY LOG
SIGN IN/OUT EACH TIME YOU ENTER OR LEAVE

LOCATION: _____ EQUIPMENT: _____ DATE: _____

(INDICATE TIME-MILITARY)

AUTHORIZED ATTENDANTS

NAME	ON DUTY	OFF DUTY						
1								
2								
3								
4								

AUTHORIZED ENTRANTS

ALL ENTRANTS SHALL REVIEW THE WORK PERMIT BEFORE ENTERING

NAME	Time Entered	Time Exited						
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
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CHAPTER 9

EMERGENCY RESPONSE PROGRAM

ORGANIZATION

HTS AmeriTek requires that during every emergency an organized effort be made to protect personnel from further injury and to minimize property damage. All HTS AmeriTek's resources can be made available to respond to an emergency. Each supervisor must know what to do during an emergency in his or her area and must be certain that his or her employees understand their roles.

SUPERVISORS RESPONSIBILITIES

Every plant or chemical facility has different alarms, warnings and emergency evacuation procedures. During an emergency, the supervisor must:

- Ensure that all work crews are familiar with the evacuation plan for their specific work area.
- Take an accurate head count of all employees in safe zones.
- Give head count to the client or evacuation supervisor.
- In the event of a serious event report to the corporate office.
- Ensure all equipment shutdown procedures are followed.
- Know the location and use of all safety equipment in the work area.
- Keep employees from re-entering an evacuated area until re-entry is safe.

EMPLOYEE RESPONSIBILITIES

Employees involved in any emergency greater than a minor incident are expected to act as follows:

- If there is threat of further injury or further exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity.
- If there is no threat of further injury or exposure, leave seriously injured personnel where they are.
- Report the emergency immediately by phone. State what happened, the specific location, whether anyone was injured, and your name and phone number.
- Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident.
- Show the site safety representative where the incident occurred, inform him or her of the hazards associated with the area, provide any other information that will help avoid injuries, and do as he or she requests.
- Turn off all HTS AmeriTek equipment and proceed to the designated evacuation location.

EMPLOYEE ROLE IN HAZWOPER

No HTS AmeriTek employee will take any active role in clean-up of any release in a facility that has a release of hazardous waste. Therefore, HTS AmeriTek employees do not fall under the Hazardous Waste Operations standards and will not perform any functions under such regulations or standards.

HTS AmeriTek's employees will attend any site-specific overview of any hazardous chemicals, which they will be working around. This specific overview will contain the properties of the chemical and the nature of its hazard, i.e.; lighter or heavier than air, color, odor, physical or health hazards. This information will enable HTS AmeriTek employees to recognize a release of such chemicals and perform reporting procedures dictated by the client.

HTS AmeriTek employees are First Responders at the Awareness Level, which means they will report a release and evacuate the area.

HTS AmeriTek, LLC

Management Phone Numbers for Emergency Situations

La Porte, TX Office (800) 858-5583

Contact: Neal St. Cricq Health, Safety, & Environmental Director
Office: (281) 471-5583 (x1112)
Mobile: 832-340-4890

Contact: Richard Conner General Manager / Contracts Administrator
Office: (281) 471-5583 (x1107)
Mobile: (832) 776-1319

Contact: Joseph Houston Operations Manager
Office: (281) 471-5583 (x1113)
Mobile: (832) 262-8580

Baton Rouge, LA Office & New Orleans, LA Office (800) 858-5583

Contact: James Pendleton Operations Manager
Office: (225) 654-2725
Mobile: (225) 276-3550

HTS AmeriTek, LLC

MEDICAL PROVIDERS

LA PORTE OFFICE:

CLINIC: KIRKWOOD MEDICAL ASSOCIATES
DR. JOHN KIRKWOOD
3801 VISTA RD. SUITE 100
PASADENA, TX 77504
(281) 249-2273

HOSPITAL: San Jacinto METHODIST HOSPITAL & 24Hr E.R.
4201 GARTH RD.
BAYTOWN, TX 77521
(713) 420-8888

BATON ROUGE OFFICE:

CLINIC: ASCENSION MEDICAL CLINIC
DR. STEVEN HOLMES, M.D.
214 S Burnside Ave
Gonzales, LA 70737
(225) 647-6636

HOSPITAL: RIVER PARISHES HOSPITAL & 24Hr E.R.
500 RUE DE SANTE
LAPLACE, LA 70068
(985) 652-7000

CHAPTER 10

Emergency Action Plan

Purpose

Each HTS AmeriTek location shall have a written Emergency Action Plan (EAP), appropriate to the hazards of the workplace, in order to respond to an emergency that may require rescue or evacuation.

Each Emergency Action Plan shall be prepared to reflect all known probable emergency conditions which may arise from within the workplace and from adjacent workplaces, the minimum of which will include fire or other emergencies.

The emergency action plan must be available to all employees to review. An emergency action plan must be in writing, kept in the workplace and available to employees for review. However, if a site has 10 or fewer employees the plan may be provided orally to employees.

Emergency Response Planning, Issuing and Annual Review Guidelines

Emergency Procedures shall be issued and discussed with all new/transferred personnel upon arrival for assignment.

Emergency Action Plans shall be established, implemented, reviewed, maintained, and updated annually in conjunction with:

- Client emergency services department requirements.
- HTS AmeriTek safety staff and management.
- The requirement to ensure the plan is up to date to reflect current circumstances at the workplace.

The plan is to be reviewed before the job and when conditions warrant and should be used for routine and non-routine emergencies as well as changes in operation, and products or services which warrant new emergency situations.

Reviewing the Emergency Action Plan with Employees

A review of the emergency action plan should occur with employees:

- When the plan is developed, or the employee is assigned initially to a job.
- When the employee's responsibilities under the plan change.
- When the plan is changed.

Procedures for Emergency Evacuation Planning

The emergency action plan must include procedures for emergency evacuation. An emergency action plan must include, at a minimum, procedures for emergency evacuation, including type of evacuation and exit route assignments.

The individual site evacuation procedure shall be appropriate to the risk and must be developed and implemented to:

- Notify staff, including the first aid attendant of the nature and location of the emergency,
- Evacuate employees safely with procedures to account for all employees after evacuation,
- Check and confirm the safe evacuation of all employees,
- Notify the fire department or other emergency responders, and
- Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace. Notification of the public must be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies.

List of Potential Emergencies

The emergency action plan must include procedures for reporting a fire or other emergency. An emergency action plan must include, at a minimum, procedures for reporting a fire or other emergency.

Each location shall conduct a risk assessment for hazards posed by potential hazardous substances from accidental release, fire or other such emergencies that could cause an evacuation or rescue and list the potential emergencies for HTS AmeriTek operations. Procedures for each of these potential emergencies shall be contained within the Emergency Action Plan. Examples include:

- Fire
- Gas Leak/Chemical Spill
- Bomb Threat
- Medical Emergencies
- Explosion
- Workplace Violence

Guidance Procedures for Potential Emergencies

Fire

- Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.
- If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt - get out!
- Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Gas Leaks/Chemical Spills - Upon smelling or noticing a gas leak or unusual vapors, or a personal monitor alert, or a chemical spill:

- Pull fire alarm (if present) or sound warning and evacuate the premises via the nearest exit
- Proceed to the Emergency Assembly Area
- Contact local emergency response personnel by phone or radio
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.
- If personal monitor alarmed, notify your supervisor and the client facility safety representative so that the monitor data can be retrieved and reviewed.

If employees are required to control a release of a hazardous substance, to perform cleanup of a spill, or to carry out testing before re-entry, HTS AmeriTek shall provide:

- Adequate written safe work procedures and documented training.
- Appropriate personal protective equipment which is readily available to employees and is adequately maintained, and
- Material or equipment necessary for the control and disposal of the hazardous substance.

Bomb Threats

- If a threat is received by phone, mail or other means, get as much information as possible.
- If the threat is received by phone, try to keep the person on the line for as long as possible. Do not hang up the phone, even after the call has been terminated.
- Contact local emergency response personnel by phone or radio.
- If a suspicious device is identified, evacuate the immediate area and notify local emergency response personnel.

Medical Emergencies

- Call for assistance by phone or radio. Give the exact location and details of the medical emergency.
- If qualified, provide basic first aid, and keep the person comfortable. Do not move the person.

- Do not leave him/her unattended.
- Arrange for emergency medical transportation based on the medical planning portion of the site's Emergency Action Plan.

Explosions

- Get down on the floor, take shelter under tables or desks, and protect your face and head against flying glass and debris.
- Once it is safe to do so, evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Workplace Violence

- Notify security immediately by phone or radio and report the occurrence.
- Do NOT attempt to physically intervene. Protect yourself first at all costs.

Emergency Response Equipment

Listing of Types of Emergency Equipment

Each site Emergency Action Plan shall identify, list the locations of and provide operational procedures for types of emergency equipment. For off-site locations, available emergency equipment should be identified and reviewed with workers prior to commencing work activities. Examples include:

- Living areas with an audible alarm and a fire hose cabinet.
- Emergency lighting, exit doors, dampers, and fire stop flaps.
- First aid kits located throughout the facility and in vehicles.
- Portable fire extinguishers being located throughout the facility and clearly marked.
- Only authorized and trained personnel will operate emergency equipment.

Inspection & Maintenance Records

Maintenance records must be kept, including but not limited to the name of manufacturer, the type of equipment, the date put into service, when and for what purpose the equipment has been used, the date of the last inspection and name of the inspecting person, any damage suffered, and the date and nature of any of maintenance on emergency response equipment.

Ropes and associated equipment must be inspected visually and physically by qualified employees after each use for rescue, evacuation, or training purposes.

The HTS AmeriTek designated representative will perform and maintain the HTS AmeriTek Emergency Inspection Checklist Form on a monthly basis. The checklist shall be maintained for retention in active files for two years and in on site archives for seven years.

Media Response Plan

HTS AmeriTek employees must not be interviewed by anyone unless the General Manager has given prior approval. In most cases the General Manager will have an attorney present for such interviews.

Note: If after HTS AmeriTek personnel have received approval for an interview from the General Manager and another party's attorney appears unannounced, you should politely adjourn the interview until the General Manager can be contacted. Personnel must not give any work-related interviews, affidavits, written or recorded statements, or depositions without the express approval from the General Manager.

In the case of interviews of HTS AmeriTek employees by non-attorneys, (law enforcement, government officials, media, etc.) you must inform the General Manager before the interview. If the interview is taped or videotaped, you must request a copy of the interview in its recorded format (written, audio or audio/video). This procedure is to avoid information being misrepresented.

All media requests should be referred to the HTS AmeriTek General Manager. Unless requested to do so by the General Manager, other HTS AmeriTek personnel are not to give interviews or make statements to the media. Management prefers that families of personnel involved in an incident receive initial notification from an HTS AmeriTek representative and not the media.

Training

HTS AmeriTek shall ensure training for the Emergency Action Plan is delivered, documented and prepares the staff and facility for emergency conditions. HTS AmeriTek will designate and train employees to assist in a safe and orderly evacuation of other employees.

Requirements include:

- All employees must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace.
- The designated site representative shall provide the Emergency Action Plan orientation to all new/transferred personnel before they begin work.
- All personnel shall receive a review/update orientation at least annually, or whenever any new/revised information is to be provided.
- The Emergency Action Plan Orientation Check List shall be completed after orientation and the record maintained in the individual's training records.
- HTS AmeriTek management shall ensure that contractors/consultants working in areas under the supervision of HTS AmeriTek also receive the Emergency Action Plan orientation upon arrival to the area.
- Employees expected to perform duties under the Emergency Action Plan will be trained prior to assuming their roles. This will include simulated rescue or evacuation exercises and regular retraining, appropriate to the type of rescue or evacuation being provided, and training records must be kept.
- A list of trained staff responders shall be posted and maintained indicating their name, response function, their work location and what type of equipment they have been trained for.

Location and Use of Emergency Facilities

HTS AmeriTek shall ensure each Emergency Action Plan lists the location and how to use emergency facilities for each work site. For off-site locations, outside services that can provide assistance in the event of an emergency should be identified and reviewed with workers prior to commencing work activities. A list shall be posted in a conspicuous area showing local emergency facilities and how to contact them.

Examples include:

- Client Emergency Response Department (Initial Responder for All Emergencies If Applicable)
- Local Police, Local Hospital, Poison Center (Poison Response) 1-800-332-1414, etc.

Fire Protection & Response

HTS AmeriTek shall ensure each Emergency Action Plan provides fire protection and response planning within each site Emergency Action Plan and is utilized during all phases of work. As a minimum, all shall include the following:

Protection

- Smoking is not permitted except in designated "SMOKING" areas.
- Facilities shall be designed and maintained in accordance with local fire code and regulations.
- Portable fire extinguishers shall be stationed, inspected and maintained in accordance with local fire code and regulations, and client facility requirements. HTS AmeriTek personnel shall be trained in their use.
- Flammable and combustible liquids shall be properly stored.
- Employees shall report all fire safety issues to their immediate supervisor.
- Facilities shall be inspected by use of the HTS AmeriTek Emergency Inspection Checklist

Response

In the event of a fire, personnel working in a facility will adhere to the following procedure for their work area:

- Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.
- If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt - get out!
- Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Roads are designated as fire lanes. Vehicles can stop there for unloading, but no parking will be allowed.

Alarm & Emergency Communication

Each Emergency Action Plan for HTS AmeriTek shall contain methods to address alarms and communications in case of an emergency. For off-site locations, the method of emergency notification should be identified and reviewed with workers prior to commencing work activities.

Alarm System

A system must be in place to alert employees. The alarm system shall be distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the emergency action plan. For sites with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Each Emergency Response plan will describe how to activate an alarm and what to do after either activating or hearing an alarm.

Personnel responding to any alarm shall avoid complacency. Every alarm should be treated as an actual incident until proven otherwise. Treating and responding to alarms as a routine happening can result in injuries, fatalities, and destruction of property.

Communications

HTS AmeriTek responders and security use telephones, cell phones and radios in conjunction with emergency response.

Rescue and Evacuation Procedures

Procedures for Rescue and Medical Services

Each site Emergency Action Plan shall address who performs rescue services when required. It is the position of HTS AmeriTek that all rescue and medical duties are performed by client emergency responders or local governmental responders when on their location. For off-site locations, evacuation procedures and methods of rescue shall be identified and reviewed with workers prior to commencing work activities.

At least one member of a rescue team must be a first aid attendant trained to immobilize an injured employee.

Effective communications must be maintained between the employees engaged in rescue or evacuation and support persons.

Procedure for Evacuation

Preparation for Evacuation

Each site Emergency Action Plan shall contain a procedure for evacuation if required.

The HTS AmeriTek designated Emergency Coordinator will maintain an active list of all HTS AmeriTek

and contract emergency responders.

Critical Plant Operations Personnel

Staff designated to remain in the facility to shut down or supervise critical operations or equipment will be specifically trained and authorized by management to perform their duties before any evacuation may occur.

Evacuation Drills

Evacuation drills shall be conducted at least annually. Before conducting an evacuation drill a pre-drill assessment of the evacuation routes and assembly points shall be conducted. The pre-drill assessment is intended to verify that all egress components (stairs, doors, etc.) are in proper order and that occupants can use them safely.

Coordination Within a Facility

Emergency training and drills should also be coordinated within an HTS AmeriTek facility so that key staff are involved in the planning process and are aware of their responsibilities in an emergency as well as during the drill.

Facility management also needs to be informed of the potential for the interruption in productivity and business operations. Alternatives for the continuity of critical operations need to be considered.

Procedures to Account for All Employees After Evacuation

The emergency action plan must include procedures to account for all employees after the evacuation. An emergency action plan must include, at a minimum, procedures to account for all employees after evacuation. Each muster or assembly point will have a blank roster for evacuees to enter their name. All completed rosters will be gathered and checked against a master list of employees assigned or checked in at the facility to verify all employees are accounted for.

Emergency Evacuation Notification and Routes

In the event of an emergency occurring within or affecting the work site, the Emergency Coordinator makes the following decisions and ensures the appropriate key steps are taken:

- Advise all personnel of the emergency.
- Activate the emergency notification sequence to alert the appropriate responders and initiate emergency notification within the building.
- Evacuate all persons to the identified assembly area and account for everyone including visitors and clients.

All personnel will proceed to the primary safe area immediately located at the identified emergency assembly area for their location.

A copy of escape routes shall be posted in all offices, at all alarm stations and at all exits.

Sweep Check by HTS AmeriTek Designated Responders

- HTS AmeriTek trained responders will establish a pattern that will permit covering the area in the shortest time, with a minimum of backtracking.
- When the evacuation alarm rings, stop work immediately, and conduct a sweep of the area. Ask everyone to leave the premises immediately and proceed to the identified emergency assembly area for their location.
- If you encounter smoke or flame, leave that section immediately, finish your sweep and evacuate the building by activating fire alarm pull stations. Remember, if in doubt get out.
- If anyone refuses to leave, note their name and location, and advise the client emergency services personnel.
- Meet the client emergency services personnel and advise them of your sweep or an area of smoke or flame that you were unable to check. Assist with head count and evacuation if required.
- Ensure that everyone stays at the emergency assembly area until the Emergency Coordinator has given an all clear to re-enter the building.

- In the event of inclement weather, the client will make arrangements to have buses either as temporary shelter or to transport personnel to another location.

Evacuation or Drill Evaluation

Following an evacuation or drill a response review shall be conducted and documented by the HTS AmeriTek Emergency Coordinator and lessons learned share with the appropriate responders and staff using the HTS AmeriTek Evacuation Report.

Emergency Response Program Management

Contact information will be provided to employees who need additional information pertaining to the plan or to their respective duties. The HTS AmeriTek site manager may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

For the purpose of this Emergency Action Plan guidance the Emergency Coordinator will be designated by the HTS AmeriTek site manager. His/her alternate will be the HTS AmeriTek Site Safety Supervisor or otherwise designated by the site manager.

Employees performing rescue or evacuation must wear personal protective clothing and equipment appropriate to the hazards likely to be encountered.

Duties

HTS AmeriTek Emergency Coordinator

The HTS AmeriTek Emergency Coordinator ensures that:

- Evacuation drills are conducted on an annual basis.
- Inspections of facilities are performed monthly.
- All necessary repairs of components for evacuation paths are completed.
- Plans for the modification of any part of an evacuation path are reviewed.
- An up-to-date list of Fire Wardens is maintained.
- Radios and reflective vests and other response equipment are available.

During an evacuation or evacuation exercise, the HTS AmeriTek Emergency Coordinator:

- Coordinates activities in accordance with either local authorities or the client Security and ERT as required.
- Coordinates Fire Wardens and informs them the nature of the emergency via handheld radios.

Following an evacuation or evacuation exercise, the HTS AmeriTek Emergency Coordinator:

- Notifies Fire Wardens that it is safe to re-enter the building.
- Prepares a report following an evacuation (actual or drill).
- Reports to management for follow up or corrective actions.

HTS AmeriTek Site Safety Supervisor

- Assist the HTS AmeriTek Emergency Coordinator when requested.

Fire Wardens

- Be equipped with radios and reflective vests. The equipment is to be handed into the HTS AmeriTek Emergency Coordinator and reissued to the next oncoming Fire Warden for the designated area.
- Be familiar with exits and muster stations for their responsible area.
- Direct residents safely out of the building to the designated muster station or to an alternate location.
- Sweep their effected area, ensuring that the alarms are properly functioning and that residents evacuate safely.

- In order to account for all employees after evacuation the fire wardens or designated personnel shall complete a head count and reconcile the evacuees with the attendance or daily housing report at the assigned muster station or alternate location.
- Radio unaccounted for personnel to Security.
- Notify personnel that they may re-enter the building when permission has been given by the appropriate authorities.

Residents, Contractors & Visitors

- All employees, users, contractors, and visitors will follow the instructions of the Fire Wardens, Security, ERT, Safety Personnel, managers and supervisors when asked to evacuate the building.
- Know the two safest and most direct evacuation routes from their work area(s).
- Know the designated evacuation assembly point for the building.

HTS AmeriTek Emergency Inspection Checklist

Department:	Location:	Date of Inspection:
Inspected by:	Title:	Ext:

This form is to be used monthly.

	N/A	Yes	No
EGRESS			
Is every means of egress arranged and clearly marked, so that the way to safety is unmistakable at all times?			
Are exits signs lit?			
Are there sufficient exits for the prompt escape of all employees in case of fire or other emergencies?			
Are doors that aren't exits that could be mistaken as one, clearly marked "Not an Exit"?			
Do exit doors swing out?			
Are means of egress at least 28 inches at any point and adequate width for the number of people?			
Are egresses kept clear of obstructions and materials at all times?			
Is there proper lighting for emergency exiting? (i.e., during a power failure)			
Are at least two exits by separate ways of travel available for each occupant?			
Is the minimum width of any exit way no less than 28 inches?			
Are furnishings and decorations so placed that they will not obstruct the exits, the access thereto, or the egress there from, or the visibility thereof?			
Are explosive and highly flammable furnishings or decorations prohibited?			
EMERGENCIES/EVACUATION			
Are evacuation maps posted in readily accessible places?			
Do employees know where their muster point is located?			
Do employees know area hazards, the nearest exit, and alternate routes of escape?			
Do employees know the preferred means of reporting emergencies?			
Do employees know the site emergency number(s)?			
Is the site emergency number posted on or by the phone?			
Do employees know what signal indicates evacuation?			
Can all personnel perceive the employee alarm?			
Do employees with special assistance needs been addressed?			
Employees questioned know where the emergency shut off is for the natural gas			
FIRE PROTECTION			
Are fire hydrants accessible?			
Are fire hydrants inspected yearly and records maintained to show the date?			
Are control and operating valves locked open or electronically supervised?			
Are fire hoses maintained and periodically tested?			

This form is to be used monthly.

	N/A	Yes	No
Are combustible materials kept away from ignition sources?			
Are standpipe and hose system components visually inspected quarterly?			
Is the accumulation of flammable and combustible materials controlled so they do not contribute to fire emergency?			
All product, supplies, merchandise etc. not piled within 18" of Sprinkler heads			
No Combustibles within three feet of Hot Water Tank, Space Heaters and/or Electrical panels			
All Compressed Gas Cylinders tied or chained to eliminate tipping			
DETECTION AND ALARM SYSTEMS			
Are detection systems installed and maintained?			
Are all trouble alarms and fire signals investigated?			
Do detection/alarm systems shut down or reverse HVAC systems for smoke control?			
Do detection/alarm systems close smoke or fire doors?			
Do detection/alarm systems activate local alarms?			
Are alarm and PA systems periodically tested?			
PORTABLE FIRE EXTINGUISHERS			
Does everyone know where the nearest fire extinguisher is stored?			
Has the area fire extinguisher been maintenance tested within the last year and tagged to show the date?			
Are fire extinguishers accessible and the proper type for the fire hazard?			
Are employees trained in how to use fire extinguishers?			
Is there a fire extinguisher mounted within 75 ft. of any point in an area?			
Are the extinguishers clean and well cared for?			
Is the seal and lock pin in place?			
Clear access to extinguishers? Not blocked			
Is the extinguisher location plainly marked, to be visible at a distance?			
Is the extinguisher class marked on the extinguisher?			
FIRST AID / MEDICAL SUPPLIES			
Are first aid supplies stocked, clean, accessible, and sanitary?			
Are there eye/body wash facilities near injurious corrosive materials?			
Is a person or persons adequately trained to render first aid available in the near proximity to the workplace?			
Are AEDs present and operators trained?			
Condition of First Aid Kits Acceptable			
Are employees/subcontractors familiar with the incident/accident reporting process?			
Do employees/subcontractors know where accident/incident forms are located?			

Date of last inspection of sprinkler system (required yearly) _____

HTS AmeriTek Evacuation Report

This form is to be used to record all emergency evacuations (including drills).

Building Details

Building Name _____
Designated Muster Station _____

Number of Floors (including ground) _____
Person Completing Form _____

Evacuation Details

Evacuation Date/Time: _____/_____
Trigger for Evacuation: Fire Alarm Activated ___ Drill ___ ERT ___ Security ___
Emergency Situation: _____

Evacuation Drill Yes No

Condition: Staff Only ___ All Occupants ___ After Hours ___ Unoccupied ___ Weather _____

Number of Evacuees _____ Elapsed Time to Evacuate _____ minutes

Evacuation was orderly with no panic Yes No

Mobility-impaired persons present (sight, hearing, physical, etc.)? Yes No

The majority of evacuees went to the mustering points. Yes No

Were the building occupants notified of this drill? Not a drill Yes No

Emergency Control Organization

Emergency Coordinator _____ Deputy Emergency Coordinator _____

Emergency Coordinators were stationed at the proper emergency control point? Yes No

All Fire Wardens reported to the Emergency Coordinator? Yes No

If not, who did not report in? _____

All Fire Wardens were identifiable (vests, hard hats, flashlights)? Yes No

Control of external building exits achieved. Yes No

Did the Fire Wardens perform their duties correctly? Yes No

Evacuation maps and emergency procedures posters are up to date? Yes No

Building Fire & Emergency Equipment

Was the evacuation signal audible throughout the building? Yes No

Automatic closing fire doors closed when the fire alarm activated? Yes No

Card access doors automatically released when the fire alarm activated? Yes No

Fire doors and emergency exits unobstructed? Yes No

Emergency Response Members

Client: Maintenance Security HTS AmeriTek Emergency Coordinator HSE
Emergency Response Team Fire Brigade Ambulance Police Other: _____

HTS AmeriTek Action Sheet

Issue(s)	Action(s) Required	By Whom	By When	Sign Off/Date

Records

- Keep the original in your Emergency Response folder and monitor to ensure all action items completed as soon as possible. Report delays to senior management.
- Copies shall be distributed in accordance with the HTS AmeriTek Site Emergency Action Plan.

Emergency Action Plan Orientation Check List

Employee Name _____ Department _____

Hire/Transfer Date _____ Orientation Date _____

- Emergency Procedures
- Evacuation route(s) from assigned work area
- Evacuation from an unfamiliar area
- Location of Emergency Assembly Areas
- Receiving and following instructions during an emergency
- ALL CLEAR and re-entry procedure
- Reporting hazards and/or substandard conditions
- Advising anyone who may require assistance during an emergency evacuation
- Location of Emergency Equipment (i.e., Fire Extinguishers, etc.)

Employee Signature: _____

Orientation Conducted by: _____

Job Position/Title: _____

Sample Emergency Action Plan Core Requirements

Potential emergencies (Based on hazard assessment)	The following are identified potential emergencies: <ul style="list-style-type: none"> • Fire • List others 	
Emergency procedures	In the event of a fire occurring within or affecting the work site, the Emergency Coordinator (or deputy) makes the following decisions and ensures the appropriate key steps are taken: <ul style="list-style-type: none"> • advise all personnel • pull the fire alarm to alert the nearest fire station and initiate all fire alarms within the building • evacuate all persons to a safe point in the assembly area and account for everyone including visitors and clients 	
Location of emergency equipment	Emergency equipment is located at: <ul style="list-style-type: none"> • Fire Alarm – List • Fire Extinguisher – List • Fire Hose - List 	
Workers trained in the use of emergency equipment	(1) _____ (2) _____ (3) _____ (4) _____	
Emergency response training requirements	Type of Training <ul style="list-style-type: none"> • Use of fire extinguishers • Practice fire drills 	Frequency <ul style="list-style-type: none"> • Orientation and annually • At the call of site management
Location and use of emergency facilities	The nearest emergency services are located at: <ul style="list-style-type: none"> • List facilities 	
Fire protection requirements	<ul style="list-style-type: none"> • List all site fire protection requirements. 	
Alarm and emergency communication requirements	<ul style="list-style-type: none"> • Pulling the fire alarm automatically alerts the fire department and initiates an alarm within the building • The fire alarm signal is (describe sound and pattern) 	
First aid	First aid supplies are located at: <ul style="list-style-type: none"> • List First Aiders are: <ul style="list-style-type: none"> • List all names Transportation for ill or injured workers is by (describe). The contact number or radio channel is (describe).	
Procedures for rescue and evacuation	In case of fire: <ul style="list-style-type: none"> • Advise all personnel • Pull the fire alarm • Evacuate all persons to a safe point in the staff parking lot and account for everyone including visitors and clients • Assist ill or injured workers to evacuate the building • Provide first aid to injured workers if required • Call emergency response personnel to arrange for transportation of ill or injured workers to the nearest health care facility if required. 	

Designated rescue and evacuation workers	The following workers are trained in rescue and evacuation (or describe client rescue organization): (1) _____ (2) _____ (3) _____ (4) _____
Completed on: _____ Signed: _____	

CHAPTER 11

FIRE PROTECTION AND PREVENTION PROGRAM

PURPOSE

This program is to aid in the prevention of and protection against fires at all jobsites.

SCOPE

This program covers all our field projects, offices, and warehouse and mechanic shop. The HTS AmeriTek supervision, safety personnel, and employees are charged with implementing and enforcing this program.

INTRODUCTION

The prevention of fires is of utmost importance. Good housekeeping and equipment maintenance must be maintained to keep fire hazards at a minimum. All fires shall be reported immediately to your supervisor. HTS AmeriTek employees will be trained to recognize hazardous conditions and take appropriate actions to prevent a fire. Employees shall exercise extreme caution so that none of our work activities results in a situation that could cause a fire or explosion. All leaks should be reported and repaired immediately, if practicable. If immediate repair is not possible, adequate warning signs must be posted and extra precaution against fires instituted. In the event of a gas leak, all fires and engines should be shut down immediately. Oil or gasoline from leaks should be cleaned up and disposed of in a prescribed manner. HTS AmeriTek employees will be trained annually in the use of hand-held portable fire extinguishers. Fire extinguishers are used only in the incipient stage of a fire. HTS AmeriTek employees are not to engage in any other type of fire-fighting activity. If the fire cannot be extinguished using a hand-held fire extinguisher, the employee is to follow the emergency procedures for that facility. Supervisors must ensure that their personnel are properly instructed regarding potential fire hazards involved in their work and around their workplaces, the proper precautions to minimize fires, and the procedures in case of fire.

DEFINITIONS:

- ✓ **Incipient Stage Fire** – A fire that is in the initial stages or beginning stage and can be controlled or extinguished by a portable fire extinguisher.
- ✓ **Class “A” Fire** – A fire that occurs in ordinary materials such as wood, paper, rags, and rubbish. The quenching and cooling effects of water or of solutions containing large percentages of water are of first importance in extinguishing these fires.
- ✓ **Class “B” Fire** – A fire that occurs in the vapor-air mixture over the surface of flammable liquids such as gasoline, oil, grease, paints and thinners. The limiting of air is of primary importance. Generally, regular dry chemical, multi-purpose dry chemical, carbon dioxide, and foam may be used depending on the circumstances of the fire. Solid streams of water are likely to spread the fire, but on large fires of this class, water fog nozzles prove effective.
- ✓ **Class “C” Fire** – A fire that occurs in or near electrical equipment where non-conducting extinguishing agents shall be used. Dry chemical, carbon dioxide, compressed gas, or vaporizing liquid may be used. Foam or a solid stream of water should not be used because both are good conductors and can expose the operator to a sever shock hazard.
- ✓ **Class “D” Fire** – A fire that occurs in combustible metals such as magnesium, titanium, zirconium, lithium, and sodium. Specialized techniques, extinguishing agents, and extinguishing equipment are needed to control and extinguish fires of this type. Normal extinguishing agents generally should not be used, as there is a danger in most cases of increasing intensity of the fire because of a chemical reaction between some extinguishing agents and the burning metal.
- ✓ **Dry Chemical** – An extinguishing agent composed of very small particles of chemicals supplemented by special treatment to provide resistance to packing and moisture absorption (caking) as well as to provide proper flow capabilities. **Note:** Dry Chemical does not include Dry Powder.

- ✓ **Dry Powder** – A compound used to extinguish Class D fire.
- ✓ **Multi-purpose Dry Chemical** – A dry chemical that is approved for use on Class A, B, and C Fires.
- ✓ **Approved** – 1926.155(a): Equipment that has been listed or approved by a nationally recognized testing laboratory such as Factory Mutual Engineering Corp., or Underwriters’ Laboratories, Inc., or Federal agencies such as the Bureau of Mines, or the U. S. Coast Guard, which issue approvals for such equipment.
- ✓ **Closed container** – A container so sealed by means of a lid other device that neither liquid nor vapor will escape from it at ordinary temperature.
- ✓ **Combustible liquid** – Any liquid having a flash point at or above 140°F (60 °C) and below 200°F (93.4°C).
- ✓ **Combustion** – Any chemical process that involves oxidation sufficient to produce light or heat.
- ✓ **Fire brigade** – An organized group of employees that is knowledgeable, trained, and skilled in the safe evacuation of employees during emergency situations and in assisting in fire-fighting operations.
- ✓ **Fire resistance** – a material so resistant to fire that, for specified time and under conditions of standard heat intensity, it will not fail structurally and will not permit the side away from the fire to become hotter than a specified temperature. Fire resistance shall be determined by the Standard Methods of Fire Tests of Building Construction and Materials, NFPA 251-1969.
- ✓ **Flammable** – Capable of being easily ignited, burning intensely, or having a rapid rate of flame spread.
- ✓ **Flammable liquids** – Any liquid having a flash point below 140°F and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100°F.
- ✓ **Flash point (of the liquid)** –The temperature at which a liquid gives off vapor sufficient to form an ignitable mixture with the air near the surface of the liquid or within the vessel used, as determined by appropriate test procedure and apparatus as specified below. The flash point of liquids having a viscosity less than 45 Saybolt Universal Second(s) at 100°F (37.8 °C) and a flash point below 175 °F (79.4 °C) shall be determined in accordance with the Standard Method of Test for Flash Point by the Tag Closed Tester. (ASTM D-56-69) The flash point of liquids having a viscosity of 45 Saybolt Universal Second(s) or more at 175 °F (79.4°C) or higher shall be determined in accordance with the Standard Method of Test for Flash Point by the Pensky Martens Closed Tester. (ASTM D-93-69)
- ✓ **Liquefied petroleum gases, LPG and LP Gas** – Include any material, which is composed predominantly of any of the following hydrocarbons, or mixtures of them, such as propane, propylene, butane (normal butane or iso-butane), and butylene’s. (1926.155)
- ✓ **Portable tank** – A closed container having a liquid capacity more than 60 U.S. gallons, and not intended for fixed installation. (1926.155)
- ✓ **Safety can** – An approved closed container, of not more than 5 gallons capacity, having a flash-arresting screen, spring closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.
- ✓ **Vapor pressure** – The pressure, measured in pounds per square inch (absolute), exerted by a volatile liquid as determined by the “Standard Method of Test of Vapor Pressure of Petroleum Products (Reid Method).” (ASTM D-323-58)
- ✓ **NEC** – National Electrical Code (Latest Edition)

TRAINING

All employees shall be properly trained in the use of portable hand-held fire extinguishers in accordance with 1910.156(c) (1). Employees will also participate in fire drills that will be held at regular intervals to familiarize employees with the emergency/fire response procedures for the work site as well as the location and operation of fire extinguishing equipment.

BEGINNING A HEAT CYCLE

When a heat cycle begins is the time most likely to start a fire. Up to but not limited to 500 degrees of a heat-treating cycle, the wrap must be frequently monitored for possible fire issues. All heat-treating wraps shall be inspected periodically for:

- Cam lock closure
 - Excessive thermal buildup in leads
 - Heater pad failure
 - Thermal couple integrity
 - Insulation function
 - Heat loss
- ☐ Tape or wire binding

INSPECTION

All fire extinguishers must be routinely inspected at least quarterly by the site safety representative or designee. In addition to the quarterly inspection, an in-depth/thorough inspection shall be completed at regular intervals of not more than one year or when specifically indicated by a routine inspection. Extinguishers shall be thoroughly examined and recharged or repaired to ensure operability and safety or replaced as needed. The safety department shall maintain records of inspection and maintenance. In accordance with OSHA guidelines, fire extinguishers will be inspected quarterly, and labeled with the following inspection colors as shown below. A professional fire extinguisher service provider will maintain the extinguishers annually with a white tag to show the yearly inspection. Fire extinguishers removed from their locations to be inspected, repaired or recharged shall be replaced by a spare extinguisher of the same type during the period they are gone.

QUARTERLY INSPECTION COLOR CODE

January/March	White
April/ June	Green
July/September	Red
October/December	Orange

COMPANY RESPONSIBILITIES

HTS AmeriTek shall be responsible for the development of a fire protection program in accordance with 29 CFR 1926.150, to be followed throughout all phases of the construction and demolition work and shall provide for the firefighting equipment as specified in this section. As fire hazards occur, there shall be no delay in providing the necessary equipment. Access to all available firefighting equipment shall always be maintained. All firefighting equipment provided by the employer shall be conspicuously located. All firefighting equipment shall be periodically inspected and maintained in operating condition. Defective equipment shall be immediately replaced. As warranted by the project, the employer shall provide a trained and equipped firefighting organization (Fire Brigade) to assure adequate protection to life.

SUPERVISOR RESPONSIBILITIES

Supervisors must ensure that their personnel are properly instructed regarding potential fire hazards involved in their work and around their workplaces, the proper precautions to minimize fires, and the procedures in case of fire.

FIRE FIGHTING INVOLVEMENT

No one shall go to the scene of a fire unless directly involved in operations or assigned to fire-fighting activities. Others not having operating duties shall evacuate the fire area immediately. Traffic must not block fire-fighting equipment access equipment. Electrical fires must not be fought with a solid stream of water.

FIRE EMERGENCIES

In the event of an emergency (fire) a designated employee will call the trained plant firefighting team. All employees will be responsible for knowing the emergency phone numbers or radio channel for the facility, this information is located on every jobsite via the JHA. Office personal will not fight any fire that cannot be extinguished by the designated fire extinguishers. In all cases the employee will call the local fire department. The fire department shall be located on all office phones. This number and other emergency numbers will be tested the first month of every year.

FIRE EXTINGUISHER PLACEMENT

Portable fire extinguishers shall be maintained in a fully charged and operable condition and kept in their designated place at all times when they are not being used. Fire extinguishers shall be conspicuously located where they will be readily accessible and immediately available for use, preferably along normal paths of travel. In locations where visual obstruction cannot be completely avoided, means shall be provided to conspicuously indicate the location and intended use of extinguisher. HTS AmeriTek maintains fire extinguishers at the administrative office and on all rigs. Employees will be familiarized with the location and types of fire extinguishers provided by HTS AmeriTek and with the locations and types of extinguishers provided by the customer in your work area. If you are not familiar with the type of extinguisher provided and do not know how to operate it, notify your supervisor immediately. Portable fire extinguishers are the only type of fire-fighting equipment an HTS AmeriTek employee will be expected to use. Fire extinguisher hose nozzles should always be kept free of obstruction. In areas where insects tend to nest in protected small areas, the nozzle should be covered with small cloth or plastic bag to keep it free of obstructions. A fire extinguisher that is empty, defective, or has been discharged should never be re-hung until it has been serviced or repaired. It is necessary that extinguishers operate at top efficiency the instant they are used.

PROPER USE OF FIRE EXTINGUISHERS

Always use the handle to carry an extinguisher. Walk at a steady pace; do not run to a fire. Proceed to the upwind side of a fire. Stay well clear of the flames. When you are approximately 10 feet upwind of the near edge, stop and ready your extinguisher for discharge. Once your extinguisher is set for discharge, position yourself within eight feet of the near edge upwind of the fire. From this position, the air currents help carry the agent into the fire assuring maximum visibility and providing protection from the heat and possibility hazardous fumes. When discharging the fire extinguisher agent, aim your stream just short of the edge at the base of the fire. Apply the agent in a side-to-side sweeping action across the full width of the fire. Make sure each sweep of the fire extinguisher agent is slightly wider than the near or leading edge of the fire. Advance forward only as fast as the extinguisher action of your agent will permit. Do not outrun your protection. Do not raise your stream to chase the flames. Keep the stream pointed down at the edge of the fire. Stop short of the already extinguisher fuel area. Do not become involved in the fire. Above all, maintain your side-to-side sweeping motion until the fire is extinguished. Once the fire is out, stand by for a few minutes. Make sure there is no danger of a re-flash.

NO SMOKING and/or VAPING:

Smoking and/ or Vaping is forbidden in most areas of our customer's facilities for fire safety reasons. Such areas include the following:

- ✓ Where flammable gases or liquids are stored, handled, or used.
- ✓ Where significant quantities of combustible materials, such as paper, wood, cardboard, or plastics are stored, handled, or used.
- ✓ Where liquid- or gaseous-oxygen is stored, handled, or used.
- ✓ Within 20 feet of a smoke detector.
- ✓ In tape and record storage vaults and computer equipment areas. Additionally, matches and cigarette lighters should not be carried into any area where an explosive atmosphere may be present.

NOTE:

If you are unsure that smoking is permitted in an area, or you do not see a sign that says, "Designated Smoking Area," DO NOT SMOKE. Assume most areas are designated "No Smoking" areas for fire safety reasons, and only smoke in areas that clearly state smoking is permitted. If you have questions, ask your supervisor.

STORAGE

All flammable liquids/solvents should be kept in approved, properly labeled containers. Small quantities of flammable liquids such as gasoline and solvents should be handled, transported, dispensed and stored in approved, marked safety cans. Safety cans have self-closing caps, flame arrestors, and pressure relief

vents. The contents must be properly labeled. Cans of oil, kerosene, oily rags, waste, etc. must not be allowed near stoves or gas fires. Gasoline, kerosene, or other flammable liquids must not be stored in glass containers. Do not store flammable liquids in open containers. Flammable and combustible materials such as oil or gasoline-soaked rags/clothing; oily waste and shavings must not be left lying around or piled on the ground. Spontaneous combustion is likely to result and cause a fire. These materials must be stored in approved and covered metal containers. These containers should have self-closing lids and should be emptied daily to maintain the premises in a safe and sanitary condition. Because of their convenient size, aerosol cans are often stored or set down in unsafe places. Keep in mind that all aerosol cans are pressurized and that this pressure increases when exposed to heat. If the can is overheated, it will explode like a hand grenade. Aerosol spray cans containing various commodities are typically labeled as flammable. If the product is not flammable, the propellant usually is. Do not store pressurized aerosol flammable cans in non-approved storage containers. Storage cabinets, rooms, or particular areas should be designated to store flammable liquids. Cabinets should be labeled: "FLAMMABLE – KEEP FIRE AWAY". Not more than 60 gallons of flammable or 120 gallons of combustible liquid shall be stored in any one storage cabinet or container. No more than 25 gallons of flammable liquids shall be stored outside an approved storage cabinet, unless a designated area has been provided which meets all regulatory requirements. Dispensing drums should be equipped with special self-closing faucets and pressure vacuum relief vents. In addition, a ground wire should be attached. Large quantities of flammable liquids should be stored well away from the immediate work area. Outside portable tank storage shall be located no closer than 25 feet from any building. Firefighting equipment is for fire use only and shall always be kept in its designated place when not in use. All fire protection equipment must be located in designated areas that are clearly identified with appropriate markings. This equipment should be located near likely fire hazards, but it must be accessible to operating personnel. The number, type, and location of extinguishers must meet all applicable standards.

FLAMMABLE LIQUIDS

Since paint and insect sprays and most paint removers are usually flammable, their use near open flames or other sources of ignition must be avoided. Read the labels on the containers. Flammable liquids such as gasoline, benzene, naphtha, and lacquer thinner must not be used for cleaning purposes. Spills or overflow of flammable liquids should be avoided. However, in the event of spillage, immediate steps should be taken to clean up and minimize the danger of fire. When liquids such as condensates, gasoline, and some crude oils are drawn into open metal containers, the open container must be grounded by means of either threaded connections or a bonding wire to the vessel or piping in order to prevent any possible ignition source from generation of static electricity. Using funnels and spouted cans makes for a quick transfer and helps prevent dangerous spills. When pumping highly flammable liquids from one container to another, metallic contact should always be maintained between the two containers. Safe transfers of flammable liquids are made in an open, well-ventilated area where the vapors will be diluted and dissipated by large quantities of fresh air. With exceptions of gasoline and oil, the mixing of two or more flammable liquids is prohibited. When pumping highly flammable liquids from one container to another, metallic contact should always be maintained between the two containers.

FIRE PREVENTION

Electrical wiring and equipment for light, heat or power purposes shall be installed in compliance with the requirements of the NEC. Internal combustion engine powered equipment shall be so located that the exhausts are well away from combustible materials. When the exhausts are piped to outside the building under construction, a clearance of at least 6 inches shall be maintained between such piping and combustible material. Smoking shall be prohibited at, or near, operations that constitute a fire hazard, and signs shall be noticeably posted. Portable battery powered lighting equipment, used in connection with the storage, handling, or use of flammable gases or liquids shall be of the type approved for the hazardous locations. The nozzle of air, inert gas, and steam lines or hoses, when used in the cleaning or ventilation of tanks and vessels that contain hazardous concentrations of flammable gases or vapors shall be bonded to the tank or vessel shell. Bonding devices shall not be attached or detached in hazardous concentrations of flammable gases or vapors. Good housekeeping should be maintained at all work locations and in all vehicles, and paper and other combustible materials should not be allowed to accumulate.

TEMPORARY BUILDINGS

No temporary building shall be erected where it will adversely affect any means of exit. Temporary buildings, when located within another building or structure, shall be of either noncombustible construction or of combustible construction having a fire resistance of not less than 1 hour. Temporary buildings, located other than inside another building and not used for the storage, handling, or use of flammable or combustible liquids, flammable gases, explosives, or blasting agents, or similar hazardous occupancies, shall be located at a distance of not less than 10 feet from another building or structure. Groups of temporary buildings, not exceeding 2,000 square feet in aggregate, shall for the purposes of this part, be considered a single temporary building.

OPEN YARD STORAGE

Combustible materials shall be piled with due regard to the stability of piles and in no case higher than 20 feet. Driveways between and around combustible storage piles shall be at least 15 feet wide and maintained free from accumulation of rubbish, equipment, or other articles or materials. Driveways shall be so spaced that a maximum grid system unit of 50 feet by 150 feet is produced. The entire storage site shall be kept free from accumulation of unnecessary combustible materials. Weeds and grass shall be kept down, and regular procedure provided for the periodic cleanup of the entire area. When there is a danger of an underground fire, that land shall not be used for combustible or flammable storage. Method of piling shall be solid wherever possible and in orderly and regular piles. No combustible material shall be stored outdoors within 1 foot of a building or structure. Portable fire extinguishing equipment, suitable for the fire hazard involved, shall be provided at convenient, conspicuously accessible locations in the yard area. Portable fire extinguishers, rated not less than 2A, shall be placed so that maximum travel distance to the nearest unit shall not exceed 100 feet.

INDOOR STORAGE

Storage shall not obstruct, or adversely affect, means of exit. All materials shall be stored, handled, and piled with due regard to their fire characteristics. A barrier having a fire resistance of at least 1 hour shall segregate non-compatible materials, which may create a fire hazard. Material shall be piled to minimize the spread of fire internally and to permit convenient access for firefighting. Stable piling shall be maintained at all times. Aisle space shall be maintained to accommodate safely the widest vehicle that may be used within the building for firefighting purposes. Clearance of at least 36 inches shall be maintained between the top level of the stored material and the sprinkler deflectors. Clearance shall be maintained around lights and heating units to prevent ignition of combustible materials. A clearance of 24 inches shall be maintained around the path of travel of fire doors unless a barricade is provided, in which case no clearance is needed. Material shall not be stored within 36 inches of a fire door opening.

FLAMMABLE AND COMBUSTIBLE LIQUIDS:

GENERAL REQUIREMENTS

Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. Approved safety cans or Department of Transportation-approved containers shall be used for the handling and use of flammable liquids in quantities of 5 gallons or less, except those flammable liquid materials that are highly viscid (extremely hard to pour), which may be used and handled in original shipping containers. For quantities of one gallon or less, the original container may be used for storage, use and handling of flammable liquids. Flammable or combustible liquids shall not be stored in areas used for exits, stairways, or normally used for the safe passage of people.

INDOOR STORAGE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS

No more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet. Quantities of flammable and combustible liquid in excess of 25 gallons shall be stored in an acceptable or approved cabinet meeting the following requirements:

- Acceptable wooden storage cabinets shall be constructed
 - in the following manner, or equivalent: The bottom, sides, and top shall be constructed of an exterior grade of plywood at least 1 inch in thickness, which shall not break down

or delaminate under standard fire test conditions. All joints shall be rabbeted and shall be fastened in two directions with flathead wood screws. When more than one door is used, there shall be a rabbeted overlap of not less than 1 inch. Steel hinges shall be mounted in such manner as to not lose their holding capacity due to loosening or burning out of the screws when subjected to fire. Such cabinets shall be painted inside and out with fire retardant paint.

- ✓ Approved metal storage cabinets will be acceptable.
- ✓ Cabinets shall be labeled in conspicuous lettering, "Flammable—Keep Fire Away."

Not more than 60 gallons of flammable or 120 gallons of combustible liquids shall be stored in any one storage cabinet. Not more than three such cabinets may be located in a single storage area. Quantities in excess of this shall be stored in an inside storage room. Inside storage rooms shall be constructed to meet the required fire-resistive rating for their use. Such construction shall comply with the test specifications set forth in Standard Methods of Fire Test of Building Construction and Material, NFPA 251-1969. Where an automatic extinguishing system is provided, the system shall be designed and installed in an approved manner. Openings to other rooms or buildings shall be provided with non-combustible, liquid-tight, raised sills or ramps at least 4 inches in height or the floor in the storage area shall be at least 4 inches below the surrounding floor. Openings shall be provided with approved self-closing fire doors. The room shall be liquid-tight where the walls join the floor. A permissible alternate to the sill or ramp is an open- grated trench, inside of the room, which drains to a safe location. Where other portions of the building or other buildings are exposed, windows shall be protected as set forth in the Standard for Fire Doors and Windows, NFPA No. 80-1970, for Class E or F openings. Wood of at least 1-inch nominal thickness may be used for shelving, racks, scuff-boards, floor overlay, and similar installations. Materials that will react with water and create a fire hazard shall not be stored in the same room with flammable or combustible liquids.

Storage in inside storage rooms shall comply with Table F-1 following:

TABLE F-1

Fire Protection Provided	Fire resistance	Maximum size	Total allowable quantities sq. ft./floor area
Yes	2 hrs.	500 sq. ft.	10
No	2 hrs.	500 sq. ft.	4
Yes	1 hr.	150 sq. ft.	5
No	1 hr.	150 sq. ft.	2

NOTE: *Fire protection system shall be sprinkler, water spray, carbon dioxide or other system approved by a nationally recognized testing laboratory for this purpose.*

Electrical wiring and equipment located in inside storage rooms shall be approved for Class I, Division 1 Hazardous Locations. For definition of Class I, Division 1 Hazardous Locations, see NEC. Every inside storage room shall be provided with either a gravity or a mechanical exhausting system. Such system shall be provided not more than 12 inches above the floor and be designed to provide for a complete change of air within the room at least 6 times per hour. If a mechanical exhausting system is used, it shall be controlled by a switch located outside of the door. The ventilating equipment and any lighting fixtures shall be operated by the same switch. An electric pilot light shall be installed adjacent to the switch if flammable liquids are dispensed within the room. Where gravity ventilation is provided, the fresh air intake, as well as the exhausting outlet from the room, shall be on the exterior of the building in which the room is located. In every inside storage room, there shall be maintained one clear aisle at least 3 feet wide. Containers over 30 gallons capacity shall not be stacked one upon the other. Flammable and combustible liquids in excess of that permitted in inside storage rooms shall be stored outside of buildings. The quantity of flammable or combustible liquid kept in the vicinity of spraying operations shall be the minimum required for operations and should ordinarily not exceed a supply for

1 day or one shift. Bulk storage of portable containers of flammable or combustible liquids shall be in a separate, constructed building detached from other important buildings or cut off in a standard manner.

STORAGE OUTSIDE BUILDINGS

Storage of containers (not more than 60 gallons each) shall not exceed 1,100 gallons in any one pile or area. Piles or groups of containers shall be separated by a 5-foot clearance. Piles or groups on containers shall not be nearer than 20 feet to a building. Within 200 feet of each pile of containers, there shall be a 12-foot-wide access way to permit approach of fire control apparatus. The storage area shall be graded in a manner to divert possible spills away from buildings or other exposures or shall be surrounded by a curb or earth dike at least 12 inches high. When curbs or dikes are used, provisions shall be made for draining off accumulations of ground or rainwater, or spills of flammable or combustible liquids. Drains shall terminate at a safe location and shall be accessible to operation under fire conditions. Outdoor portable tank storage: Portable tanks shall not be nearer than 20 feet from any building. Two or more portable tanks, grouped together, having a combined capacity in excess of 2,200 gallons, shall be separated by a 5-foot clear area. Individual portable tanks exceeding 1,100 gallons shall be separated by a 5-foot clear area. Within 200 feet of each portable tank, there shall be a 12-foot-wide access way to permit approach of fire control apparatus. Storage areas shall be kept free of weeds, debris, and other combustible material not necessary to the storage. Portable tanks, not exceeding 660 gallons, shall be provided with emergency venting and other devices, as required by chapters III and IV of NFPA-30-1969, The Flammable and Combustible Liquids Code. Portable tanks, in excess of 660 gallons, shall have emergency venting and other devices, as required by chapter II and III of The Flammable and Combustible Liquids Code, NFPA 30-1969.

FIRE CONTROL FOR FLAMMABLE OR COMBUSTIBLE LIQUID STORAGE

At least one portable fire extinguisher, having a rating of less than 20-B units, shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage of more than 60 gallons of flammable or combustible liquids. At least one portable fire extinguisher having a rating of not less than 20-B units shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside. When sprinklers are provided, they shall be installed in accordance with the Standard for the Installation of Sprinkler Systems (NFPA 13-1969). At least one portable fire extinguisher having a rating of not less than 20-B:C units shall be provided on all tank trucks or other vehicles used for transporting and/or dispensing flammable or combustible liquids.

HANDLING LIQUIDS AT POINT OF USE

Flammable liquids shall be kept in closed containers when not actually in use. Leakage or spillage of flammable or combustible liquids shall be disposed of promptly and safely. Flammable liquids may be used only where there are no open flames or other sources of ignition within 50 feet of the operation, unless conditions warrant greater clearance.

SERVICE AND REFUELING AREAS

Flammable or combustible liquids shall be stored in approved closed containers, in tanks located underground, or in above ground portable tanks. The tank trucks shall comply with the requirements covered in the Standard for Tank Vehicles for Flammable and Combustible Liquids (NFPA No. 385-1966). The dispensing hose shall be an approved type. The dispensing nozzle shall be an approved automatic-closing type without a latch-open device. Underground tanks shall not be abandoned. Clearly identified and easily accessible switches shall be provided at a location remote from dispensing devices to shut off the power to all dispensing devices in the event of an emergency. Heating equipment of an approved type may be installed in the lubrication or service area where there is no dispensing or transferring of flammable liquids, provided the bottom of the heating unit is at least 18 inches above the floor and is protected from physical damage. Heating equipment installed in lubrication or service areas, where flammable liquids are dispensed, shall be of an approved type for garages, and shall be installed at least 8 feet above the floor. There shall be no smoking or open flames in the areas used for fueling, servicing fuel systems for internal combustion engines, receiving or dispensing of flammable or combustible liquids. Conspicuous and legible signs prohibiting smoking shall be posted. The motors of all equipment being

fueled shall be shut off during the fueling operation. If fuel is being dispensed from a fuel truck, the truck should be grounded to (?) the equipment being filled. The operator of the fuel-dispensing equipment is to ensure that the engine being serviced is supplied with the proper type of fuel, and that the fuel supply is shut off by a valve when the engine is not in use. Each service or fueling area shall be provided with at least one fire extinguisher having a rating of not less than 20-B: C located so that an extinguisher will be within 75 feet of each pump, dispenser, underground fill pipe opening, and lubrication or service area. Under no circumstances is gasoline to be used as a solvent, as it produces dangerous amounts of vapor. Always use a high-flashpoint solvent or thinner for cleaning off paint, grease, or oil around equipment.

CHAPTER 12

CONTROL OF HAZARDOUS ENERGY: LOTO PROGRAM

SCOPE

This procedure applies to all HTS AmeriTek employees who work with machinery or equipment capable of movement, and/or steam or hydraulic equipment. HTS AmeriTek employees will not initiate lock-out procedures. All procedures specified in the customer facilities lock-out/tag-out program will be followed. As part of this program, appropriate employees are provided with individually keyed personal safety locks. Employees are required to keep personal control of their key(s) while they have safety locks in use.

PURPOSE

This procedure establishes requirements for the lock-out or tag-out of energy isolating devices. It should be used to ensure that the machine or piece of equipment is isolated from all potentially hazardous energy. Equipment must be locked out or tagged out and freed of all residual or accumulated energy before HTS AmeriTek employees may perform any service or maintenance activities where the unexpected energization of start-up, release, or stored energy could cause harm.

AUTHORIZATION AND RESPONSIBILITIES

Appropriate employees shall be instructed in the safety significance of the lock-out or tag-out procedures, as well as how to use those procedures. Training will be conducted at the safety council and by in-house personnel.

Affected employees whose work operations are or may be in the area will be instructed in the purpose and the specific lock out procedures of the host employer facility by the supervisor.

Affected employees or their job titles are identified on each Hazardous Energy Control Procedure Form. The authorized employee or site safety representative will notify them whenever a lock-out or tag-out will occur, as well as when the equipment is being placed back in service.

It is the responsibility of the site safety representative to approve all hazardous energy control procedures and to control the lock-out/tag-out program. HTS AmeriTek employees will not initiate lock-out/tag-out and will only participate in group lock-out/tag-out operations. The site safety representative will also inform the supervisor of the type and magnitude of the energy, the hazards of the energy to be controlled and the methods or means to control the energy.

GROUP LOCK-OUT/TAG-OUT

HTS AmeriTek employees will always participate in a group lock-out, as well as being familiar with the HTS AmeriTek Lock-out/Tag-out program. Employees must also be familiar with the host /client's program. The supervisor will work with the site safety representative to ensure that the correct procedures are followed.

LOCK-OUT/TAG-OUT DEVICES

Every field level operations employee will be trained as an authorized employee to participate in lock-out/tag-out. Upon initial assignment, the employee will be issued an individually keyed, master lock. This lock will indicate the employee's name and the company name. The sole purpose of this lock is to hold an energy-isolating device in a safe position. The use of a lock is the preferred method to isolate an energy source, however, if an energy source cannot be locked out, a tag out system shall be utilized.

A tag-out device is a warning tag that is weather and chemical resistant, standardized in size and color, with wording warning of hazardous energy (i.e. Do Not Start, Do Not Open, Do Not Energize, and Do Not Operate). The tag-out device, where used, shall be affixed in such manner as will clearly indicate that the operation or movement of energy isolating devices from the safe or off position. If a lock can be attached, it will be used instead of a tag. Where a tag cannot be attached directly to the energy

isolating device, the tag shall be located as close as safety possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

PREPARATION FOR LOCK-OUT OR TAG-OUT

The HTS AmeriTek supervisor or authorized employee will obtain the proper Hazardous Energy Control Procedure for the equipment or machine to be locked out or tagged out. The supervisor or authorized employee will identify all affected employees by name and their job title that may be involved in the impending lock-out and/or tag-out.

LOCK-OUT/TAG-OUT ENERGY CONTROL OF HAZARDOUS ENERGY PROCEDURES

The Client or host employer's safety representative controls the lock out procedure.

All HTS AmeriTek employees must follow the customer's procedure. However, if a lock-out/tag-out is not initiated by the customer in a situation where it is necessary, it is the responsibility of the HTS AmeriTek supervisor / employee to insist that a lock-out procedure is initiated. A lock-out operation will proceed as follows:

Notify all affected employees that a lock-out or tag-out system is going to be utilized and the reason thereof. The site safety representative will inform the supervisor about the type and magnitude of energy that the machine or equipment utilizes so that the hazards are understood.

LOCK-OUT/TAG-OUT CHECKLIST:

RIGS

When using equipment inside the rigs follow these Lock-out/Tag-out procedures:

1. The secondary cables that connect to the panel inside the control room have power switches.
2. The power switches must be in the off position and tagged out when not in use, to prevent accidental start- up.
3. All three switches (power, controller and temperature set knob) shall remain in the off position when not in use
4. Rig must be grounded.

GENERATORS

When working with generators the following Lock-out/Tag-out procedures apply:

1. Make sure the main power switch and the emergency off switch are in the off position.
2. If there is no physical way to Lock-out these switches then disconnects battery cable.
3. Tag-out main power switch.
4. Follow the same procedures for working inside the power panel.
5. Generators must be grounded.

CONSOLES

When hooking up or disconnecting primary cables the following Lock-out/Tag-out procedures apply:

1. Lock-out/Tag-out must be performed at power panel.
2. If there is no physical way to Lock-out at power panel follow generator Lock-out/Tag-out
3. Secondary cables at consoles, switch off and disconnect lead at console when performing work or troubleshooting
4. Consoles must be grounded.

When you must do maintenance work on a machine, take these four steps to protect yourself and your co-workers from injury.

1. De-energize the machine using the procedures established for that machine or equipment. Positively disconnect the machine from the power source. If there is more than one source of power, then disconnect them all.
2. If possible, lock out all disconnects switches. You must be given a lock and a key for each disconnect before you begin working on the machine.
3. Tag all disconnect switches. Use the yellow or red safety tags, which state in large letters –

“Danger – Do Not Operate”, or “Danger – Do Not Energize” and gives the name of the individual who locked out the equipment, date and time. The tag must also state “DO NOT REMOVE THIS TAG” (except the person who placed the tag may remove it only after the machinery maintenance has been completed).

4. Test the equipment to insure it is de-energized before working on it. First, attempt to operate the equipment by turning on normally. Next check all electrical lines and exposed areas with test equipment or a “lamp”. Finally, short to ground any exposed connections using insulated grounding sticks. This test must be done even if the electrical connection is physically broken, such as pulling out a plug, because of the chance of discharging components or stored/residual energy.

Note: Combination locks may not be used for lock-out purposes.

A tag-out only procedure may be used if the machine cannot be locked out. If the machine is supplied electrical power from a single source, which is under the exclusive control of a trained and qualified repair person at all times and there are not any other persons in the repair area that could be harmed by the accidental energizing of the machinery, then tag-out may be used instead of lock-out/tag-out.

If the Lock-out/Tag-out must be interrupted for safety testing the following procedure must be followed:

- Clear away all tools from the work area
- Have all employees leave the work area?
- Remove the tags or locks
- Energize and proceed with the testing of the equipment
- De-energize and reapply control measures
- This procedure will be documented by the site safety representative

HTS AmeriTek employees must always adhere to the following general rules:

- Each employee will affix his or her lock or tag to the equipment being serviced, inspected or maintained.
- No employee may remove another employee’s lock or tag.
- Employee will remove their own lock or tag when their part of the operation is completed.
- When service or maintenance will involve more than one shifts the off going shift will remove their locks and/or tags as the oncoming shift applies their locks and/or tags.
- When equipment has only room for one lock, the coordinator of the procedure, who is the host employer’s representative, will place the lock on the equipment and place the key in a cabinet or box and each employee will affix their lock to the cabinet or box.

RESTORING EQUIPMENT TO NORMAL PRODUCTION OPERATION

Many accidents occur at the moment of re-energizing. If the machinery is to be re-energized, all persons must be kept at a safe distance away from the machinery. The re-energization can be performed only by a person who either performed the lock-out/tag-out, a person acting under the immediate and direct commands of the original lock-out/tag-out person, or, in the event of a shift change, or other unavailability of the original person, then the original shall, before leaving, appoint a surrogate original person and show him or her all steps taken to lock-out/tag-out the equipment.

Ensure that all tools have been removed from the equipment and that all guards have been reinstalled.

LOCK-OUT/TAG-OUT TRAINING

Lock-out/Tag-out training is provided to new hires at initial orientation and to all employees annually thereafter as part of a weekly safety meeting. Training will also be conducted anytime there is a change in job assignments, in machines, in energy control procedures or when a new hazard is introduced. Training will be conducted by either in-house personnel or by an outside agency such as the contractor safety council. The training will meet the requirements of 29CFR 1910.147, Control of Hazardous Energy. Training records are maintained at the administrative office and includes the sign in sheet, a copy of the outline, the training date, the instructor’s signature and copies of any test that may have been administered.

CHAPTER 13

NOISE AND HEARING CONSERVATION PROGRAM

INTRODUCTION

This program contains information on the effects, evaluation, and control of noise. For assistance in evaluating a noise problem contacts the Responsible Safety Officer. This program was prepared in accordance with 29 CFR 1910.95, OSHA's Occupational Noise Exposure standard. It describes the elements of the hearing conservation program in use at HTS AmeriTek and responsibilities of personnel administering the program.

DANGER OF NOISE

Exposing the ear to high levels of noise may cause hearing loss. This loss can be temporary or permanent. Temporary hearing loss or auditory fatigue occurs after a few minutes' exposure to an intense noise but is recoverable following a period of time away from the noise. If the noise exposure is repeated, there may be only a partial hearing recovery and the loss becomes permanent. Typically, significant hearing losses occur first in the frequency ranges of 3,000 to 6,000 (Hz). Losses in this frequency range are not critical to speech perception, and the individual usually is completely unaware of this initial symptom. With longer exposure, the hearing loss spreads to lower frequencies, which will affect speech perception. Workers' Compensation laws regard hearing losses in the speech frequency range of 500 to 3,000 Hz as being compensable. The evaluation of hearing loss due to noise is complicated by the fact that hearing acuity normally decreases with increasing age. Further, the losses associated with age are quite similar to those caused by excessive noise since the hearing for high frequency sounds is most affected in both instances. Hearing impairment may also result from infections, tumors, and degenerative diseases.

RECOGNITION OF THE NOISE HAZARD

Noise is a frequent physical hazard encountered in the industrial working environment. Workplace noises affect individuals in a variety of ways. These effects include:

- ✓ Hearing loss
- ✓ Communication interference
- ✓ Stress symptoms, including distraction, fatigue and nervousness
- ✓ Alterations to biological functions such as blood pressure and heart rate

Hearing loss is the most significant effect but can be limited through proper control measures. Excessive noise levels can be identified by employee complaint about loudness, inability to communicate at normal speech levels and workplace noise measurements.

IN A RIG

Employees can spend hours inside the control rooms of HTS AmeriTek heat treating rigs. Though most rigs have been refurbished with higher quality sound insulation, it is still required that all employees shall wear ear plug while inside of the control rooms and double hearing protection while inside the generator room if the generator is running.

NOISE HAZARD EVALUATION

Noise measurement data obtained through sound surveys is used to determine the degree of employee exposure. This information is also used to determine ways to reduce employee noise levels below the Occupational Safety and Health Administration (OSHA) regulations of 85 dBA as an 8-hour time weighted average (TWA) action level and the permissible exposure limit (PEL) of 90 dBA. OSHA's PEL and action limit were established in 29CFR 1910.95. Figure I summarize the requirements of the regulation and OSHA's Hearing Conservation Amendment.

Different instruments and measurement methods may be used depending on the type of survey conducted. To evaluate the exposure of HTS AmeriTek employees any of the following three types of surveys may be conducted. These include:

1. A basic sound survey to identify work areas that do not have a noise problem and areas that potentially have a noise problem.
2. A detailed sound survey to estimate employee noise exposure during a workday.
3. Personal dosimeter to confirm estimated sound level readings and document employee exposure.

In a basic or detailed sound survey, sound levels are measured using a Type 2 sound level meter using the A-weighting scale and set to slow response. Type 2 personal noise dosimeters are worn by employees to determine noise exposure during their work shift. Dosimeters store and integrate measurements over a period of time, usually an 8-hour day. The noise threshold of the dosimeter must begin at 80 decibels for compliance with OSHA's hearing conservation amendment. Both the sound level meter and personal dosimeters must be calibrated according to manufacturer recommendations prior to use. Calibration information must be recorded and maintained with results of the survey.

During data collection, the surveyor must record in detail the measurement locations and times and sound survey procedures followed. The sound level and dosimeter measurements must be recorded on the noise monitoring Data Sheet.

Monitoring shall be repeated whenever a change in production, process, equipment or controls increase noise exposures to additional employees at or above the action level. In addition, monitoring shall be repeated when noise level increases and the noise reduction capability provided by hearing protectors is inadequate to lower the noise level below the PEL or when appropriate, the action level.

The noise environment must be re-evaluated at least bi-annually. To date, personal noise dosimetry measurements taken on a representative sample of our workforce indicate HTS AmeriTek employees are not exposed to noise levels at or above the OSHA action level of 85 dBA.

ESTABLISHING NOISE LEVEL ZONES

Even though the results of monitoring show that HTS AmeriTek employees are not exposed to high levels of noise, many areas of our customer's facilities have work areas that are identified as noise level zones. If an area is marked with signs identifying the area as "Hearing Protection Required" then HTS AmeriTek employees must wear hearing protection in order to work in that area. Signs will be posted in area where sound levels are equal to or higher than 85 dBA.

REDUCING NOISE EXPOSURE

Noise exposure can be reduced by using engineering controls, administrative procedures, or personal protective devices.

Engineering Controls

Reduction of noise production at the source:

- Proper design of new machines
- Modification of present machines
- Proper repair and upkeep of equipment
- Use of appropriate mufflers
- Use of vibration dampers on machines

Reduction of noise transmission:

- Increase distance between noise and personnel exposed
- Construction of barriers between noise source and personnel
- Sound treatment of ceilings and walls

Administrative Procedures:

- Job schedule changes
- Personnel rotation
- Personnel Protective Devices: Ear plugs/Earmuffs

Federal occupational safety and health regulations require that whenever employees are exposed to excessive noise levels, feasible engineering or administrative controls must be used to reduce these levels. When these control measures cannot be completely accomplished and/or while such controls are being initiated, personnel must be protected from the effects of excessive noise levels. Such protection can, in most cases, be provided by wearing suitable protective hearing devices. A supply of hearing protective devices (e.g., ear plugs, earmuffs, etc.) is distributed by the HTS AmeriTek office/Safety Department, to all HTS AmeriTek personnel, at no cost. Only approved plugs should be used. Reusable earplugs should be cleaned daily to prevent ear infections. Protection greater than that provided by a single device can be obtained by wearing both devices simultaneously is considerably less than the sum of the individual attenuation; it is still greater than when either device is worn separately.

AUDIOMETRIC TESTING PROGRAM

All employees exposed to noise levels equal to or greater than 85 dBA as an 8-hour TWA must be included in an audiometric testing program. Audiometric testing is conducted to determine if an employee has suffered hearing loss. This loss is measured using an audiogram to detect temporary hearing threshold shift, early permanent threshold shift, or progressive noise-induced hearing loss.

An audiogram is a hearing test, which measures the ability of a person to detect various tones at different sound levels and frequencies. During the audiogram, an audiometric technician will test both ears using headphones and special sound producing equipment. Audiometric technicians must hold current certification as Occupational Hearing Conservationists from the Council for Accreditation in Occupational Hearing Conservation (CAOHC). It is critical for audiogram accuracy that the audiometric technicians perform and document daily calibration check and self-listening check so audiometric function. Documentation of calibration records must be maintained. The audiometric testing program shall consist of:

- Baseline audiogram within six months of the employee's first exposure at or above 85dBA. Baseline testing shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protection may be worn to accomplish this requirement.
- Annual audiogram, at least thereafter as long as the employees continue to be exposed at or above 85 dBA.
- Annual audiograms shall be compared to the baseline to determine if there has been a standard threshold shift. A qualified technician shall conduct evaluations of the audiograms. If the audiogram is an initial or baseline audiogram, compare the results with normal hearing. A standard threshold shift is a change in hearing more at the 2000, 3000 and 4000 Hertz (Hz) frequency at either ear. Re-testing within 30 days after the annual audiogram should be considered before further evaluation.

If the audiometric technician or physician determines that the annual audiogram compared to the baseline audiogram indicated a valid standard threshold shift (STS), the employee shall be notified of the fact within 21 days of the determination. Also, the employee shall be fitted or refitted with hearing protection offering greatest attenuation to the noise source. The employee shall be referred to a specialist (audiologist, otolaryngologist, or physician) if additional testing is necessary or if a medical pathology of the ear is caused or aggravated by wearing hearing protectors. Even if the medical pathology of the ear is not affected, the employee must be referred for further ontological examination. However, this should be handled through normal medical care.

- If the specialist determines that the audiogram is valid and confirms that the hearing loss is work related and the program administrator concurs, the illness or injury shall be recorded in the OSHA 200 log. If the employee is no longer exposed to noise at or above 85 dBA decibels and the audiogram stabilizes or improves, the employer may discontinue using the hearing protectors. In addition, a valid new audiogram may be substituted as a baseline for comparison with the next audiogram. An evaluation procedure should exist for continuously correlating the noise data with audiometric data. This evaluation will help determine the effectiveness of the Hearing Conservation Program.

HTS AmeriTek employees do not currently participate in an audiometric testing program because their measured exposure to noise is less than 85 dBA.

EMPLOYEE NOTIFICATION

The program administrator must make notification in writing to employees exposed to noise levels equal to or greater than 85 dBA as an 8-hour TWA. This notification includes:

- ✓ Noise monitoring results
- ✓ Details of the Hearing Conservation Program
- ✓ Engineering or administrative controls which are planned to reduce noise levels, if feasible.
- ✓ Types of hearing protectors available and the enforcement policy required by the noise standard.

If measured noise levels are above 85 dBA, a copy of the OSHA Occupational Noise Exposure Standard must be posted.

HEARING PROTECTOR SELECTION

Hearing protection devices (HPD's) are the first line of defense against noise in environments where engineering and/or administrative controls have not reduced employees' exposures to below 85 dBA. Even though HTS AmeriTek employees are not exposed to an 8-hour TWA of 85 decibels or greater, there may be area or situations where employees are required to wear HPDs.

Hearing protection is required for no-routine operations in which the employee has a potential to be exposed briefly to high noise levels; for routine, but infrequent, operations where exposures would exceed 115 dBA; and for operations where exposure is impulsive or impact noise, which exceeds 140 decibels peak sound pressure level.

HPD selection is the responsibility of the Responsible Safety Officer. The selection process is based on the Noise Reduction Rating (NRR) method as described in Appendix B of the Occupation Noise Exposure Standard 29 CFR 1910.95. An NRR is used to determine whether a particular hearing protector provides adequate protection with a given exposure environment by one of the following methods:

- ✓ Convert C-weighted dosimeter measurements to an 8-hour TWA. Subtract the NRR from the C-weighted TWA to obtain the A-weighted TWA under the ear protector.
- ✓ Convert an A-weighted does to an 8-hour TWA. Subtract 7 dB from the NRR. Subtract the remainder from the A-weighted TWA to obtain an estimated A-weighted TWA under the ear protector.
- ✓ When using a sound level meter with an A-weighting, obtain the employee's A weighted TWA. Subtract 7 dB from the NRR and subtract the remainder from the A-weighted TWA to obtain the estimated A-weighted TWA under the ear protector.

HTS AmeriTek employees will be given the opportunity to select their preferred hearing protector, either earmuffs or ear plugs from a variety of manufacturers and provided at no cost to the employee. Their selection, however, is limited to the ability of the HPD's NRR and individual noise exposures. Each employee will be fitted for the HPD and given instruction on the use and care of HPDs and the proper fitting. The Responsible Safety Officer will evaluate the hearing protector attenuation for the specific noise environment in which the protector will be used.

Hearing protectors must:

- ✓ Attenuate employee exposure at least 85 dBA as an 8-hour TWA
- ✓ Attenuate employee exposure to an 8-hour TWA of 80 decibels or below for employee who have experienced a standard threshold shift.
- ✓ Be re-evaluated whenever employee's noise exposure increases to an extent that the hearing protection provided no longer provides adequate attenuation.

EMPLOYEE TRAINING

All employees exposed to noise at or above an 8-hour TWA of 85 decibels must be included in a Hearing Conservation Training program. This training will include:

- ✓ Effects of noise on hearing
- ✓ Purpose of HPDs, advantages and disadvantages and attenuation of various types of instructions on selection, fitting and care.
- ✓ Purpose of audiometric testing and an explanation of the test procedures.

ALL HTS AmeriTek personnel initially take noise awareness training when hired, and then annual training sessions are conducted thereafter to provide employee and HTS AmeriTek with updated information. Attendance sheets are taken at each session.

RECORD KEEPING PROCEDURE

Accurate records must be maintained to document compliance with the Hearing Conservation Program. The following records, when and if required, will be maintained at the administrative office:

- Employee noise exposure measurements. Information regarding calibration of the instruments used, date and time of the measurements, TWA calculations and methods used by the surveyor should be kept with the noise exposure records.
- Audiometric test records – information will include name, age, job classification and TWA exposure; date of audiogram, name of audiometric technician, audiometer model/SN and date of its last calibration, and technician’s certification credentials.
- Employee training records including content of course and attendance.
- Documentation of engineering/administrative controls including results of engineering sound surveys, installations completed, and noise reduction achieved and regular maintenance of machinery and controls.
- Documentation of hearing protection devices including date of initial HPD fitting of each employee, brand and size of HPD fitted, employees’ signature for training in HPD use and care, documentation of administrator’s supervision of correct and consistent HPD use, and NRR/TWA calculations showing HPD adequacy.
- Documentation of audiogram review and follow-up actions including review of each audiogram, credentials of specialists and their recommendations, and documentation that follow-up was recommended by program administrator. Access to these records shall follow the applicable provisions of OSHA standard 29CFR 1910.20.

HEARING CONSERVATION PROGRAM EVALUATION

Evaluation of the program is necessary to determine its effectiveness in limiting noise induced hearing loss in the workplace. The only objective indication of whether the HCP is successful in preventing occupational hearing loss is to analyze audiometric test results. Audiometric Data Base Analysis (ADBA) looks at the total variability in employee’s hearing threshold measurements. (*Royster and Royster*)

Two variability procedures are commonly used. They are based on counting the percentage of employees whose hearing shows changes of 15 dB or more between two sequential (consecutive) annual audiograms. Threshold changes are counted both toward better hearing and toward worse hearing to yield values of these two ADBA procedures:

- Percent Worse Sequential (%Ws): the percentage of employees who show a worsening of 15 dB or more in thresholds for at least one test frequency (500 Hz through 600 Hz) in either ear between 2 sequential audiograms.
- Percent Better or Worse Sequential (%BWs): the percentage of employees who show either an improvement or worsening of 15 dB or more in thresholds for at least one test frequency in either ear between two sequential audiograms.

Note that before either procedure is applied, the population must be restricted to a group of workers who all have a specified number of audiograms. Table 1 defines ranges of that which indicates the HCPs, quality as acceptance, marginal or unacceptable.

TABLE 1

HCP	<u>Over First Four</u>		<u>Over Later</u>	
	<u>Test Comparisons</u>		<u>Test Comparisons</u>	
Rating	%Ws	5Ws	%BWs	
Acceptable	<20	<17	<26	
Marginal	20 to 30	17 to 27	26 to 40	
Unacceptable	>30	>27	>40	

HCP Effectiveness Classification and Corresponding Recommended Value Ranges for TWO ADBA Procedures Applied to Sequential Test Comparisons with No Age Corrections: Percent Worse (%Ws)

CHAPTER 14

PERSONAL PROTECTIVE EQUIPMENT

INTRODUCTION

HTS AmeriTek will provide suitable Personal Protective Equipment (PPE) to protect employees from hazards in the workplace. The Responsible Safety Officer will advise on what PPE is required for the task, but the supervisor of the work crew must obtain the equipment and ensure that it is used and stored properly. See sections below for requirements on specific PPE types. Personal Protective Equipment is the last resort means of protecting workers from injury. PPE is only employed when engineering and administrative controls are ineffective or insufficient.

EMPLOYEE TRAINING

All employees shall be trained on use, care, and maintenance of PPE required for their job task or work area during employment orientation. Training shall be provided by a person competent in PPE hazard assessments, use, and maintenance.

TRAINING SHALL CONSIST OF THE FOLLOWING:

- Nature of physical or chemical hazards in the job task or work area,
- PPE necessary when performing job task or working in work area,
- Proper techniques for donning, doffing, adjusting, and wearing each PPE type,
- Limitations of each PPE type,
- Useful life and disposal of each PPE type.
- Employee demonstrations of skills necessary for wearing, adjusting, cleaning, and maintaining each PPE type.

TRAINING CERTIFICATIONS AND RECORDS

All training will be documented by employees signing a Training Record Form. This form must be completed in its entirety by the trainer to reflect the following:

- The identity of the employee
- Date of training
- Instructors name and signature
- Course description
- Test to verify that employees understood the training.

Copies of most recent training records shall be maintained on file at the Corporate AmeriTek Offices.

RETRAINING

Employees shall be retrained annually or whenever it is discovered that deficiencies exist in PPE use or maintenance, or when changes occur to PPE rendering the previous training obsolete.

ISSUED PPE

The site supervisor will be issued PPE to employees who work with hazardous material or conducting a hazardous task for the purpose of protecting HTS AmeriTek employees from workplace hazards. The Responsible Safety Officer is available for consultation if needed. HTS AmeriTek or the host employer will provide all PPE. Employee-owned PPE will not be permitted, unless first approved by the Site Supervisor. Employee-owned PPE must meet the same specifications as PPE issued by HTS AmeriTek and its maintenance, inspection process, and use must be in accordance with HTS AmeriTek requirements. All PPE must be maintained in a sanitary and reliable condition. Defective or damaged PPE SHALL NOT be used and will be repaired or replaced immediately. If new PPE is needed the employee should notify the supervisor at their job site. PPE that is not one size fits all or cannot be adjusted, will be properly sized or fitted to each individual employee.

HOST EMPLOYER

If the host facility has a PPE policy that at a minimum meets the requirements of this procedure, then it should be followed. If the host facility does not have a PPE policy, then this policy must be followed and enforced on all HTS AmeriTek job sites. In the case where multiple PPE policies exist, the most stringent of the policies will be followed. It is the responsibility of the site supervisor and/or site safety to determine which PPE policy will be followed and enforced. If the host facility's policy will be followed, a copy of the policy must be obtained by the site supervisor and/or site safety for reference and training purposes.

GENERAL PPE

Personal Protective Equipment is designed and required to provide an effective barrier between person and a potentially dangerous object, substance, process, etc. Mandatory use of PPE, as determined by management, is not subject to debate or discussion. Non-use of required PPE will be subject employees to disciplinary action.

AT A MINIMUM, THE FOLLOWING PPE WILL BE USED REGULARLY BY HTS AMERITEK EMPLOYEES:

- Safety Glasses
- Hard Hats
- Work Gloves
- Flame Retardant Clothing
- Hearing protection

UNDER SPECIFIC CIRCUMSTANCES, IT MAY ALSO BE NECESSARY TO USE THE FOLLOWING SPECIALIZED PPE:

- Respiratory Protection
- Fall Protection
- Mono-goggles
- Face Shields
- Cool Vests
- High Heat Gloves

PPE Use and Inspection

All HTS AmeriTek employees shall wear the same PPE as other workers within 10 feet of their work area if no engineering controls have been implemented to prevent the hazard(s) from the other workers. Personal Protective Equipment will be worn in accordance to the manufacture's recommendations. All Personal Protective Equipment must be inspected prior to each use each day by the employee.

Hand Protection

There are few job tasks that do not involve the use of your hands. Proper hand protection shall be worn by all employees while working. Gloves shall also be worn while carrying tools, equipment, or handling leads. Without proper preparation, planning, and protection hand injuries can be common. Looking for pinch points, sharp edges, stored energy, and improper machine guards before work begins can prevent serious injuries or even permanent hand restrictions. Rings are not allowed to be worn in field work areas do to the danger of the ring getting hung up and de-gloving the finger. Gloves must be inspected for the following:

- Proper size and fit
- Free of tears and rips
- Insure the glove is right for the job task
 - o Leather - General use
 - o Rubber - Chemical exposure (various type gloves depending on chemical)
 - o Kevlar - Handling sharp materials
 - o High Heat - Handling hot material

It's very important to remember: "GLOVES DO NOT PROTECT HANDS FROM PINCH POINTS!"

PROTECTIVE HEADGEAR

Hard hats shall be worn by all personnel at field worksites. Metal hard hats are prohibited for use by HTS AmeriTek employees. All hard hats must conform to the requirements of ANSI Z89. Wearing hard hats is not a requirement while inside of offices, control rooms, or vehicles. Hard hats will be inspected for the following:

- ✓ Cracks and weaknesses in the shell.
- ✓ Insure the suspension has not been weakened or altered.
- ✓ Employees are prohibited from throwing, dropping or sitting on hard hats.
- ✓ The bill of the hard hat will be above the employees face and not turned around.
- ✓ No materials between the shell and suspension.
- ✓ **NOTE:** Excessive coverage of paint or hard hats stickers may prevent quality inspection.

EYE PROTECTION

All HTS AmeriTek personnel shall wear approved eye protection while at a field worksite except when inside of offices, control rooms, or vehicles. All safety glasses, face shields, and goggles must conform to the specifications of ANSI Z87. A face shield and ANSI approved safety glasses shall be worn by employees using a nail gun. Shaded glasses are not to be worn inside buildings, in low light work areas, before dawn, or after dusk. Eye cup goggles or goggles may be required during extremely windy conditions where dust and other flying particles become abundant. Eye wash stations are located in several areas in process units and should be located before work begins. Contact lenses are not permitted to be worn in field work areas. Anti-fog solution can be applied to glass and plastic eye protection to improve visibility. If vision correction is necessary prescription safety glasses with side shields must be used. Additional eye protection in the form of goggles and/or a face shield may also be required while performing or near the following operations:

- ✓ Hammering, cutting, chipping, or scraping; metal, stone, concrete, paint, wood, or insulation
- ✓ Acids, caustics, or any operation exposing the eyes and face to corrosive or chemical splashing, misting, or dust
- ✓ Scaling, grinding, cutting, or dressing of metal, stone, or masonry materials
- ✓ Use of any power tool including wood working tools that produce flying dust or particles
- ✓ Working in the vicinity of blowing compressed air
- ✓ Welding, cutting, brazing and similar operations where protection from radiant energy or molten metal particles or slag
- ✓ Any other situation where the Supervisor in charge deems such eye and face protection is required

PROTECTIVE CLOTHING

Some job tasks or job locations may require body protection. All employees are required to wear a long sleeve shirt and pants made of Fire Retardant (FR) material each day to work. It is a requirement that the outer most layer of clothing be made of FR material which includes jackets, head covers, and face covers. This PPE may be in the form of protective coveralls or shirt and pants as long as each piece of the outer most layer has a legible FR label. All shirt tails shall be tucked in before entering a field work site unless performing a welding operation. All personal clothing, slicker suits, aprons, and disposable coveralls must be free of holes, tears, and must be the correct size for the employee. Disposable coveralls shall be appropriate for the hazard and disposed of properly after each use. (usually in a decontamination area) Leather sleeves, high heat leather gloves, and a face shield may be required for job tasks that are in close proximity to high temperatures

RESPIRATORY PROTECTION

Respirators are used to protect employees from inhalation hazards, toxic atmospheres, and oxygen deficient atmospheres. Employees shall receive NIOSH-certified respirators, an OSHA approved fit test, respirator specific training, and a medical evaluation at no cost to the employee before utilizing

respiratory protection. A 5-minute escape bottle shall be utilized by each employee for all IDLH atmospheres. Grade "D" or better air shall be verified by the Supervisor for supplied air respirators (SAR). All respirators must be cleaned after each use and stored in a location free from damage and contamination. Plastic bags are available to employees to store respirators if the original bag becomes damaged or contaminated. Respirators shall not be left unprotected in a work area. All respiratory protection must be inspected before each use by the employee for the following:

- Lenses must be clean and free of excessive scratches or paint
- Check elastic and rubber straps for dry rot and proper elasticity
- Must be the correct size and manufacture according to fit test card
- Proper valve and hose operation
- Check seal area for damage, cracks, and distortion

FALL PROTECTION

Falls from elevated heights is the most likely type of incident to result in a fatality. A full body safety harness with the "D" ring in the middle of the back is required when there is a fall exposure of six feet or more. All HTS AmeriTek employees will receive training in accordance with the Fall Protection section of this safety manual before utilizing any fall protection. All fall protection devices shall be inspected quarterly by a competent person and marked the proper color-coded tape on the "D" ring and lanyard. HTS AmeriTek requires the use of shock absorbing lanyards with double-action safety hooks. HTS AmeriTek will adopt the plant's requirement for fall protection if it exceeds HTS AmeriTek's requirements. Employees will inspect fall protection equipment before and after each use for the following:

- Belts and straps must be free of frays, broken fibers, damaged stitches, cuts, burns, or chemical damage
- Check the "D" ring and wear pad for distortion, cracks, breaks, and rough or sharp edges
- Inspect buckles and rivets for loose or damaged parts
- Inspect the webbing joints to ensure they are not loose
- Inspect the hooks for distortion, cracks, corrosion, and pitted surfaces
- Ensure the latch seats and locks without binding and should be not distorted or cracked
- Swelling, discoloration, cracks, and charring are obvious signs of chemical or heat damage
- Closely inspect the area where the webbing and the hooks attach for sharp edges and fraying

HEARING PROTECTION

The effects of noise depend on how loud the noise is and the length of time you are exposed to the noise. Hearing protection in the form of ear plugs, ear muffs, or a combination of both is mandatory when sound levels exceed the OSHA eight-hour time weighted average. HTS AmeriTek employees must wear ear plugs while in the control room and double hearing protection while in the generator room if the generator is running. HTS AmeriTek employees shall properly wear hearing protection at 85dba or where client hearing protection policy requires provided it exceeds the Hearing Conservation Policy in this safety manual.

PROTECTIVE FOOTWEAR

All HTS AmeriTek employees shall wear ANSI approved steel toed leather footwear with a ½ inch defined heel at all field locations, yards, shops, and warehouses. Safety footwear are shoes or boots that are resistant to water, liquid chemicals, corrosives, have a protective sole, covers the ankle, and a good tread design for improved traction. Protective footwear that has holes, rips, tears, lose or worn soles will be replaced.

PPE - HAZARD ASSESSMENT

When HTS AmeriTek employees encounter an unusual, unexpected or non-routine hazard, a hazard assessment will be performed by the site supervisor and HTS AmeriTek’s safety manager will certify the identification of assessment. If unusual hazards are found, employees will be provided with properly fitted protective equipment suitable for protection against the identified hazards. This assessment must be conducted, and a certification of the hazard assessment must be maintained at the worksite.

The following table represents Personal Protective Equipment (PPE) that is available for the protection of employees.

Contact your HTSA Site Safety Representative immediately with any matters concerning Personal Protective Equipment.

Eyes	Head and Feet	Protective Clothing	Hand	Respiratory	Fall Protection	Hearing
Safety Glasses	Hard Hat	Long Sleeve Shirt & Pants	Leather Gloves	Half Face Respirator	Full Body Harness	Ear Plugs
Spoggles	Hard Hat Cover	Long Pants	Chemical Gloves	Full Face Respirator	Safety Net	Ear Muffs
Goggles	Leather Steel Toed Boots	Chemical Apron	Kevlar Gloves and Sleeves	SCBA	Vertical Lifeline	
Face Shield	Rubber Boots	Slicker Suit	High Heat Leather Gloves	Supplies Air Respirator	Horizontal Life Line	
Side Shields		FRC Clothing	Impact Gloves		Self-Retracting Device	
		Tyvek Coveralls	Cut- Level Gloves		Self-Retracting Lanyards	
		Leather Sleeves	Kevlar gloves/sleeves		Step Relief Systems	

CHAPTER 15

PROCESS SAFETY MANAGEMENT

PURPOSE

The purpose of Process Safety Management (PSM) of highly hazardous chemicals, is to prevent the unwanted releases of hazardous chemicals into locations which could expose employees to serious hazards. An effective process safety management program requires a systematic approach to evaluating the whole process. Using this approach, the process design, process technology, operational and maintenance activities and procedures, non-routine activities and procedures, emergency preparedness plans and procedures, training programs, and other elements which impact the process are all considered in the evaluation. The various lines of defense that have been incorporated into the design and operation of the process to prevent or mitigate the release of hazardous chemicals need to be evaluated and strengthened to assure their effectiveness at each level. Process safety management is the proactive identification, evaluation and mitigation or prevention of chemical release that could occur as a result of failures in process, procedures or equipment.

The process safety management standard targets highly hazardous chemicals that have the potential to cause a catastrophic incident. This standard as a whole is to aid employers in their efforts to prevent or mitigate episodic chemical releases that could lead to a catastrophe in the workplace and possibly to the surrounding community. To control these types of hazards, employers need to develop the necessary expertise, experiences, judgment and proactive initiative within their workforce to properly implement and maintain an effective process safety management program as envisioned in the OSHA standard (29 CFR 1626.64). This OSHA standard is required by the Clean Air Act Amendments, as is the Environmental Protection Agency's Risk Management Plan. Employers, who merge the two sets of requirements into their process safety management program, will better assure full compliance with each as well as enhancing their relationship with the local community.

HOST EMPLOYER RESPONSIBILITIES

The host employer, when selecting a contractor, shall obtain and evaluate information regarding the contract employer's safety performance and programs.

The host employer shall inform contract employers of the known potential fire, explosion, or toxic release hazards related to the contractor's work and the process.

The host employer shall explain to contract employers the applicable provisions of the emergency action plan.

The host employer shall develop and implement safe work practices consistent with the requirements of the PSM standard, to control the entrance, presence and exit of contract employers and contract employees in covered process areas.

The employer shall periodically evaluate the performance of contract employers in fulfilling their obligations as specified in the PSM standard.

The employer shall maintain a contract employee injury and illness log related to the contractor's work in process areas.

CONTRACTOR RESPONSIBILITIES

HTS AmeriTek employees must perform their work safely.

Considering that HTS AmeriTek employees often perform very specialized and potentially hazardous tasks such as confined space entry activities and non-routine repair activities, it is important that these activities be controlled while working on or near a covered process. HTS

AmeriTek employees may not perform this type of work unless a work permit or authorization has been obtained from the host employer.

HTS AmeriTek employees will not perform any hot work unless a hot work permit has been obtained.

HTS AmeriTek shall assure that each employee is trained in the work practices necessary to safely perform his/her job.

HTS AmeriTek shall assure that each employee is instructed in the known potential fire, explosion, or toxic release hazards related to his/her job and the process, and the applicable provisions of the emergency action plan.

HTS AmeriTek shall document that each employee has received and understood the training required by this program. Training records will be maintained at the administrative office and will include the identity of the contract employee, the date of training, and the means used to verify that the employee understood the training.

HTS AmeriTek shall assure that each employee follows the safety rules of the facility and attends any specialized training, such as site-specific orientation, required by the host employer.

HTS AmeriTek shall advise the host employer of any unique hazards presented by the contract employer's work, or of any hazards found by the contract employer's work.

HTS AmeriTek employees must respect the confidentiality of trade secret information when the process safety information is released to them.

PROCESS SAFETY INFORMATION

Complete and accurate written information concerning process chemicals, process technology, and process equipment is essential to an effective process safety management program and to a process hazards analysis. The compiled information will be a necessary resource to a variety of users including the team that will perform the process hazards analysis, those developing the training programs and the operating procedures; contractors whose employees will be working with the process; those conducting the pre-startup reviews; local emergency preparedness planner; and insurance and enforcement officials.

The information to be compiled about the chemicals, including process intermediates, needs to be comprehensive enough for an accurate assessment of the fire and explosion characteristics, reactivity hazards, the safety and health hazards to workers, and the corrosion and erosion effects on the process equipment and monitoring tools. Current material safety data sheet (MSDS) information can be used to help meet this requirement which must be supplemented with process chemistry information including runaway reaction and over pressure hazards if applicable.

HTS AmeriTek will rely on the host employer to provide information when it is required.

PROCESS HAZARD ANALYSIS

A process hazard analysis (PHA), sometimes called a process hazard evaluation, is one of the most important elements of the process safety management program. A PHA is an organized and systematic effort to identify and analyze the significance of potential hazards associated with the processing or handling of highly hazardous chemicals. A PHA provides information that will assist employers and employees in making decisions for improving safety and reducing the consequences of unwanted or unplanned releases of hazardous chemicals. A PHA is directed toward analyzing potential causes and consequences of fires, explosions, releases of toxic or flammable chemicals and major spills of hazardous chemicals. The PHA

focuses on equipment, instrumentation, utilities, human actions (routine and non-routine), and external factors that might impact the process. These considerations assist in determining the hazards and potential failure points or failure modes in a process.

EMPLOYEE TRAINING

All HTS AmeriTek employees involved with highly hazardous chemicals need to fully understand the safety and health hazards of the chemicals and processes they work with for the protection of themselves, their fellow employees and the citizens of nearby communities. Training conducted in compliance with the OSHA Hazard Communication standard, will help employees to be more knowledgeable about the chemicals they work with as well as familiarize them with reading and understanding MSDS. However, additional training in subjects such as operating procedures and safety work practices, emergency evacuations & response safety procedures, routine and non-routine work authorization activities will also be conducted upon initial assignment, on an annual basis and whenever required due to the nature of work activities.

NON-ROUTINE WORK AUTHORIZATIONS

Non-routine work, which is conducted in process areas, needs to be controlled by the host employer in a consistent manner. The hazards identified involving the work that is to be accomplished must be communicated to those doing the work, but also to those operating personnel whose work could affect the safety of the process. A work authorization notice, or permit must be provided to the HTS AmeriTek employee before work can begin. The site safety representative will inform the supervisor of the procedure or steps the HTS AmeriTek employees need to follow to obtain the necessary clearance to get the job started. The work authorization procedures should reference and coordinate, as applicable, lockout/tagout procedures, line-breaking procedures, confined space entry procedures and hot work authorization. This procedure also needs to provide clear steps to follow once the job is completed in order to provide closure for those that need to know the job is now completed and equipment can be returned to normal.

MANAGING CHANGE

Temporary changes have caused a number of catastrophes over the years, and employers need to establish ways to detect temporary changes as well as those that are permanent. It is important that a time limit for temporary changes be established and monitored since, without control, these changes may tend to become permanent. Temporary changes are subject to the management of change provisions. In addition, the management of change procedures is used to ensure that the equipment and procedures are returned to their original or designed conditions at the end of the temporary change. Proper documentation and review of these changes is invaluable in assuring that the safety and health considerations are being incorporated into the operating procedures and the process.

INVESTIGATION OF INCIDENTS

Incident investigation is the process of identifying the underlying causes of incidents and implementing steps to prevent similar events from occurring. The intent of an incident investigation is for employers to learn from past experiences and thus avoid repeating past mistakes. The incidents for which OSHA expects employers to become aware and to investigate are the types of events that result in or could reasonably have resulted in a catastrophic release. Some of the events are sometimes referred to as "near misses," meaning that a serious consequence did not occur, but could have.

HTS AmeriTek employees must immediately report all accidents, injuries and near misses. HTS AmeriTek will investigate any and all accidents within 48 hours in accordance with the procedures set forth in Chapter 1 of our health and safety compliance manual. Resolutions and corrective actions will be documented and maintained for five years.

EMERGENCY PREPAREDNESS

The host employer will inform HTS AmeriTek personnel of the actions HTS AmeriTek employees are to take when there is an unwanted release of highly hazardous chemicals. This will be accomplished either during site-specific orientation or through on-site contractor orientation. HTS AmeriTek employees are expected to learn and understand the emergency procedures for the facility that they are assigned to.

COMPLIANCE AUDITS

An effective audit includes a review of the relevant documentation and process safety information, inspection of the physical facilities, and interviews with all levels of plant personnel. Utilizing the audit procedure and checklist developed in the preplanning stage, the audit team can systematically analyze compliance with the provisions of the standard and any other corporate policies that are relevant. For example, the audit team will review all aspects of the training program as part of the overall audit. The team will review the written training program for adequacy of content, frequency of training, effectiveness of training in terms of its goals and objectives, as well as, to how it fits into meeting the standard's requirements, documentation, etc. Through interviews, the team can determine the employee's knowledge and awareness of the safety procedures, duties, rules, emergency response assignments, etc. During the inspection, the team can observe actual practices such as safety and health policies, procedures, and work authorization practices. This approach enables the team to identify deficiencies and determine their corrective actions or improvements are necessary.

An audit is a technique used to gather sufficient facts and information, including statistical information, to verify compliance with standards. Auditors should select as part of their preplanning a sample size sufficient to give a degree of confidence that the audit reflects the level of compliance with the standard. The audit team, through this systematic analysis, should document areas, which require corrective action, as well as those areas where the process safety management system is effective and working in an effective manner. This provides a record of the audit procedures and findings and serves as a baseline of operation data for future audits.

Corrective action is one of the most important parts of the audit. It includes addressing not only the identified deficiencies, but planning, follow-up, and documentation. The corrective action process normally begins with a management review of the audit findings. The purpose of this review is to determine what actions are appropriate, and to establish priorities, timetables, resource allocations, requirements and responsibilities. In some cases, corrective action may involve a simple change in procedure or minor maintenance effort to remedy the concern. Management of change procedures needs to be used, as appropriate, even for what may seem to be a minor change. Many of the deficiencies can be acted on promptly, while some may require engineering studies or in-depth review of actual procedures and practices. There may be instances where no action is necessary, and this is a valid response to an audit finding. All actions taken, including an explanation where no action is taken on a finding, needs to be documented as to what was done and why.

It is important to assure that each deficiency identified is addressed, the corrective action to be taken noted, and the audit person or team responsible be properly documented by the employer. To control the corrective action process, the employer should consider the use of a tracking system. This tracking system might include periodic status reports shared with affected levels of management, specific reports such as completion of an engineering study, and a final implementation report to provide closure for audit finding that have been through management of change, if appropriate, and then shared with affected employees and management. This type of tracking system provides the employer with the status of the corrective action. It also provides the documentation required to verify that appropriate corrective actions were taken on deficiencies identified in the audit.

CHAPTER 16

RESPIRATORY PROTECTION PROGRAM

INTRODUCTION

Toxic materials can enter the body in three primary ways: by skin absorption, ingestion, and through inhalation. Of these three paths, the human respiratory system represents the quickest and most direct route of entry due to its close association with the circulatory system and the constant flow of oxygenated blood to body tissues.

Current company work practices at HTS AmeriTek place employees on job-sites or in work areas containing airborne contaminants that exceed listed permissible exposure limits, and oxygen deficient/excess atmospheres. Work sites typically consist of industrial cleaning of tanks, vessels, process lines and equipment or other areas that the facility owner/operator has requested the contaminant levels be brought down to acceptable permissible exposure limits.

PURPOSE

Federal OSHA regulation 29CFR1910.134 states that when engineering, administrative, or work practice controls are not feasible to control respiratory hazards like harmful vapors & oxygen deficient atmospheres, or while they are being instituted, or during emergency situations with high exposure potential, appropriate respiratory equipment shall be made available and used when required.

RESPONSIBILITIES

It will be the responsibility of the Respiratory Protection Program Administrator (Safety Manager) to administer all components of the HTS AmeriTek Respirator Protection Program. He may designate other employees to assist in the operation of this program, to ensure the following guidelines are met:

- Respirator selection will be based on potential exposure hazards.
- A written program is developed and implemented.
- All identified HTS AmeriTek personnel are trained in the proper selection, use, maintenance, and storage of respiratory protection equipment.
- A medical evaluation, per employee must be completed and passed prior to employees fit test, to wear/utilize any respiratory protection.
- Work areas are monitored for respirable hazards to determine the degree of exposure (performed by host-facility operator, safety personnel, or responsible party).
- Fit testing is documented for each person wearing a negative pressure respirator.
- Procedures are developed for cleaning and sanitizing respirators.
- Provide convenient, clean, sanitary storage facilities for respirators.
- Annual audits and inspections regarding the maintenance of respiratory equipment are performed.
- All respirator users are medically evaluated to determine their fitness to wear a respirator.
- Authorize the exclusive use of NIOSH/MSHA approved respiratory equipment.
- Evaluate the Respirator Protection Program on a regular basis to ensure its continued effectiveness.

It shall be the responsibility of each identified HTS AmeriTek employee to use the provided respiratory equipment in accordance with all instructions and training that is provided, whether by HTS AmeriTek management personnel or outside contract training sources. Each designated employee shall inspect the respirator prior to use, and if found defective, return it at once to the Respiratory Protection Program Administrator. The respiratory equipment, training and medical evaluations will be provided at no cost to the employee.

RESPIRATOR SELECTION GUIDELINES

Various types of respirators have their own intended purpose and limitations. No single respirator is appropriate for all jobs.

The proper selection of the identified respirator(s) will be made only after considering:

- The air contaminants to be encountered.
- The type of work activity
- The workspace
- The duration of exposure
- The amount of oxygen present
- Environmental or process conditions
- The ANSI Z88.2-1969 & 1980 publications entitled "Practices for Respiratory Protection".
- The NIOSH respirator Decision logic guideline (see attached)

Consideration of these identified criteria will be utilized during a hazard assessment of each assigned job-site, to determine any hazards to which any employee could be exposed to. This will be performed by HTS AmeriTek management or host-facility operator.

The following areas and operations at HTS AmeriTek have been identified as required areas for respiratory protection:

AREA

REFINERY TANK FARMS
REFINERY PROCESS VESSELS
TREATING

OPERATION

POST WELD
HEAT

In these areas, the following chemicals or hazards exist:

AREA/DEPARTMENT

REFINERY TANK FARMS
LIQUID REFINERY PROCESS VESSELS

CHEMICAL/HAZARD

HYDROCARBONS IN
GAS, OR SOLID FORM

The respirator(s) selected for the employees in those areas are:

AREA/DEPARTMENT

TANK CLEANING
PROCESS VESSELS, LINES

RESPIRATOR

HALF-FACE/FULL-FACE NEGATIVE PRES.
AIR-PURIFYING WITH ORGANIC CARTRIDGE
SUPPLIED-AIR RESPIRATORS (SCBAs)

Additionally, we have an area(s) where an emergency condition could exist. This (those) area(s) are:
Any petrochemical facility that contracts for heat treating and field machining services.

The hazard(s) in this area(s) is/are:

H₂S, Oxygen deficient atmospheres, Paint fumes (chemical specific)

We have selected the following respirator(s) for emergency use:

3M 7800 full-face – alternate AO 7 Star, silicone full face, 3M 5000/6000 Half mask – alternate, 3M 7000 silicone half mask

NOTE: *Only respirators that have been tested and certified or jointly approved by the Mine Safety and Health Administration (MSHA) of the Department of Labor, and the National Institute of Occupational Safety and Health (NIOSH) of the Department of Health and Human Services, will be used.*

TRAINING

Supervisors and workers must be taught the proper selection, use, and maintenance of respirators. All employees required to use respiratory protective equipment will be instructed in the proper use of the equipment and its limitations. Training will be conducted and documented by outside contract training resources or certified, trained personnel.

Training will include an explanation of the following:

- Nature of the respiratory hazard and what may happen if the respirator is not used properly. Engineering and administrative controls being used and the need for the respirator as added protection.
- Reason(s) for the selection of a particular type of respirator.
- Use and IDLH limitations of the selected respirator.
- Methods of handling, donning the respirator, checking its proper fit and face-seal, wearing it in normal air for a familiarity period and wearing it in a test atmosphere.
- Respirator maintenance, cleaning and storage.
- Medical evaluations, physical limitations and user health.
- Proper method for handling emergency situations.
- Air monitoring and industrial hygiene practices.
- Review of all applicable Material Safety Data Sheets.

Training will be conducted annually and within 12 months of the initial training date.

GENERAL PROGRAM GUIDELINES

Each negative pressure respirator user must be trained and receive initial quantitative fit testing prior to being issued a respirator selected for their specific work area or assigned job task. Certification of this training will be documented and maintained by the Respiratory Protection Program Administrator in the Safety Files at the Main Offices. This fit-testing is conducted by World Wide Safety, 6955 E. Market Street, Odessa, TX 79762 (915) 550-0042, National Occupational Health Services, Inc., 10125 S. Sheridan Road, Suite C, Tulsa, OK 74133 (913)-298-2278, and the Houston Area Safety Council, 1301 W. 13th Street, Deer Park, Texas, (281) 476-9900.

Fit tests will again be conducted for any identified respirator wearer who has a 10% body weight change, receives significant facial scarring, dental changes, re-constructive or cosmetic surgery, or any other condition, which may affect the respirator fit.

We have fit-tested our respirators using the following method(s):

RESPIRATOR

SCOTT AIR PACK (SCBA POSITIVE PRESSURE)

METHOD

QUANTITATIVE FIT TEST

An improperly selected or poor fitting respirator can present a false sense of security to the wearer. Each person should know how to select and put on the respirator, adjust correctly, and determine if it fits correctly.

Respirator components may be similar in size, shape, or color, but cannot be interchanged between manufacturers.

Filtering materials or filter cartridges shall be specific for the identified contaminants present in the employee's work area. They shall be clean, unused, and sealed from any possible type of contamination.

The assigned workplace area shall be provided with an atmospheric oxygen concentration that is greater than 19.5% but less than 23.5%. (Negative air-purifying respirators are not allowed unless this exists).

Any employee required to wear a respirator shall be clean shaved **daily**, between the sealing surface of

the respirator and the face, (no full beard, long mustache, goatee, extended side-burns, or long hair that extends into the sealing area of the respirator).

Respirators shall be inspected for defects making sure all inhalation and exhalation valves and valve covers are in place and in good physical condition, head and neck straps are secured to the respirator body and if needed, adjusted properly. A positive and negative pressure fit check shall be performed by any employee wearing a negative air purifying respirator, prior to performing assigned job-tasks in respirator required workplace areas.

The respirator wearer shall know the limitations of the assigned equipment, as well as the signs and symptoms of potential workplace exposure contaminants that would indicate chemical breakthrough or filter saturation has occurred. *(These may include, but are not limited to, abnormal breathing pattern, shortness of breath, difficulty breathing, detecting a chemical or particulate warning property by noticing a peculiar chemical taste, irritation, or smelling an unusual odor.)*

AIR PURIFYING RESPIRATORS

A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element will be used by employees. Air purifying respirators should not be used when contaminant cannot be recognized by taste, smell, or irritation at/or below the permissible exposure limit (PEL). Air purifying respirators should not be used in oxygen deficient atmospheres and in atmospheres that are immediately dangerous to life or health (IDLH).

SELF-CONTAINED BREATHING APPARATUS (SCBA)

A SCBA is an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user. Supplied-air respirator (SAR) or airline respirator means an atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

REQUIREMENTS FOR IDLH ATMOSPHERES

Supplied breathing air equipment must be used and will be equipped with egress bottles when in IDLH atmospheres. Rescue personnel must be present with the appropriate respiratory protection, but outside the hazardous atmosphere. Constant communications must be maintained between personnel in the IDLH atmosphere and the rescue personnel. The persons in the IDLH atmosphere must wear a harness and safety line to facilitate rescue or equivalent rescue provisions made.

AIR SUPPLIED RESPIRATORS

Air-line couplings for breathing air shall be incompatible with outlets for any other gas systems. Breathing air sources and outlets shall be labeled to indicate their use and contents. The air supplied must meet quality specifications for Type 1 Grade D air described by ANSI/CGA G-7.0 (1989). These systems shall have a low-pressure alarm.

COMPRESSED BOTTLE BREATHING AIR

Compressed breathing air is the preferred source of breathing air supply. Cylinders of purchased breathing air have a certificate of analysis from the supplier that the breathing air meets the requirements for Grade D breathing air. Cylinders must not be used until the certificates are read and must be kept with the cylinder. Additional testing must be performed if requested by the user.

COMPRESSOR SUPPLIED BREATHING AIR

A breathing air type compressor, designed and located to avoid entry of contaminated air into the system, must be used. Suitable in-line air purifying sorbent beds and filters must be installed to ensure air quality. Compressors must also have alarms to indicate compressor failure and/or overheating. Oil lubricated compressors must have a high temperature or carbon monoxide alarm or both. If only a high temperature system is used, the air must be tested daily before use and periodically thereafter for carbon monoxide. A stand-by person must be in the vicinity of the compressor to shut down the job in the

event of a compressor problem or the compressor must have an automatic shutdown system.

ANALYSIS OF BREATHING AIR CYLINDER(S)

Compressed Breathing Air used for human application shall be tested for Oxygen and Carbon Monoxide content prior to human inhalation to verify that it meets Grade "D" Breathing Air. Grade "D" Breathing Air shall comply with OSHA respiratory protection standard, 29 CFR 1910.134, requiring that the breathing air must meet the specifications prescribed by the Compressed Gas Association in their publication titled Commodity Specification for Air, ID#G-7.1, and since the oxygen content in the breathing air is a requirement of CGA G-7.1, it is imperative that oxygen content be verified in the air source. This will be accomplished by obtaining a "Certificate of Analysis" from the supplier that states that the air meets the requirements for Grade "D" breathing air. The certificate of analysis must accompany all purchased cylinders of breathing air to be accepted by the company.

The Company will ensure that the breathing air is within acceptable quality ranges before being made available by conducting an analysis with an acceptable measuring instrument that is capable of measuring oxygen and carbon monoxide. Readings obtained through the company's instrument shall be within 95% agreement of certificate of analysis provided by vendor. *Analysis for Grade "D" fresh air is as follows:*

Single Bottle Test in Multiple Bottle System

1. Bottle flow will be isolated from all other systems attached.
2. Regulator adaptor will be installed on manifold attached to air system.
3. Valve for that bottle will be opened and allow flow for a minimum of 20 seconds to purge the system.
4. Using a today calibrated monitor, an approved sampling hose will be attached to the regulator adaptor.
5. Readings will be monitored and documented.
6. Repeat steps 1-5 for each bottle.

Documentation produced will be maintained at the Safety Department and a copy will be posted along with the supplier's certificate of analysis. Results will be documented on Form BAQA-1. (Attached)

The Safety Department personnel and appointed designees will be trained on full span Calibrations, bump tests, conducting analysis of fresh air and completing all necessary documentation will allow the use of the fresh air bottle(s).

Supervisors will be trained to request, acquire and review a secondary check to determine that a secondary check has been completed to procedure satisfaction and that information shall be made known to employees involved in order to assure the employees that will be performing breathing air tasks that the air is safe for consumption.

Craft employees will be trained to verify the secondary check has been completed by reviewing the attached documentation on the fresh air bottle system and acknowledge that it is within acceptable ranges before is placed in service.

Breathing Air Quality Assurance program will be strictly enforced and monitored for all breathing air entering the facilities and before placed in service by the Safety Department.

MEDICAL SURVEILLANCE

The OSHA respiratory protection standard requires that no employee be assigned to a task requiring the use of a respirator unless it has been determined that the person is able to perform under such conditions. In addition, once a determination is made as to the physical ability to wear a respirator and perform the work task, a review of the employee's health status must be made. This has been conducted by approved company physician. Documentation of these exams is maintained by the Respiratory Protection Program Administrator in the files at the Main Office. These file shall be kept confidential.

Only the test subject will be allowed to view this information, this information will be kept confidential from all other employees. If the subject has questions or concerns, he/she will be given the opportunity to contact the company physician at any time of concern.

The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content. The employer shall provide the employee with an opportunity to discuss the questionnaire and examination results with the PLHCP.

The physician's utilized have knowledge of pulmonary disease, respiratory protection practices, pertinent medical factors, and test methods required to determine if an employee may wear a respirator. Medical evaluation for all respirator users will be reviewed periodically. Upon written request, all HTS AmeriTek respirator users will have full access to their medical evaluation results, which are maintained by the Respiratory Protection Program Administrator.

CLEANING AND DISINFECTING

All respirators will be cleaned and sanitized after each use, unless the respirator is of the disposable type. HTS AmeriTek management will be responsible for monitoring these procedures and documenting its completion. The actual cleaning method can be accomplished by following these suggested guidelines:

- Disassemble and inspect respirator components.
- Wash respirator in warm water with dissolved biocide detergent, using a soft bristle brush if required to displace contaminants.
- Do not use organic solvents as they may damage elastomeric compounds used in the respirator design.
- Remove all detergent and disinfectant residues by rinsing off in warm water, since skin irritation or contact dermatitis may develop.
- Allow respirator to air dry in a fixed position so as not to damage or distort the original face-piece design of the equipment.
- Do not use high heat as a drying influence as damage may occur.

STORAGE

Improper storage of respirators can cause damage to the respirator and reduce the protection supplied. OSHA requires that respirators be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, and damaging chemicals. Respirators should also be protected against mechanical damage. Leaving a respirator unprotected, as on a workbench, or in a tool cabinet/box among heavy tools is not proper storage.

It is strongly recommended that cleaned respirators be placed in a reusable plastic bag until used again. They should be stored in a clean, dry, sanitary location, and in a single layer with the face-piece and exhalation valve in a position to prevent distortion. Do not hang or suspend respirators from their retention straps. Respirators will be stored in the following location at HTS AmeriTek:

RESPIRATOR TYPE

HALF-FACE NEGATIVE PRESSURE AIR-PURIFYING
FULL-FACE SUPPLIED AIR SCBA'S

STORAGE LOCATION

ALL RESPIRATORS AND SCBA ARE STORED
IN LOCKED SAFETY ROOMS AT EACH LOCATION

MAINTENANCE AND INSPECTION

Manufacturer instructions for cleaning, inspection, and maintenance for routinely worn respirators will be followed to ensure that the respirator continues to function properly. Wearing poorly maintained or malfunctioning respirators may be more dangerous than not wearing a respirator at all, since the worker may falsely assume that protection is being provided. Rubber or elastomer parts must remain pliable and show no signs of deterioration. The following person(s) are responsible for routine respirator inspections:

- Superintendents

- Foreman
- Safety Coordinator

Records will be maintained at regular inspection dates and findings documented by the Respiratory Protection Program Administrator, to determine the continued effectiveness of this program, and to consult with employees to ensure proper fit and use of respirators. Work area surveillance by HTS AmeriTek management, or the host-facility operator will also be conducted frequently to ensure that contaminant exposure will not rise above the maximum protective capability of the respirators being used, and respirator-wearer stress is controlled.

Non-compliance by an HTS AmeriTek employee of any part of this described program will result in disciplinary action as outlined in the Company Corrective Action/Disciplinary Program found in Section 4 of this manual.

CHAPTER 17

FALL PROTECTION GUIDELINES

SCOPE

The scope of this guideline addresses the need for fall protection, proper tie-off considerations, anchorage's, vertical and horizontal lifelines, and PPE. HTS AmeriTek Plant Services has a 100% tie-off policy.

NEED FOR FALL PROTECTION

Fall protection is required when there is a fall potential of 4' or more from the walking working surface where employees are expected to work. Fall protection is also needed when there is a fall potential of less than 4', depending on client regulations and working over or next to dangerous equipment, excavations deeper than 4' or over impalement hazards.

RESPONSIBILITIES

The competent person is responsible for developing and implementing each site-specific fall protection plan. The responsible safety officer and the supervisor of each job site will be trained to the level of competent person for the purpose of fall protection. The competent person is an individual knowledgeable of fall protection equipment, including the manufacturer's recommendations and instructions for the proper use, inspection, and maintenance. The competent person is also capable of identifying existing and potential fall hazards, and has the authority to take prompt, corrective action to eliminate those hazards is knowledgeable of the rules contained in those sections regarding the erection, use, inspection and maintenance of fall protection equipment and systems.

The supervisor on each job site will be trained as the competent person to prepare and implement the fall protection plan. The supervisor is responsible for continual observational safety checks of work operations and enforcement of the safety policy and procedures. The supervisor is also responsible to correct any unsafe acts or conditions immediately. It is the responsibility of the employee to understand and adhere to the procedures of the fall protection plan and to follow the instructions of the supervisor.

It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees.

DEFINITIONS

Anchorage – A secure point of attachment to which the fall protection system is ultimately connected.

- ✓ **Competent Person** – One who can identify hazardous and dangerous conditions regarding fall protection equipment; and is knowledgeable in the application and use of the equipment; and has the authority to take prompt corrective actions.
- ✓ **Deceleration Device (Shock Absorber)** – Any device which serves to dissipate a substantial amount of the energy during fall arrest or otherwise limits the energy imposed on the body during fall arrest.
- ✓ **Designated Area** – A fall prevention system composed of a warning line and stanchions erected 6 feet or more from a fall hazard (unprotected roof edge).
- ✓ **"D" Ring** – An attachment points on the full body harness for attaching a lanyard or other fall protection device.
- ✓ **Fall Protection** – The use of a passive equipment designed to stop and/or control the free fall once a fall has been initiated.
- ✓ **Free Fall** – Distance the D-ring travels from the onset of a fall to the time when the fall arrest system is activated (excludes deceleration distance and any system elongation).
- ✓ **Full Body Harness** – A personal fall protection device, which is secured around the body, and a lanyard/device attached. It is designed to distribute fall arresting forces primarily over the buttock and thighs.
- ✓ **Self-Retracting Lanyard** – A lanyard that allows a user to move around freely within an area. The lanyard rolls out and retracts based on the user's movement. The retracting function ensures the lifeline is always kept taut.

- ✓ **Lifeline** – A flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection at both ends to stretch horizontally (horizontal lifeline), and to which other elements of a fall arrest system are attached.
- ✓ **Low Sloped Roof** – A roof having a slope or less than or equal to 4 on 12 (vertical to horizontal).
- ✓ **Qualified Person** - One with a recognized degree or professional certification and extensive knowledge in the fall protection field, who is capable of design, analysis, evaluation and specification of fall protection equipment.
- ✓ **Restraint Line** – A line from a fixed anchorage to which an employee is secured in such a way as to prevent the employee from reaching an identified fall hazard.
- ✓ **Self-Retracting Lifeline** – A fall protection device, which extends up and down automatically as the worker moves eliminating slack. These units have a locking/braking mechanism which senses and arrests free fall.
- ✓ **Snap Hook** – A self-closing, self-locking connector used for connecting lanyards/devices to the full body harness D-ring and to the anchorage.

STORAGE

Fall protection equipment must be stored in a clean dry location away from exposure to abrasive or cutting tools, equipment or materials, excessive heat, and chemicals. Full body harness should be hung by the D-ring for storage.

INSPECTION

All fall protection equipment must be inspected by the employee/user prior to each use. Inspections shall consist of an evaluation of the following areas:

HARNESSES

Stitching
Rivets
Buckles
Buckle Tabs
"D" Rings
Rust and Abrasion
Burns, Cuts, Tears

SELF-RETRACTING LANYARDS AND LIFELINES

Frayed
Burns
Cuts
Tears
Snap Hooks
Connectors
Corrosion and/or Cracks.

Equipment found to be defective must be immediately removed from service, tagged as defective and repaired, or destroyed and replaced.

IN-DEPTH INSPECTIONS

A competent person designated by Management must conduct an in-depth inspection of all jobsites fall protection equipment periodically (quarterly). These inspections shall be conducted on the first day of each quarter. Employees will be allowed to bring equipment in one week prior to due date of quarterly inspection. In-depth fall protection inspections must be documented using the form generated from the safety department. Fall protection equipment which has completed the in-depth inspection. The harness and lanyard shall be marked/color coded with colored tie-raps, according to the following schedule:

QUARTERLY INSPECTION SCHEDULE:

- ✓ January - March = **White**
- ✓ April - June = **Green**
- ✓ July - September = **Red**
- ✓ October – December = **Orange**

Inspection tags shall not be used to cover any equipment feature/component vital to inspection or performance of the equipment. The tags shall be placed in a manner to visual show/reflect an annual inspection has been done. The harness will be tagged on the back of the D-ring. The lanyard will be tagged on the loophole under the top snap hook.

FALL PROTECTION DEVICES

Some types of fall protection equipment (such as self-retracting lifelines) require periodic re-certification by the manufacture at scheduled intervals. The Competent Person must be familiar with these requirements and have a documented re-certification performed as required. These types of equipment shall also undergo a quarterly inspection by the designated Competent Person and tagged according to the graph shown above. Fall protection equipment subjected to a fall force, must be immediately removed from service, destroyed, replaced, or re-certified by the manufacturer.

FALL PROTECTION

Only fall protection equipment approved for use by the Company is allowed. Employees are not allowed to use their own personal fall equipment. The Company will provide all fall protection to the employee of HTS AmeriTek. All fall protection must be inspected prior to each use and must always be maintained in good working order . Equipment found to be defective must be immediately removed from service and replaced immediately. Fall protection equipment is for fall protection use only and is not to be used for any other purpose such as positioning. All components of personal protection, i.e. harness, lanyards, anchorage, lifelines and connectors must have a minimum breaking strength of 5000 pounds. All fall protection equipment must be designed, purchased, and used in accordance with this procedure and all applicable manufacturer and regulatory requirements set forth by OSHA. In "hot-work" operations or those involving chemicals or other factors that could cause damage, fall protection equipment must be designed and/or protected to avoid burning or deterioration. All the above listed equipment will be purchased in a new condition that meets ANSI 59.1

TRAINING

Each employee that is exposed to a fall hazard or uses a Personal Fall Arrest System, will be trained in the proper use and care of each component of the PFAS, with documentation recorded and sent to Safety Director. The training will be conducted by either on-site supervision or safety department, in the following areas;

- The nature of the fall hazards in the workplace.
- The correct method of erecting, maintaining, and disassembling and inspection of the PFAS.
- The use and operation of guardrail systems, PFAS, controlled access zones.
- The proper storage, inspection of each type of PFAS.
- The proper methods for protection from overhead hazards.
- The role of the employee in the fall protection plan.
- The standards contained in Subpart M of CFR 1926.

RE-CERTIFICATION

Re-certification of employee exposed and trained in PFAS will take place when any of the following conditions are detected;

- Employee does not demonstrate competency in skill of use or inspection of PFAS.
- Conditions change to where a different type of PFAS is used or needed.
- Inadequacies in the employee's knowledge or use fall protection, which indicates they have not retained requisite knowledge in the proper use, inspection, storage, or other elements of the fall protection policy.

REVIEW OF POLICY

HTS AmeriTek's Safety Director will review the fall protection policy if an incident or accident concerning the fall protection program occurs or in the event a new standard comes into place concerning OSHA.

DISTANCE REQUIREMENTS

A fall shall not exceed more than 4 feet. The fall protection system must be used and secured in a fashion so that the user cannot contact the next lower level should a fall occur. This includes:

- Free Fall Distance, Plus

- System Elongation, Plus
- Deceleration Device/Shock Absorbers, Plus
- Employee height (distance from anchor point of D-ring)

Note: The site supervisor shall make provisions for prompt rescue for employees in the event of a fall.

ANCHORAGES

Anchorage must be capable of supporting 5000 pounds, per employee attached or be approved by a qualified person to have a safety factor of two. Anchorages should be level with the back D-rings of the harness or higher if this cannot be maintained, the lanyard should be shortened to keep the free fall distance to the 4' or lower, requirement. Anchorage points should be taken into consideration when a job requires employee to work at elevations exceeding those above.

FULL BODY HARNESS

Full body harness must fit and be worn properly with the straps tucked so as not to get caught on equipment or otherwise cause a hazard. Chest straps must be worn between the chest and collar bone, with the rear D-ring being worn between the shoulder blades. Additionally, some harnesses come equipped with various "D"-rings whose use is based on their location:

- Back- General Fall Protection Use
- Front- Used with Climbing Systems
- Side- Positioning Devices Only, not to be Used as Fall Protection
- Shoulder- Rescue Line Attachment

SELF-RETRACTING LANYARDS

Dual lanyard personal SRLs or a fixed overhead SRL shall be used for fall arrest. SRLs typically require 4 feet of clear space below the anchor point to safely arrest a fall. If traversing with a fall hazard of 4 feet or more, 100% tie off is always required. This will require utilizing an SRL with dual lanyards. The 4-foot fall distance is measured from the walking/working surface to the next lower walking/working surface. Whenever changing anchor points, the second lanyard must be connected to the new anchor point before the first one can be removed. *Never tie-off by connecting two lanyards hook to hook.* When using dual lanyard SRLs, the time during which a worker is tied off with both lanyards should be minimized; simultaneous deployment of both lanyards may limit the effectiveness, or the lanyards may become entangled preventing proper operation. When not in use, the SRL Hook must be secured to the harness with by a break away Lanyard Keeper ONLY. The snap hook will be attached to the adjustable ring in the middle of the lanyard then to the chest D-ring of the harness.

NOTE: Use of single or dual lanyards without an SRL for fall arrest is prohibited without an Approved Deviation from Corporate Safety Management.

SNAP HOOKS

Only self-closing, self-locking snap hooks are allowed for fall protection use on Company projects. Snap hooks must open and close properly and be fully closed around their anchorage point.

VERTICAL LIFELINES

Vertical lifelines may be used when anchorages are beyond the reach of the employee or employees need to travel straight up and down, at elevations. Vertical lifelines and anchorage's they are attached to, must be capable of supporting 5000 pounds or maintain a safety factor of two, if approved by a qualified person. Only one employee per vertical lifeline is allowed. Rope or cable grabs shall be used; no knots shall be tied in any cable or rope, used for vertical lifelines. Synthetic straps must be approved for use in fall protection. Straps used for material hoisting shall not be used.

HORIZONTAL LIFELINES

Horizontal lifelines shall be designed and installed under the supervision of a qualified person or one who has the technical experience in this field. No horizontal lifeline shall be installed or used without approval from HTS AmeriTek's management.

CONTROL ZONE SYSTEM

A controlled access zone means an area designated and clearly marked in which leading edge work may take place without the use of guardrail, safety net or personal fall arrest systems to protect the employees in the area. Control zone systems shall comply with the following provisions:

- When used to control access to areas where leading edge and other operations are taking place the controlled access zone shall be defined by a control line or by any other means that restricts access. When control lines are used, they shall be erected not less than 4 feet (1.3 m) or more than 60 feet (18 m) or half the length of the member being erected, whichever is less, from the leading edge.
- The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
- The control line shall be connected on each side to a guardrail system or wall.
- Control lines shall consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows:
 - Each line shall be flagged or otherwise clearly marked at no more than 4-foot (1.3 m) intervals with high-visibility material.
 - Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches (1 m) from the walking/working surface and its highest point is not more than 45 inches (1.3 m) from the walking/working surface.
 - Each line shall have a minimum breaking strength of 200 pounds (0.88 kN).

FALL PROTECTION SYSTEMS TO BE USED ON A PROJECT

HTS AmeriTek personnel will only use the safety monitoring system when engineered controls cannot be set in place or PPE is not safe or poses a greater hazard due to the area such as type of atmospheric hazards or mechanical equipment...etc. The HTS AmeriTek supervisor over the jobsite will follow the chain of command before resorting to using a safety monitoring system. All parties of upper management will be involved in the planning process. Only individuals with the appropriate experience, skills, and training will be authorized as designated erectors. All employees that will be working as designated erectors under the safety monitoring system shall have been trained and instructed in the following areas:

- Recognition of the fall hazards in the work area (at the leading edge and when making initial connections point of erection).
- Avoid fall hazards using established work practices that have been made known to the employees.
- Recognition of unsafe practices or working conditions that could lead to a fall, such as windy conditions.
 - The function, use, and operation of safety monitoring systems, guardrail systems, body belt/harness systems, control zones and other protection to be used.
 - The correct procedure for erecting, maintaining, disassembling & inspecting the system(s) to be used.
 - Knowledge of construction sequence or the erection plan.

A conference will take place prior to starting work involving all members of the erection crew, crane crew and supervisors of any other concerned contractors. The erection supervisor in charge of the project will conduct this conference. During the pre-work conference, erection procedures and sequences pertinent to this job will be thoroughly discussed and safety practices to be used throughout the project will be specified. Further, all personnel will be informed that the controlled access zones are off limits to all personnel other than those designated erectors specifically trained to work in that area.

SAFETY MONITORING SYSTEM

A safety monitoring system means a fall protection system in which a competent person is responsible for recognizing and warning employees of fall hazards. The duties of the safety monitor are to:

- Warn by voice when approaching the open edge in an unsafe manner.
- Warn by voice if there is a dangerous situation developing which cannot be seen by another person involved with product placement such as a member getting out of control.
- Make the designated erectors aware they are in a dangerous area.

- ✓ Be competent in recognizing fall hazards.
- ✓ Warn employees when they appear to be unaware of a fall hazard or are acting in an unsafe manner.
- ✓ Be on the same walking/working surface as the monitored employees and within visual sighting distance of the monitored employees.
- ✓ Be close enough to communicate orally with the employees. Not allow other responsibilities to encumber monitoring. If the safety monitor becomes too encumbered with other responsibilities, the monitor shall
 - Stop the erection process; and
 - Turn over other responsibilities to a designated erector; or
 - Turn over the safety monitoring function to another designated competent person.

Note: The maximum number of workers to be monitored by one safety monitor is six (6). Trained employees will be designated as erectors and will be permitted to enter the monitored zone and work without the use of conventional fall protection. Safety monitoring system shall not be used when the wind is strong enough to cause loads with large surface areas to swing out of radius, or result in loss of control of the load, or when weather conditions cause the walking-working surfaces to become icy or slippery.

Rescue

HTS AmeriTek shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves. Devices with decent capabilities may be considered for self-rescue in some areas. In most cases, we should use the (in plants we are in) emergency rescue team from the plant. We should alert them that we have a circumstance that we could not rescue an employee if they fell and whether they would act as our emergency rescue service for that part of the work. We should confirm that they have the proper equipment, expertise and would be available when we notified them within 15 minutes. If the plant refuses to act as our rescue service, we must contract an outside rescue service and evaluate their capabilities to handle the rescue as to equipment and expertise in their field. They would have to be present onsite at the time of the work.

CHAPTER 18

SCAFFOLD USER PROGRAM

INTRODUCTION

The following safety program has been implemented to cover 29 CFR 1926, Subpart L-Scaffolds. The regulations covering this procedure are found in 1926.450, 1926.451, 1926.452, 1926.453, and 1926.454. The purpose of the regulations and this procedure cover the design, construction, and use of scaffolds to protect employees from scaffold related hazards such as falls, falling objects, structural instability, electrocution, and overloading. Inspecting scaffolds prior to completion and following their completion will assure that all safety requirements in the design, erection, location, and use of a scaffold have been met.

SCAFFOLD USER TRAINING REQUIREMENTS

All HTS AmeriTek employees who work on or adjacent to scaffolds will be trained by a Qualified Person qualified in scaffolds to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training will include:

- The nature of any electrical hazards, fall hazards, and falling object hazards in the work area.
- The correct procedures for dealing with electrical hazards.
- The correct procedures for erecting, maintaining, and disassembling the fall protection systems.
- The correct procedures for erecting, maintaining, and disassembling the falling object protection systems.
- The correct use of the scaffold.
- The correct handling of materials on the scaffold.
- The maximum intended load and load carrying capacities of the scaffold.
- The manufacturer's recommendations for the scaffold.
- Retraining will be required when changes present a hazard the employee has not been previously trained for, or supervision believes the employee lacks the skill or understanding necessary to work safely on scaffolds.

DEFINITIONS

- **Competent Person:** An employee who can identify existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. Competent Persons will have formal training covering Subpart L and must successfully complete a knowledge check to verify comprehension of the regulations.
- **Qualified Person:** Is one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.
- **Scaffolds:** Any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage), used for supporting employees or materials or both.
- **Scaffold Builder:** All scaffolding erection, dismantling, movement, or alteration will be conducted under the supervision and direction of a competent person by trained and experienced employees selected for such tasks by the competent person. Scaffolds and components shall not be loaded more than their maximum intended loads or rated capacities, whichever is less. Scaffolds and components shall be inspected for visible defects by a competent person before each work shift, and after any occurrence which could affect a scaffolds structural integrity. Scaffolds shall not be moved horizontally while employees are on them unless they have been designed for that purpose. The clearance between scaffolds and power lines shall be as follows:

<u>Insulated Lines</u>	<u>Minimum Distance</u>
< 300 volts	3 feet
> 300 volts	10 feet plus 0.4 inch for each 1 kv over 50 kv
 <u>Uninsulated Lines</u>	 <u>Minimum Distance</u>
< 50 kv	10 feet
> 50 kv	10 feet plus 0.4 inch for each 1 kv over 50 kv

Scaffolds shall not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines listed above. EXCEPTION: When the work requires closer clearance than listed above, the utility company or electrical system operator for the owner has been notified and has de-energized the lines, relocated the lines, or installed protective coverings to prevent accidental contact with the lines.

PLATFORMS

- Employees shall be prohibited from working on scaffolds covered with snow, ice, or other slippery material except as necessary for removal of such materials.
- Employees are prohibited to work on scaffolds during storms, high winds, or electrical storms. The competent person will evaluate if it is safe for employees to work during high winds.
- Debris shall not be allowed to accumulate on scaffolds.
- Makeshift devices shall not be used on top of scaffold platforms to increase the working height of employees.
- Ladders shall not be used on scaffolds.

FALL PROTECTION

- Employees working above 4' will be required to always utilize fall protection equipment.
- Competent person will be responsible for determining the feasibility and safety of providing fall protection for employees erecting or dismantling scaffolds. Fall protection will be required where the installation and use of such protection is feasible and does not create a greater hazard.
- Personal fall arrest systems used on scaffolds shall be attached by lanyard to a vertical lifeline, horizontal lifeline, or scaffold structural member.
- Vertical lifelines shall not be used when overhead components, such as overhead protection or additional platform levels, are part of a single point or two-point adjustable suspension scaffolds.
- Employees will not secure fall protection to scaffold guardrail systems unless rated for 5000lbs.

FALLING OBJECT PROTECTION

- Employees are required to always wear hardhats on scaffold systems.
- Employees shall be provided protection from falling objects through the installation of toe boards, screens, or guardrail systems, or through the erection of debris nets, catch platforms, or canopy structures.
- When potential falling objects are too large, heavy, or massive to be contained or deflected by any of the measures listed in 13.8.1. above, the potential falling objects will be located away from the edge of the surface from which they could fall and shall be secured.
- The area below scaffolds from which objects could fall will be barricaded, and employees will not be permitted to enter the hazard area.
- Where tools, materials, or equipment are piled higher than the top edge of the toe board, paneling or screening extending from the toe board, to the top of the guardrail system will be erected.

ACCESS

- Access (portable ladders, hook on ladders, attachable ladders, stair towers, stairway type ladders, ramps, walkways, integral prefabricated scaffold access) must be provided for all employees whenever the scaffold platform is more than 2 feet above or below a point of access.
- Cross braces will not be used as a means of access.

- ✓ Portable, hook on, and attachable ladders shall be positioned so as not to tip the scaffold.
- ✓ Access shall be not more than 24 inches above the supporting level.
- ✓ Rest platforms shall be not more than 35 feet high maximum vertical spacing.
- ✓ Hook-on and attachable ladders shall be specifically designed for use with the type of scaffold used.
- ✓ Hook on and attachable ladders shall have a minimum rung length of 11 ½inches.
- ✓ Hook on and attachable ladders shall have uniformly spaced rungs with a maximum spacing of 16 ¾”.
- ✓ Prefabricated scaffold access frames shall be specifically designed and constructed for use as ladder rungs with a rung length of at least 8 inches and rung spacing of not more than 16 ¾ inches and uniformly spaced within each frame.
- ✓ Non-uniform rung spacing caused by joining end frames together is allowed provided the resulting spacing does not exceed 16 ¾ inches.
- ✓ Rest platforms for prefabricated scaffold frames must be provided at 35-foot maximum vertical intervals.
- ✓ Steps and rungs must align vertically between rest platforms.
- ✓ Safe access must be provided for scaffold builders where feasible and would not pose a greater hazard. The competent person shall determine whether it is feasible or would pose a greater hazard to provide and have employees use a safe means of access.

SCAFFOLD TAGGING

- ✓ No employee will erect, dismantle, access, climb, or work on or adjacent to a scaffold that is not tagged.
- ✓ Competent person will install a Red tag when scaffold erection or dismantling is begun.
- ✓ Crews working on scaffold systems built by other contractors will not access until a competent person has inspected the scaffold.
- ✓ All scaffolds will be inspected by a competent person prior to each work shift.
- ✓ All scaffold inspections will be documented on the Scaffold Inspection Form by the competent person.

SCAFFOLD INSPECTION

The following procedure is outlined to expedite the inspection data and to document data concerning the inspections related to the procedure. For scaffolds erected:

- ✓ The scaffold supervisor will select the type of scaffold that is needed to do the work expected. (In some cases, the type of scaffold has been previously dictated by the customer)
- ✓ The location for erecting the scaffold will be viewed by the supervisor prior to beginning the erection.
- ✓ While the scaffold is being erected, a red scaffold inspection tag shall be placed on the scaffolding to denote that the scaffold is incomplete. This tag shall have all slots completed on it and shall be kept on the scaffold until it is completed.
- ✓ The Scaffold Inspection Form shall be completed and signed by the supervisor.
- ✓ Following completion of the scaffold, the red tag shall be removed and a green tag or a yellow tag shall be attached (per the definitions found in 13.12.1.). This tag shall also have all slots completed by the scaffold supervisor.
- ✓ The scaffold supervisor will also sign and complete the Scaffold Inspection Form.
- ✓ Scaffold disassembly will require a new red tag to be attached until disassembly is complete.
- ✓ The supervisor will complete Scaffold Inspection Form.
- ✓ Using scaffolds erected by other contractors;
- ✓ Prior to work being performed on a scaffold erected by others, competent person must inspect the scaffold. The competent person will check to see that scaffold is safely built, fall protection (top rail, mid rail, toe boards) are in place where required, falling object protection is provided, proper access has been provided, and it is adequate for the work that we are performing. If alterations or repairs are necessary, they must be made prior to our starting work.
- ✓ When scaffold is acceptable for our use, the Scaffold Inspection Form must be completed.

- ✓ The scaffold must be inspected prior to each work shift.
- ✓ Scaffold Inspection Forms shall be kept in the jobsite files for permanent record of scaffold work that has been done.

TAGGING SYSTEM

DEFINITIONS

- ✓ Green Tag - Scaffold is complete. Is built to conform to OSHA standards. Fall protection is built into the scaffold.
- ✓ Yellow Tag - Scaffold is complete. Is built to conform to OSHA standards. Due to an obstruction all fall protection could not be built into the scaffold. When working from this scaffold it will be necessary to wear a full-body harness and maintain 100% tie-off for your fall protection.
- ✓ Red Tag - Scaffold is incomplete. Do not work on a red tag scaffold. Only the trained scaffold crew, trained in erection or dismantling may work on this scaffold. The competent person will determine the fall protection requirements for the scaffold crew.

GREEN SCAFFOLD TAG

**SCAFFOLD COMPLETED
SAFE TO USE**

**SCAFFOLD INSPECTION TAG
FALL PROTECTION IS BUILT
INTO SCAFFOLD**

INSPECTION DATA: _____ TAG#: _____

1. SCAFFOLD TYPE:
 Light duty Medium duty Heavy duty

2. SCAFFOLD MANUFACTURER:

3. DATE OF INSPECTION:

4. LOCATION OF SCAFFOLD:

5. ERECTED FOR:

6. SPECIAL REQUIREMENTS:

7. REQUIRED SIGNATURES:

ERECTION FOREMAN/SUPERVISOR:

RECEIVING PARTY: _____

YELLOW SCAFFOLD TAG

SCAFFOLD INCOMPLETE

REASON _____

FALL PROTECTION NOT BUILT INTO THE SCAFFOLD

SCAFFOLD INSPECTION TAG

INSPECTION DATA:

TAG#: _____

1. SCAFFOLD TYPE:

Light duty Medium duty Heavy duty

2. SCAFFOLD MANUFACTURER: _____

3. DATE OF INSPECTION:

____/____/____

4. LOCATION OF SCAFFOLD: _____

5. ERECTED FOR: _____

6. SPECIAL REQUIREMENTS: _____

7. REQUIRED SIGNATURES: _____

ERECTION FOREMAN/SUPERVISOR: _____

RECEIVING PARTY: _____

RED SCAFFOLD TAG

THIS SCAFFOLD DOES

NOT MEET

FEDERAL/STATE OSHA
SPECIFICATIONS

BUILDERS/ERECTORS
ONLY ON THIS SCAFFOLD

COMPETENT PERSON
WILL DETERMINE FALL
PROTECTION
REQUIREMENTS

DATE:

REQUIRED SIGNATURES:
ERECTION
FOREMAN/SUPERVISOR:

RECEIVING PARTY:

RESPONSIBILITIES

SUPERVISOR

The supervisor for crews working on scaffolds erected by others will assure the following:

- ✓ Daily inspection of the scaffold and all components.
- ✓ Document the daily inspection.
- ✓ Assure the scaffold builders tag is still in place.
- ✓ Assure all users of the scaffold have received training.
- ✓ Stop work for unsafe conditions that arise during course of work.
- ✓ Stop work and retrain all employees whenever a new hazard is introduced.
- ✓ Assure fall protection is provided and utilized.
- ✓ Assure falling object protection is provided and utilized.
- ✓ Assure employees use the safe access provided.

SUSPENDED SCAFFOLDS, PLATFORMS, MANUFACTURED STAGING

In the industrial workplace these types of work platforms are frequently used for our type of work. They can range in size from a one-person work platform to larger work platforms capable of supporting many employees. Regardless of size, they have common safety requirements which must be met.

- ✓ Work platform must be load rated for capacity. On manufactured staging and suspended platforms, the load has been calculated, design tested and approved by a testing laboratory prior to the load capability being stamped on the machine. When designing and building suspended platforms, each component should be load tested and the load weight must be calculated to assign a safe working capacity. No individual component shall have less than a 6 to 1 safety factor.
- ✓ Work platform can be suspended by fiber or wire ropes if they conform to 29 CFR 1910.28(a)(22) which requires a 6 to 1 safety factor. Where acidic conditions are present or when cutting, burning or welding is being performed, only wire rope may be used.
- ✓ Hooks, clips and attachment devices must be load rated. Manufactured devices should be stamped with the rated working capacity and information provided from the vendor upon purchase. Under special circumstances, a shop made hook, clip, or attachment device may have to be utilized. When necessary, the hook, clip or attachment device will have to be load tested and rated with a 6 to 1 safety factor. Should this be necessary, consult the Safety Department for assistance.
- ✓ Each worker shall be protected with a safety harness attached to an independent lifeline. The lifeline shall be securely attached to substantial members of the structure.
- ✓ In some instances, the work platform may require being securely lashed to the structure to prevent swaying.
- ✓ When wire rope clips are used on suspension scaffolds, they shall be:
 - ✓ Have a minimum of three (3) clips installed, at a minimum of six (6) rope diameters apart.
 - ✓ Installed according to the manufacturer's recommendations.
 - ✓ Inspected and retightened to manufacturer's recommendations after initial loading and at the start of each shift.
 - ✓ Prohibited at the point of suspension for any platform or hoist.
 - ✓ Installed with the U-bolt over the dead end of the wire rope and the saddle over the live end of the wire rope.
- ✓ Gasoline powered equipment is prohibited on suspension scaffolds.
- ✓ Gears and brakes of hoists must be enclosed.
- ✓ Suspension hoists must have a braking device or locking pawl which automatically engages whenever an instantaneous change in momentum or an accelerated over speed occurs.
- ✓ The use of repaired wire ropes is prohibited.
- ✓ The use of swaged attachments or spliced eyes is prohibited unless they are made by the wire rope manufacturer or a qualified person.

- Wire ropes must be inspected by a competent person before each work shift and after any occurrence which could adversely affect the integrity.
- Standing on the toe guards, mid rails, or handrails is prohibited.

CHAPTER 19

HAND AND POWER TOOLS

Purpose

The purpose of this program is to provide establish requirements for the safe operation of hand and power tools and other portable tools, including proper guarding. All hand and power tools shall be maintained in a safe condition.

This program applies to all HTS AmeriTek employees who use hand and power tools.

Scope

This program is applicable to all HTS AmeriTek employees while engaged in work at HTS AmeriTek facilities and/or facilities operated by others.

Responsibilities

Any tool which is not in compliance with any applicable requirement of this plan is prohibited and shall either be identified as unsafe by tagging or locking the controls to render them inoperable or shall be physically removed from its place of operation.

Managers/Supervisors

- Ensure that all employees using portable tools have been trained and fully understand the operations and maintenance procedures of such tools, including their proper use.
- Provide and train employees with all additional PPE that may be needed for the safe operation of portable tools.

Employees

- Shall ensure they have and properly use the correct tool for each task.
- Shall follow manufactures safety and operating instructions before using

Requirements

General

All tools, regardless of ownership, shall be of an approved type and maintained in good condition.

- Tools are subject to inspection at any time.
- All employees have the authority and responsibility to condemn unsafe tools, regardless of ownership.

Unsafe tools shall be tagged with a "DO NOT USE OR OPERATE" tag to prevent their use.

Employees shall always use the proper tool for the job to be performed. Makeshift and substitute tools shall not be used.

Hammers with metal handles, screwdrivers with metal continuing through the handle, and metallic measuring tapes shall not be used on or near energized electrical circuit or equipment.

Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool bags/buckets firmly attached to hand lines.

Tools shall never be placed unsecured on elevated places.

Impact tools such as chisels, punches, and drift pins that become mushroomed or cracked shall be

dressed, repaired, or replaced before further use.

Chisels, drills, punches, ground rods, and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.

Shims shall not be used to make a wrench fit.

Wrenches with sprung or damaged jaws shall not be used.

Tools shall be used only for the purposes for which they have been approved.

Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. They shall not be carried in pockets unless suitable protectors are in use to protect the edge. They shall not be carried in pockets unless suitable protectors are in use to protect the edge.

Wooden handles that are loose, cracked, or splintered shall be replaced. The handle shall not be taped or lashed with wire. The handle shall not be taped or lashed with wire.

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

When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present, or the danger area shall be barricaded or guarded.

The insulation on hand tools shall not be depended upon to protect users from high voltage shock (except approved live line tools).

Portable Electric Tools

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

- The tool is 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.

All powered tools shall be examined prior to use to ensure general serviceability and the presence of all applicable safety devices.

Powered tools shall be used only within their design and shall be operated in accordance with manufacturer's instructions. The use of electric cords for hoisting or lowering tools shall not be permitted.

All tools shall be kept in good repair and shall be disconnected from the power source while repairs or adjustments are being made.

Electrical tools shall not be used where there is hazard of flammable vapors, gases, or dusts without a valid Hot work Permit.

Ground fault circuit interrupters or use of an Assured Grounding Program shall be used with portable electric tools. This does not apply to equipment run off of portable or truck mounted generators at 5kw or less that are isolated from ground or to equipment ran directly off of secondaries.

Pneumatic Tools

Pneumatic tools shall never be pointed at another person.

Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.

Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

Compressed air shall not be used for cleaning purposes, except where reduced to less than 30 psi and then only with effective chip guarding and personal protective equipment.

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

The manufacturers stated safe operating pressure for hoses, pipes, valves, filters, and other fitting shall not be exceeded.

The use of hoses for hoisting or lowering tools shall not be permitted.

Before adjusting 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.

Compressed air tools, while under pressure, must not be left unattended.

All connections to air tools shall be made secure before turning on air pressure.

Air at the tool shall not be turned on until the tool is properly controlled.

All couplings and clamps on pressurized air hose shall be bridged (pinned) with suitable fasteners.

Hose and hose connections used for conducting compressed air to utilization equipment shall be designed for the pressure and service to which they are subjected.

Use only approved end-fitting clamps (screw type heater hose clamps are not acceptable).

While blowing down hose, do not point it toward people.

Power tools are to be operated only by competent persons who have been trained in their proper use.

Conductive hose should not be used near energized equipment.

Foot protection shall be worn while operating paving breakers, tampers, rotary drills, clay spades, and similar impactor-type tools or at other times when instructed by supervision.

All pneumatically driven nailers, staplers, and other similar equipment provided with automatic fastener feed, which operate at more than 100 psi. pressure at the tool shall have a safety device on the muzzle to prevent the tool from ejecting fasteners unless the muzzle is in contact with the work surface.

Airless spray guns of the type which atomize paints and fluids at high pressures (1,000 pounds or more per square inch) shall be equipped with automatic or visible manual safety devices which will prevent pulling of the trigger to prevent release of the paint or fluid until the safety device is manually released.

In lieu of the above, a diffuser nut (which will prevent high pressure), high velocity release (while the nozzle tip is removed), plus a nozzle tip guard (which will prevent the tip from coming into contact with the operator), or other equivalent protection, shall be provided.

Powder Actuated Tools (Tools actuated by an explosive charge)

Only those employees who have been certified in their use shall operate these tools.

Explosive charges shall be carried and transported in approved containers.

Operators and assistants using these tools shall be protected by means of eye, face, and hearing protection.

Tools shall be maintained in good condition and serviced regularly by qualified persons. The material upon which these tools are to be used shall be examined before work is started to determine its suitability and to eliminate the possibility of hazards to the operator and others.

Prior to use, the operator shall ensure that the protective shield is properly attached to the tool.

Before using a tool, the operator shall inspect it to determine to his satisfaction that it is clean, that all moving parts operate freely, all guards and safety devices are in place, and that the barrel is free from obstructions.

Before using tools, the operator shall read and become familiar with the manufacturer's operating guidelines and procedures.

When a tool develops a defect during use, the operator shall immediately cease to use it, until it is properly repaired in accordance with the manufacturer's specifications.

Tools shall not be loaded until just prior to the intended firing time, nor shall an unattended tool be left loaded. Empty tools are to be pointed at any workmen.

In case of a misfire, the operator shall hold the tool in the operating position for at least 30 seconds. He shall then try to operate the tool a second time. He shall wait another 30 seconds, holding the tool in the operating position; then he shall proceed to remove the explosive load in strict accordance with the manufacturer's instructions.

A tool shall never be left unattended in a place where it would be available to unauthorized persons.

Fasteners shall not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface hardened steel, glass block, live rock, face brick, or hollow tile.

Driving into materials easily penetrated shall be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.

Tools shall not be used in an explosive or flammable atmosphere.

Hydraulic Power Tools

The fluid used in hydraulic powered tools shall be fire-resistant fluids approved under Schedule 30 of the U.S. Bureau of Mines, Department of the Interior, and shall retain its operating characteristics at the most extreme temperatures to which it will be exposed.

The manufacturer's safe operating pressures for hoses, valves, pipes, filters, and other fittings shall not be exceeded.

All hydraulic tools, which are used on or around energized lines or equipment, shall use non-conducting hoses having adequate strength for the normal operating pressures.

Hydraulic Jacks

Loading and Marking

- The operator shall make sure that the jack used has a rating sufficient to lift and sustain the load.
- The rated load shall be legibly and permanently marked in a prominent location on the jack by casting, stamping, or other suitable means.

Operation and Maintenance

- In the absence of a firm foundation, the base of the jack shall be blocked. If there is a possibility of slippage of the cap, a block shall be placed in between the cap and the load.
- The operator shall watch the stop indicator, which shall be kept clean, in order to determine the limit of travel. The indicated limit shall not be overrun.
- After the load has been raised, it shall be cribbed, blocked, or otherwise secured at once.
- Hydraulic jacks exposed to freezing temperatures shall be supplied with adequate antifreeze liquid.
- All jacks shall be properly lubricated at regular intervals.

Each jack shall be thoroughly inspected before each use. Jacks, which are in unsafe condition, shall be tagged accordingly, and shall not be used until repairs are made.

Abrasive Blast Cleaning Nozzles

The blast cleaning nozzles shall be equipped with an operating valve, which must be held open manually. A support shall be provided on which the nozzle may be mounted when it is not in use.

Fuel Powered Tools

All fuel-powered tools shall be stopped while being refueled, serviced, or maintained, and fuel shall be transported, handled, and stored in accordance with the Flammable and Combustible Liquids Program.

When fuel powered tools are used in enclosed spaces, the applicable requirements for concentrations of toxic gases and use of personal protective equipment, shall be adhered to.

Guarding Portable Tools

Guards shall be in place and operable at all times while the tool is in use. The guard may not be manipulated in such a way that will compromise its integrity or compromise the protection in which intended. Guarding shall meet the requirements set forth in ANSI B15.1.

Portable Circular Saws

- All portable, power-driven circular saws having a blade diameter greater than 2 in. shall be equipped with guards above and below the base plate or shoe.
- The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts.
- The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work.
- When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to covering position.
- All cracked saw blades shall be removed from service.

Switches and Controls

- All handheld powered tools, circular saws, drills, tappers, fastener drivers, horizontal or vertical angle grinders, etc., shall be with a constant pressure switch or control, and may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.
- All hand-held powered circular saws having a blade diameter greater than 2 inches, electric, hydraulic, or pneumatic chain saws, and percussion tools without positive accessory holding means shall be equipped with a constant pressure switch or control that will shut off the power when the pressure is released. All hand-held gasoline powered chain saws shall be equipped with a constant pressure throttle control that will shut off the power to the saw chain when the pressure is released.
- The operating control on hand-held power tools shall be so located as to minimize the possibility of its accidental operation if such accidental operation would constitute a hazard to employees.
- Grounding of portable electric powered tools shall meet the electrical requirements that can be found in the Electrical Safety Program. All electric power tools shall be equipped with a three-prong plug.

Portable Abrasive Wheels

Safety Guards Exceptions

- Wheels used for internal work while within the work being ground.
- Mounted wheels used in portable operations 2 inches and smaller in diameter.
- Types 16, 17, 18, 18R, and 19 cones, plugs, and threaded hole pot balls where the work offers protection.
- Guards shall be made of steel or other material with adequate strength.
- A safety guard shall cover the spindle end, nut and flange projections. The safety guard shall be mounted to maintain proper alignment with the wheel, and the strength of the fastenings shall exceed the strength of the guard.
- Exception: safety guards on all operations where the work provides a suitable measure of protection to the operator may be so constructed that the spindle end, nut and outer flange are exposed. Where the nature of the work is such as to entirely cover the side of the wheel, the side covers of the guard may be omitted.
- Exception: the spindle end, nut, and outer flange may be exposed on portable machines designed for, and used with, type 6, 11, 27, and 28 abrasive wheels, cutting off wheels, and tuck-pointing wheels.

Mounting and Inspection of Abrasive Wheels

- Immediately before mounting, all wheels shall be closely inspected and a ring test performed, to make sure they have not been damaged in transit, storage, or otherwise.
- Ring test – “tap” wheels about 45 degrees each side of the vertical centerline and about 1 or 2 inches from the periphery; then rotate the wheel 45 degrees and repeat the test; a sound and undamaged wheel will give a clear metallic tone - If cracked, there will be a dead sound and not a clear “ring.”
- The spindle speed of the machine shall be checked before mounting of the wheel to be certain that it does not exceed the maximum operating speed marked on the wheel.
- Grinding wheels shall fit freely on the spindle and remain free under all grinding conditions.
- A controlled clearance between the wheel hole and the machine spindle (or wheel sleeves or adaptors) is essential to avoid excessive pressure from mounting and spindle expansion.
- The machine spindle shall be made to nominal (standard) size plus zero minus .002 inch, and the wheel hole shall be made suitably oversize to assure safety clearance under the conditions of operating heat and pressure.
- All contact surfaces of wheels, blotters, and flanges shall be flat and free of foreign matter.
- When a bushing is used in the wheel hole it shall not exceed the width of the wheel and shall not contact the flanges.

Portable Grinders

Special “revolving cup guards” which mount behind the wheel and turn with it shall be used. They shall be made of steel or other material with adequate strength and shall enclose the wheel sides upward from the back for one-third of the wheel thickness. It is necessary to maintain clearance between the wheel side and the guard. The clearance shall not exceed one-sixteenth inch.

Vertical portable grinders, also known as right angle grinders, shall have a maximum exposure angle of 180 degrees and the guard shall be located between the operator and the wheel during use. Adjustment of the guard shall ensure that pieces of an accidentally broken wheel will be deflected away from the operator.

Other Portable Grinders

The maximum angular exposure of the grinding wheel periphery and sides for safety guards used on other portable grinding machines shall not exceed 180 degrees and the top half of the wheel shall be enclosed at all times.

Personal Protective Equipment

Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and

splashing objects, or exposed to harmful dust, fumes, mists, vapors, or gases shall be provided with the particular PPE necessary to protect them from the hazard.

CHAPTER 20

TRAFFIC, TRANSPORTATION & AUTHORIZED DRIVER POLICY

POLICY

HTS AmeriTek requires that an operator hold a valid driver's license for the class of vehicle that he/she is authorized to operate. Persons intending to operate forklifts are required to successfully complete the appropriate course as outlined in this manual.

RESPONSIBILITY

Each Division Director and Department Head is responsible for restricting the use of Company furnished vehicles to official Company business only. They are also responsible for limiting use of such vehicles to properly authorized personnel. Use of an official vehicle for an employee's personal convenience or benefit constitutes misuse and is prohibited. Employees who misuse Company vehicles are subject to disciplinary action and financial responsibility for any accident. Drivers shall not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the counter medications that might impair their driving skills. All drivers of company vehicles are responsible for reporting any damage or deficiency to the Motor Pool. Repairs, adjustments, and maintenance can only be accomplished if the driver adequately documents and reports these items. Loads shall be secure and shall not exceed the manufacturer's specifications and legal limits for the vehicle. Failure to report unsafe vehicle conditions can result in an accident.

SAFETY BELTS

Employees operating or riding in company furnished vehicles, or personal vehicles on official company business, are always required to wear safety belts. The driver should instruct the passengers to fasten their safety belts before operating the vehicle.

ACCIDENTS

Any accident involving company vehicles (including private, rented, or leased vehicles used on official company business) must be reported to the driver's supervisor. If the driver is unable to make a report, another employee who knows the details of the accident must make the report. It is HTS AmeriTek's policy that employees should not admit to responsibility for vehicle accidents occurring while on official business. It is important that such admissions, when appropriate, be reserved for the company and its insurance carrier. The law requires that each driver involved in a vehicle accident must show his/her license on request by the other party. Be sure to obtain adequate information on the drivers involved as well as on the owner of the vehicles. Names, addresses, driver's license numbers, vehicle descriptions, and registration information are essential. In addition, a description of damages is needed for completion of accident reports. If the accident is investigated by off-site police agencies, request that a copy of the police report be sent to HTS AmeriTek or obtain the name and department of the investigating officer. In case of collision with an unattended vehicle (or other property), the driver of the moving vehicle is required by law to notify the other party and to exchange information pertaining to the collision. If unable to locate the other party, leave a note in, or attached to, the vehicle (or other property) giving the driver's name, address, and vehicle license number. The driver of any HTS AmeriTek vehicle involved in an accident must also complete a Company Motor Vehicle Accident Report and submit it to his/her supervisor within one workday of the accident. The supervisor should interview the driver and complete the supervisor's portion of the report. Within two workdays of the accident, the completed form and vehicle must be taken to the Administration Office so that damages may be estimated, and repairs scheduled. Forms for obtaining appropriate information about an accident are carried in the vehicle or may be obtained from Administration. The Responsible Safety Officer will receive copies of all accident reports and will prepare any required OSHA reports.

PLANT SAFETY TRAFFIC RULES

All HTS AmeriTek employees operating motor vehicles in any plant shall give right-of-way to pedestrians, bicycles, ambulances, and firefighting equipment. All drivers shall practice ordinary driving courtesy and defensive driving. All vehicles and mobile equipment must obey posted speed limits and traffic signs.

All motor vehicles in the plants must be in safe operating condition with safety equipment in good working order. All motor vehicles must display a valid state inspection sticker on the windshield and have the required liability insurance pursuant to state law. Never block fire equipment, fire hydrants, pedestrian walkways, or doorways. Do not park in such a manner as to slow down, hinder, or interfere with the free flow of traffic. Never leave unattended vehicles running. Most plants require you leave the keys in the ignition in the event the vehicle must be moved. Passengers must not get on or off a vehicle while it is in motion. Drivers of mobile equipment must not permit passengers unless special accommodations have been provided. Drivers of motor vehicles shall not permit passengers to ride on fenders, running boards, tops, or bumpers of motor vehicles. Passengers shall keep all parts of their bodies inside the cab or body of vehicles. Vehicles must not enter processing areas, including tank firewalls, without the permission of the Process Operations or designated representative. A permit may be required for a vehicle to enter certain areas. All HTS AmeriTek employees operating a motor vehicle should check with their job representative prior to entering the plant if a permit will be required to operate the vehicle. Vehicles shall not block roads or streets without permission from Site contact. When an HTS AmeriTek vehicle obstructs a road or street, an approved barricade, or warning device shall be put in place.

WEX TELEMATICS

HTS AmeriTek's fleet of company vehicles are equipped with GPS technology. Vehicles are monitored 24/7 inside and outside client's facilities and on the open road for the following:

- Speeding 11 mph over the posted speed limit
- Speeding in excess of 80 mph
 - a) Note: speeding violations will be addressed, at minimum, with an ICAP (Internal Corrective Action Plan), which includes: driving 11 mph over the posted speed limit and driving faster than 80 mph regardless of the speed limit.
- Harsh Cornering
- Harsh Acceleration
- Harsh Braking
- Idle time
- Seat belt use
- Check engine light
- Possible Accident

Authorized Drivers

Only authorized HTS AmeriTek employees are permitted to operate company-controlled vehicles (owned, leased or rented) and exercise the use of company issued fuel cards after being assigned a personal PIN.

HTS AmeriTek has a very strict driver policy. Drivers must pass the following:

- Authorized through our company insurance holder.
 - No one under the age of 21 is authorized.
- an MVR driver record check
 - No multiple tickets within the past three years.
 - No DWI/DUI
- If authorized, a personal key fob is then issued to each driver.
 - Authorized drivers must fob in when operating a company vehicle. If an employee does not fob in while operating a company vehicle, an alert is sent to monitor's via WEX TELEMATICS System.
 - Maintain a driver's license in an active status (not expired, suspended, revoked, etc.) and only operate vehicles authorized and trained to drive or operate.
 - Maintain driving record within company standards while authorized to drive and notify the Operations Manager if my driver's license becomes inactive or if I incur violations that would negatively impact my driving record from the condition I was authorized to drive under.
 - Not operate a company vehicle if taking prescription medications that may affect driving without first notifying the Safety Manager.

- Not operate or allow another driver to operate a company vehicle if the potential driver is or appears to be under the influence or impaired in any way (drugs, alcohol, lack of sleep, no prescription glasses if required, etc.).
- Inspect the vehicle to ensure it is road-ready before leaving AmeriTek's property, a client site or anywhere the vehicle was parked overnight or extended period (8 hours or more).
- Report issues to the Equipment Manager:
 - a) Engine: Check engine and fluid levels and check for possible leaks under the vehicle.
 - b) Outside: Check lights and tires, and ensure any external materials are properly tied down and secured.
 - c) Inside: Check engine warning lights and ensure the windshield wipers are functional and adequate.
- Always wear a seatbelt, whether as the driver or passenger, when the vehicle is in motion. Do not move the vehicle from the Park position without all passengers wearing their seatbelt.
- Observe and obey all state traffic laws, client site driving rules, and company rules, which include:
 - a) Do not exceed posted speed limits and obey all traffic instruction and warning signs.
 - b) Do not perform any distractive task while driving (operate mobile phone/text, radio, eating, maps, etc.).
 - c) Do not park in non-designated parking areas unless you understand the requirements to safely do so.
 - d) When reversing, always use a spotter if available (passenger, someone near, etc.).
 - e) Immediately notify the Operations Manager if I any traffic citations, notifications or warnings issued by any authority (state, county, city, client, etc.) while driving a company vehicle regardless of fault or circumstance.
 - f) Notify the Safety Manager if involved in an accident in a company vehicle, regardless of level of damage or injury and fault or circumstance. If involved in an accident that is determined to be at-fault after a complete investigation, the driver understands responsibility for the deductible (up to \$1,000).
 - g) Do not allow a non-authorized person, employee or otherwise, to operate a company vehicle (if an emergency arises with a need to allow someone else to drive, notify the Operations Manager first).
 - h) Do not pick up hitch-hikers or use the company vehicle to transport or haul people, material, or trailers that are not expected intentions of company business without the expressed permission of the Operations Manager.
 - i) Unless the Operations Manager expressly authorizes otherwise:
 - i. Do not use a company fuel card to purchase fuel or any other item for personal use.
 - ii. Do not give out personal fuel card PIN to another employee or person.
 - iii. Do not use a filling station for diesel if it is practical to fill up at the shop before, during or after shift.

Authorized drivers must sign the *Fleet Authorization form* explaining, in detail, HTS AmeriTek's drivers' responsibilities. Including the rules for operating company vehicles. And the responsibility the driver has including the out-of-pocket insurance deductible the driver is responsible for, if found at-fault for a vehicle accident.



HTS AmeriTek Fleet Authorization
Company Vehicle and Fuel Card Use Agreement

EMPLOYEE NAME:		WEX KEY FOB:
DRIVER'S LICENSE #:	DL STATE:	DL EXPIRE:

Only authorized HTS AmeriTek employees are permitted, via this document, to operate company controlled vehicles (*owned, leased or rented*) and exercise the use of company issued fuel cards after being assigned a personal PIN.

I understand that I am being authorized by HTS AmeriTek to operate company controlled vehicles and use company issued fuel cards under the following conditions. I will,

1. Maintain my driver's license in an active status (*not expired, suspended, revoked, etc.*) and only operate vehicles I am authorized and trained to drive or operate.
2. Maintain my driving record within company standards while authorized to drive (*See Ch. 42 "Fleet Safety Program"*).
3. Notify the Operations Manager if my driver's license becomes inactive or if I incur violations that would negatively impact my driving record from the condition I was authorized to drive under (*see #2 above*).
4. Not operate a company vehicle if I am taking prescription medications that may affect my driving without first notifying the Safety Manager (*if the prescription has a warning such as this, it must be reported*).
5. Not operate or allow another driver to operate a company vehicle if the potential driver is or appears to be under the influence or impaired in any way (*drugs, alcohol, lack of sleep, no prescription glasses if required, etc.*).
6. Inspect the vehicle to ensure it is road-ready before leaving AmeriTek's property, a client site or anywhere the vehicle was parked overnight or extended period (8 hours or more). I will report issues to the Equipment Manager:
 - a. Engine: Check engine and fluid levels, and check for possible leaks under the vehicle.
 - b. Outside: Check lights and tires, and ensure any external materials are properly tied down and secured.
 - c. Inside: Check engine warning lights and ensure the windshield wipers are functional and adequate.
7. Use my company issued Key FOB to register myself as the driver of a company vehicle before moving out of Park; and I will not use another employee's Key FOB for this purpose (*report lost Key FOB to HR; replacement cost is \$25*).
8. Wear my seatbelt at all times, whether as the driver or passenger, when the vehicle is in motion; and if I am the driver, I will not move the vehicle from the Park position without all passengers wearing their seatbelt.
9. Observe and obey all state traffic laws, client site driving rules, and company rules, which include:
 - a. Do not exceed posted speed limits and obey all traffic instruction and warning signs.
 - b. Do not perform any distractive task while driving (*operate mobile phone/text, radio, eating, maps, etc.*).
 - c. Do not park in non-designated parking areas unless you understand the requirements to safely do so.
 - d. When reversing, always use a spotter if available (*passenger, someone near, etc.*).

Note: speeding violations will be addressed, at minimum, with an ICAP (Internal Corrective Action Plan), which includes: driving 11 mph over the posted speed limit and driving faster than 80 mph regardless of the speed limit.
10. Immediately notify the Operations Manager if I incur any traffic citations, notifications or warnings issued by any authority (*state, county, city, client, etc.*) while driving a company vehicle regardless of fault or circumstance.
11. Notify the Safety Manager if I am involved in an accident in a company vehicle, regardless of level of damage or injury and fault or circumstance. If I am involved in an accident that is determined to be my fault after a complete investigation, I understand I may be responsible for the deductible (*up to \$1,000*).
12. Not allow a non-authorized person, employee or otherwise, to operate a company vehicle that I am expected to be driving (*if an emergency arises with a need to allow someone else to drive, notify the Operations Manager first*).
13. Not pick up hitch-hikers or use the company vehicle to transport or haul people, material, or trailers that are not expected intentions of company business without the expressed permission of the Operations Manager.
14. Unless the Operations Manager expressly authorizes otherwise:
 - a. I will not use a company fuel card to purchase fuel or any other item for personal use.
 - b. I will not give out my personal fuel card PIN to another employee or person.
 - c. I will not use a filling station for diesel if it is practical to fill up at the shop before, during or after shift.
15. If I cannot contact an above referenced manager in the event of an urgent matter that may arise concerning these conditions, I will contact the Director of Operations to resolve the situation (832-545-7617)

I have read, understand, and agree to comply with the above conditions. I also understand that if I do not, the consequences will be the termination of this authorization in addition to other disciplinary actions up to termination of employment.

EMPLOYEE ACKNOWLEDGEMENT SIGNATURE:	DATE:	HR AUTHORIZING SIGNATURE:	DATE:
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Bicycle Safety

Purpose

The purpose of this procedure is to provide a plan for safe operation of bicycles and to identify the requirements of their use while on company jobsites and property.

Responsibility

Each Operation Manager is responsible for restricting the use of Company furnished bicycles to authorized personnel. Employees who misuse Company bicycles may be subject to disciplinary action. All riders of Company bicycles are responsible for reporting any damage or deficiency to their Supervisor. Repairs and adjustments can only be accomplished if the employee adequately documents and reports these issues. Failure to report unsafe conditions can result in an accident.

Scope

This procedure applies to bicycles with respect to:

- General Rules & Requirements
- Visual Inspection
- Annual Inspection
- Repairs
- Accident Reporting
- Weight Capacities

General Rules & Requirements

The following are good rules and requirements that must be followed when using a bicycle as transportation on the jobsite.

1. All bicycles shall obey all rules of the road that apply to motorized vehicles (e.g., ride on the right-hand side of the road with the flow of traffic; use hand turning signals; etc.)
2. Yield to pedestrians at intersections and crosswalks.
3. Riding bicycles on sidewalks is prohibited.
4. Short cuts through process units are not allowed when traveling to and from work locations.
5. Employees shall not ride bicycles through units while in turnaround.
6. Do not ride bikes through or into warehouses, shops or control rooms.
7. All riders shall yield to rail traffic.
8. Never ride over railroad tracks, walk the bike over.
9. Ride single file using the right lane of the road, not the shoulder.
10. Never carry any heavy objects or material that will not safely fit in the basket.
11. Never carry more than 15lbs. in the basket.
12. Always keep both hands on the handle bars while in use.
13. Never attempt to carry coffee, soft drinks or any other objects with one hand.
14. Avoid riding over pits in the road and sewer drains.
15. Reflectors must be posted at the front and rear of the bike.
16. Never carry passengers on bicycles.
17. Do not attempt to repair bikes with tape, rope or wire.
18. Never alter the bike in any way.
19. Park bikes in bike racks or in an upright safe location (not laying on the ground) and out of travel paths.
20. Only use bikes that have a current inspection.
21. Never horseplay on bikes.

Visual Inspections

All bikes shall be inspected before each use. As followed in the Safety Inspection Form. If a bicycle is found to be unsafe the reason must be documented on the Safety Inspection Form (comment area). The bike must be taken away from the work area and a tag must be applied on the handle bars of the bike (Do Not Use). The Site Supervisor shall contact an office Manager and report unsafe conditions. It will be the

responsibility of the Manager to contact the repair shop or send parts for minor repairs such as tire tubes, light reflectors etc. Note: It is prohibited to ride a bike while it has a tag.

Annual Inspections

All bikes are to be inspected on an annual basis. Each bike must be inspected by a supervisor or a member of the safety department. It is the responsibility of the owner/group leader to get the bike(s) to a safe location to be inspected. The inspection date will be logged into a database along with the serial number, location, and responsible person or group. Each bicycle will be fitted with an identification/serial number and date of last inspection. This inspection is valid for one year.

Repairs

Any bike in need of major repairs (such as chain, framework, brakes, handle bars etc.) should be tagged and taken off of the jobsite as soon as possible for repairs, not to exceed a 24hr. period. All major repairs will be done at the main office or at the designated bike shop. Minor repairs can be made at the jobsite by an employee (such as replacement of tubes, pedals, reflector, etc.) All parts must meet or exceed the original equipment manufacturer (O.E.M.) specs.

Accident Reporting

Bicycle riders involved in an accident shall immediately notify their supervisor or team leader of the incident. It will be the responsibility of the supervisor to report to and fill any client required paperwork. An Incident/Accident and possibly Investigation form will be filled out by the safety department. All incident/accident findings will be posted and available for any individual or employee.

Weight Capacities

All bikes operated by HTS AmeriTek employees will have a weight capacity of 300lbs. (per manufacturer specifications) unless otherwise specified with an additional tag to give the weight capacity. The combined weight of the rider and equipment being carried shall never exceed the weight capacity for any bike.

HTS AmeriTek Bicycle Safety Inspection Form

Steering (If unsafe, remove from service)

Safe	Unsafe	
<input type="checkbox"/>	<input type="checkbox"/>	Stem Bolt Tight
<input type="checkbox"/>	<input type="checkbox"/>	Gooseneck Tight
<input type="checkbox"/>	<input type="checkbox"/>	Handle Bars Tight & Secure
<input type="checkbox"/>	<input type="checkbox"/>	Handle Bar Grips Good

Comments:

Wheels & Breaks (If unsafe, remove from service)

Safe	Unsafe	
<input type="checkbox"/>	<input type="checkbox"/>	Wheels Secure (Wheel Nuts Tight)
<input type="checkbox"/>	<input type="checkbox"/>	Wheels True, Round & Tensioned
<input type="checkbox"/>	<input type="checkbox"/>	Tire Tread Good w/o Dry Rot
<input type="checkbox"/>	<input type="checkbox"/>	Tire Inflated to Correct Pressure
<input type="checkbox"/>	<input type="checkbox"/>	Tires w/o Impaled Materials
<input type="checkbox"/>	<input type="checkbox"/>	Spokes Unbroken & Tight
<input type="checkbox"/>	<input type="checkbox"/>	Bearings Adjusted Properly
<input type="checkbox"/>	<input type="checkbox"/>	Brakes Adjusted

Comments:

Frame (If unsafe, remove from service)

Safe	Unsafe	
<input type="checkbox"/>	<input type="checkbox"/>	Serial Number Tag Attached
<input type="checkbox"/>	<input type="checkbox"/>	Bearings Adjusted
<input type="checkbox"/>	<input type="checkbox"/>	Crank Bolt Tight
<input type="checkbox"/>	<input type="checkbox"/>	Frame Welds w/o Cracks
<input type="checkbox"/>	<input type="checkbox"/>	Frame Straight
<input type="checkbox"/>	<input type="checkbox"/>	Reflectors Mounted (Front & Back)

Comments:

Chain (If unsafe, remove from service)

Safe	Unsafe	
<input type="checkbox"/>	<input type="checkbox"/>	Links undamaged
<input type="checkbox"/>	<input type="checkbox"/>	Snug Fit Around derailleur
<input type="checkbox"/>	<input type="checkbox"/>	Clean & Oiled
<input type="checkbox"/>	<input type="checkbox"/>	Chain Guard in Place

Comments:

Peddles & Saddle (If unsafe, remove from service)

Safe	Unsafe	
<input type="checkbox"/>	<input type="checkbox"/>	Saddle Securely tightened to Seat Post
<input type="checkbox"/>	<input type="checkbox"/>	Seat Post Securely tightened to Frame
<input type="checkbox"/>	<input type="checkbox"/>	Peddles are Secure in Peddle Crank
<input type="checkbox"/>	<input type="checkbox"/>	Paddles are Slip Resistant (Not Worn or Cracked)

Comments:



1. Saddle
2. Brake Pads
3. Lights & Reflectors
4. Brake Cables
5. Shifter Levers
6. Pedals
7. Pedal Cranks & Bottom Bracket
8. Chain Sprocket
9. Tires & Spokes
10. Derailleur
11. Gear Cluster
12. Wheel Bearings

Note: If any of the boxes above are checked unsafe, do not use bike. Specify reason for unsafe use in comment area. Place a Do Not Use Tag on the handle bar of bike. Take the bike away from the work area and report it to your supervisor or Operation Manager.

CHAPTER 21

ELECTRICAL SAFETY PROGRAM

INTRODUCTION

Although many forms of energy source exist, electricity has become an essential requirement for everyday business operations, as we know it. However, as a source of power, electricity tends to be accepted without much thought to the hazards that can be encountered by the average worker. Perhaps because it has become so commonplace and such a familiar part of our daily work routine, it can often be handled without the respect it deserves.

This program has been written and established for HTS AmeriTek, to minimize potential employee exposures to serious workplace hazards such as electrocution, shock, arc-blast, fires or explosions from electrical equipment, lighting, motors, machines, appliances, switches, controls, enclosures, etc. The person responsible for maintaining this program is Tony Roberts.

AUTHORIZATION

Here at HTS AmeriTek, only trained, competent, authorized personnel will be allowed to energize or de-energize electrical circuits or perform work of an electrical nature on electrically driven equipment. These persons will perform safe-work practices and procedures to prevent electrical shock or other injuries resulting from either direct or indirect electrical contact. They will also utilize special testing equipment and techniques, personal protective equipment, insulating and shielding materials, and insulated tools while working on circuits or equipment that are or can be energized.

Qualified personnel have been trained in and are familiar with the following items:

- The skills and techniques necessary to distinguish exposed live electrical parts from other parts of electrical equipment.
- The skills and techniques necessary to determine the nominal voltage of exposed live electrical parts.
- The clearance distances specified in 1910.333c (these are listed in a forwarded section on authorized workers) and the corresponding voltages to which the qualified person may be exposed.
- Recognition of hazardous energy sources (electrical, mechanical, hydraulic, pneumatic, thermal, spring-loaded, etc.)
- Methods and means necessary to control and isolate energy.

Documentation of this training is maintained by the Safety Training files at each office.

General Requirements (29 CFR 1910.303 - .307)

EXAMINATION, INSTALLATION, AND USE OF EQUIPMENT

Electrical equipment shall be maintained free from recognized hazards that are likely to cause death or serious physical harm to HTS AmeriTek employees. Frequent and periodic inspections by management, trained personnel, and operating employees will be performed on a routine basis to establish and maintain safe working electrical conditions. Items for inspection should include:

- Identifying the work purpose and suitable electrical equipment needed, determined by classification type, size, voltage, current capacity.
- Check for manufacturer's nameplate/label/descriptive markings, they must be legible and unaffected by environmental conditions.
- Determine mechanical strength and durability of enclosure parts.
- Observe heating effects under conditions of use.
- Observe any arcing effects under conditions of use.
- Insulation materials intact with no cuts, breaks, or incorrect splices.

- Disconnecting/disengaging means identified, intact, functioning.

IDENTIFICATION OF DISCONNECTING MEANS AND CIRCUITS

Each disconnecting means (breakers) for motors, appliances, as well as each service, feeder, and branch circuit at its disconnecting means or over-current device shall be legibly marked to indicate its purpose and voltage, and arranged so the markings are evident. These markings shall be of sufficient durability to withstand the environment involved.

OVER-CURRENT PROTECTION

In the event an overload device or circuit breaker trips in a distribution panel or switch-gear room, the circuit breaker shall not be reset or returned to the "ON" position until the cause of the circuit breaker operation has been determined by qualified electrical personnel. Once the circuit has been tested and it is determined that it can be safely re-energized, then the circuit breaker may be reset and returned to the "ON" position, restoring electrical power to the circuit it was supplying.
No materials may be stored inside or on any cabinet.

PROTECTION OF CONDUCTORS AND EQUIPMENT

Access to a distribution panel, breaker box, switch gear, etc. is to be secured, protected, and signed or warned against accidental contact by personnel not trained or qualified to be in close proximity to live electrical parts (any live part of electrical equipment operating at 50 volts or more)
In locations where electric equipment would be exposed to physical damage, strong enclosures/guards shall be arranged to prevent damage.
Clear workspace must be provided, at least 6'6" high and 3' wide

GROUNDING

A potential shock hazard exists when no third wire, grounding conductor, is used. If a fault occurs, most of the current will follow the path of least resistance, which is usually through a worker's hands or feet and then back to the ground. To prevent this, all exposed non-current-carrying metal parts of cord and plug-connected equipment must be grounded by an approved system of double insulation, (unless this equipment is supplied through an isolating transformer with an ungrounded secondary of not over 50 volts).

Grounding the HTS AmeriTek rigs is a mandatory step in the set-up process of a job. By attaching the ground clamp to the grounding grid or approved ground location will provide a safe distribution of the electricity from the generator during a generator malfunction. Electricity will follow the path of the least resistance, therefore, the generator **MUST NOT BE RUNNING** when the ground clamp is attached or removed from an approved grounding location.

ELECTRICAL CONTINUITY

Metal raceways, cable armor, and other metal enclosures for conductors shall be securely and metallicity joined together into a continuous conductor and shall be so connected to all boxes, fittings, and cabinets as to provide effective electrical continuity. The knockouts in cabinets, boxes, and fittings should be removed only if conductors are to be run through them. However, if a knockout is missing or if there is another hole in the box, the hole or opening must be closed. All interior-wiring systems in metal raceways or enclosures shall be grounded at all times.

APPROVED COVERS, CANOPIES

All pull boxes, junction boxes, and fittings shall be provided with tight-fitting covers approved for the purpose. If metal covers are used, they shall be grounded. In completed installations, each outlet box shall have a cover, faceplate, or fixture canopy. If flexible cord pendants pass through a box opening, they shall be provided with bushings on which the cords may bear.

GENERAL ILLUMINATION

Lamps for general illumination shall be protected from accidental contact or breakage. Protection shall be provided by elevation of at least 7 feet from normal working surface or by a suitable fixture or lamp holder

with a guard. Illumination must be provided for employees required to blindly reach into obstructed or confined areas, which may contain energized parts.

PORTABLE ILLUMINATION

Portable type hand lamps (drop-cords) supplied through flexible cords shall be equipped with a handle of molded composition or other material approved for that purpose, and a substantial guard shall be attached to the lamp holder or handle at all times.

FLEXIBLE CORDS AND CABLES

Flexible cords and cables shall be protected from accidental damage. Sharp corners and projections shall be avoided. Where passing through doorways or other pinch points, flexible cords and cables shall be provided with padding or protection to avoid damage.

HAZARDOUS (CLASSIFIED) LOCATIONS

The potential for explosion or fire exists because flammable gases, vapors, fumes, and particulate dusts are present around electrically operated equipment at the HTS AmeriTek spray-paint booth operation. This operational structure was built to NEC and NFPA Codes.

ELECTRICAL SAFETY RELATED WORK PRACTICES (1910.331-.339)

Even though electrical equipment may be in compliance with the installation requirements, when employees are working with electrical equipment, they must use safe work practices. Prescribed distances must be maintained, avoiding the use of electrical equipment when the employee and/or equipment is wet, and performing lockout/tagout of equipment de-energized for maintenance (*See Chapter 9 LOTO*). *Employees must always regard all wires as live and dangerous, even if de-energized, if their source has NOT been locked or tagged out.*

OVERHEAD LINE WORK

If work is to be performed near overhead lines, the lines shall be de-energized and grounded, or other protective measures shall be provided before work is started. (This activity would normally be performed by Utility Company workers.) If protective measures are provided, such as guarding, isolating, or insulating, these precautions shall prevent employees from bodily contacting such lines directly or indirectly.

Overhead Work for Unqualified Person

When an unqualified person is working on the ground in the vicinity of overhead lines or in an elevated position near overhead lines, the location of the person and conductive object, vehicular and or mechanical equipment he/she may meet (an unguarded, energized line) will not come closer than the following distances:

- For voltages to ground 50kV or less = 10 feet
- For voltages to ground over 50kV = 10 feet plus 4 inches (For every 10kV over 50 kV)

OVERHEAD WORK FOR QUALIFIED PERSON

When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground, the person will not approach or take any conductive object, vehicular and mechanical equipment without approved insulated safe guards closer to exposed energized parts than the following distances:

- Less than or equal to 300 V = avoid contact
- Greater than 300 V but less than 750 V = 12 inches
- Greater than 750 V but less than 2 kV = 18 inches
- Greater than 2 kV but less than 15 kV = 2 feet
- Greater than 15 kV but less than 37 kV = 3 feet
- Greater than 37 kV but less than 87.5 kV = 3 feet 6 inches
- Greater than 87.5 kV but less than 121 kV = 4 feet
- Greater than 121 kV but less than 140 kV = 4 feet 6 inches

BODILY CONTACT WITH CONDUCTIVE MATERIALS

Any conductive materials or equipment that is in contact with any part of an employee's body shall be handled in a manner that will prevent them from contacting exposed energized conductors or circuit parts. If long dimensional conductive objects (pipes, rods, ducts) must be handled around exposed live parts, work practices to include guarding, insulating or safe material handling techniques will be used to minimize the hazard.

PORTABLE LADDER USE

Any portable ladder used by an employee that could contact exposed energized parts shall have non-conductive side-rails (wood, fiberglass).

WEARING CONDUCTIVE ARTICLES

Conductive articles of jewelry or clothing (**watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear**) may not be worn if they might contact exposed energized parts, unless they are made non-conductive by means of covering, wrapping, or insulation.

HOUSEKEEPING DUTIES

Employees may not perform housekeeping duties at close proximity to exposed energized parts unless adequate safeguards (insulating equipment or barriers) are provided. Electrically conductive cleaning materials (steel wool, metalized cloth, or silicon carbide) may not be used in proximity to energized parts unless procedures are followed which will prevent electrical contact.

PORTABLE ELECTRIC EQUIPMENT HANDLING

Portable equipment shall be handled in a manner, which will not cause damage, such as using the flexible cord to raise and lower the equipment. These flexible cords cannot be stapled or hung in a fashion that would damage the outer jacket or insulation.

PORTABLE ELECTRIC EQUIPMENT VISUAL INSPECTION

Portable cord and plug connected equipment and flexible cord sets (extension cords) shall be visually inspected before use on any shift, for external defects and for evidence of possible internal damage. If this equipment remains connected once it is put into place and is not exposed to damage, then inspection is deferred until relocation occurs. To assure this inspection is completed and documented, the following program is being implemented in compliance with this regulation:

ASSURED GROUNDING CONDUCTOR PROGRAM

The purpose of this program is to assure all employees of HTS AmeriTek that all power tools, flexible cords and/or cord sets used by them will have an effective, working grounding conductor for electrical safety and shock protection. Qualified, trained, competent personnel will test all powered equipment, tools and cords in accordance with the following procedures:

EQUIPMENT

Cord-connected, electrically-powered equipment shall not be available or permitted for employee use until the testing procedures described in this written program have been completed and documented.

TESTING PROCEDURE

The assured electrical equipment grounding conductor test procedure will be as follows:

- All equipment grounding conductors shall be **tested for continuity** and **shall be electrically continuous**.
- Each **receptacle** and **attachment cap** or **plug** shall be tested for correct attachment of the grounding conductor. The equipment-grounding conductor shall be connected to its proper terminal.
- Testing frequency shall be as follows:
 1. Before first use.
 2. Before equipment or cord is returned to service following repairs

3. Before equipment is used, if damage is witnessed or suspected.
4. At intervals not to exceed 6 months for fixed cords/receptacles not subject to damage.
5. At intervals not to exceed 3 months for all other cords and plug connected equipment.

TESTING IDENTIFICATION

All cords and power tools shall have a color-coded, taped band approximately 12 inches from the tool or male cap end showing the last time the cord or tool was tested. The color code is as follows:

- January - March = **White**
- April - June = **Green**
- July - September = **Red**
- October – December = **Orange**

With the exception of cord sets and receptacles which are fixed and not exposed to damage, all cord sets, attachment cap, plug and receptacle of cord sets and any other equipment connected by cord and plug will be visually inspected daily by the employee or supervisor prior to utilizing this equipment. Items for inspection are to include:

- External defects such as deformed, crushed, missing blades or pins.
- External insulation damage, cuts, separations, burns, run-over, etc.
- Damaged, cracked - shorted - receptacles/cover-plates, missing items.

Any item inspected that is damaged shall be tagged out of service with a “**DO NOT USE**” tag, and removed from service until repaired and tested. Attachment plugs and receptacles may not be connected or altered in a manner which would prevent proper continuity of the equipment grounding conductor at the point where the plugs are attached to receptacles.

Adapters which interrupt the continuity of the equipment grounding connection may not be used.

Employee’s hands may not be wet when plugging and unplugging flexible cords and cord and plug connected equipment, if energized equipment is involved.

Portable electric equipment and flexible cords used in highly conductive work locations (wet), or in job locations where employees are likely to contact water or conductive liquids shall be approved for such locations.

TEST INSTRUMENTS AND EQUIPMENT/TOOLS

Only qualified persons may perform testing work on electric circuits or equipment. A visual inspection of their test instruments and equipment or tools is required before using. Items to be inspected include:

- test leads
- cables
- power cords
- probes
- connectors
- insulation on tools

Any defective or damaged item shall be removed from service and no employee may use it until necessary repairs and tests to render this equipment safe have been performed.

All authorized, qualified employees are prohibited from working alone on energized lines or equipment over 480 volts.

USE OF PERSONAL PROTECTIVE EQUIPMENT

Employees working in areas where there are potential electrical hazards shall be provided with, and shall use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed. It shall be maintained in a safe, reliable condition and periodically inspected or tested. These items can include:

- non-conductive head protection
- safety glasses
- face shields
- rubber insulating gloves (leather outer covering is allowed)
- rubber aprons
- non-conductive work shoes/boots

ALERTING TECHNIQUES

To control potential employee exposures, which could cause injury due to electric shock, burns, or failure of electrical parts, appropriate, identified safety signs, symbols or accident prevention tags will be used to warn employees about electrical hazards, which may endanger them. Non-conductive barricades may be used in conjunction with signs and tags to limit employee access to exposed work areas, or an attendant may be stationed to warn and protect employees.

INSULATION AND GROUNDING

Insulation may be damaged by hard usage on the job or simply by aging. If this damage causes the conductors to become exposed, the hazards of shocks, burns, and fire can exist. Double insulation will be used as additional protection on the live parts of a tool, but double insulation does not provide protection against defective cords and plugs or heavy moisture conditions.

The use of a ground-fault circuit interrupter (GFCI) is one method used to overcome grounding and insulation deficiencies. This fast-acting circuit breaker senses very small electrical imbalances or current leakage to ground, and shuts off the electricity. This equipment will be provided for employees required to perform work using portable electrically operated tools and equipment attached to flexible cord sets when in damp or wet locations or conditions of potential moisture.

ELECTROCUTION/FIRST AID

A large majority of electrocutions are caused by voltages of less than 600 Volts, which are the most common found in this workplace. The following health effects are possible when exposed to certain currents:

- Greater than 3 mA = painful shock that can cause indirect accidents
- Greater than 10 mA = muscle contraction, "no-let-go" danger.
- Greater than 30 mA = lung paralysis, usually temporary.
- Greater than 50 mA = possible ventricular fibrillation
- 100 mA to 4 A = certain ventricular fibrillation, fatal
- Greater than 4 A = heart paralysis, may be temporary, severe burn

Due to the potential for electrocution, employees who regularly perform work on or around energized electrical equipment will be instructed in CPR/First Aid methods.

SUMMARY

This program and discussion has been provided to help HTS AmeriTek employees in protecting themselves against electrical hazards at this work location, through the use of safe work practices, hazard recognition, properly inspected tools and equipment, GFCI's, an assured equipment grounding conductor program, PPE, warning signs or tags, and establishing authorized personnel to perform electrical work.

Following these rules and regulations will help reduce the number of accidents and injuries from electrical hazards. Work disruptions to perform the necessary daily, quarterly, bi-annual inspections should require little time compared to the loss that could potentially occur if personnel, equipment or facilities are injured or destroyed.

CHAPTER 22

FIRST AID AND MEDICAL SERVICES PROGRAM

INTRODUCTION

Even though it is the intent of HTS AmeriTek to provide and maintain a workplace free of safety and health hazards, and to establish policies for safe work practices and procedures and expect its employees to perform their work in a safe manner, the potential for accidents and injuries to occur still exists.

OSHA Regulation 29CFR1910.151 requires employers to provide prompt medical services and first aid prior to commencement of a project, and for injured or ill workers during their employment. With this directive in mind, the following guidelines are being established, and its procedures will be effectively implemented by trained employees. Training on annual bases will be provided to all full-time supervisors that may be required to render First Aid.

TRAINED PERSONNEL

There shall be at least one certified First Aid trained person on duty at all times, for HTS AmeriTek First Aid/CPR training will be provided by contract training resources that meets nationally recognized medical organization criteria.

EMERGENCY CONTACTS

Before work begins at this location, all employees will be made aware of all emergency phone numbers if needed for the transportation of injured personnel. These numbers are conspicuously posted at HTS AmeriTek offices, job-sites, or as communicated by various job-site Foremen. In the event of a serious injury requiring medical attention **other than minor First Aid**, only qualified, certified personnel shall manage the injured person until professional medical help has arrived. The following telephone numbers may be contacted for professional assistance:

See Following Attachments for All Offices:

NOTIFY APPROPRIATE MANAGEMENT

(Methods = 2-way radio & base station, telephone, or cell phone)

EMERGENCY ACTION

First aid measures are of extreme importance within the first few minutes for a worker that has incurred a serious or incapacitating injury. A primary assessment by an emergency responder will determine the nature and extent of the injury experienced. If you are assigned this responsibility, and before you initiate any action, take note of the immediate surroundings to make sure you don't become a victim yourself!

- Stay calm, take a deep, relaxing breath (possible adrenaline rush)
- Look for mechanisms or forces that caused this incident
- Be aware of environmental limitations (cold, heat, moisture)
- Control outside interference (traffic, crowds, bystanders)
- Check unknown hazards (gas, chemical, electrical, fire, explosion, lack of oxygen, radiation, weapons, etc.)

BODY BARRIERS AND FIRST AID KITS

Your goal is to protect yourself and your patient, utilizing disposable barriers consisting of latex disposable gloves, mouth-to-mouth barrier, eye-shield, mouth-covering and protective clothing if provided. This equipment for blood-borne pathogen protection is located with the First Aid Kits, which are located in the job Trailer at each job-site. The First Aid Kit consists of the following items, and is to be checked weekly by the job-site foreman, for items to be replenished. These kits are maintained on a monthly inspection basis by the safety department. You should notify the job-site foreman for requisition of any needed supplies. These Physician-approved First Aid kits shall be easily accessible, maintained in a serviceable condition,

finger widths above the landmark and begin a series of 30 chest compressions at a rate of 80 to 100 per minute, alternating with 2 slow full breaths of air administered between compression series.

Stop after 4 cycles of compression/breathing and check pulse for 3 to 5 seconds. Continue compressions and breaths until restored or professional medical assistance arrives.

CHECK FOR AND CONTROL SERIOUS, PROFUSE BLEEDING. Use firm, direct pressure and a clean compress. Do not “peek” under a blood-soaked compress, as you will diminish any clotting that has occurred. Just add more compress bandages. Never apply a tourniquet. Elevation of the affected area, or applying pressure at a point directly above the affected area can also be effective in controlling blood loss.

CHECK FOR SIGNS OF SHOCK, such as:

- overall weakness, disorientation, confused, unresponsive, faint
- dizziness or nausea with possible vomiting
- restlessness, fear, or combativeness
- thirst
- breathing rapid and shallow
- skin cool and clammy, face pale and/or lips, tongue, earlobes blue
- eyes lackluster and pupils dilated
- pulse rapid and weak

All of these symptoms may present themselves at different times or in combinations, there is no set pattern. To combat these, have the patient lie down at rest, keep the airway open and control any external bleeding. Keep warm with coverings, but do not overheat. If the face is pale then elevate their legs 8-12 inches, if the face is red, then elevate the head and shoulders.

These are general guidelines to follow, unless fractures or spinal injuries are present, which will not allow for any elevation. Do not give the patient anything by mouth even if serious thirst is expressed. Monitor vital signs. You will most likely be unable to bring a patient out of shock, but you may be able to prevent shock or keep it from worsening by following the outlined procedures.

A person with a fracture must be treated carefully to prevent the injury from becoming worse and increasing shock potential. A fracture may be suspected if any of the following items are observed:

- abnormal shape of body part
- inability to move body part or extreme pain on movement
- swelling with skin color change

Utilize available materials to fashion a splint, and install this device on the limb in the position it was found. Do not attempt to realign anything

FIRST AID FOR BURNS, whether due to heat or cold are the same, by applying very cold water to the burned area. Do not attempt to remove materials stuck to the burned surface, and never apply oil, grease, butter or similar substances to a burned area. Cover with a loose dressing.

IF CHOKING IS OBSERVED, ask the person if they are choking, or observe them grasping for their throat, or skin color changing to blue. Approach the person from behind, wrapping your arms around the mid-section, just above the navel. Turn one hand with thumb knuckle into the stomach region and place the other hand over the first with the intent on thrusting together, up and inward into the abdomen. Perform a series of 5 abdominal thrusts with the intent on dislodging the object, unless the airway opens. If not, reassess patient airway, reposition hands and continue series of thrusts until successful.

WHERE THE EYES OR BODY of any employee may be exposed to injurious corrosive materials, suitable facilities shall be provided within the work area. HTS AmeriTek employees have access to eyewash fountain/deluge safety shower equipment located at various host-facility job-sites, and this equipment is routinely checked monthly by their respective Safety personnel. Flush eyes/body for a minimum of 15

minutes for corrosive exposures. When HTS AmeriTek employees are servicing accounts at host-facility work sites, they will be made aware of the presence and operation of that facility's eye-wash/safety shower equipment during site-specific orientation.

ILLNESS ASSESSMENT would be performed based on the medical problems described by someone. A sign is something you see, hear, or feel, and a symptom is something the patient states. Illness assessment involves talking to the patient, and checking signs and symptoms.

- Check pulse (60 - 100 beats per min. in normal adult at rest)
- Check respiration (12 - 20 breaths per min.)
- Check body temperature (98.6 is normal)
- Check tissue color (look inside lips, under fingernails, lower eyelids)
- Ask patient how they feel
- Check medical history
- Ask about any medications being used
- Check for medical alert tags

CONCLUSION

Employees with known medical conditions or problems should disclose this information to their Job-site Foreman so immediate appropriate medical attention can be provided for instances of allergies, seizures, diabetes, cardiovascular conditions, respiratory problems, asthma, etc.

In the absence of a trained medical responder, the above mentioned guidelines can be implemented by a bystander as opposed to not participating and watching a person lose their life. This State provides for a Good Samaritan Law that protects you from civil liability if you act in good faith to provide care to the level of your training and to the best of your ability.

Actual consent must be stated or displayed by the victim before care can be initiated. Any refusal of care must be respected. A clear, informed victim's decision must be made before you may proceed. If unconscious, confused, or so severely injured that a clear decision cannot be made, then implied consent is assumed and patient care initiated.

Employee personnel files should list their family, address, phone number, next of kin, and personal physician name and phone number for any needed contact or support. Anticipatory orders from identified physicians should also be on file to cover emergency or routine care for special health problems.

Non-compliance by any HTS AmeriTek employee with any part of this described program will result in disciplinary action as outlined in the Company's Corrective Action/Disciplinary Program found in Section 4 of this manual.

HTS AmeriTek First Aid Kit Minimum Contents Checklist Required in Rigs

First Aid	Infection Control
72 pg. AMA First-Aid guide	1- Pair of latex gloves
1- Pair of scissors	1- Apron
10- Alcohol cleaning pads	1- Eye shield/face mask
10- Triple Antibiotic Ointment	1- Shoe cover
5- 2"x3" Non-stick pads with adhesive	1- Packet Red-Z absorbent
5- Knuckle bandages	1- 2oz bottle Sanitize disinfectant/cleaner
5- Finger bandages	2- Red Biohazard bags with twist ties
16 - ¾"x 3" Adhesive plastic bandages	1- Scraper
1- Latex gloves	1- Scooper
1- 4"x5" Instant cold compress	2- Paper towel
1-36"x51" Triangular sling/bandage (2) safety pins	1- Exposure report form
1- Disposable CPR mask	

CHAPTER 23

BLOODBORNE PATHOGENS EXPOSURE CONTROL

INTRODUCTION

This policy establishes an exposure control plan developed for all office and operational employees to protect against potential occupational exposure to blood or other infectious bodily fluids. This plan shall be reviewed annually.

Blood borne pathogens are disease-causing micro-organisms that are present in human blood and other bodily fluids and can cause disease in humans. These pathogens include but are not limited to Hepatitis B and C viruses (HBV/HCV) and Human Immunodeficiency virus (HIV).

EXPOSURE DETERMINATION

Employees who are designated as **First Aid Responders** must practice a universal precaution which assumes that all human blood and certain body fluids and residues are handled as if known to be infectious for HIV, HBV and other blood borne pathogens. Due to the difficulty in determining which bodily fluids are infectious, all bodily fluids shall be considered infectious without regard to the use of PPE and universal precautions.

IMPLEMENTATION

The following procedures will be implemented at the office and any job site where HTS AmeriTek employees are present and where there is a potential occupational exposure to blood, body fluids and residues (blood or fluid contaminated first aid dressings and clothing, spills, absorbents, etc.).

The following universal precautions are taken from excerpts provided by NIOSH, CID and CDC, and are to be used to prevent contact with blood or other potentially infectious materials. Without adherence to these universal precautions during first aid administration, exposure to infectious agents may likely occur.

PERSONAL PROTECTIVE EQUIPMENT

- Use disposable latex or nitrile gloves where blood, blood products or body fluids will be handled.
- Use gowns, masks and goggles or face shield for procedures that could involve more extensive splashing of blood or body fluids.
- Use pocket breathing barrier, resuscitation masks, bag-valve resuscitation masks or other ventilation resuscitation devices for minimizing exposure to fluids that may occur during emergency mouth-to-mouth resuscitation.

WORKPLACE PRACTICES

Normal work practices do not offer potential contact with blood borne pathogens or infectious bodily fluids. The exception is during first aid response. All employees shall be trained on the universal precautions of this policy. Individuals responding to first aid incidents shall adhere to these work practices and special precautions in section 4 below.

At least one person per operational shift shall hold a current certificate in first aid/CPR issued by the Medic First Aid, American Red Cross or equivalent. This person shall be the designated first aid responder. This is typically performed by the client or host facility but should be verified.

At each location a first aid kit shall be available containing the following protective equipment for adhering to the CDC universal precautions: disposable latex or nitrile gloves (5 mil), face shield, resuscitation mask with oxygen inlet valve, gown, antiseptic towelettes, antiseptic hand cleaner, disinfectant, absorbent towelettes, biohazard bags with biohazard insignia (insignia shown in section 4 below). First aid responders shall use a pocket breathing barrier, resuscitation mask or bag-valve mask to resuscitate a victim to minimize exposure that may occur during emergency mouth-to-mouth resuscitation. The CPR provider shall also don nitrile or latex gloves.

HTS AmeriTek shall provide the personal protective equipment listed above in the appropriate sizes and at no cost to its employees. Resuscitation masks shall be provided to all designated first aid responders. Management will ensure that this equipment is utilized. The jobsite representative is responsible for implementation of this policy including the workplace practices, universal precautions, and engineering controls.

ENGINEERING CONTROLS

The designated first aid responder will utilize the following engineering controls and precautions whenever rendering first aid to another employee with the control of bleeding.

- Don latex or nitrile glove, 5 mil.
- Don gown and face shield before controlling bleeding with spurting blood.
- Wash hands thoroughly after removing gloves and immediately after contact with blood or body fluids. Hand washing facilities shall include the lavatories in the restrooms. For sites where lavatories are not available, first aid kits shall include an antiseptic hand cleanser in conjunction with cloth or paper towels or antiseptic towelettes.
- The handling or use of needles and syringes is not permitted by first aid responders. Personnel who are diabetic or otherwise use syringes for medical purposes shall be responsible for the personal control and proper off-site disposal of their syringes. All other employees shall not handle syringes or needles found in the workplace but shall report them to the Safety Specialist who will have an approved contract waste disposal company collect and dispose of the instruments.
- Follow general guidelines for sterilization, disinfection, housekeeping and waste disposal. Use appropriate protective equipment identified above. Place infected waste in biohazard bags (double-lined impervious bags labeled with the biohazard insignia below) and dispose bag via a licensed bio-hazardous waste disposal company. Any equipment, which may become contaminated, shall be cleaned and disinfected. A disinfectant solution for cleaning equipment soiled with blood or body fluids can be prepared by mixing a solution of ¼ cup of household chlorine bleach with a gallon of water.
- Clean up all contaminated surfaces in contact with blood or blood spills using a disinfectant solution. A disinfectant solution can be prepared mixing ¼ cup of sodium hypochlorite (household chlorine bleach) diluted with a gallon of water. Flood the contaminated surface with the disinfectant and allow to soak for at least 20 minutes. Use paper towels to absorb the solution and dispose the towels in a biohazard bag or container.
- All bandages, material, gloves or other first aid materials contaminated with blood or other potential bodily fluids must be placed in a biohazard bag or container.
- If contaminated clothing is not discarded in the biohazard container, it must be laundered separately to prevent contamination.
- The biohazard container must be designed to prevent leaking, double bagged and be designated with the precautionary biohazard label. The container or bag must be sent to a designated hazardous waste site.



HBV VACCINATION PROCEDURE

A Hepatitis B vaccination series (3 injections in a 6-month period) will be made available to all designated CPR/First Aid responders after they have been trained and within 10 working days of initial assignment to a position that could have occupational exposure, at no cost.

This offer is not mandatory and may be initially declined by the affected employee. If the employee later decides to accept the vaccination series, it will again be offered at no cost to the employee. (Any refusal will be documented by the employee signing the included employee declination statement and included in the employee's safety file.) A vaccination series will be offered within 24 hours of a reported bodily fluid exposure or even if an exposure is suspected, to unvaccinated employees. This vaccination series for Hepatitis B is considered 90% effective if administered within 7 - 14 days of a bodily fluid exposure. If a routine booster shot or shots are recommended by the U.S. Public Health Service at a future date, the employee will be offered this service at the expense of HTS AmeriTek.

If an employee has already had a vaccination series, or demonstrates immunity to HBV by testing procedures, they will not be required to participate in another repeat vaccination.

TRAINING

The following training must be provided to all employees at the time of hiring and annually thereafter.

- Contents of this policy
- Symptoms of blood borne diseases
- Modes of transmission
- Employer exposure control plan, universal precautions, and special precautions.
- Tasks that may involve exposure.
- Controls to reduce exposure
- Types of personal protective equipment, the purpose of its use and disposal methods
- Information on Hepatitis B vaccine and the fact that it is provided by the company free of charge
- Emergency contacts
- Procedure to follow if an exposure incident occurs
- Information on a post exposure occurrence
- Signs and labels
- Discussion

POLICY AVAILABILITY

This policy shall be made available to all HTS AmeriTek employees and to all employees identified as reasonable risk or first aid responders. First aid responders shall receive a copy of this policy during their initial first-aid training period.

RECORDKEEPING

Medical records which must be kept include the following

- Name and social security number of each employee with occupational exposure.
- A copy of the employees Hepatitis B vaccination documentation
- A copy of all results of examinations, medical testing and follow-up procedures
- A copy of the doctor's written opinion of the employee evaluation
- A copy of the information given to the doctor

Confidentiality must be maintained, and the medical information will not be disclosed or reported without the employee's written consent. These records shall be made available upon request by the employee or the Assistant Secretary of Labor (OSHA).

Training records must include the date and contents of the training session, the name and qualification of the person(s) conducting the training, the names and job titles of attendees and their signatures.

HBV VACCINATION DECLINATION STATEMENT

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 - print name) _____

(Sign name) _____

(Date) _____

(Witness signature - print name) _____

(Sign name) _____

CHAPTER 24

POWERED INDUSTRIAL TRUCKS

INTRODUCTION

Forklifts and powered industrial trucks are an important part of our business. The purpose of this program is to provide a safe environment for employees that ensures that our powered industrial trucks meet the requirements for safety and reliability. Every employee must be trained and evaluated prior to being allowed to drive these vehicles. This program has total management support, and will never be compromised for expediency or monetary concerns.

PROGRAM RESPONSIBILITIES

MANAGEMENT

Management is responsible for providing powered industrial trucks and related equipment that is OSHA and ANSI compliant and identify employees who are affected by this policy and ensure that they receive the required training. Management will provide the required PPE to affected employees and ensure the company is operating in accordance with this policy performing periodic reviews and audits. Management has the responsibility to review this safety policy for effectiveness periodically and when program deficiencies are discovered act immediately to correct them.

SUPERVISORS

Supervisors will ensure that no employees perform work on or near powered industrial trucks without receiving the required training. Supervisors will provide communication between employees and management on safety issues, and make sure that employees have available and use all required PPE.

EMPLOYEES

Employees must complete all required safety training prior to operating powered industrial trucks. Employees must operate equipment as described in accordance with OSHA 29 CFR 1910.178 (I) and 1926.602 (d). Most importantly we ask that the employee report any safety issues to his immediate supervisor or safety contact.

VEHICLE REQUIREMENTS

All new powered industrial trucks acquired and used by the company must meet the design and construction requirements for powered industrial trucks, established in the "American National Standard for Powered Industrial Trucks, Part II, ANSI B56.1-1969."

Powered industrial trucks must be labeled as being accepted by a nationally recognized testing laboratory and compliant with ANSI standards. All labels, nameplates, and markings must be maintained in a legible condition.

The company will obtain written approval from the manufacturer prior to making any modifications or additions that affect capacity or safe operation of the vehicle. Capacity, operation, and maintenance instruction plates, tags, or decals shall be changed accordingly.

If the truck is equipped with front end attachments other than factory installed attachments, the truck will be marked to identify the attachments and show the approximate weight of the truck attachment combination at maximum elevation with the load latterly centered.

When lighting is less than 2 lumen per square foot, auxiliary directional lighting will be provided on the truck. Forklift operators may not operate where lighting from the area or the vehicle is not sufficient.

TRAINING

Only employees that have been trained and evaluated by an approved HTS AmeriTek competent person will be allowed to drive powered industrial trucks. Operators must be at least 18 years old. The program administrator will coordinate with management to identify authorized trainers who have the knowledge, training, and experience to teach and evaluate industrial truck operators. All trainees will operate vehicles only under the direct supervision of their instructor. The powered industrial truck training program will consist of a combination of formal instruction, practical training, and evaluation of the operator's performance in the workplace.

The training content will include:

1. Operating instructions, warnings, and precautions for the types of trucks, the operator will be authorized to operate.
2. Differences between the truck and the automobile.
3. Truck controls and instrumentation.
4. Engine and motor operation.
5. Steering and maneuvering.
6. Visibility.
7. Operation and limitation of fork and attachments.
8. Vehicles capacity and stability.
9. Inspection and maintenance requirements.
10. Refueling and recharging.
11. Operating limitations.
12. Surface conditions where the vehicle will be operated.
13. Compositions of loads and load stability.
14. Load manipulation, stacking, and un-stacking.
15. Pedestrian traffic in areas where the vehicle will be operated.
16. Restricted places where the vehicle will be operated.
17. Hazardous locations where the vehicle will be operated.
18. Ramps and other sloped surfaces that could affect the vehicle's stability.
19. Closed environments where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.
20. Requirements of 29 CFR 1910.178.

Once an employee has completed the training program, he or she will be evaluated for adequate understanding and skill.

The evaluation will include:

1. A demonstration of proper inspection procedures.
2. A demonstration of understanding of the hazards of the workplace.
3. Demonstrations of the ability to drive the vehicle, load the vehicle, and unload the vehicle in a manner that is safe and proper.
4. A demonstration of understanding of the requirements of this program.

Each powered industrial truck operator must have their performance evaluated at least once every three years.

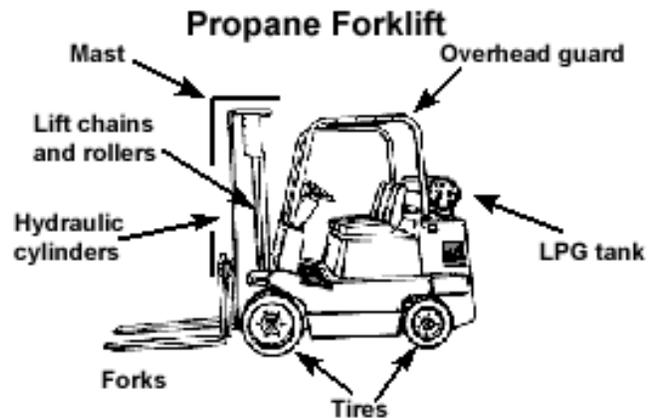
Refresher training will be assigned when any of the following occurs:

1. The operator has been observed to operate the vehicle in an unsafe manner.
2. The operator has been involved in an accident or a near miss.
3. The operator is assigned to drive a different type of vehicle.
4. The operator has received an evaluation that reveals deficiencies.
5. A condition in the workplace has changed in a manner that could affect safe operation.

INSPECTION

KEY OFF PROCEDURES

- The vehicle inspection
 - Overhead guard
 - Hydraulic cylinders
 - Mast assembly
 - Lift chains and rollers
 - Forks
 - Tires
 - LPG tank and locator pin
 - LPG tank hose
 - Gas gauge
- Check the engine oil level
- Examine the battery
- Check the hydraulic fluid level
- Check the engine coolant level



KEY ON PROCEDURES

- Test the front, tail, and brake lights

ENGINE RUNNING PROCEDURES

- Check the gauges
 - Oil pressure indicator lamp
 - Ammeter indicator lamp
 - Hour meter
 - Water temperature gauge
- Test the standard equipment
 - Steering
 - Brakes
 - Horn
 - Safety seat (if equipped)
 - Forks raised to maximum height
- Check the operation of load-handling attachments
- Check the transmission fluid level

MAINTENANCE

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 a safe operating condition. No truck shall be operated with a leak in the fuel system until the leak has been corrected. Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs. 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 after each shift. Defects when found shall be immediately reported and corrected.

CHAPTER 25

HEAT STRESS PREVENTION

PURPOSE

The purpose of this procedure is to provide an effective Heat Stress Prevention Program to reduce and control the hazards of heat stress in the workplace.

DEFINITIONS

- **Heat Rash** – Heat rash, also known as prickly heat, may occur in hot, humid environments where sweat is not easily removed from the surface of the skin by evaporation. This is common when using protective equipment especially impermeable clothing. Heat rash can become uncomfortable when extensive or complicated in infection.
- **Heat Cramps** – Heat cramps, which are painful muscle spasms, are caused when workers fail to replace the body's salt loss that occurs during excessive perspiration (especially with non-acclimatized workers).
- **Heat Exhaustion** – Heat exhaustion results from excessive loss of salt and/or water through sweating. The worker with heat exhaustion still sweats, but experiences extreme fatigue, weakness, giddiness, nausea or headache. The skin is clammy and moist, the complexion pale or flushed and the body temperature normal or slightly higher.
- **Heat Stroke** – Heat stroke, the most serious health problem for workers in hot environments, is caused by the failure of the body's internal mechanism to regulate its core temperature. Sweating stops and the body can no longer rid itself of excess heat. Signs include: mental confusion, delirium, loss of consciousness, convulsions or coma, a body temperature of 105 degrees or higher and hot dry skin which may be red and flushed. Victims of heat stroke may die unless treated promptly and correctly.

RESPONSIBILITIES

- It shall be the responsibility of the HTS AmeriTek Operations Manager to ensure that the requirements of this Procedure are adhered to.
- It shall be the responsibility of the Site Supervisor to ensure that all employees comply with the requirements of this procedure.
- It shall be the responsibility of the Safety Manager to ensure that the requirements of this procedure are implemented, monitor conformance to these requirements and provide management with feedback on noncompliance issues and methods for improvement.
- All HTS AmeriTek employees shall be responsible for adhering to this procedure.

IDENTIFYING HAZARDS

If you know the symptoms of heat stress, you can keep those symptoms from getting out of hand. The symptoms that indicate heat stress symptoms can also be symptoms of other health problems. But if it is hot and you are getting a workout, heat stress is probably your prime hazard.

HEAT STRESS SYMPTOMS

- Dizziness
- Rapid heartbeat
- Nausea
- Cramps
- Headache
- Dry skin (you're not sweating)
- Chest pain
- Breathing problems
- Great weakness
- Diarrhea

HEAT STROKE

Even worse are these signs of heatstroke, assume that any of these symptoms mean a serious problem:

- High temperature
- Hot red skin
- Rapid pulse

SKIN CANCER

- One half is different from the other
- There are different colors
- The border is irregular
- It seems to be growing

PROTECTION AGAINST HAZARDS

As with any hazards, the best way to deal with heat hazards is to try to prevent them.

- **Dress for conditions.** Lightweight, light-colored loose clothing is the best. Wear a hat with a wide brim if you are out in the sun. Put sunscreen on exposed body parts.
- **Eat a regular, well-balanced diet,** but try to stay away from hot or heavy food. Watch your salt consumption. Some people take salt tablets to replace the salt lost in perspiration when it is hot. But too much salt can be bad for you, so don't take salt tablets without a doctor's recommendation.
- **Drink plenty of fluids.** Don't wait until you are thirsty, but the time you are thirsty dehydration has already started. Your body is sweating out a lot of fluid, and you have to keep replacing it. The best thing to drink is water. Avoid anything with caffeine or alcohol.
- **Use sunscreen outside** and cover as much of your body with clothing as possible.
- **Build up your exposure to the sun slowly.** Try to stay in the shade or inside between 1 p.m. and 3 p.m. when the sun is strongest.
- **You can get sunburned in cloudy weather.** And sun is even more potent when it is reflected off water, concrete, or sand.

HEAT STRESS PROCEDURES

Heat Stress is the result of the combination of several factors; the following factors should be evaluated to determine the potential for heat stress:

- Ambient temperature
- Humidity
- Type of work required (heavy, moderate or light work)
- Required work clothing
- Employee conditioning and/or acclimatization
- Previous project experience or history

PREVENTIVE MEASURES

Heat stress is the combination of environmental and physical work factors that constitute the total heat load imposed on the body. One of the best ways to reduce heat stress on workers is to minimize the amount of heat in the workplace. However, there are some work environments where heat production is difficult to control, such as active steam lines, high ambient temperature processes, humid work areas, or radiant heat from the sun or process equipment. However, most heat related health problems can be prevented or the risk of developing them reduced. When unacceptable levels of heat stress can potentially occur, there are generally five approaches to a solution.

- Modify the environment
- Modify the clothing or equipment
- Modify the work practices
- Modify the worker by heat acclimatization

- Modify production with a work/rest regimen

ENGINEERING CONTROLS

A variety of engineering controls, including ventilation and spot cooling at points of heat production may be helpful. Shielding may be required as protection from radiant heat sources. Evaporative cooling and mechanical refrigeration are other ways to reduce heat by engineering controls. The use of extra air movers can be added to increase the turnover rate of interior air and remove heat inside enclosures. Cooling fans can increase air velocity and promote evaporation in hot conditions. Shutting down hot process or feed lines is most effective, but equipment modifications, such as using mechanical equipment over manual labor also reduce the exposure.

Auxiliary cooling systems can range from simple ice vest, pre frozen and worn under the clothing, to more complex systems; however, cost of operation and maintenance vary considerable in all of these systems. Four auxiliary cooling systems presently available are:

- Water-cooled garments, such as water-cooled vest, undergarments, hoods, etc., which requires a circulating pump, liquid container and a battery.
- Air-cooled garments, such as suits and hoods, that require a vortex tube, connecting hose and a constant source of compressed air;
- Ice pack vest, which although frozen before worn, do not provide continuous regulated cooling and require the use of backup frozen units ever 2 to 3 hours; and
- Wetted over-garments, which can be as simple as wet cotton terry cloth overalls worn over protective clothing; the wetted over garment works best when there is air blowing across the wet garment to increase evaporation.

WORK PLACES

Work practices can help reduce the risk of heat disorders. Making plenty of drinking water available at the workplace and urging workers to drink often shall be standard practice in all situations of potential heat stress. In high heat stress environments, an employee can lose as much as one quart of liquid per hour. When possible and especially during acclimatization, products that have been formulated to replace electrolytes and match the weight of the body fluids lost by the sweating process should be used. This is necessary to enable the body to quickly absorb replacement minerals. Do not use salt tablets.

Training supervisors to recognize and be able to correctly treat heat stress disorders is absolutely essential. Prospective workers physical conditions should also be considered when determining their fitness for working in a hot environment. Older workers, obese workers, and those workers taking some type of medication are usually at a greater risk.

ACCLIMATIZATION

Acclimatization to heat through short exposures followed by longer periods of work in the hot environment can reduce heat stress. New employees and workers returning from an absence of two weeks or more should have a five-day period of acclimatization. This period should begin with a less than normal workload and time exposure on the first day and gradually build up to normal workload and exposure on the fifth day.

WORK/REST REGIMEN

There are many times when engineering and other controls are not sufficient, and administrative controls must be instituted for worker protection. One effective administrative control is the work/rest regimen that limits the time worked in the hot environment according to the type of work, environmental conditions, and clothing requirements. Work/rest periods are generally conservative because they are:

- Based on calculated approximations of heat stress
- Designed to protect most workers. As a result, many acclimatized workers can work longer than the allotted time period.

Alternating work and rest periods with longer rest periods in a cool area (77 f. or less) can help workers avoid heat stress. Keep in mind that poor physical condition will also impair the ability to work in a hot environment. Older, over-weight individuals or those in poor health may not be able to follow average

work/rest regimens. Supervisors shall permit employees to take additional rest breaks, as needed in potential heat stress conditions. The HTS AmeriTek Safety Department should be contacted for assistance in instituting work/rest schedules for the site.

EMPLOYEE TRAINING

For both employees and supervisory personnel, heat stress training is the key to avoiding problems. Employees must understand the reasons for using appropriate work places in order for the program to succeed. A heat stress-training program for employees shall cover the following:

- Heat stress, its components and effects
- Signs and symptoms of heat disorder
- First-aid procedures for and potential health effects of heat stress
- Pre-disposing factors to heat stress; drug use, (including therapeutic) and alcohol in a hot work environment
- Protective clothing, equipment and its impact in hot environments
- Environmental and medical surveillance programs
- Importance of maintaining body fluids at normal levels
- Various engineering controls to reduce the impact of hot environments
- Administrative measures such as work/rest regimens in use to prevent heat stress
- Acclimatization; how it is achieved and its limitations
- The components of the heat stress prevention program

TECHNICAL ASSISTANCE

In some situations, we will accept work in extremely hot environments that cannot be controlled or mitigated. When faced with this type of situation the HTS AmeriTek Safety Department shall be notified for assistance as soon as possible to ensure all appropriate means to prevent Heat Stress are taken.

CHAPTER 26

ASBESTOS AWARENESS

INTRODUCTION

It is the policy of HTS AmeriTek that employees shall not disturb asbestos containing materials (ACM). This policy sets forth requirements for identifying ACM and informing all personnel at HTS AmeriTek worksites of ACM. Through proper identification and communication, HTS AmeriTek intends to prevent its employees from having casual exposure to airborne asbestos fibers.

Purpose

The purpose of this procedure is to advise HTS AmeriTek employees in areas where asbestos is suspected on an awareness level basis about the properties and dangers of asbestos, general guidelines, and training requirements and to provide basic precautions and protections for employees to avoid exposure to asbestos containing material (ACM) or presumed asbestos containing material (PACM).

Scope

This procedure applies to HTS AmeriTek operations where employees whose work activities may be in the vicinity of asbestos containing materials during their work activities. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers HTS AmeriTek employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Key Responsibilities

Managers/Supervisors

- Ensure owners or operators are notified of PACM.
- Prohibit HTS AmeriTek employees from working until material in question is confirmed as non-asbestos or abated.
- Ensure proper employee asbestos awareness training is completed.

All Employees

- All employees are required to act in strict compliance with the requirements of this program and delay or discontinue work if there is ever an unresolved concern regarding exposure to asbestos.
- Immediately report any suspected asbestos containing material to their supervisor

Awareness Level Requirements and Information

Asbestos Exposure Control

Depending on the exposure level HTS AmeriTek is required to develop and train workers on an Asbestos Exposure Controls Plan.

Background of Asbestos

The word asbestos is derived from a Greek word that means inextinguishable or indestructible. Asbestos is a naturally occurring mineral that is found throughout the world. Asbestos has several characteristics that make it desirable for many commercial uses. The fibers are extremely strong, flexible, and very resistant to heat, chemicals, and corrosion. Asbestos is also an excellent insulator, and the fibers can be spun, woven, bonded into other materials, or pressed to form paper products. For these reasons and because it is relatively inexpensive asbestos has been widely used for many years and now is found in over three thousand different commercial products.

Exposure to asbestos fibers can cause serious health risks. The major risks from asbestos come from inhaling the fibers. Asbestos is composed of long silky fibers that contain hundreds of thousands of smaller fibers. These fibers can be subdivided further into microscopic filaments that will float in the air for several hours. Asbestos fibers can easily penetrate body tissues and cause disabling and fatal diseases after prolonged exposure.

Although exposure to asbestos is potentially hazardous, health risks can be minimized. In most cases the fibers are released only if the asbestos containing materials (ACM) is disturbed. Intact and undisturbed asbestos materials do not pose a health risk. The mere presence of asbestos does not mean that the health of occupants is endangered. When ACM is properly managed, release of fibers into the air is prevented or minimized, and the risk of asbestos related disease can be reduced to a negligible level. However, asbestos materials can become hazardous when they release fibers into the air due to damage, disturbance, or deterioration over time.

The ability to recognize the kinds of material that contain asbestos, knowing under what conditions they are dangerous, and understanding basic safety precautions, are all important in keeping exposures to a minimum.

Health Effects of Asbestos

The most dangerous exposure to asbestos is from inhaling airborne fibers. The body's defenses can trap and expel many of the particles. However, as the level of asbestos fibers increase many fibers bypass these defenses and become embedded in the lungs. The fibers are not broken down by the body and can remain in body tissue indefinitely. Exposure to asbestos has been shown to cause respiratory diseases such as lung cancer, asbestosis, mesothelioma, and various types of cancer of the stomach and colon.

Possible Locations Where Employees May Be Exposed to Asbestos During Their Job Functions

Asbestos materials are used in the manufacture of heat-resistant clothing, automotive brake and clutch linings, and a variety of building materials including insulation, soundproofing, floor tiles, roofing felts, ceiling tiles, asbestos-cement pipe and sheet and fire-resistant drywall. Asbestos is also present in pipe and boiler insulation materials, pipeline wrap and in sprayed-on materials located on beams, in crawlspaces, and between walls.

Client owned and/or operated equipment and facilities, where surfacing material or insulation is present, must be confirmed non-asbestos before HTS AmeriTek employees disturb that material. Where surfacing material or insulation cannot be confirmed non-asbestos, the client or owner must test, and where necessary abate, the material before HTS AmeriTek employees are permitted to work.

Types of Asbestos

Asbestos can be defined as friable or non-friable. Friable means that the material can be crumbled with hand pressure and is therefore likely to emit fibers. The fibrous or fluffy sprayed-on materials used for fireproofing, insulation, or sound proofing are considered to be friable and they readily release airborne fibers if disturbed.

Materials such as vinyl-asbestos floor tile or roofing felts are considered non-friable and generally do not emit airborne fibers unless subjected to sanding or sawing operations. Asbestos cement pipe or sheet can emit airborne fibers if the materials are cut, abraded, or sawed, or if they are broken during demolition operations.

Identifying Asbestos

There are many substances that workers contact that may contain asbestos and have the potential to release fibers. Only rarely can asbestos in a product be determined from labeling or by consulting the manufacture. The presence of asbestos cannot be confirmed visually in many cases. The only way to positively identify asbestos is through laboratory analysis of samples. If the presence of asbestos is suspected always assume that it is an asbestos containing material and have it analyzed.

Employees will abide warning signs and labels and will not disturb the asbestos containing material.

Signs and labels shall identify the material which is present, its location, and appropriate work practices which, if followed, will ensure that Asbestos Containing Material (ACM) and/or Presumed Asbestos Containing Material (PACM) will not be disturbed. HTS AmeriTek shall ensure that employees working in and adjacent to regulated areas comprehend the warning signs.

General Safety Precautions

The following general precautions will reduce exposure and lower the risk of asbestos related health problems:

- Drilling, sawing, or using nails on asbestos materials can release asbestos fibers and should be avoided.
- Floor tiles, ceiling tiles or adhesives that contain asbestos should never be sanded.
- Use care not to damage asbestos when moving furniture, ladders, or any other object.
- Know where asbestos is located in your work area. Use common sense when working around products that contain asbestos. Avoid touching or disturbing asbestos materials on walls, ceilings, pipes, ducts, or boilers.
- All asbestos containing materials should be checked periodically for damage or deterioration. Report any damage, change in condition, or loose asbestos containing material to a supervisor.
- All removal or repair work involving asbestos must be done by specially trained personnel.
- Asbestos should always be handled wet to help prevent fibers from being released. If asbestos is soaked with water or a mixture of water and liquid detergent before it is handled, the fibers are too heavy to remain suspended in the air.
- In the presence of asbestos dust above the PEL, the use of a respirator approved for asbestos work is required. A dust mask is not acceptable because asbestos fibers will pass through it.
- Dusting, sweeping, or vacuuming dry asbestos with a standard vacuum cleaner will put the fibers back into the air. A vacuum cleaner with a special high efficiency filter (HEPA) must be used to vacuum asbestos dust.
- If a HEPA vacuum is not used clean-ups must be done with a wet cloth or mop. The only exception to this would be if the moisture presents an additional hazard such as around electricity.

Remember, the mere presence of asbestos itself does not create a health hazard unless the material is disturbed and releases fibers to the atmosphere. Protect yourself and others by being aware of where asbestos is located, the dangers involved and using common sense when working around ACM.

Multiple Worksites

When working on multi-contractor worksites our employees shall be protected from exposure. If employees working adjacent to Class I asbestos jobs are exposed to asbestos due to the inadequate containment of such jobs HTS AmeriTek shall either remove the employees from the area until the enclosure breach is repaired or perform an initial exposure assessment.

Personnel Air Monitoring

Depending on the exposure level HTS AmeriTek is required to perform air sampling.

Medical Surveillance Program

All HTS AmeriTek employees who are exposed to asbestos at the regulated level shall be included in the HTS AmeriTek medical surveillance program.

Respiratory Protection

The only circumstances that will necessitate HTS AmeriTek employees using respiratory equipment for protection against asbestos is during the asbestos exposure assessment process, while confirming (via personnel monitoring) that the engineering controls and work practices designed and employed for a particular work activity are adequate to maintain exposure levels below the PEL/excursion limit. Asbestos work that requires respiratory equipment beyond the PEL should be performed by a qualified contractor.

Waste Disposal

Asbestos waste, scrap, debris, bags, containers, equipment, and contaminated clothing shall be collected and disposed of in sealed, labeled impermeable bags of greater than 6 mils thickness or other closed, labeled, impermeable containers.

Training

Asbestos awareness training is required for employees who work in areas that contain or may contain asbestos and the training is documented.

Asbestos awareness training is required for employees whose work activities may contact Asbestos Containing Material (ACM) or Presumed Asbestos Containing Material (PACM) but do not disturb the ACM or PACM during their work activities.

Training elements are to include:

- The health effects associated with asbestos exposure.
- The relationship between smoking and exposure to asbestos producing lung cancer:
- The quantity, location, manner of use, release, and storage of asbestos and the specific nature of operations which could result in exposure to asbestos.
- The engineering controls and work practices associated with the employee's job assignment.
- The specific procedures implemented to protect employees from exposure to asbestos, such as appropriate work practices, emergency and clean-up procedures and personal protective equipment to be used.
- The purpose, proper use, and limitations of respirators, PPE, and protective clothing, that are provided to all HTS AmeriTek personnel at no cost, as needed, if appropriate.
- The purpose and a description of the medical surveillance program.
- The content of the OSHA asbestos standard, including appendices.
- The requirements for posting signs and affixing labels and the meaning of the required legends for such signs and labels.

All HTS AmeriTek personnel performing work shall comply with the requirements of this standard and all applicable regulatory and environmental regulatory requirements.

CHAPTER 27

METALS EXPOSURE SAFETY PROGRAM

INTRODUCTION

Occasional hydrocarbon-storage/metal tank repair services that HTS AmeriTek provides for petrochemical facility operators sometimes requires the changing or transformation of metals from their original form. At the most, employee metal fume exposures are incidental, due to the short duration of exposure time. Host facility use of local exhaust ventilation systems/general dilution/natural draft, shop-wide or portable smoke and fume extractors, or other engineering/work-practice controls in place.

METAL EXPOSURES/TRANSFORMATION OPERATIONS

HTS AmeriTek employees have the potential for different types of metal/metal-oxide fume exposures due to welding, cutting, grinding, buffing, and other metals-transformation procedures performed within the client's fabrication shop, outside at a refinery tank farm, or inside an empty hydrocarbon tank shell.

Examples could include:

- Ferrous metals
- Lead based coatings
- Non-ferrous alloy metals
- Refractory metal alloys
- Galvanized metals
- Chromium/cadmium/copper/nickel alloys
- Steel (carbon, stainless, low alloy high strength)
- Reactive metals (titanium, zirconium)
- Other metals (magnesium, manganese, zinc, etc.)

At most of these facilities, metals transformation work could involve different operations such as:

- Arc welding (stick, MIG, TIG, plasma, etc.)
- Gas welding (argon, oxyacetylene, oxyhydrogen, etc.)
- Cutting, gouging, piercing processes
- Brazing/braze-welding
- Soldering (alloys & fluxes)

HTS AmeriTek employees are not allowed to store, or eat, smoke, drink, chew (tobacco/gum) while in or around identified areas.

CADMIUM EXPOSURE

When molten or over-heated, some brazing filler metal alloys can emit very dangerous cadmium oxide fumes to the atmosphere. Even though HTS AmeriTek employees perform metals transformation operations on hydrocarbon tank shells, cadmium exposure potential does not exist because the welding rods, brazing rods or filler materials do not contain cadmium as an ingredient according to the respective MSDS information supplied by the manufacturer of this material. Nonetheless, a training program has been instituted, since this type of work may be underway in close proximity to our jobsite. This documented training is to be conducted prior to initial employee assignment and at least annually.

Records to be maintained according to the requirements of 29CFR1910.20 will include the date training occurred and the signature of the trainer. At a minimum, Tony Roberts, Safety Coordinator, will review this written program annually, or more frequently if significant work or practices change. These written procedures that affect any HTS AmeriTek employee, or if requested by auditing/governing agencies, are available for examination and copying in this safety manual which is kept on affected job-sites and at the Company's Corporate Office in La Porte, Texas.

EXPOSURE LIMITS

A written compliance program will be implemented when the following stated cadmium exposure levels are ever met or exceeded. The limit value for cadmium oxide fumes is 5 micrograms per cubic meter of air for daily 8-hour exposures. This value represents the maximum tolerance under which workers may be exposed without adverse health effects. The action level is 2.5 micrograms per cubic meter of air for daily 8-hour exposures to this potential cancer-causing substance.

HTS AmeriTek Management will rely on objective sampling data obtained by host-facility operators/contracted air-monitoring services to determine that safe levels of cadmium are maintained. If these stated exposure levels are ever exceeded, the Host facility operator/air monitoring service is to notify HTS AmeriTek employees, as work will not be allowed in area of these metal concentrations, unless appropriate respiratory protection is in use (supplied-air line with 10 min. egress bottle, powered-air-purifying respirator with HEPA filters, or half/full-face filtering respirator with HEPA cartridges).

CONTROLS

These tank shells are confined spaces may require full respiratory protection for entry and work, so engineering controls like ventilation are utilized to control hazardous atmospheric concentrations. (Routine maintenance of these ventilation and their filtering systems is maintained by the Site Supervisor). These spaces are usually lined with tarpaulins or 6-mil poly to contain sandblast media from the operations that generally follow the metals-transformation operations, and this also helps in blast-materials and dust control. All sandblast media is tested by the Host-facility operator for hazardous contents for proper disposal.

HEALTH EFFECTS

Cadmium fumes have no odor, and a lethal dose need not be sufficiently irritating to cause discomfort until after the worker has absorbed sufficient quantities to be in immediate danger of their life. Acute symptoms of headache, fever, irritation of the throat, vomiting, nausea, chills, weakness, and diarrhea generally may not appear until some hours after exposure occurs. Chronic exposure is linked to several adverse health effects including the lungs reduced pulmonary function, kidney dysfunction, prostate gland, and cancer.

Employees are to heed the warning of signs that state:

**CAUTION – CADMIUM – CANCER HAZARD
CAN CAUSE LUNG AND KIDNEY DISEASE
AUTHORIZED PERSONNEL ONLY – RESPIRATOR REQUIRED**

PERSONAL PROTECTIVE EQUIPMENT

Personnel who enter a potential cadmium-present atmosphere wear appropriately selected, inspected, and maintained PPE that consists of full respiratory equipment that is supplied-air or utilizes HEPA filters, disposable fire-retardant coveralls, gloves, leather work shoes/boots, shoe-covers, proper-tinted face-shields for cutting operations or proper-tinted welding hood/cutting goggles.

EMERGENCY RESPONSE

HTS AmeriTek employees will be notified by any Host-facility operator who realizes an emergency exists regarding uncontrolled release of cadmium fumes at the identified job-site. Our employees will follow the emergency response guidelines for evacuation of that location according to the Host-facility operator's established plan that has been revealed at the contractor site-specific orientation.

MEDICAL SURVEILLANCE

Medical surveillance of our employee's is not an issue at this time due to the lack of cadmium exposures experienced. Since however, their health conditions are monitored prior to any required respirator use, or for any potential lead work exposure, the Company's trained physician will have access to biological

samples and physical testing and evaluation that may indicate that cadmium exposures have occurred unknowingly, and he has been instructed to inform affected employees of any and all known or potential medical conditions related to their employment. If employee exposure potential ever does become a reality, a full medical evaluation program will be instituted at that time.

SITE SPECIFIC PROGRAM GUIDELINES

Should HTS AmeriTek bid on and accept contracted work that would involve the use of cadmium containing materials for metals transformation work, a site-specific plan would be implemented that would describe in detail the following items of information:

1. Description of the cadmium-emitting operation
2. Any machinery in use
3. Any materials that are being processed
4. Controls in place
5. The crew sizes
6. Specific employee job responsibilities
7. Maintenance practices
8. Engineering plans
9. What technology will be used to maintain the PEL
10. Air monitoring data
11. Work practice program
12. Written emergency response plan
13. Scheduling of an implementation plan

LEAD EXPOSURE

All HTS AmeriTek employees have been notified that at times they have the potential to come into contact with metal surfaces that may be coated with lead-based paint, or they will be working in a tank shell that has contained lead-based additive in a hydrocarbon product. Most Host-facility operators have put into place an assessment program that allows for non-destructive or atmospheric testing to be performed by an operator to determine if lead compounds are present.

However, sandblasting, grinding, buffing, sanding, or hot work would be cause for the disturbance of a paint-coated metal surface, and these or similar operations would not be performed without the Host-facility operator approval. If a positive test for lead is indicated, abatement work may be contracted out and/or performed by HTS AmeriTek until the proper removal of this metal-hazard has been completed.

This written program will be covered in documented training sessions with employees covered by this specific assigned work activity, prior to initial assignment. They shall be informed of:

- The specific nature of work operations that could result in lead exposures above the action level.
- The purpose, proper selection, fitting, use and limitation of respirators.
- Engineering Controls
- The purpose and description of the medical surveillance program & medical removal program.
- The adverse health effects on human reproductive systems.

If measurements of airborne lead concentrations ever exceed the action level of 30 micrograms per cubic meter of air averaged over an 8-hour period, or the permissible exposure limit of 50 micrograms per cubic meter of air averaged over an 8-hour period, the HTS AmeriTek Management and employees will be notified by the determining Host-facility operator or contracted air-monitoring Company.

Monitoring is conducted utilizing employee breathing zone samples, as well as area samples. Should monitoring indicate exposure levels are above the action level, then these exposure levels will be reduced to safe levels by engineering controls, work practice controls, abatement, or using personal protective equipment, so that no employee will ever exceed the stated concentration levels.

In the last year of Company operations, HTS AmeriTek has never exceeded the stated exposure levels of lead for more than 30 working days per calendar year. This abatement work activity is required to eliminate lead as a hazard, so appropriately selected respirators are utilized to control potential employee exposures.

All employees are advised of and trained in proper work practice and engineering controls to eliminate or minimize exposures.

PERSONAL PROTECTIVE EQUIPMENT

Where eye, skin, or lung irritation is associated with any metal exposure at any level, the employee shall assume the use of no cost, provided, appropriate protective work clothing and equipment to include (but is not limited to):

- Coveralls or similar full-body work clothing
- Gloves
- Head coverings
- Face shields, vented goggles, safety glasses with side shields
- Respiratory protection to include HEPA filters

All protective clothing coverings are designed for disposal only and no decontamination takes place except for respirators. Should a written LHCP medical opinion prescribe the use of a powered air-purifying respirator for an affected employee, HTS AmeriTek will make that equipment available upon request at no extra cost.

MEDICAL SURVEILLANCE

Since HTS AmeriTek employees are potentially exposed to lead levels above the action level for more than 30 days per year, a medical surveillance program has been instituted. Prior to initial assignment and annually, a no cost medical examination by an approved company physician is provided to screen blood levels, pulmonary & heart conditions, and general overall health conditions to include:

- Detailed work history and medical history, personal habits, and any occurrences of past gastrointestinal, hematological, renal, cardiovascular, reproductive, and neurological problems.
- Thorough physical examination with particular attention to the gums, teeth, hematological, gastrointestinal, renal, cardiovascular, neurological, and pulmonary systems.
- Blood pressure measurement
- Blood sample and analysis to determine:
 - Blood lead levels
 - Hemoglobin and hematocrit determinations
 - Red cell indices
 - Peripheral smear morphology
 - Zinc protoporphyrin
 - Blood urea nitrogen
 - Serum creatinine
 - Routine urinalysis with microscopic exam

Notification in writing is made to the employer and made available to the employee concerning the professional medical opinion as to whether the employee at increased risk of material impairment of the employee's health from exposure to lead. It is to include any recommendation for special protective measures or limitations to exposures, any blood lead determinations, and advice regarding any detected medical conditions that would dictate further medical treatment.

If after a routine test and a follow-up test ever indicate temporary blood lead levels above 60 micrograms per 100 grams of whole blood, temporary removal, with medical protection benefits would be afforded to the affected employee within 5 working days of such disclosure. Further consecutive blood sampling will be conducted until levels fall below acceptable levels stated in the Lead Standard, 29CFR 1910.1025.

DECONTAMINATION

Each lead abatement job-site will have a portable de-con unit in place with showering, hand washing, and change-out facilities provided. All work clothes are of the disposable type and are collected for proper disposal at the end of the work shift or in the event their overall protective ability is compromised (torn, ripped, cut, worn) change-out will be relative to the observed defect detected.

WARNING SIGNS

Employees will be warned of the regulated area by the observance of posted signs stating:

**WARNING
LEAD WORK AREA
POISON
NO SMOKING OR EATING**

FIRST AID

When skin irritation is experienced, washing with soap and water should normally eliminate this problem. For eye irritation, flushing by use of an eyewash station for 15 minutes should be adequate. If further irritations or complications occur, see professional medical attention. All exposure incidents suspected or determined are to be reported to HTS AmeriTek management as soon as practical.

EXPOSURE/AIR MONITORING RESULTS

HTS AmeriTek employees will have complete access upon request of any air-monitoring or personal exposure monitoring data that is conducted on or around them, according to 29CFR1910.20 (e)(g).

SITE SPECIFIC JOB COMPLIANCE

Each HTS AmeriTek job to be performed requires a written site-specific compliance program to provide assistance in the control or reduction of lead exposures to HTS AmeriTek employees even if the exposure is generated by other contractors. The plan includes information on:

- Specific work practice controls instituted to achieve compliance
- Documentation of air monitoring
- The actual source of the lead identified
- A description of the operation in which lead is emitted to include:
 - Machinery used
 - Material used
 - Material processed
 - Controls in place
 - Crew size
 - Employee job responsibilities

CONCLUSION

Non-compliance by any HTS AmeriTek employee, with any part of this described program will result in disciplinary action as outlined in the Company's Corrective Action/Disciplinary Program found in Section 4 of this manual.

CHAPTER 28

ENVIRONMENTAL CONTROLS – SUSTAINABILITY PROGRAM

MANAGEMENT POLICY STATEMENT

The management of HTS AmeriTek and its subsidiaries considers employee safety and health as a fundamental value of the organization. HTS AmeriTek is committed to support this value by promoting safety and health protection with as much vitality as they do any other organizational purpose. Therefore, it is policy company to provide and maintain safe working conditions, avoid unsafe conditions, control or eliminate hazardous or other exposure to injury or illness. Accomplishment of this goal will protect the wellbeing of all employees as well as any individual who chooses to visit our facility. The goal of HTS AmeriTek is to create and maintain an accident and injury free environment.

SCOPE

This program is to be taught, enforced and checked to ensure its provisions are adhered to. The HTS AmeriTek supervision, safety director, safety persons, supervisors and employees are charged with implementing and enforcing this program.

DEFINITIONS:

- **Non-water carriage toilet facility** – a toilet facility not connected to a sewer.
- **Number of employees** – unless otherwise specified, the maximum number of employees present at any one time on a regular shift.
- **Personal service room** – a room used to activities not directly connected with the
- **Potable water** – water which meets the quality standards prescribed in the U.S. Public Health Service Drinking Water Standards, published in 42 CFR part 72, or water which is approved for drinking purposes by the State or local authority having jurisdiction.
- **Toilet facility** – a fixture maintained within a toilet room for the purpose of defecation or urination, or both.
- **Toilet room** – a room maintained within or on the premises of any place of employment, containing toilet facilities for use by employees.
- **Toxic material** – a material in concentration or amount which exceeds the applicable limit established by a standard, such as 1910.1000 and 1910.1001 or, in the absence of an applicable standard, which is of such toxicity so as to constitute a recognized hazard that is causing or is likely to cause death or serious physical harm.
- **Urinal** – means a toilet facility maintained within a toilet room for the sole purpose of urination.
- **Water closet** – means a toilet facility maintained within a toilet room for the purpose of both defecation and urination and which is flushed with water.
- **Wet Process** – means any process or operation in a workroom which normally results in surfaces upon which employees may walk or stand becoming wet.
- **Housekeeping:** – All places of employment shall be kept clean to the extent that the nature of the work allows. The floor of every workroom shall be maintained, so far as practicable, in a dry condition. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places shall be provided, where practicable, or appropriate waterproof footwear shall be provided. To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and unnecessary holes and openings.

WASTE DISPOSAL

Any receptacle used for solid or liquid waste shall be so constructed that it does not leak and may be thoroughly cleaned and maintained in a sanitary condition. Such a receptacle shall be equipped with a solid tight-fitting cover. This requirement does not prohibit the use of receptacles which are designed to permit the maintenance of a sanitary condition without regard to the requirements.

All sweeping, solid or liquid wastes refuse, and garbage shall be removed in such a manner as to avoid creating a menace to health and as often as necessary or appropriate to maintain the place of employment in a sanitary condition.

VERMIN CONTROL

Every enclosed workplace shall be so constructed, equipped, and maintained, so far as reasonably practicable, as to prevent the entrance or harborage of rodents, insects, and other vermin. A continuing and effective extermination program shall be instituted where their presence is detected.

POTABLE WATER

Potable water shall be provided in all places of employment, for drinking. Potable drinking water dispensers shall be designed, constructed, and serviced so that sanitary conditions are maintained. They shall be capable of being closed and be equipped with a tap. Open containers such as barrels, pails, or tanks for drinking water from which the water must be dipped or poured, whether they are fitted with a cover, are prohibited. A common drinking cup and other common utensils are prohibited.

NON-POTABLE WATER

Outlets for non-potable water, such as water for industrial or firefighting purposes, shall be posted or otherwise marked in a manner that will indicate clearly that the water is unsafe and is not to be used for drinking, washing of the person, cooking, washing of food, washing of cooking or eating utensils, washing of food preparation or processing premises, or personal service rooms, or for washing clothes. Construction of non-potable water systems or systems carrying any other non-potable substance shall be such as to prevent backflow into a potable water system. Non-potable water shall not be used for washing any portion of the person, cooking or eating utensils, or clothing. Non-potable water may be used for cleaning work premises, other than food processing and preparation premises and personal service rooms: provided that this non-potable water does not contain concentrations of chemicals or other substances which could create unsanitary conditions or be harmful to employees.

TOILET FACILITIES

Except as otherwise indicated in this paragraph (c)(1)(i), toilet facilities, in toilet rooms shall be provided in all places of employment in accordance with table J-1 of this section. The number of facilities to be provided shall correlate to the number of employees on site. Toilet rooms will be occupied by no more than one person at a time, able to be locked from the inside, and contain at least one water closet, separate toilet rooms for each sex need not be provided. Where such single-occupancy rooms have more than one toilet facility only one such facility in each toilet room shall be counted for the purpose of table J-1.

Table J-1

Number of Employees	Min. # of Water Closets
1 to 15	2
16 to 35	4
36 to 55	6
56 to 80	8
81 to 110	10
111 to 150	12

Where toilet facilities will not be used by women, urinals may be provided instead of water closets, except that the number of water closets in such cases shall not be reduced to less than 2/3 of the minimum specified and 3 additional fixtures for each additional 40 employees. The requirements of paragraph 6.A.1

of this section do not apply to mobile crews or to normally unattended work locations so long as employees working at these locations have transportation immediately available to nearby toilet facilities which meet the other requirements of this subparagraph. The sewage disposal method shall not endanger the health of employees.

CONSTRUCTION OF TOILET ROOMS

Each water closet shall occupy a separate compartment with a door and walls or partitions between fixtures sufficiently high to assure privacy.

WASHING FACILITIES

Washing facilities shall be maintained in a sanitary condition.

LAVATORIES

Lavatories shall be made available in all places of employment. The requirements of this subdivision do not apply to mobile crews or to normally unattended work locations if employees working at these locations have transportation readily available to nearby washing facilities which meet the other requirements of this paragraph.

- Each lavatory shall be provided with hot and cold running water, or tepid running water.
- Hand soap or similar cleansing agents shall be provided.
- Individual hand towels or sections thereof, of cloth or paper, warm air blowers or clean individual sections of continuous cloth toweling, convenient to the lavatories, shall be provided.

SHOWERS

Whenever showers are required by a particular standard, the showers shall be provided in accordance with this section. One shower shall be provided for each 10 employees of each sex, or numerical fraction thereof, who are required to shower during the same shift.

- Body soap or other appropriate cleansing agents convenient to the showers shall be provided as specified in paragraph 7.A.2.C of this section.
- Showers shall be provided with hot and cold water feeding a common discharge line.
- Employees who use showers shall be provided with individual clean towels.

CHANGE ROOMS

Whenever employees are required by a particular standard to wear protective clothing because of the possibility of contamination with toxic materials, change rooms equipped with storage facilities for street clothes and separate storage facilities for the protective clothing shall be provided.

CLOTHES DRYING FACILITIES

Where working clothes are provided the employer and become wet or are washed between shifts, provision shall be made to ensure that such clothing is dry before reuse.

CONSUMPTION OF FOOD AND BEVERAGES

This paragraph shall apply only where employees are permitted to consume food or beverages, or both, on the premises.

EATING AND DRINKING AREAS

No employee shall be allowed to consume food or beverages neither in a toilet room nor in any area exposed to toxic material. All food and beverage other than water and/or electrolyte replenishing fluids, must be consumed in designated areas (i.e. break room, lunch tent, office, etc.)

WASTE DISPOSAL CONTAINERS

Receptacles constructed of smooth, corrosion resistant, easily cleanable, or disposable materials shall be provided and used for the disposal of waste food. The number, size, and location of such receptacles shall encourage their use and not result in overfilling. They shall be emptied not less frequently than once each working day, unless unused, and shall be maintained in a clean and sanitary condition. Receptacles shall

be provided with a solid tight-fitting cover unless sanitary conditions can be maintained without use of a cover.

SANITARY STORAGE

No food or beverages shall be stored in toilet rooms or in an area exposed to a toxic material.

FOOD HANDLING

All employee food service facilities and operations shall be carried out in accordance with sound hygienic principles. In all places of employment where all or part of the food service is provided, the food dispensed shall be wholesome, free from spoilage, and shall be processed, prepared, handled, and stored in such a manner as to be protected against contamination.

HANDLING OF DRINKING WATER

To provide a guideline which shall be used to supply and maintain a sanitary system of drinking water for employees. The standards of the Texas Department of Health, Water Hygiene Division, must always be followed.

A drinking water container must be impervious, heavy gauge, corrosion resistant, fully enclosed, and have a spigot at the bottom. The container must also be labeled "DRINKING WATER ONLY".

The container should be kept off the ground or floor, preferably on a stand or rack designed for the purpose. Containers must be cleaned and sanitized daily during use. It must be scrubbed using a small size test tube brush or similar object. Chlorine or a carbonate cleaner should be used daily. Water containers should be disinfected with a 50-ppm chlorine and water solution monthly.

Unauthorized employees shall not be allowed to remove the lid of the drinking water container. After cleaning, the containers shall be filled with ice and water always maintaining sanitary conditions. Ice must not be allowed to touch the ground at any time. Once the containers are filled with ice and water, they must be sealed with tape, dated, and signed by the responsible employee who filled the cans. No employee, except water handling personnel and safety department personnel, will ever remove the lids from drinking water containers.

EXCEPTION: Personnel assigned to remove containers from work areas at the end of the work shift are allowed to empty containers to reduce carrying load.

Employees shall not be allowed to wash hands from drinking water containers.

EXCEPTION: Emergency eye or skin wash will be permitted. A supply of disposable drinking cups and a cup dispenser along with a trash bag (if needed) should be provided with all drinking water containers. All employees working on the water supply delivery must be instructed in handling drinking water and associated equipment and instructed in personal hygiene. Water handling employees will have a supervisor assigned to monitor the performance of their duties. Two employees will be assigned to deliver water cans. These containers have a weight of approximately 80 pounds and improper handling of this amount of weight may cause injuries. Water handling personnel shall always maintain delivery trucks and filling points in a clean condition.

Trash and water shall not be carried at the same time on a delivery truck.

FLAMMABLE CHEMICALS

Quantities of one gallon or more of flammables must be stored in an approved safety container. If a reagent must be stored in glass for purity, the glass container should be placed in a rubber bottle carrier or other carrying device to lessen the danger of breakage when being moved. Small quantities (one day working amounts of flammables may be stored on open shelves. Bulk storage (more than one day's supply or > 10 gallons) must be stored in an approved flammable safety cabinet or flammable storage room.

- Fume hoods are not for bulk storage of flammables.
- Do not store Ether or any other flammable liquid in a closed area, such as, a refrigerator, unless the refrigerator is rated as explosion proof.
- Flammables should always be kept away from fire, sparks and reactive chemicals.
- Flammables should be used and stored in well-ventilated areas.
- Never smoke near Flammables. Always check containers for leaks prior to storage.
- Flammables should be stored out of the sunlight.
- They should be stored in a safety container with tightly closed doors and with a burning retting of one hour or more.
- Never store flammables with Oxidizers.
- Dispose of flammables as chemicals waste in an approved properly labeled containers.

SPILL PREVENTION PLAN

All hazardous materials larger than 55 gallons will be contained in either a metal or plastic container. A concrete barrier will also be optional but must be constructed by a (RPE) registered professional engineer. The container shall be always free of water and other material. When water has accumulated inside the safety walls of the container with the material e.g. (mixed oil and water) it shall be vacuumed out by a waste management crew. When water has accumulated, and no chemicals are present the water may be released by a valve onto the ground or near a sewer. The containment wall must be free of rust or visible damage. All containers shall be grounded if the substance is flammable or if static electricity could be involved in the process of the loading and unloading of the material. A fire extinguisher must be within 25ft. of the storage tank or tanks if the material consists of a flammable liquid and the chemical must be stored 100ft. from any buildings.

CHEMICAL SPILL CLEAN UP

Only personnel who have been trained and equipped with the appropriate personal protective equipment shall be permitted to work with the handling of those chemicals. These procedures are not to be used for spills involving highly hazardous chemicals. Appropriate personal protective equipment shall be utilized to clean up a spill. At a minimum, this includes appropriate gloves and protective eye wear. Depending on the size and nature of the chemical, according to the MSDS you may be required additional personal protective equipment for the spill. All spills must be contained as soon as possible. The MSDS should always be up to date, and on all jobsites. The MSDS will also direct the employees in the matter of how to handle that chemical. When working with the handling of chemicals all jobsites shall anticipate the event of a spill. All materials use in the process of containing and cleaning up a chemical spill shall be readily available at the jobsite. Spill kits contain deactivating or neutralizing agents. These are to be sprinkled onto small chemicals spills working from the edge in toward the center. For large spill, Environmental Health and Safety will respond to assess the situation to determine how to cleanup will be conducted and by whom. Environmental Health and Safety's determination will depend on the toxicity of the chemical, the concentration of the chemical, and the amount spilled.

EMERGENCY SAFETY SHOWERS

Emergency showers are to be used when an employee catches on fire or experiences a chemical splash. All emergency safety showers should be tested when employees first arrive onto the jobsite to insure the equipment is in safe working conditions. In the event of an accident or incident stand under the shower and pull the ring down with considerable force, or depress the lever, whichever is appropriate. Remove any contaminated clothing and rinse off for a minimum of 15 minutes or until trained help arrives.

EMERGENCY EYE WASH STATIONS

Eye wash stations are used for chemical splashes on the face, eyes or debris in the eye(s). All eye stations should be tested when employees first arrive on the jobsite to insure the equipment is properly working and that the content of the water is safe to use in the event of an emergency. In the event of an emergency or incident rinse off or out for a minimum of 15 minutes and restrain from rubbing the eye(s). For all chemicals splashes or incidents involving the face or eye(s), report it to the HTS AmeriTek Site Supervisor.

Environmental - Sustainability

Sustainability is a new way of thinking about an age-old concern: ensuring that our children and grandchildren inherit a tomorrow that is at least as good as today, preferably better. Sustainability is defined as meeting the needs of the present without compromising the ability of future generations to meet their own needs. We want to make sure that the way we live our lives is sustainable - that it can continue and keep improving for a long time.

HTS AmeriTek Environmental Sustainability Mission Statement

HTS AmeriTek wants to be the leader in environmental sustainability within our industry and through a focused effort to become more aware of the effects our business practices, workers, business partners, subcontractors and vendors have on the environment.

Environmental Sustainability Initiatives

HTS AmeriTek cares about the environment and we are doing our part to make HTS AmeriTek sustainable for future generations. We realize the process of becoming "Greener" is one that continuously evolves and by initiating our program we will make a positive difference to the environment, step by step.

All initiatives taken at each work site will be reported to HTS AmeriTek.

Measures in Place for Energy Conservation

Energy conservation measures should be used whenever possible. This can include shutting down equipment when it's not in use, use of energy efficient light bulbs, using new energy efficient technology, using equipment with the ENERGY STAR mark, etc. Each HTS AmeriTek work site should develop measures to be in place for energy conservation and energy conservation measures should be used whenever possible.

Measures in Place for Water Conservation

Each HTS AmeriTek work site will develop measures to be in place for water conservation. Water conservation measures should be used whenever possible. This can include repair on any equipment leaking water, use of a broom instead of a hose for cleaning purposes, upgrade equipment efficiency, educating employees, recycling dirty water for other applications instead of clean water, etc.

Efficient Use of Vehicles and Equipment to Minimize the Impact to the Environment

HTS AmeriTek will make efficient use of vehicles and equipment to minimize the impact to the environment. Vehicles and equipment should be kept in good condition with up-to-date preventative maintenance, should not be left idling unnecessarily, should use alternative fuels when possible, reviewing trips to reduce the number of vehicles used, etc. The most efficient vehicles and equipment should be used when possible.

Minimizing Environmental Impacts on the Local Habitat When Activities May Affect Them

HTS AmeriTek will always work towards minimizing environmental impacts on the local habitat when activities may affect them. When activities may affect the local animal or plant population or habitat a plan shall be in place to minimize any environmental impact to them. The plan is to be reviewed and approved by the site manager prior to work beginning.

Waste Management

Efficient Use of Materials in Order to Minimize Waste

We must make efficient use of materials to minimize waste. An efficient material management system should be used by each HTS AmeriTek location to reduce the impact on the environment by limiting the number of materials that are used, left over as waste or transported.

Purchasing

HTS AmeriTek will emphasize purchasing products with minimal impact on the environment when available. HTS AmeriTek should take into consideration the impact a product has on the environment before purchasing. Preference should be given to products that minimally impact the environment, made of recycled, renewable material, energy-efficient, etc. Local purchasing will also reduce the number of

emissions and fuel used as compared to purchasing involving direct shipment from more distant locations.

Recycling

Each HTS AmeriTek work site will develop measures to be in place for recycling. Besides recycling paper, cardboard, fluids, tires, and plastics at our facilities we also want to recycle used engine oil, treat or recycle solvents, etc.

Measures in Place for Limiting Greenhouse Gas Emissions

Each HTS AmeriTek work site should develop a process for implementing procedures to protect the climate. This includes limiting the amount of greenhouse gases by use of low-emission technologies, driving less or carpooling and use of renewable energy.

Site managers are responsible to reduce greenhouse gas emissions and fuel consumption, decrease wasted expenditures in fuel and maintenance and improve efficiency.

Employee Awareness

All HTS AmeriTek workers will be made aware of our sustainability efforts and asked for their input for additional methods to protect the environment while we conduct our work.

CHAPTER 29

HOUSEKEEPING POLICY

GENERAL HOUSEKEEPING

During the course of construction, alteration, or repairs, scrap lumber with protruding nails, and all other debris, shall be kept cleared and contained from work areas, passageways, and stairs in and around building, job areas or other structures. Including, but not limited to household trash, excess wiring and conduit, tie wraps and any material that may pose a hazard.

Combustible scrap and debris shall be removed at regular intervals or as on a need be bases during the course on construction. Safe means shall be provided to facilitate such removal.

It is the responsibility of all HTS AmeriTek personnel to monitor Housekeeping efforts at all times.

Containers shall be provided for the collection and separation of waste, trash, oily and used rags, scrap metals, as well as insulation. Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc. shall be equipped with covers. Garbage and other waste shall be disposed of at frequent and regular intervals.

Good Housekeeping is an integral part of HTS AmeriTek's concern. All places of employment, including passageways, storerooms, work areas, fab areas, offices and fleet must be kept clean and orderly. Vegetation control will be exercised when necessary.

STACKING MATERIAL

- Height limitations shall be considered.
- Weight limits shall be considered
- Material shall be stable and secure with straps and/or other appropriate means.
- Materials should never be stacked in a position that compromises the stacks load and stability.
- Materials shall not be stacked in a location that could fall to lower levels.

BAGGED MATERIAL

- Bags must be stacked neatly as possible, and in a cross-tie pattern with the mouth (end to be opened) toward the inside of the stack.
- Precaution must be taken to prevent the possibility of bags being torn by any objects or equipment, so that a shift in the load does not occur.
- Consideration will be given as to the height and width of the stack.
- Employees must no put items in bags that can penetrate the bag and causing bodily harm.

POWER LEADS

All HTS AmeriTek leads will be ran overhead when possible, if overhead is not possible the leads will be run along walking paths in an orderly fashion and identified with yellow "Caution" barricade tape. Power leads shall not be allowed to be run on platform grating without adequate protection from the sharpness of the grating.

CERAMIC HEATER PADS

All heater pads that are not in service shall be stacked neatly and taped together in sets of 5 and stored in a location clear of walk ways. HTS AmeriTek employees shall not stack ceramic heater pads in a location that may allow the pads to fall to a lower level.

ERGONOMICS

In all stacking and storing of materials as purpose of housekeeping, body positioning shall be taken into consideration and appropriate precautions taken to ensure safe lifting and/ergonomics are in practice.

CHAPTER 30

BARRICADE, SIGNS AND TAGS

PURPOSE

To provide minimum safe work practices for the set-up and maintenance of barricades that restrict entry and/or provide warning for areas that involve hazardous activities, unsafe conditions, or unusual circumstances.

DEFINITIONS

- PROTECTIVE BARRICADE - Provides a physical barrier to protect people from hazards such as floor openings or excavations.
- WARNING BARRICADE - Erected to call attention to specific hazards but provides no physical protection from the hazard.

WARNING AND PROTECTIVE BARRICADE PROCEDURE

- Barricades shall be erected approximately 42 inches from the ground or floor.
- Barricades for work areas shall be constructed with a gate for employee entry and exit, or with a "loop" or "hook" connector to the barricade stand or fixture for an employee to unfasten, enter or exit, and then refasten.
 - Barricades covering large areas can have more than one gate or loop access.
 - No one shall climb over or duck under any barricade.
- Barricades shall be maintained in a taut and level position. Do not tie barricade material to valve handles, conduit, instruments, instrument tubing, electrical gear, or other fragile items.
- Barricade tags shall be filled out properly and placed near the gate or loop access.
 - For large barricades, tags should be placed so that personnel do not have to walk long distances to read a tag.
 - Tags should denote any special conditions or hazards that exist.
 - The tag shall be dated and signed in full with the person's name and job title.
- Barricades shall be erected by the group causing or correcting the hazard prior to beginning work.
 - The barricade is to be maintained during the work and removed when the work is complete.
 - When multiple work crews use the same barricade, each group should review the tag and ensure that all hazards have been identified on the tag.
 - When multiple work crews use the same barricade, HTS AmeriTek employees shall review and sign the other crew's JHA.
- The group working inside the barricade must get prior approval from the operating area if the barricade erection could result in the interruption of facility service.
- All HTS AmeriTek personnel who work inside the barricade are responsible to see that the barricade is maintained and that housekeeping within the barricade is maintained.
- The size of the barricade should be large enough to provide protection to personnel from the enclosed hazard (long lengths of pipe, fall radius from overhead work), but should not occupy more area than is needed to accomplish the task. For overhead work, barricades should extend outward one foot for every two feet of height above the ground.
- No one shall work above a ceiling or on an elevated floor without first providing protection from objects falling into the space below. Barricades are provided for the work area and all levels below the work where no overhead protection is present.
- When it becomes necessary for barricades to block access to emergency equipment, obstruct emergency exits, or hinder movement of emergency equipment, alternate provisions shall be provided. Examples: temporarily moving a fire extinguisher or posting a watch near a passageway to warn people of the hazard instead of blocking access.

- All barricade stands on roofs and outside areas shall be secured or weighted down to prevent wind from blowing them over.
- When barricades are located near a road or walkway, flashing lights must be used if the barricade is to remain in place overnight. Before blocking any road, notify the Fire Department and Site Security when applicable.
- Where numerous small work areas exist, one large barricade may be used to simplify the task of barricading.
- Proper “Warning”, “Caution”, or “Danger” signs should be placed adjacent to the barricades. Example: “**DANGER OPEN EXCAVATION**”.

PROTECTIVE BARRICADES

- Protective barricades provide physical protection to prevent entry in the area. A protective barrier keeps people from entering the hazard area.
- A protective barricade is used when a warning barricade cannot be erected at least 5 feet from a hazard.
- Protective barricades must be constructed of a minimum of 2”x 4” lumber, tube and coupler scaffold, pipe railing, structural angle railing, wire rope, or steel chain. Saw horses and other structural systems may also be used.
- Barricades are used around any excavation that is adjacent to roadways or walkways, around roof openings, and around any location where the hazards are not obvious.

WARNING BARRICADES

- These barricades call attention to a specific hazard but offer no physical protection. An alert is provided for people working in or around the area of the hazard.
- Yellow and black tape material is used to represent caution where hazardous work is being done or unsafe conditions exist. Employees shall exercise caution in determining the hazards involved with entering an area barricaded with this tape. Examples include open excavations and material storage.
- Red tape is used to represent danger and unauthorized entry will not be allowed.
 - Personnel shall not cross a red barricade without authorization from the supervisor responsible for its erection. Careful job planning is needed to help assure effectiveness. Examples include overhead work, swing radius of crane counterweights chemical exposure areas, first breaks and electrical “close proximity” work.
- Yellow and magenta tape is used when x-ray or other types of radiation work is being done. This barricade is absolutely **NO ENTRY!**
- Rubber or plastic cones (approximately 30 inches high) can be used for road work, traffic direction, or to mark material storage areas.
- Barricade material can include plastic barricade tape, woven tape, rope, plastic chain, or any other material that provides the proper color coding and will withstand the environment in which it is placed.

SIGNS AND SIGNALS

Signs, signals, and color codes are used in the workplace to protect employees from hazardous conditions and assist them in responding to emergencies. 1926.200 Subpart 6 indicates the usage of signs, signals, and barricades. Signs and signals shall be always used and visible when work is being performed and shall be removed or covered promptly when the hazards no longer exist.

For signs, signals, tags, and color codes to be effective, all workers must understand what they mean and know what action they are required to take. This avoids confusion and ensures their effectiveness in recognizing and communication hazards, and hazardous conditions.

- Signals in the form of alarms, bells, buzzers, whistles and horns can be used. Back up alarms are generally equipped on forklifts, construction equipment and fleet trucks. Fire alarms or evacuation alarms vary in different worksites or plants. These alarms are used to clear or evacuate an area in the event of an emergency.

- Signals by hand and/or flagging procedures shall be used for controlling vehicular traffic, material handling, or assisting equipment operations. HTS AmeriTek employees will be trained in proper hand and flagging procedures prior to performing tasks that require the use of signs, signals, and barricades.
- Barricades are used on construction jobs to alert personnel and/or keep out personnel not authorized to enter the area, due to specific hazards.

EXAMPLE 1 – DANGER SIGNS:

- Danger – 480 volts
- Danger – “Flammable” No Smoking
- Danger – Open Hole
- Danger – Keep Out
- Flammable Liquids
- Poison
- High Voltage
- Chemical Storage area

EXAMPLE 2 – CAUTION SIGNS:

- Caution – Microwave in Use
- Caution – Do Not Operate
- Caution – Caution Wet Floor

EXAMPLE 3 – INFORMATIONAL SIGNS:

- No Admittance
- No Trespassing
- Permit Required Confined Space
- Double Hearing Protection Required
- Splash Goggles Required

EXAMPLE 4 – DIRECTIONAL SIGNS:

- Exit
- Not an Exit

EXAMPLE 5 – SAFETY INFORMATION SIGNS:

Safety Information Signs are used when general instructions and suggestions are needed in correlation with safety measures.

- Good Housekeeping Keeps Area Safe
- Walk Don't Run



D-B (blank) 10 x 14



D-1 10 x 14



D-2 10 x 14



D-3 10 x 14



D-4 10 x 14



D-6 10 x 14



D-7 10 x 14



D-8 10 x 14



D-11 10 x 14



D-14 10 x 14



D-17 10 x 14



D-20 10 x 14



D-22 10 x 14



D-24 10 x 14



D-25 10 x 14



D-28 10 x 14



D-29 10 x 14



D-30 10 x 14



D-31 10 x 14



D-32 10 x 14



D-33 10 x 14



D-39 10 x 14



D-40 10 x 14



D-42 10 x 14



D-46 10 x 14



D-50 10 x 14



D-59 10 x 14



D-60 10 x 14



D-61 10 x 14



D-62 bil 10 x 14



D-63 10 x 14



C-B(blank) 10 x 14



C-3 10 x 14



C-4 10 x 14



C-8 10 x 14



C-9 10 x 14



C-10 10 x 14



C-11 10 x 14



C-12 10 x 14



C-13 10 x 14



C-15 10 x 14



C-16 10 x 14



C-17 10 x 14



C-20 10 x 14



C-22 10 x 14



C-26 10 x 14



C-27 10 x 14



C-29 10 x 14



C29 sp 10 x 14



C-31 10 x 14



C-35 10 x 14



C-38 10 x 14



C-38 sp 10 x 14



C-39 10 x 14



C-40 10 x 14

CHAPTER 31

LADDER UTILIZATION/INSPECTION PROGRAM

PURPOSE

The purpose of this program is to ensure that HTS AmeriTek employees are trained in the safe use and proper inspection of ladders.

LADDER SAFETY PROGRAM

This program contains requirements for the safe and proper use of fixed ladders, including portable wooden, reinforced plastic and/or fiberglass. The purpose is to provide reasonable safety for life, limb and property. The safety of all employees is the foremost objective of the program as set forth by HTS AmeriTek and as defined by OSHA Standards 29 CFR 1910.25, .26 and .27.

SCOPE

This program covers the minimum requirements for the care, inspection and usage of portable ladders in order to ensure safety under normal conditions of usage. The common types of portable ladders Utilized by HTS AmeriTek are fiberglass. It is not the purpose of this program to specify all the details of construction for all the portable ladders. The scope is to provide information on the most common types used by HTS AmeriTek.

DEFINITIONS

NOTE: The most pertinent definitions for all ladder types are shown below. For the most comprehensive list refer to ANSI Definitions found in Standards ANSI A14.1-1994, ANSI A14.2-1990, ANSI A14.4-1992, ANSI A14.5-1992; 29 CFR 1910.21, .25, .26 and .27.

- **Angle of inclination** - The preferred pitch of portable non-self-supporting ladders.
- **Back leg (rear rail)** - The support members of a self-supporting portable ladder-back section. The back legs are joined by rungs, bars, rear braces or other bracing to form the back section.
- **Cage** - An enclosure that is fastened to the side rails of the fixed ladder or to the structure to encircle the climbing space of the ladder for the safety of the person who must climb the ladder. Also referred to as a cage or basket guard.
- **Cleats** - Cleats are ladder crosspieces of a rectangular cross-section placed on edge on which a person may step in while ascending or descending.
- **Duty rating** - The combination of factors, including but not limited to, ladder type and design features which imply service capability.
- **Extension ladder** - A non-self-supporting portable ladder adjustable in length. It consists of two (2) or more sections traveling in guides or brackets so arranged as to permit length adjustment. Its size is designated by the sum of the lengths of the sections measured along the side rails.
- **Fastenings** - A device to attach a ladder to a structure, building or equipment.
- **Fixed ladder** - A ladder permanently attached to a structure, building or equipment.
- **Grab bars** - Individual handholds placed adjacent to or as an extension above ladders for the purpose of providing access beyond the limits of the ladder.
- **Individual-rung ladder** - A fixed ladder, each rung of which is individually attached to a structure, building or equipment.
- **Inside clear width** - The distance between the inside flanges of the side rails of a ladder.
- **Ladder** - A ladder is an appliance usually consisting of two (2) side rails joined at regular intervals by crosspieces called steps, rungs or cleats, on which a person may step while ascending or descending.
- **Ladder foot, shoe or skid-resistant bearing surface** - That component of ladder support that is in contact with the lower supporting surface.
- **Ladder safety device** - Any device, other than a cage or well, designed to eliminate or reduce the possibility of accidental falls, and which may incorporate such features as life belts, friction brakes and sliding attachments.

- **Marking** - Any sign, label, stencil or plate of a primary hazard or informational character or both, affixed, painted, burned, stamped or embossed on the ladder surface.
- **Maximum extended length or maximum working length** - The total length of the extension ladder when the middle or intermediate and top or fly sections are fully extended (maintaining the required overlap).
- **Permanent deformation (set)** - That deformation remaining in any part of a ladder after all loads have been removed.
- **Pitch** - The included angle between the horizontal and the ladder, measured on the opposite side of the ladder from the climbing side.
- **Railings** - Any one or a combination of those railings constructed in accordance with OSHA 29 CFR 1910.23. A standard railing is a vertical barrier erected along exposed edges of floor openings, wall openings, ramps, platforms and runways to prevent falls of persons.
- **Rail ladder** - A fixed ladder consisting of side rails joined at regular intervals by rungs or cleats and fastened in full length or in sections to a building, structure or equipment.
- **Reinforced plastic ladder** - A device whose side rails are constructed of reinforced plastics. The crosspieces, called steps, rungs or cleats, may be constructed of metal, reinforced plastics or other suitable materials. This term does not denote the absence of all metallic elements because even in ladders with side rails and crosspieces manufactured of reinforced plastics, the hardware and fasteners may be metallic.
- **Rungs** - Rungs are ladder crosspieces of circular or oval cross-section on which a person may step while ascending or descending.
- **Side-step ladder** - A ladder from which a person getting off at the top must step sideways from the ladder in order to reach the landing.
- **Stepladder** - A stepladder is a self-supporting portable ladder, nonadjustable in length, having flat steps and a hinged back. Its size is designated by the overall length of the ladder measured along the front edge of the side rails.
- **Single ladder** - A single ladder is a non-self-supporting portable ladder, nonadjustable in length, consisting of but one (1) section. Its size is designated by the overall length of the side rail.
- **Special-purpose ladder** - A portable ladder which represents either a modification or a combination of design or construction features in one of the general-purpose types of ladders previously defined, in order to adapt the ladder to special or specific uses.
- **Steps** - Steps are the flat crosspieces of a ladder on which a person may step while ascending or descending.
- **Step stool (ladder type)** - A self-supporting, foldable, portable ladder, nonadjustable in length, 32 inches or less in overall size, with flat steps and without a pail shelf, designed so that the ladder top cap as well as all steps can be climbed on. The side rails may continue above the top cap.
- **Through ladder** - A ladder from which a person getting off at the top must step through the ladder in order to reach the landing.
- **Visual damage** - Damage evident by visual inspection.
- **Visual inspection** - Inspection by the eye without recourse to any optical devices except prescription eyeglasses.
- **Well** - A permanent complete enclosure around a fixed ladder which is attached to the walls of the well. Proper clearances for a well will give the person who must climb the ladder the same protection as a cage.
- **Working load** - The maximum applied load, including the weight of the user, materials and tools, which the ladder is to support for the intended use.

CARE AND USE OF LADDERS

To insure safety and serviceability, the following precautions on the care of ladders shall be observed:

- Ladders shall be always maintained in good condition, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached, and the movable parts shall operate freely without binding or undue play.
- Metal bearings of locks, wheels, pulleys, etc., shall be frequently lubricated.
- Frayed or badly worn rope shall be replaced.
- Safety feet and other auxiliary equipment shall be kept in good condition to ensure proper performance.
- Ladders which have developed defects shall be withdrawn from service for repair or destruction and tagged or marked as "Danger Do Not Use."
- An employee must hold the bottom of a ladder while it is being secured or unsecured by another employee at the top of the ladder. * EXCEPTION - Indoor use of step ladders 8' or smaller, need not to be tied or held, when used on flat surface and there is nothing to tie ladder to.
- Rungs should be kept free of grease and oil.
- If a ladder is involved in any of the following, immediate inspection is necessary:
 - If a ladder tips over, inspect ladder for dent or bends on the side rails, and rungs. Check hardware connections for loose or sheared rivets.
 - If ladders are exposed to oil and grease, equipment should be cleaned of oil, grease or slippery materials. This can easily be done with a solvent or steam cleaning.
 - Ladders having defects are to be marked (as indicated above) and taken out of service until repaired by either the maintenance department or the manufacturer.
- A simple rule for setting up a ladder at the proper angle is to place the base a distance from the vertical wall equal to one-fourth ($\frac{1}{4}$) the working length of the ladder. The following safety precautions shall be observed in connection with the use of ladders:
- Portable ladders shall, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter ($\frac{1}{4}$) of the working length of the ladder (the length along the ladder between the foot and the top support). The ladder shall be so placed as to prevent slipping, or it shall be lashed or held in position. Ladders shall not be used in a horizontal position as platforms, runways or scaffolds.
- Ladders designed for one (1) person shall not be used by more than one man at a time.
- Portable ladders shall be so placed that the side rails have a secure footing. The top rest for portable ladders shall be rigid and shall have ample strength to support any applied load.
- Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, and/or guarded.
- Ladders shall be inspected before and after each use for obvious damage, and a thorough quarterly inspection will be performed and documented by the HTS AmeriTek Shop Supervisor.
 - January - March = White
 - April - June = Green
 - July - September = Red
 - October – December = Orange
- Ladders shall not be placed on boxes, barrels or other unstable bases to obtain additional height.
- Ladders with broken or missing steps, rungs or cleats, broken side rails, or other faulty equipment shall not be used. Improvised repairs shall not be made.
- Short ladders shall not be spliced together to provide long sections.
- Ladders made by fastening cleats across a single rail shall not be used.
- Ladders shall not be used as guys, braces or skids, or for other than their intended purpose.
- Tops of the ordinary types of stepladders shall not be used as steps.
- Portable ladders with reinforced rails shall be used only with the metal reinforcement on the underside.
- No ladder should be used to gain access to a roof unless the top of the ladder extends at least three (3) feet above the point of support, at eave, gutter or roofline.

- The user should equip all portable ladders with non-slip bases when there is a hazard of slipping. Non-slip bases are not intended as a substitute for care in safely placing, lashing or holding a ladder that is being used upon oily, metal, concrete or slippery surfaces;
- On two-section extension ladders the minimum overlap for the two (2) sections in use shall be as follows:

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

- The bracing on the back legs of step ladders is not intended for climbing.
- Portable ladders are designed as a one-man working ladder based on a 200-pound load.
- The top of the ladder must be placed with the two (2) rails supported unless equipped with a single support attachment.
- When ascending or descending, the climber must face the ladder.
- Ladders must not be tied or fastened together to provide longer sections. They must be equipped with the hardware fittings necessary, if the manufacturer endorses extended uses.

WOODEN LADDERS

Wooden ladders are strictly prohibited for use by HTS AmeriTek employees. Immediately contact Corporate Safety concerning any issues with this policy.

PORTABLE FIBERGLASS LADDERS

- The spacing of rungs or steps shall be on 12-inch centers.
- Rungs and steps shall be corrugated, knurled, dimpled coated with skid-resistant material, or otherwise treated to minimize the possibility of slipping.
- The minimum width between side rails of a straight ladder or any section of an extension ladder shall be 12 inches.
- The length of single ladders or individual sections of ladders shall not exceed 30 feet. Two-section ladders shall not exceed 48 feet in length and over two-section ladders shall not exceed 60 feet in length.
- Based on the nominal length of the ladder, each section of a multi section ladder shall overlap the adjacent section by at least the number of feet stated in the following:
- Extension ladders shall be equipped with positive stops which will ensure the overlap specified in the table above.

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

GENERAL SPECIFICATIONS FOR STEP LADDERS

The length of a stepladder is measured by the length of the front rail. To be classified as a standard-length ladder, the measured length shall be within plus or minus one-half (½) inch of the specified length.

- Stepladders shall not exceed 20 feet in length.
- The bottoms of the four (4) rails are to be supplied with insulating non-slip material for the safety of the user.

- A metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position shall be a component of each stepladder. The spreader shall have all sharp points or edges covered or removed to protect the user.

FIXED LADDERS

- The minimum design live load shall be a single concentrated load of 200 pounds.
- The number and position of additional concentrated live load units of 200 pounds each as determined from anticipated usage of the ladder shall be considered in the design.
- The live loads imposed by persons occupying the ladder shall be concentrated at such points as will cause the maximum stress in the structural member being considered.
- The weight of the ladder and attached appurtenances together with the live load shall be considered in the design of rails and fastenings.
- For fixed ladders, used at a pitch in the range 75° to 90°, and intended for use by no more than one (1) person per section, single ladders of less than 30 feet are acceptable.
- All rungs shall have a minimum diameter of three-fourths ($\frac{3}{4}$) inch for fiberglass ladders.
- The distance between rungs, cleats and steps shall not exceed 12 inches, and shall be uniform throughout the length of the ladder.
- The minimum length of rungs or cleats shall be 16 inches.
- Rungs, cleats and steps shall be free of splinters, sharp edges, burrs or projections.
- The rungs of an individual-rung ladder shall be so designed that the foot cannot slide or spin.
- Side rails which might be used as a climbing aid shall be of such cross-sections as to afford adequate gripping surface without sharp edges, splinters or burrs.
- Fastenings shall be an integral part of fixed ladder design.
- The preferred pitch of fixed ladders shall be considered to come in the range of 75° and 90° with the horizontal.
- Fixed ladders shall be considered as substandard if they are installed within the substandard pitch range of 60° and 75° with the horizontal. Substandard fixed ladders are permitted only where it is found necessary to meet conditions of installation. This substandard pitch range shall be considered as a critical range to be avoided, if possible.
- This section covers only fixed ladders within the pitch range of 60° and 90° with the horizontal:
 - Ladders having a pitch in excess of 90° with the horizontal are prohibited.
 - All ladders shall be maintained in a safe condition. All ladders shall be inspected regularly, with the intervals between inspections being determined by use and exposure.

SAFE USE OF LADDERS ON OR AROUND ELECTRICAL EQUIPMENT

- Safety-related work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment or circuits which are or may be energized. The specific safety-related work practices shall be consistent with the nature and extent of the associated electrical hazards. Further information is found in OSHA 29 CFR 1910.333 and the Electrical Related Hazards Program in the HTS AmeriTek Safety Manual.
- Metallic/metal type ladders shall NOT be used around electrical energy, components and sources.
- Portable ladders shall have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized parts.

CLEARANCE AND THE CLIMBING SIDE OF LADDERS

- Fixed Ladders: The perpendicular distance from the centerline of the rungs to the nearest permanent object on the climbing side of the ladder shall be 36 inches for a pitch of 76°, and 30 inches for a pitch of 90°, with minimum clearances for intermediate pitches varying between these two limits in proportion to the slope.
- Ladders without Cages or Wells: A clear width of at least 15 inches shall be provided each way from the centerline of the ladder in the climbing space, except when cages or wells are necessary.

- Clearance behind Ladder: The distance from the centerline of rungs, cleats or steps to the nearest permanent object in back of the ladder shall be not less than seven (7) inches, except that when unavoidable obstructions are encountered.
- Clearance behind Grab Bar: The distance from the centerline of the grab bar to the nearest permanent object behind the grab bars shall be not less than four (4) inches. Grab bars shall not protrude on the climbing side beyond the rungs of the ladder which they serve.
- Step-Across Distance: The step-across distance from the nearest edge of ladder to the nearest edge of equipment or structure shall be not more than 12 inches or less than 2½ inches.
- Hatch Cover: Counterweighted hatch covers shall open a minimum of 60° from the horizontal. The distance from the centerline of rungs or cleats to the edge of the hatch opening on the climbing side shall be not less than 24 inches for offset wells or 30 inches for straight wells.

SPECIAL REQUIREMENTS FOR CAGES OR WELLS

- Cages or wells (except on chimney ladders) shall be built as shown on the applicable drawings, covered in detail in OSHA 29 CFR 1910.27(d)(1).
- Cages or wells conforming to the dimensions for OSHA 29 CFR 1910(d)(1)(ii) shall be provided on ladders of 20 feet to a maximum unbroken length of 30 feet.
- Cages shall extend a minimum of 42 inches above the top of landing, unless other acceptable protection is provided.
- Cages shall extend down the ladder to a point not less than seven (7) feet nor more than eight (8) feet above the base of the ladder, with bottom flared not less than four (4) inches, or portion of cage opposite ladder shall be carried to the base.
- Cages shall not extend less than 27 inches nor more than 28 inches from the centerline of the rungs of the ladder. Cages shall not be less than 27 inches in width. The inside shall be clear of projections. Vertical bars shall be located at a maximum spacing of 40° around the circumference of the cage; this will give a maximum spacing of approximately 9½ inches, center to center.
- Ladder wells shall have a clear width of at least 15 inches measured each way from the centerline of the ladder. Smooth-walled wells shall be a minimum of 27 inches from the centerline of rungs to the well wall on the climbing side of the ladder. Where other obstructions on the climbing side of the ladder exist, there shall be a minimum of 30 inches from the centerline of the rungs.

SPECIAL REQUIREMENTS FOR LANDING PLATFORMS

- When ladders are used to ascend to heights exceeding 20 feet (except on chimneys), landing platforms shall be provided for each 30 feet of height or fraction thereof, except that, where no cage, well or ladder safety device is provided, landing platforms shall be provided for each 20 feet of height or fraction thereof. Each ladder section shall be offset from adjacent sections. Where installation conditions (even for a short, unbroken length) require that adjacent sections be offset, landing platforms shall be provided at each offset.
- Where a person must step a distance greater than 12 inches from the centerline of the rung of a ladder to the nearest edge of structure or equipment, a landing platform shall be provided. The minimum step-across distance shall be 2 ½ inches.
- All landing platforms shall be equipped with standard railings and toe boards, so arranged as to give safe access to the ladder. Platforms shall be not less than 24 inches in width and 30 inches in length.
- One (1) rung of any section of ladder shall be located at the level of the landing laterally served by the ladder. Where access to the landing is through the ladder, the same rung spacing as used on the ladder shall be used from the landing platform to the first rung below the landing.

LADDER EXTENSIONS

- The side rails of through or side-step ladder extensions shall extend 3½ feet above parapets and landings. For through ladder extensions, the rungs shall be omitted from the extension and shall have not less than 18 inches or more than 24 inches clearance between rails.
- For side-step or offset fixed ladder sections, at landings the side rails and rungs shall be carried to the next regular rung beyond or above the 3½ feet minimum.

GRAB BARS

Grab bars shall be spaced by a continuation of the rung spacing when they are in the horizontal position. Vertical grab bars shall have the same spacing as the ladder side rails. Grab bar diameters shall be the equivalent of the round-rung diameters.

LADDER SAFETY DEVICES

Safety harnesses shall be utilized when certain hazards exist, or the employee is exposed to a fall as stipulated under fall protection guidelines. A retractable device will be in place any time the ladder exceeds 20 feet in length. This shall be installed only by a competent person.

CHAPTER 32

HOT WORK PROCEDURES

Purpose

The purpose of this permit procedure is to protect personnel and equipment from fires and/or explosions that could result from hot work performed in a hazardous area. This section outlines minimum precautions for safety when performing welding, cutting and hot work in any location not designated as a routine hot work area. In all such areas, a "Hot Work Permit" is required for all hot work.

Scope

This program is applicable to all employees directly involved or assisting in the welding, cutting and hot work operations. When work is performed on a no owned or operated site, the operator's program shall take precedence, however, this document covers HTS AmeriTek employees and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent. Operators of equipment should report any equipment defect or safety hazards and discontinue use of equipment until its safety has been assured. Repairs shall be made only by qualified personnel.

If fire hazards cannot be taken to a safe place or guards cannot be used to confine heat, sparks, slag and protect the immovable fire hazards, the welding and cutting shall not be performed.

Definitions

Welding/Hot Work Procedures - any activity which results in sparks, fire, molten slag, or hot material which has the potential to cause fires or explosions.

Examples of Hot Work - Cutting, Brazing, Soldering, Thawing Pipes, Grinding, using an electric tool in a hazardous area and Welding.

Special Hazard Occupancies - any area containing Flammable Liquids, Dust Accumulation, Gases, Plastics, Rubber and Paper Products.

Hazards - includes, but not limited to the following: fires and explosions, skin burns, welding "blindness", and respiratory hazards from fumes and smoke.

Key Responsibilities

Managers and Supervisors

Determine if its property is safe for welding and cutting operations.

Establish safe areas for welding and cutting operations.

Provide hot work training for all employees whose task includes heat, spark or flame producing operations such as welding, brazing, or grinding.

Develop and monitor effective hot work procedures.

Provide safe equipment for hot work.

Remove defective hot work equipment from service.

Provide proper and effective PPE for all hot work.

Monitor all hot work operations.

Ensure all hot work equipment and PPE are in safe working order.

Allow only trained and authorized employees to conduct hot work and conduct inspections of the hot work area before operations begin.

Ensure permits are used for all hot work outside authorized areas.

Employees

Follow all hot work procedures.

Properly use appropriate hot work PPE.

Inspect all hot work equipment before use.

Report any equipment problems or unsafe conditions.

Procedure

General

A hot work permit must be completed before performing hot work. Precautions that are to be taken shall be in the form of a written permit. Before cutting or welding is permitted the area shall be inspected and a written permit shall be used to authorize welding and cutting operations.

Where practicable all combustibles shall be relocated at least 35 feet from the work site. Where relocation is impractical, combustibles shall be protected with flameproof covers, shielded with metal, guards, curtains, or wet down the material to help prevent ignition of material.

Ducts, conveyor systems, and augers that might carry sparks to distant combustibles shall be protected or shut down.

Where cutting or welding is done near walls, partitions, ceilings, or openings in the floor (grating, manholes, etc.), fire-resistant shields or guards shall be provided to prevent ignition.

If welding is to be done on a metal wall, partition, ceiling, or solid decking/flooring, precautions shall be taken to prevent ignition of combustibles on the other side, due to conduction or radiation of heat. Where combustibles cannot be relocated on the opposite side of the work, a fire watch person shall be provided on the opposite side of the work.

Welding shall not be attempted on a metal partition, wall, and ceiling or decking/flooring constructed of combustible sandwich panels.

Cutting or welding on pipes or other metal in contact with combustible walls, partitions, floors, ceilings, or roofs shall not be undertaken if the work is close enough to cause ignition by combustion.

Cutting or welding shall not be permitted in the following situations:

In areas not authorized by management.

In sprinkled buildings while such protection is impaired.

In the presence of potentially explosive atmospheres, e.g. flammables.

In areas near the storage of large quantities of exposed, readily ignitable materials.

In areas where there is dust accumulation of greater than 1/16 inch within 35 feet of the area where welding/hot work will be conducted.

All dust accumulation shall be cleaned up before welding or hot work is permitted.

Whenever welding or cutting is performed in locations where other than a minor fire might develop or any of the conditions mentioned above cannot be met, a fire watch shall be provided.

The fire watch shall be provided during and for a minimum of 1/2 hour past the completion of the welding project.

The fire watch shall be trained in the use of fire extinguishers and the facility's alarm system.

During this time the fire watch will have appropriate fire extinguishers readily available.

Suitable extinguishers shall be provided and maintained ready for instant use.

A hot-work permit will be issued on all welding or cutting outside of the designated welding area.

Fire Prevention Measures

A designated welding area shall be established to meet the following requirements:

Floors swept and cleaned of combustibles within 35 feet of work area.

Flammable and combustible liquids and material will be kept 35 feet from work area.

Adequate ventilation providing 20 air changes per hour.

At least one 10-pound dry chemical fire extinguisher shall be within access of 35 feet of the work area.

Protective dividers such as welding curtains or noncombustible walls will be provided to contain sparks and slag to the combustible free area.

Requirements for welding conducted outside the designated welding area:

Portable welding curtains or shields must be used to protect other workers in the welding area.

A hot-work permit must be completed and complied with prior to initiating welding operations.

Respiratory protection is mandatory unless an adequate monitored airflow away from the welder and others present can be established and maintained.

Plastic materials must be covered with welding tarps during welding procedures.

Fire Watch must be provided for all hot-work operations.

After welding operations are completed, the welder shall mark the hot metal or provide some other means of warning other workers.

Confined Space

A space that is large enough and so configured that an employee can bodily enter and perform assigned work.

Has limited or restricted means for entry or exit (for example, tanks, vessels, coolers, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and

Is not designed for continuous occupancy.

Refer to HTS AMERITEK's Confined Space Program before commencing any welding, cutting, and/or brazing operations in an area meeting the requirements of a confined space.

Ventilation is a prerequisite to work in confined spaces.

When welding or cutting is being performed in any confined spaces, the gas cylinders and welding machines shall be left on the outside. Before operations are started, heavy portable equipment mounted on wheels shall be securely blocked to prevent accidental movement.

When a welder must enter a confined space through a manhole or other small opening, means shall be provided for quickly removing him in case of an emergency.

When safety belts and lifelines are used for this purpose, they shall be so attached to the welder's body that it cannot be jammed in a small exit opening.

An attendant with a preplanned rescue procedure shall be stationed outside to always observe the welder and be capable of putting rescue operations into effect.

When arc welding is to be suspended for any substantial period of time, such as during lunch or overnight, all electrodes shall be removed from the holders and the holders carefully located so that accidental contact cannot occur, and the machine shall be disconnected from the power source.

To eliminate the possibility of gas escaping through leaks of improperly closed valves, when gas welding or cutting, the torch valves shall be closed and the fuel-gas and oxygen supply to the torch positively shut off at some point outside the confined area whenever the torch is not to be used for a substantial period of time, such as during lunch hour or overnight. If practical, the torch and hose shall also be removed from the confined space.

When welding must be performed in a space entirely screened on all sides, the screens shall be so arranged that no serious restriction of ventilation exists. It is desirable to have the screens so mounted that they are about 2 feet (0.61 m) above the floor unless the work is performed at so low a level that the screen must be extended nearer to the floor to protect nearby workers from the glare of welding.

A fixed enclosure shall have a top and not less than two sides which surround the welding or cutting operations, and a rate of airflow sufficient to maintain a velocity away from the welder of not less than 100 linear feet (30 m) per minute.

All welding and cutting operations carried on in confined spaces shall be adequately ventilated to prevent the accumulation of toxic materials or possible oxygen deficiency. This applies not only to the welder, but also to helpers and other personnel in the immediate vicinity. All air withdrawn will be replaced with air that is clean.

In circumstances for which it is impossible to provide such ventilation, airline respirators or hose masks approved for this purpose by the National Institute for Occupational Safety and Health (NIOSH) will be provided. In areas immediately hazardous to life, a full-face piece, positive pressure, self-contained breathing apparatus or a combination full-face piece, positive pressure supplied-air respirator with an auxiliary, self-contained air supply approved by NIOSH must be used.

Where welding operations are carried on in confined spaces and where welders and helpers are provided with hose masks, hose masks with blowers or self-contained breathing equipment, a worker shall be stationed on the outside of such confined spaces to ensure the safety of those working within.

Fumes, Gases and Dust

Fumes produced by some welding processes can be toxic and may require source extraction. An assessment of the work to be performed must be completed before each job is undertaken. Fumes generally contain particles from the material being welded. Welding fumes can have an acute effect on the respiratory system.

Any welding, cutting or burning of lead base metals, zinc, cadmium, mercury, fluorides, beryllium or exotic metals or paints not listed here that could produce dangerous fumes shall have proper ventilation or respiratory protection. This includes inert-gas metal-arc welding or oxygen cutting of stainless steel.

Welders and helpers will refer to HTS AMERITEK's Respiratory Protection Program to determine the appropriate respiratory protection to be used during welding operations.

All welding and cutting operations shall be adequately ventilated to prevent the accumulation of toxic materials. This applies not only to the welder, but also to helpers and other personnel in the immediate vicinity.

Personal Protection Equipment (PPE)

Hard hats and Gloves shall be made of a material, which is an insulator for heat and electricity. Helmets, shields, and goggles shall not be readily flammable and shall be capable of withstanding sterilization.

Hard hats and Gloves shall be arranged to protect the face, neck, and ears from direct radiant energy from the arc.

Hard hats shall be provided with filter plates and cover plates designed for easy removal.

All parts shall be constructed of a material, which will not readily corrode or discolor the skin.

Goggles shall be ventilated to prevent fogging of the lenses as much as practicable.

All glass for lenses shall be tempered, substantially free from scratches, air bubbles, waves and other flaws. Except when a lens is ground to provide proper optical vision correction, the front and rear surfaces of lenses and windows shall be smooth and parallel.

Lenses shall bear some permanent distinctive marking which may readily identify the source and shade.

The following is a guide for the selection of the proper shade numbers. These recommendations may be varied to suit the individual's needs.

Welding Operation	Shade Number	
Shielded metal – arc welding 1/16, 3/32, 1/8-5/32-inch electrodes	10	
Gas-shielded arc welding (nonferrous) 1/16, 3/32, 5/32-inch electrodes	11	
Gas-shielded arc welding (ferrous) 1/16, 3/32, 1/8, 5/32 electrodes	12	
Shielded metal arc welding: 3/16	7/32, 1/4-inch electrodes	12
	5/16, 3/8-inch electrodes	14
Atomic hydrogen welding	10 – 14	
Carbon arc welding	14	
Soldering	2	
Torch brazing	3 or 4	
Light cutting, hp to 1 inch	3 or 4	
Medium cutting, 1 inch to 6 inches	4 or 5	
Heavy cutting, 6 inches or over	5 or 6	
Gas welding (light) up to 1/8 inch	4 or 5	
Gas welding (medium) 1/8 - 1/2 inch	5 or 6	
Gas welding (heavy) 1/2 inch or over	6 or 8	

NOTE:

In gas welding or oxygen cutting where the torch produces a high yellow light, it is desirable to use a filter or lens that absorbs the yellow or sodium line in the visible light of the operation. All filter lenses and plates shall meet the test for transmission of radiant energy prescribed in ANSI Z87.1 – 1968 – American National Standard Practice for Occupational and Educational Eye and face Protection. Where the work permits the welder to be enclosed in an individual booth painted with a finish of low reflectivity such as zinc oxide (an important factor for absorbing ultraviolet radiation) and lamp black or shall be enclosed with noncombustible screens similarly painted. Booths and screens shall permit circulation of air at floor level. Workers or other persons adjacent to the welding areas shall be protected from the rays by noncombustible or flameproof screens or shields or shall be required to wear appropriate goggles.

Adequate hand protection and clothing must be used to protect the body from welding hazards.

Cleaning Compounds

In the use of cleaning materials, because of their possible toxicity or flammability, appropriate precautions such as manufacturer instructions shall be followed.

Degreasing and other cleaning operations involving chlorinated hydrocarbons shall be so located that no vapors from these operations will reach or be drawn into the atmosphere surrounding any welding operation.

In addition, trichloroethylene and perchloroethylene shall be kept out of atmospheres penetrated by the ultraviolet radiation of gas-shielded welding operations.

Oxygen cutting, using a chemical flux, iron powder or gas shielded arc cutting for stainless steel shall be performed using mechanical ventilation adequate to remove the fumes generated.

Cylinders

Compressed gas cylinders shall be DOT-approved and legibly marked near the shoulder of the cylinder for the purpose of identifying the gas content with either the chemical or trade name of the gas.

All compressed gas cylinder connections must comply with ANSI B57. 1-1965 Standards.

Compressed gas cylinders shall be secured in an upright position at all times except, if necessary, for short periods of time while cylinders are being hoisted or carried.

All cylinders shall be kept away from sources of heat and from radiators and piping systems that may be used for grounding purposes. Cylinders and cylinder valves including couplings and regulators shall be kept free from oily or greasy substances and must not be handled with gloves or rags in the same condition.

Stored oxygen cylinders shall be kept at least 20 feet from the fuel gas cylinders or combustible materials, especially oil or grease, or separated by a non-combustible barrier at least 5 feet high with a fire rating of at least one-half hour. All empty cylinders shall have closed valves. Valve protection caps shall always be in place and hand-tight except when cylinders are in use or connected for use.

Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards.

Fuel gas cylinders stored inside buildings shall be limited to a total capacity of 2000 cubic feet (300 pounds) of liquefied petroleum gas, except for those in actual use or attached ready for use.

All acetylene cylinders shall be stored valve-end up.

Assigned storage spaces shall be located where cylinders cannot be knocked over or damaged by falling objects or subject to tampering by unauthorized persons.

Back flow protection shall be provided by an approved device that will prevent oxygen from flowing into the fuel-gas system or fuel from flowing into the oxygen system.

An approved device that will prevent flame from passing into the fuel-gas system shall provide flashback protection.

An approved pressure-relief device set at the appropriate pressure shall provide backpressure protection.

Special care must be taken when transporting gas cylinders:

Cylinders must be secured with valve cap installed.

Cylinders shall not be lifted by the valve protection caps, the regulators must be removed, and cylinders shall not be dropped or permitted to strike each other.

Removed regulators must be carried in the cab of the vehicle.

Cylinders shall not be tampered with, nor should any attempt be made to repair them.

They shall be handled carefully - rough handling, knocks, or falls are liable to damage the cylinder, valve or safety device and cause leakage.

Safety devices shall not be tampered with.

Arc Welding and Cutting

All personnel operating, installing, and maintaining welding equipment shall be qualified or trained to operate and maintain such equipment.

All workmen assigned to operate or maintain equipment shall be familiar with and electrical welding equipment shall be chosen for safe operation and comply with applicable Requirements for Electric Arc Welding Standards to include: 29 CFR 1910.254, 29 CFR 1910.252 (a)(b) (c) and if gas shielded arc welding is done the must be familiar with the American Welding Society Standard A6-1-1966.

Arc welding equipment must be designed to meet conditions such as exposure to corrosive fumes, excessive humidity, excessive oil vapor, flammable gasses, abnormal vibration or shock, excessive dust and seacoast or shipboard conditions.

It shall be operated at recommended voltage in accordance with the manufacturer recommendations.

All leads shall be periodically inspected and replaced if insulation is broken, or splices are unprotected.

Leads shall not be repaired with electrical tape.

All ground connections shall be checked to determine that they are mechanically strong and electrically adequate for the required current.

A disconnecting switch or controller shall be provided at or near each welding machine along with over current protection.

All direct current machines shall be connected with the same polarity and all alternating current machines connected to the same phase of the supply circuit and with the same polarity.

To prevent electrical contact with personnel, all electrode holders shall be placed where they do not make contact with persons, conducting objects or the fuel of compressed gas tanks.

All cables with splices within 10 feet of the holder shall not be used.

If the object to be welded or cut cannot readily be moved, all moveable fire hazards should be removed.

If an object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards shall be used to confine the heat sparks and slag and to protect the immovable fire hazards.

Resistance Welding

All personnel operating, installing, and maintaining welding equipment shall be qualified or trained to operate and maintain such equipment.

Voltage, interlocks, guarding, grounding and shields shall be in accordance with manufacturer recommendations.

Precautions such as flash guarding, ventilation and shields shall be provided to control flashes, toxic elements and metal fumes.

If the object to be welded or cut cannot readily be moved, all moveable fire hazards should be removed.

Transmission Pipeline

When arc welding is performed in wet conditions, or under conditions of high humidity, special protection against electric shock shall be supplied.

Pressure testing:

In pressure testing of pipelines, the workers and the public shall be protected against injury by the blowing out of closures or other pressure restraining devices.

Protection shall be provided against expulsion of loose dirt that may have become trapped in the pipe. The welded construction of transmission pipelines shall be conducted in accordance with the Standard for Welding Pipelines and Related Facilities, API Std. 1104-1998.

Oxygen Fuel Gas Welding and Cutting:

Only approved apparatuses such as torches, regulators or pressure-reducing valves, setting generators and manifolds shall be used:

Mixtures of fuel gases and air or oxygen may be explosive and must be guarded against.

All hoses and hose connections shall comply with the Compressed Gas Association and Rubber Manufacturers' Associations' applicable standards.

Workers in charge of the oxygen or fuel-gas supply equipment, including generators, shall be instructed and judged competent by the HTS AMERITEK before being left in charge.

If the object to be welded or cut cannot readily be moved, all moveable fire hazards should be removed.

Fire Watch Requirements

A fire watch shall be under these conditions as a minimum and when welding, cutting, brazing and/or soldering is performed near combustible materials and/or locations where fire may develop:

Locations where other than a minor fire might develop.

Combustible materials are closer than 35 feet to the point of operation.

Combustibles that are 35 feet or more away but are easily ignited.

Wall or floor openings within a 35 feet radius of exposed combustible materials.

Combustible materials are adjacent to the opposite side of metal partitions, ceilings or roofs.

Fire watch personnel shall be maintained at least a half an hour after welding or cutting operations have been completed and fire watchers shall have fire extinguishers readily available.

First Aid Equipment

First aid equipment shall be available at all times. All injuries shall be reported as soon as possible for medical attention. First aid shall be rendered until medical attention can be provided.

Training

Training shall include:

Position Responsibilities

Cutters, welders and their supervisors must be suitably trained in the safe operations of their equipment and the safe use of the process.

Fire Watch Responsibilities - specifically, the fire watch must know:
That their ONLY duty is Fire Watch.
When they can terminate the watch.
How to use the provided fire extinguisher(s).
Be familiar with facilities and how to activate fire alarm, if fire is beyond the incipient stage.
Operator Responsibilities
Contractor Responsibilities
Documentation requirements
Respirator Usage requirements
Fire Extinguisher training.

CHAPTER 33

COLD WORK PERMIT

PURPOSE

This permit procedure is designed to prevent accidents by giving Process Personnel control over cold work activities taking place in their processing area. To insure proper communications between Process and HTS AmeriTek personnel, a "COLD WORK PERMIT" must be completed before work is started in a Process area.

DEFINITION

Cold Work - Any mechanical work on processing equipment including work on intrinsically safe circuits and energized electrical instruments and electrical power circuits that does not involve opening, blinding, entering, hot work, or electrical lockout.

RESPONSIBILITIES

- Chief Operator or their designated representative is responsible for approving "COLD WORK PERMIT". They or their designated representative is responsible for insuring that all safety precautions have been completed prior to issuance of the permit.
- HTS AmeriTek Supervisor has the responsibility for initiating the "COLD WORK PERMIT" and securing approval from Process personnel. He is responsible for seeing that only the work authorized by the permit is performed.

PROCEDURE

- Issuing Permit – When both Process and Company Persons are satisfied that the work can be safely performed in the area, each must sign the permit.
- Posting Permit – The Mechanical Person must display the Permit in a conspicuous place at the jobsite. The Process Person must file the original portion in the permit file.
- Permit Duration and Disposition – "COLD WORK PERMIT" S are issued for one mechanical shift. At the end of the mechanical shift or at job completion, whichever comes first, the HTS AmeriTek Supervisor must return it to the Chief Operator.

CHAPTER 34

AUDIT PROCEDURE AND POLICY

INTRODUCTION

It is the intention of HTS AmeriTek's management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. The prevention of accidents is an objective affecting all levels of our company and its operations, the Self-Assessment Report is one of the tools to be used by the Corporate Audit Team to help measure and track compliance with HTS AmeriTek's Safety and Health Manual along with other expectations placed upon us by our clients.

AUDITORS

The audit teams going into the field, office or shop areas will consist of corporate managers who will use the Self-Assessment Report as a guideline to verify that the correct procedures are in place, the right equipment is being used and to also inspect any equipment that would be part of the audit. The corporate managers will conduct a minimum of 1 audit in the field per week and during turnarounds at least 2 per week. The Field Safety Representative and Site Supervisors are required to complete at least 1 audit per shift. Each person on the audit team will document their observations independently on the Self-Assessment Report. After the audit is completed these observations will be gathered and turned into the safety department who will prepare a report to be distributed to the corporate managers and the responsible individual or crew requiring prevention action steps.

TRACKING TRENDS

To track and measure the success of this program all audits will be charted after completion and updated to indicate any trends. Areas needing improvement will be reviewed and ideas should be exchanged in order to reach the level of success we are striving for. After the information is gathered and action items issued to the responsible parties the audit will be discussed with the corporate management of HTS AmeriTek. Any new recommendations or action items will be passed on to the audit team and personnel involved with the audit.

This document is intended to detail every step involved in completing the HTS AmeriTek Audit, a breakdown by section and instructions for conducting the audit and their observations.

HOUSEKEEPING

Everyone is responsible for the housekeeping duties that pertain to their jobs. Housekeeping is of primary importance because it will normally be a reflection on the safety of the workers and the efficiency of the job. The following areas will be tracked on the Self-Assessment Report for housekeeping.

- Check project work areas are they clean and free of excess trash, debris
- All walkways and passage ways should be clear of trash, tools, and equipment
- Material and/or equipment should be properly stored
- Electrical cords and hoses are to be elevated to prevent tripping hazards
- Are trash receptacles and water kegs provided for work areas
- Have barricades been installed, tagged, and removed properly
- Check for inadequate lighting in work areas
- Adequate clearance or accessibility for performing tasks
- Are there any overhead hazards
- Access to fire extinguishers and electrical panels unblocked
- Doors not blocked and evacuation floor plans accurate

PERSONAL PROTECTIVE EQUIPMENT

HTS AmeriTek provides suitable equipment to protect employees from hazards in the workplace. The Safety department and supervisor will advise on what protective equipment is required for the task and

see to it that it is used. PPE requirements may vary from different sites and will be taken into consideration when an audit is performed. The following PPE will be checked against the Self-Assessment Report.

- Hearing protection worn as required
- Hard hats worn and maintained as required
- Eye protection required and worn in a proper manner
- Proper foot protection worn for job performed
- Goggles or face shield worn as required
- Proper gloves and chemical resistant garments
- Respirators worn and proper fit test

FALL PROTECTION

HTS AmeriTek is committed to the protection of its employees from on-the-job injuries. All employees of HTS AmeriTek have the responsibility to work safely on the job and to abide by client and HTS AmeriTek safety procedures. HTS AmeriTek is committed to 100% fall protection for our employees. Fall protection is required whenever employees are potentially exposed to falls from heights of six feet (or less, depending on client guidelines). The following guidelines will be used when checking fall protection equipment on the Self-Assessment Report.

- Fall protection maintained and has proper inspection
- Fall protection equipment is used and worn in a proper manner
- Lanyards are adequately secured to suitable anchorage point
- Body harness required and worn in a proper manner
- Body harness are stored properly
- Ensure employees inspect body harnesses before and after each use

SCAFFOLDS, LADDERS AND STAIRS

HTS AmeriTek recognizes the necessity of scaffolds to complete some types of work and the dangers that come with work being performed on these temporary structures. As such, every employee working on scaffolds as part of their duty will be fully trained in proper scaffold use before the work begins. Ladders should be maintained in good condition: made of suitable material, of proper length, and of the correct type for the use intended, joints between steps and side rails should be tight; hardware and fittings securely attached; and moveable parts operating freely without binding or undue play. Non-slip safety feet are provided on each ladder. Ladder rungs and steps should be free of grease and oil. Check the following when doing an audit.

- Proper access and egress provided
- Scaffold tagged correctly for use
- Scaffold updated for that shift by a competent person
- Proper ladder for the job performed/properly secured
- Proper angle and length exceeds the landing by at least 3 feet
- Stairs are free of clutter
- Proper railings have been installed and maintained on stairways
- No material at the bottom of ladders or stairs that may cause an injury

VEHICLES/MOBILE EQUIPMENT

Since HTS AmeriTek is a service company that operates in various refineries and chemical plants the maintenance and upkeep of our equipment is a reflection on the quality of work our clients can expect from us. The inspection points below pertain to the rigs, trucks and forklifts used by HTS AmeriTek personnel.

- Lights, brakes, horns, alarms working properly
- Seat belts provided and used
- Rig, truck and/or fork lift properly maintained and equipment is properly used
- Current licenses or certificates that are required

- Is a ground cable used with the rig
- Proper railings have been installed and maintained on stairways
- Wheel chocks install properly
- Housekeeping in vehicles
- First Aid Kits maintained

TOOLS AND EQUIPMENT

Faulty or improperly used hand tools are a safety hazard. All employees shall be responsible for ensuring that tools and equipment (both company and employee-owned) used by them or other employees at their workplace are in good condition. The following will be applied when checking tools and equipment.

- Electrical cords- GFCI used, verify condition and current inspection
- Tools are maintained in a safe condition
- Tools are properly carried and stored
- Air compressors equipped with excess flow valves and proper hose connection
- Proper/correct tools used for the job assigned

FIRE PROTECTION

HTS AmeriTek employees must be aware of the danger that the threat of fire poses to our customers. We must exercise extreme caution that none of our work activities results in a situation that could cause a fire or explosion. The following areas will be tracked on the Self-Assessment Report for fire protection.

- Flammables stored properly
- Oxygen and combustibles separated
- Containers labeled as to content
- Fire extinguishers properly located and inspected, seal, pin
- Flash arrestors installed
- Regulator gauges properly attached and maintained
- Compressed gas cylinders properly maintained
- Containment of hot work and welding screens as required

DOCUMENTATION

The JHA, STAC card, and other hazard elimination forms are tools that we use to identify and eliminate hazards before we encounter them during work activities. Hazard elimination forms are not meant to replace any safe working practices, they are meant to bring forth and enhance safe working practices. Check that the following documents if they apply are filled out and on the work site.

- Proper permit on site
- JHA or STAC cards filled out properly
- JQP, check lists and hazard elimination forms
- SCAN or HEADS cards are completed

CLIENT RELATIONS

If at all possible prior to leaving the site check with our clients on the following:

- Punctuality
- Work performance of the crew
- Housekeeping
- Safety performance

Ergonomics

Ergonomics covers all aspects of a job, from the physical stresses it places on joints, muscles, nerves, tendons, bones and the like, to environmental factors which can affect hearing, vision, and general comfort and health. The Self-Assessment Report will also look at the conditions that affect us at our work stations such as:

- Does the work space allow for full range of movement?
- Mechanical aids, are they available?
- Is the workspace designed to help or hinder the employee?

CHAPTER 35

INCIDENT INVESTIGATION AND REPORTING PROGRAM

PURPOSE

To set forth guidelines for employees that will assist the individual(s) in need of medical treatment or to identify the root cause of an incident to minimize the possibility of future reoccurrence.

INTRODUCTION

The primary tool used by HTS AmeriTek to identify the leading cause responsible for incidents is a thorough and properly completed incident investigation. All incidents, whether they are injuries, illnesses, or near misses will be investigated and reported. Documentation needs to take place as soon as possible so that the cause of the incident and means of prevention can be identified to prevent a reoccurrence. The results of any investigation will be put in writing and submitted for review by HTS AmeriTek Management.

INCIDENT REPORTING PROCEDURE

All injuries, accidents, and near misses must be immediately reported and documented. All incidents shall first be reported to the Site Supervisor. The Site Supervisor is responsible for reporting all incidents to the client contact, Operations Manager and the Safety Manager as quickly as possible. The Site Supervisor is responsible for obtaining and completing the following documents before leaving the site:

- HTS AmeriTek Safety Incident Report form
- Supervisor Statement form
- Employee Statement form(s)
- Witness Statement form(s)
- Copy of the work permit(s)
- HTS AmeriTek JHA
- All other safety documentation required for the job task

If in the opinion of the Site Supervisor the injury is serious enough to require medical attention, it is the responsibility of the Site Supervisor to provide the transportation to the HTS AmeriTek's medical provider in the area. If the injury is so serious that the injured person cannot or should not be moved, secure the area, and dial the posted emergency number or appropriate radio channel to summons the Medical Response Team.

SITE SUPERVISOR RESPONSIBILITIES

All incidents shall be reported to the Operation Manager and Safety Manager as soon as possible. The course of action will be determined at that time. Incident Investigation items including employee statements, work permits, and safety documentation is a top priority after any injured employees have received medical attention. If the Site Supervisor is required to transport an injured employee to an off-site medical provider he/she must designate an HTS AmeriTek employee to obtain and complete the Incident Investigation items before the designee leaves the facility. All Incident Investigation items shall be given to the Safety Manager immediately.

OPERATIONS MANAGER RESPONSIBILITIES

It is the responsibility of the Operation Manager to insure that all incident/accidents are reported to the Safety Department and that full cooperation is received for investigation purposes.

SAFETY MANAGER RESPONSIBILITIES

It shall be the responsibility of the Safety Manager to manage all incidents and accidents. The Safety Manager will determine if the individual or employees involved with an incident will be drug tested according to HTS AmeriTek Policy. A "Safety Flash" will be distributed to all HTS AmeriTek employees after the completion of the investigation and Root Cause Analysis to inform employees of the details of the

incident. The Safety Manager is also responsible for revising and or developing procedures to insure that employees have established guidelines for safe work practices.

GENERAL MANAGER RESPONSIBILITIES

The General Manager is responsible for overseeing the Operation Manager's involvement and the Safety Manager's involvement for all HTS AmeriTek incidents. It will be the General Manager's responsible to report all incidents to the company President and the Client if there is a concern to an employee's health or equipment damage.

Training

All employees will go through basic reporting, awareness, and first responder training. The training requirements will increase dependent on the level of responsibility. Supervisors/Managers will be trained in Investigation Techniques to assist the safety manager in all investigations. Training will be conducted annually.

PROCEDURE

After an incident has occurred, the HTS AmeriTek Safety department will be notified and they will proceed with the incident investigation, regardless of the nature of the incident (near miss, first aid, clinic visit, and emergency). All incidents will be investigated; the extent of the investigation will be determined by the seriousness of the incident. Their responsibilities will include gathering and assembling information pertaining to the incident. All incident reports will be logged and kept on file at the La Porte location. After the report is generated, a root cause analysis will be determined by the Safety Manager indicating the factors that led to the incident. An investigation analysis will also be done indicating what had taken place, the steps that led to the incident and what preventive measures that will be put in place by HTS AmeriTek to remedy the situation.

SAFETY COORDINATORS WILL INITIATE ALL INCIDENT INVESTIGATIONS ON-SITE

- They will accompany affected personnel at all times.
- Follow the proper reporting procedures with the client
- On-site safety coordinators will record all details first hand pertaining to the incident. (Who, what, where, and when) from the affected personnel.
- Safety coordinators will record and keep confidential all personal information pertaining to the incident.
- Get written statements from witnesses and affected personnel
- HTS AmeriTek Safety department will review the written incident and gather more data if needed (photos, recorded statements, etc.)

FOR INCIDENTS THAT OCCUR WHERE THERE ARE NO SAFETY COORDINATORS ON-SITE, THE [SITE SUPERVISOR](#) WILL BE RESPONSIBLE FOR:

- Accompanying the affected person(s).
- Following the proper reporting procedures with the client.
- Getting written statements from witnesses and affected personnel.
- Communicating the incident to HTS AmeriTek Safety.
- Recording all details and turning them over to the Safety Department, remembering to keep all personal information confidential.
- HTS AmeriTek Safety department will review the written incident and gather more data if needed (photos, recorded statements, etc.).

[HTS AmeriTek employees must immediately report all incidents and will follow the steps below when it comes to reporting an incident.](#)

REPORTING

NON-INJURY INCIDENT (NEAR MISS)

- Notify immediately the HTS AmeriTek Site Supervisor and/or HTS AmeriTek Safety
- Contact client representative
- Investigate the incident and complete the HTS AmeriTek Safety Incident Report.
- Have client sign the Safety Incident Report.
- Send copy of completed Safety Incident Report if required to client safety representative for data entry.
- Near Misses that have serious potential may need further follow-up.
- For record keeping the Safety Incident report will be filed at HTS AmeriTek Corporate office.

MINOR INJURY/ILLNESS (ON-SITE TREATMENT)

- Notify immediately HTS AmeriTek Supervisor and/or HTS AmeriTek Safety
- Contact client representative
- HTS AmeriTek Supervisor or Safety Representative must escort injured person to the First Aid Facility for treatment.
- HTS AmeriTek Supervisor and/or Safety Representative will investigate the injury/illness and fill out the Safety Incident Report.
- Completed Safety Incident Report should be reviewed with and signed by the Client.
- Send copy of completed Safety Incident Report if required to client safety representative for data entry.
- For record keeping the Safety Incident report will be filed at HTS AmeriTek Corporate office.

INJURY/ILLNESS (REQUIRING MEDICAL TREATMENT)

- Notify immediately HTS AmeriTek Supervisor and/or HTS AmeriTek Safety
- Contact client representative
- Before leaving the refinery, the Client First Aid Facility should be visited for an initial assessment.
- HTS AmeriTek Supervisor or Safety Representative must accompany the injured person offsite.
- **Drug testing is mandatory.**
- HTS AmeriTek Supervisor and/or Safety Representative will investigate the injury/illness and fill out the Safety Incident Report.
- A copy of the Job Hazard Analysis (JHA) in use during the time of the incident must be attached
- Completed Safety Incident Report should be reviewed with and signed by the Client.
- Send copy of completed Safety Incident Report if required to client safety representative for data entry.
- For record keeping the Safety Incident report will be filed at HTS AmeriTek Corporate office.

FATALITIES

- Notify immediately the HTS AmeriTek Supervisor and/or HTS AmeriTek Safety
- Contact client representative within 2 hours of discovery of the incident.
- Report to OSHA within 8 hours of discovery of the incident.
- HTS AmeriTek Supervisor and/or Safety Representative will investigate the injury/illness and fill out the Safety Incident Report.
- A copy of the Job Hazard Analysis (JHA) in use during the time of the incident must be attached
- Completed Safety Incident Report should be reviewed with and signed by the Client.
- Send copy of completed Safety Incident Report if required to client safety representative for data entry.
- The General Manager will be the only person to release information.
- The General Manager will notify the next of kin.
- The job supervisor will ensure that all witnesses report to a designated area in order to record their account of the events.

- The general area of the accident should not be changed or any item moved. Of course, appropriate corrective action must be taken if further injury is possible.

REPORTING TO OSHA

HTS AmeriTek must report a death, amputation, heart attack or when 3 or more people are hospitalized from a jobsite injury to OSHA at their local office or at 1-800-321-OSHA (6742) within **8** hours of the accident, with the following items of information:

NOTE: If we are not aware of an accident/incident, we must report it within 8 hours after we learn about it.

- The plant location.
- The location of the incident.
- The time of fatalities or hospitalized employees.
- The name of injured employee.
- The company contact, Safety Director at,
Office: (281) 471-5583 x1112 **Cell:** (832) 340-4890
- Your name and phone number.
- Brief description of the incident.

We do not have to report within 8 hours if:

- Car accident is away from a jobsite.
- Public transportation accidents.
- Over 30 days after accident/incident.

NOTE: We must still keep records of all incidents that are job related.

We must produce records within 4 business hours to:

- Representatives of OSHA.
- Representatives of Health and Human Services.
- Representatives of NIOSH.
- Representatives of State of Texas.

JOB SITE INVESTIGATION TEAM

In the event of a serious incident an investigation team will be assembled of the following:

- Area Health, Safety and Environmental Representative
- Site Supervisor
- Crew leader of the incident
- All witnesses to the incident
- Any other personnel deemed advisable

INVESTIGATING PROCEDURES

- REPORT INCIDENT TO APPROPRIATE CLIENT AND COMPANY PERSONNEL (INCLUDE INCIDENT DESCRIPTION AND TYPE OF EMERGENCY SERVICES REQUIRED, IF ANY)
- DETERMINE WHETHER A DANGER STILL EXISTS (DO NOT ENTER/APPROACH INCIDENT SCENE IF A POTENTIAL FOR EXPOSURE STILL REMAINS; WAIT FOR EMERGENCY SERVICES)
- IF SAFE TO DO SO:
 - SECURE SCENE WITH BARRICADE TAPE
 - IDENTIFY POINTS OF EVIDENCE
- INITIAL INCIDENT DOCUMENTATION:
 - LIST WITNESSES
 - POINTS OF EVIDENCE (SCENE DESCRIPTION)
 - ENVIRONMENTAL CONDITIONS (WEATHER, TEMPERATURE, ILLUMINATION, NOISE, VENTILATION, ETC.)
 - MATERIALS (SUBSTANCE, AMOUNT, ETC.)
 - PHYSICAL FACTORS (AGE, MEDICATIONS, FATIGUE, MEDICAL CONDITIONS, ETC.)

- HISTORY (PREVIOUS 14 DAY WORK HISTORY, DIET FOR PAST 24 HOURS, ETC.)
- EXPERIENCE (WITH COMPANY, IN FACILITY, IN CRAFT, IN CURRENT POSITION/EXPERIENCE LEVEL, ETC.)
- TYPE OF INCIDENT (INJURY, DAMAGE, ETC.)
- TYPE OF EQUIPMENT/PROPERTY INVOLVED
- TAKE PHOTOGRAPHS AND MEASUREMENTS (IF NECESSARY AND ABLE)
- DOCUMENT WITNESS STATEMENTS
- COLLECT/DOCUMENT EVIDENCE (WILL BE DONE THROUGH PHOTOGRAPHS, NOTES, WITNESS STATEMENTS, MARKINGS, AND THE IMPOUNDMENT OF DOCUMENTS AND EQUIPMENT; EVIDENCE WILL BE DOCUMENTED ON AN EVIDENCE LOG AND SHOWN WHO HAS CONTROL OF THE EVIDENCE AND HOW IT IS SECURED)
- CONDUCT ROOT CAUSE ANALYSIS (COORDINATE WITH CLIENT AND COMPANY SAFETY MANAGER)
- DEVISE CORRECTIVE ACTION MEASURES TO PREVENT FUTURE OCCURRENCE
- COMPLETE AND SUBMIT NECESSARY CLIENT AND COMPANY REPORTS, WHICH SHOULD CONTAIN:
 - DATE, TIME, LOCATION, AFFECTED INDIVIDUALS/PARTIES, AND INVESTIGATION TEAM MEMBERS
 - DESCRIPTION OF INCIDENT AND EFFECTS (INJURY, DAMAGE, ETC.)
 - CHRONOLOGY (TIMELINE OF EVENTS)
 - SUPPORTING DOCUMENTS (PHOTOGRAPHS, WITNESS STATEMENTS, ETC.)
 - CORRECTIVE ACTIONS
- FOLLOW UP ANY CLIENT CONCERNS OR ADDITIONAL INFORMATION REQUESTS
- SUBMIT FINALIZED INVESTIGATION FINDINGS AND CORRECTIVE ACTIONS TO ENTIRE COMPANY
- FOLLOW UP TO ENSURE CORRECTIVE ACTIONS HAVE BEEN IMPLEMENTED, ENFORCED AND ARE SUFFICIENT

When the Investigation Team convenes and after the Area, SHE representative has stated the purpose of the meeting, the supervisor of the crew involved will be asked to describe in detail:

- The nature of the work being performed prior to and at the time of the incident.
- The exact instructions given to the crew and especially the employees directly involved.
- The account of how work was planned and any specific safety instructions that were given.

Incident Communication

Incidents will initially be communicated as soon as possible verbally to all managers and supervisors to be discussed during safety meetings. A formal safety flash will be sent out to all employees upon investigation completion. The safety flash will include a summary of the incident, lessons learned, and corrective actions.

INVESTIGATION TIMELINESS

All investigations will begin on day of occurrence. This will prevent the possible loss of important information. Only on rare occasions will it be necessary to delay the investigation, this will be done only with the approval of the HTS AmeriTek General Manager.



Management Phone Numbers for Emergency Situations

La Porte, TX Office (800) 858-5583

Contact: Neal St. Cricq Health, Safety, & Environmental Manager
Office: (281) 471-5583 (x1112)
Mobile: 832-340-4890

Contact: Richard Conner General Manager / Contracts Administrator
Direct: (281) 867-8780
Mobile: (832) 776-1319

Contact: Joseph Houston Operations Manager
Office: (281) 471-5583 (x1111)
Mobile: (832) 262-8580

Gonzales, LA Office (800) 858-5583

Contact: James Pendleton Operations Manager
Direct: (225) 654-2725
Mobile: (225) 276-3550



PRIMARY MEDICAL by site location

Texas

Pasadena Texas

Kirkwood Medical
3801 Vista Rd Suite 100
Pasadena, TX 77504
(281) 249-2273

Nederland Texas

Occupational Medical Care
1323 27th St., Suite #100
Nederland, TX 77627
(409) 727-2334

Pasadena, TX (secondary)

Occupational Medical Care
4500 East Sam Houston Pkwy S
Pasadena, TX 77505
(281) 998-2323

San Marcos Texas

Premier ER & Urgent Care
1509 N Interstate 35
San Marcos, TX 78666
(512) 648-6188

La Porte, TX (COVID-19 Testing)

AFC Urgent Care
8850 Spencer Hwy #100
La Porte, TX 77571
(281) 946-9980

Lake Jackson, Texas

Options Urgent Care
208 Oak Dr S
Lake Jackson, TX 77566
(979) 285-2273



PRIMARY MEDICAL by site location

Louisiana

Gonzales Louisiana

Ascension Medical
214 S Burnside Ave #A
Gonzales, LA 70737
(225) 647-6636

Lake Charles Louisiana

PRIME Occupational Medicine
2492 S Cities Service Hwy #1
Sulphur, LA 70665
(337) 905-1962

Gonzales, LA (secondary)

Gulf Coast Occupational Medicine
1205 W. Edenborne Pkwy
Gonzales, LA 70737
(225) 647-8155

Reserve Louisiana

Gulf Coast Occupational Medicine
3919 W. Airline Hwy, suite D
Reserve, LA 70084
(985) 479-7860

Baton Rouge Louisiana

Gulf Coast Occupational Medicine
15389 Airline Highway
Baton Rouge, LA 70817
(225) 753-1233

Chalmette, LA (secondary)

PRIME Occupational Medicine
303 W Judge Perez Dr
Chalmette, LA 70043
(504) 303-4690

Baton Rouge, LA (secondary)

Gulf Coast Occupational Medicine
10099 N. Reiger
Baton Rouge, LA 70809
(225) 282-3308



PRIMARY MEDICAL by site location

Montana

Billings Montana

Billings Clinic
2800 10th Ave N
Billings, MT 59101
(406) 238-2500

Iowa

Sioux City Iowa

Mercy Business Health Services
3500 Singing Hills Blvd.
Sioux City, IA 51106
(712) 274-4250

Sioux City, IA (secondary)

Unity Point Health
4230 War Eagle Drive
Sioux City, IA 51109
(712) 224-4339

CHAPTER 36

BENZENE AWARENESS PROGRAM

INTRODUCTION

This program establishes the safety and health policy of HTS AmeriTek for protecting its employees from potential exposures to Benzene. This program is intended to comply with OSHA Standard, 29 CFR 1910.1028, Benzene.

POLICY

This policy aims to minimize employees' exposures to Benzene through engineering controls, monitoring, training, PPE and respiratory protection. Provisions are made for employees to participate in a medical surveillance program when employee exposure levels exceed the Benzene action level.

PHYSICAL AND TOXICOLOGICAL PROPERTIES OF BENZENE

Benzene is an aromatic hydrocarbon that is clear, colorless to light yellow, volatile, flammable liquid with an aromatic (pleasant, sweet) odor that is not water soluble. It is a component of products derived from coal and petroleum and is found in gasoline and other fuels. Benzene is also a major raw material used extensively in the manufacture of plastics, detergents, pesticides, pharmaceuticals, and other chemicals. Benzene can be found in refineries and in various locations: valves, pipe, tanks vessels, and drums to name a few. The vast use of Benzene has ranked the chemical in the top 20 highest volume chemicals produced in the United States for the past several years.

Benzene is also found in emissions from burning coal and oil, motor vehicle emissions, evaporation of gasoline or other organic chemicals, and tobacco smoke.

Benzene is a known human carcinogen based on sufficient evidence of carcinogenicity in humans.¹ Research has shown Benzene to be a carcinogen. Epidemiological studies have shown statistically significant associations between leukemia (cancer of the bone marrow affecting blood cell production) and long-term (chronic) exposure to Benzene. Short-term (acute) over-exposure to Benzene can cause drowsiness, dizziness, giddiness, headaches, nauseated and/or intoxicated. Irritations may develop in the eyes, nose and respiratory tract. Severe exposures may lead to convulsions and unconsciousness.

Benzene exposure routes are inhalation and skin absorption (dermal). The current OSHA permissible exposure level (PEL) is 1 part per million (ppm) in air for an 8 hour time-weighted average (TWA). OSHA also enforces a short-term exposure limit (STEL) of 5 ppm for 15 minutes of exposure. Protection must also be provided against dermal exposure to liquid Benzene and Benzene-containing materials.

Additional physical properties of Benzene are:

- Vapor density = 2.77; approximately 3 times heavier than air; will tend to accumulate in low-lying areas.
- Vapor pressure = 100 mm Hg @ 79° F; Benzene is volatile at ambient temperatures.
- Class IB Flammable Liquid; flash point 12°F (closed cup); lower explosive limit (LEL) = 1.2% and upper explosive limit (UEL) = 7.8%.

Additional information for Benzene is attached in Appendix A.

OSHA DEFINITION OF BENZENE MATERIALS

The OSHA Standard applies to either liquefied or gaseous (vapor) Benzene. It includes Benzene contained in liquid mixtures or Benzene vapors released by these liquids. The standard does not apply to trace amounts of unreacted Benzene contained in solid materials.

OSHA defines a Benzene material as a material containing more than 0.1% Benzene by volume or releases Benzene vapors. Therefore, this policy shall be implemented when operations contain waste streams or materials having more than 0.1% Benzene by volume or releasing Benzene vapors. See **Appendix D** for analysis of bulk samples for Benzene.

ENGINEERING CONTROLS AND SAFE-WORK PRACTICES

It is the intent of this policy to minimize employee exposure to Benzene by means of feasible engineering controls and effective work practices. Therefore, when Benzene-containing materials are present, operations will be assessed for implementing the following controls listed in the order of preference:

- 1st Close containment of Benzene materials to minimize evaporation, splashing, and spilling of Benzene,
- 2nd Where full containment is not possible, hoods and canopies equipped with exhaust ventilation system to remove Benzene vapors from the breathing zones of operators,
- 3rd Where feasible engineering controls are not possible, respirators and personal protective equipment such as gloves, goggles/face shields, splash suits, fire extinguishers etc. shall be used.

EXPOSURE MONITORING FOR BENZENE

When Benzene-containing materials are present at the worksite, exposure monitoring shall be performed in the work area and breathing zones of the operators. Breathing zone measurements (personal samples) shall be obtained for every job classification in each Benzene-containing work area. It is the policies of HTS AmeriTek to have the facilities owner provide information on breathing zone measurements for expected job positions.

BREATHING ZONE EXPOSURE MONITORING:

Breathing zone exposure measurements shall include both full-shift measurements (time-weighted average for 8 hours) and short-term exposure limit (STEL) samples for 15 minute sampling periods. STEL samples shall be taken during 15-minute periods of highest expected exposure. The breathing zone measurements shall be taken using the following sampling protocols:

- A. Organic vapor passive diffusion badges clipped to the operator's collar. Recommended badge is 3M™ #3520 with backup charcoal adsorbent pad.
- B. Personal sampling pump with coconut charcoal sorbent tube (SKC # 226-01). The sorbent tube is clipped to the operator's collar. The pump shall be calibrated to flow rates of 0.04 liters/minute (LPM) for full shift sampling and 0.2 LPM for STEL (15 minutes) sampling. Due to total containment of the sorbent media in the glass sampling tube, this sampling method is preferred when operators may be exposed to splashing or misting Benzene liquids.

Once the sample is obtained, it shall be immediately sealed and overnight shipped to the laboratory. To prevent de-absorption of collected Benzene from the charcoal sample media, samples must be shipped in coolers containing ice-packs.

Benzene sampling techniques and laboratory analytical method must adhere to OSHA Method No. 12 and/or NIOSH Method No. 1501. Laboratories analyzing the samples must be AIHA²-accredited as an industrial hygiene laboratory participating in the proficiency analytical testing program (PAT) for organic solvents. A listing of AIHA-accredited laboratories may be viewed at <http://www.aiha.org/LaboratoryServices/html/labstate.htm>

Field sampling and laboratory analytical procedures are summarized in Appendix D.

AREA MONITORING:

Area monitoring should be performed to determine Benzene vapor concentrations at workstations, spill sites, ruptures, or other upset conditions that may suddenly occur. Area measurements should be taken after a Benzene cleanup to ensure that exposure levels have returned to levels that existed prior to the incident.

Area monitoring may be performed using the following instruments. Each instrument offers advantages and disadvantages.

- A. Colorimetric Benzene tubes. Benzene levels of 0.5 to 10 ppm can be detected by the color change on Benzene colorimetric tubes. They cost \$85 for a package of 10; hand pump cost \$400. Manufacturers are Dräger, Gastec, and MSA. Measurements are obtained in approximately 20 minutes.
 - Advantages: Measurement within 20 minutes; low cost instrument with minimal maintenance.
 - Disadvantages: Accuracy of measurement is $\pm 30\%$. Humidity limitations: manufacturers do not recommend use of their Benzene colorimetric tubes when humidity exceeds 30 mg H₂O/liter of air (99% relative humidity @ 86°F, 88% RH @ 90°F, 77% R.H. @ 95°F, 68% RH @ 99°F).
- B. Photo-ionization Detector (PID) and Flame Ionization Detector (FID): These instruments can provide an instantaneous measurement of total hydrocarbons including Benzene vapors. Measurements are obtained by ionizing the gas sample; electrodes collect the ions and readout of gas concentrations in ppm is provided. Benzene has an ionization potential of 9.25 eV; therefore, the PID will need to be equipped with a photo-ionization lamp of 9.8 eV or higher. The FID has an ionization potential of 15.4 eV and therefore will detect Benzene vapors. These instruments can be purchased (~\$4,000) or rented. Accuracy is ± 2 ppm or $\pm 10\%$ of the reading.
 - Advantages: Provides instantaneous measurement on-site. Easy to use.
 - Disadvantages: Measurement is not specific to Benzene vapors; FID and PID detect all hydrocarbons present having ionization potentials less than the photo lamp or the flame. Instruments should be calibrated using a calibration gas every 30 days.
- C. Benzene-Specific PID. This is a photo-ionization detector (PID) which provides a Benzene specific measurement. This instrument utilizes a separation tube preceded before the photo-ionization chamber. The separation tube removes (absorbs) hydrocarbons except Benzene. The sample air stream is then sent to the PID detector where Benzene concentrations are directly measured in ppm. Accuracy $\pm 10\%$ or ± 2 ppm of the reading. Cost of instrument with calibration kit is \$5,000. The instrument can be rented.
 - Advantages: Provides instantaneous measurement for Benzene vapor concentration; other hydrocarbon vapors are absorbed by the separation tube. Easy to use.
 - Disadvantages: Measurement period is 60 secs. Separation tube must be replaced after each measurement; cost of separation tubes is \$5 per tube. Instrument should be calibrated using a calibration gas every 30 days.

NOTIFICATION OF EXPOSURE RECORDS

EMPLOYEE NOTIFICATION

HTS AmeriTek will notify employees by written notification or by posting of breathing zone sampling results. The notifications or postings will be made within 15 working days after receipt of the results. If an employee's exposure exceeds the permissible exposure limit (PEL) of 1 ppm TWA or the STEL of 5

ppm, the notification or posting will include corrective actions that need to be implemented for reducing Benzene exposures.

MAINTENANCE AND ACCESS TO EMPLOYEE EXPOSURE RECORDS

HTS AmeriTek will maintain all breathing zone exposure measurements for a period of 30 years. Exposure records shall include the following items:

1. Dates, identification number, duration and results of all samples taken, including a description of the procedure used to determine representative sampling of employees/operators,
2. Description of the sampling and analytical method used,
3. Description of the type of respiratory protection equipment worn, if any, and
4. Names, social security numbers, job classifications and exposure levels of the employees sampled and all other employees whose exposure the measurements are intended to represent.

BENZENE ACTION LEVEL

The Benzene action level is 0.5 ppm time-weighted average for 8 hours (TWA) or exceeding 50% of the STEL or 2.5 ppm for 15 minutes of exposure. When employee exposures equal to or exceed the action level the following controls shall be implemented:

- The Site Supervisor shall review the operations for improved work practices and/or feasible engineering controls. Such controls may include better containment of the Benzene material, installation of exhaust ventilation systems, or adopting improved work practices.
- In the interim of adopting improved engineering controls, operators shall don respirators in accordance with HTS AmeriTek Respiratory Protection Policy.
- Entrances to the area of the action level exposure shall be demarcated as a regulated area containing the posting: *“Danger–Benzene–Cancer Hazard–Flammable–No –Authorized Personnel Only–Respirator Protection Required”*.
- Exposed employees shall be included in the medical surveillance program if their exposure is for a) 30 days or more per year at the action level, or b) 10 days or more at the permissible exposure limit (PEL). The medical surveillance program shall be in accordance with Section 11 of this program.
- Job tasks of the action level exposure shall be reviewed for additional PPE; see Section 8 of this program.

RESPIRATORY PROTECTION AND PPE FOR BENZENE EXPOSURE

When employee exposures exceed the action level, employees shall don respiratory protection in accordance with the HTS AmeriTek Respiratory Protection Policy. All respirators and associated hardware must be NIOSH-approved. The following types of NIOSH-approved respirators are permitted for Benzene exposures.

RESPIRATOR TYPES FOR BENZENE EXPOSURE

Airborne Concentration of Benzene	NIOSH-Approved Respirator Type
Less than or equal to 5 ppm	Half-mask air-purifying respirator fitted with organic vapor cartridges. Cartridge change-out schedules must be calculated.
Less than or equal to 50 ppm	Full face piece mask air-purifying respirator fitted with organic vapor cartridges. Cartridge change-out schedules must be calculated.
Greater than 50 ppm or unknown concentration.	Supplied-air respirator with full face piece mask in positive pressure mode.
Firefighting	HTS AmeriTek personnel must evacuate the area immediately. Employees are not trained or equipped to fight fires. Firefighting shall be conducted only by professional firefighters.

ADDITIONAL PPE—DERMAL PROTECTION:

When exposed to Benzene materials, employees will be required to don the following PPE to prevent Benzene exposure via skin absorption (dermal exposure route):

1. Gloves of Viton® material, 9-11 mil or Silver Shield®/4H® 2.7 mil material. Gloves of other materials such as nitrile, PVC, latex and natural rubber degrade quickly against Benzene and are not recommended. PVA (polyvinyl alcohol) gloves offer good resistance to Benzene but degrade upon contact with water; PVA gloves are therefore not recommended.
2. For protection against Benzene liquid splashes and body contact, additional protection should consist of 1) goggles and/or chemical-resistant face shield, 2) full body coveralls, and 3) impermeable boots.
 - Coveralls shall be of equivalent protection level offered by Dupont® Tychem® SL for light splashing or Dupont® CPF® 3 or Tychem® TK for heavy splashing (1 liter or more of Benzene contact) or continual direct contact to the Benzene material.

EMPLOYEE TRAINING AND INFORMATION.

For employees having expected Benzene exposures exceeding the Benzene action level, HTS AmeriTek will train its employees before their initial assignment or within 60 days of determining action level exposure. The training shall be repeated at least annually or whenever deficiencies are observed in adhering to this policy.

Operator training will include the following topics

- A. Location of Benzene-containing materials,
- B. Physical properties and health hazards of Benzene,
- C. Expected Benzene exposure levels per job task or workstation,
- D. Engineering and work practice controls in place for minimizing exposure, e.g. containment and/or exhaust ventilation,
- E. PPE and respiratory protection required per job task,
- F. Techniques to be employed for area and personal sampling for airborne concentrations of Benzene,
- G. Explanation of the OSHA standard for Benzene, 29 CFR 1910.1028,
- H. Benzene safety data sheet in Appendix A of this policy,
- I. Benzene technical guidelines in Appendix B of this policy, and
- J. Explanation of the medical surveillance program and the medical surveillance guidelines for Benzene in Appendix C of this policy.

Documentation shall be maintained at the worksite for a minimal period of 5 years. Documentation shall include dates, names of trainees and their employee numbers, syllabus of the training program, signatures of trainees and instructor.

LABELING OF CONTAINERS, VESSELS, DRUMS, AND TANKS

Labels must be affixed to all containers, vessels, drums, and tanks that contain Benzene materials, i.e. greater than 0.1% Benzene by volume or releases Benzene vapors. Labels must contain the following information:

- *“Danger—Contains Benzene—Cancer Hazard”*
- Physical and health hazards of Benzene including statement of “may cause blood disorders ranging from anemia to leukemia”.

Labeling must comply with OSHA 29 CFR 1910.1200, *Hazard Communication*.

MEDICAL SURVEILLANCE PROGRAM

Employees shall be included in the medical surveillance program when having Benzene exposures equal to or greater than the action level for either a) 30 days or more per year at the action level but less than the permissible exposure limit (PEL), or b) 10 days or more at or above the PEL. The medical

surveillance program shall be administered under the supervision of a company assigned licensed physician and without any cost to the employees. The program shall meet the requirements of OSHA 29 CFR 1910.1028(i), Benzene—Medical Surveillance and 29 CFR 1910.1028 Appendix C, Medical Surveillance Guidelines for Benzene.

The surveillance program shall consist of the following elements:

- A. Initial exam before assignment or within 60 days of determining action level exposure. Initial exam shall consist of:
 - 1) Review of employee's medical history related to Benzene exposure,
 - Past work exposures to Benzene or any other hematological toxins,
 - Family history of blood dyscrasias including hematological neoplasms,
 - History of blood dyscrasias including genetic hemoglobin abnormalities, bleeding, abnormalities, abnormal function of formed blood elements,
 - A history of renal or liver dysfunction,
 - History of medicinal drugs taken regularly,
 - History of previous exposure to ionizing radiation,
 - Exposure to bone marrow toxins outside the current work environment
 - 2) Complete physical examination including a respiratory medical evaluation for wearing of respirators. Medical evaluation shall include pulmonary function testing.
 - 3) Laboratory tests that consist of complete blood count including a leukocyte count with differential, a quantitative thrombocyte count, hematocrit, hemoglobin, erythrocyte count, and erythrocyte indices (MCV, MCH, MCHC).
 - 4) Additional medical tests or examinations as deemed necessary by the licensed physician.
- B. Annual examinations consisting of,
 1. History regarding new exposures to potential bone marrow toxins, changes in medicinal drug use, and the appearance of physical signs relating to blood disorders,
 2. A complete blood count, including a leukocyte count with differential, a quantitative thrombocyte count, hematocrit, hemoglobin, erythrocyte count, and erythrocyte indices (MCV, MCH, MCHC),
 3. Additional tests as deemed necessary by the licensing physician in consequences of alterations in the components of the blood or other signs that may be related to Benzene exposure,
 4. For employees requiring wearing respirators for Benzene exposures, pulmonary function tests and evaluation of cardiopulmonary system shall be made every three years.
- C. An emergency examination shall be given if an employee was exposed to Benzene in an emergency event. The exam shall consist of:
 1. Urinary phenol tests and medical evaluation meeting the. The employee shall provide a urine sample at the end of the shift and have a urinary phenol test performed on the sample within 72 hours. The urine specific gravity shall be corrected to 1.024.
 - If test results are below 75 mg phenol/L of urine, no further testing is required,
 - If tests results equal to or greater than 75 mg phenol/L of urine, a complete blood count should be performed including an erythrocyte count, leukocyte count with differential and thrombocyte count at monthly intervals for duration of 3 months following the emergency exposure event. Additional medical testing shall be performed as required by OSHA 29 CFR 1910.1028(i)(5).

- D. **Physician Written Opinion.** For each medical exam, HTS AmeriTek will provide the employee a copy of the examining physician written opinion within 15 days of the examination. The written opinion shall be limited to the following items:
1. Occupationally pertinent results of the medical examination and tests,
 2. The physician's opinion concerning whether the employee has any detected medical conditions which would place the employee's health at greater than normal risk from exposure to Benzene,
 3. The physician's recommended limitations upon the employee's exposure to Benzene or upon the employee's use of protective clothing or equipment and respirators,
 4. A statement that the employee has been informed by the physician of the results of the medical examination and any medical conditions resulting from Benzene exposure which require further explanation or treatment.
 5. The written opinion obtained by the employer shall not reveal specific records, findings or diagnoses that have no bearing on the employee's ability to work in a work environment having a Benzene exposure.
- E. **Medical Removals.** Physician's recommendation for medical removal of an employee from a Benzene exposure will adhere to the required procedures of OSHA 29 CFR 1910.1028(i)(8), Medical Surveillance—Medical Removal Plan.
- F. **Medical Removal Protection Benefits.** HTS AmeriTek will provide an employee requiring medical removal from a Benzene exposure six months of medical removal benefits per OSHA 29 CFR 1910.1028(9), Medical Surveillance—Medical Removal Protection Benefits.
- G. **Information provided to Examining Physician.** HTS AmeriTek will provide the following to the physician before Benzene medical examinations:
1. Copy of OSHA 29 CFR 1910.1028, *Benzene*,
 2. Description of the employee's duties as they relate to the employee's Benzene exposure,
 3. Employee's actual or representative exposure level to Benzene,
 4. Listing of personal protective equipment to be used by the employee, and
 5. Information from previous employment-related medical examinations of the employee which is not otherwise available to the examining physician.
- H **Maintenance of Medical Surveillance Records.** HTS AmeriTek will maintain employee medical records for the duration of the employee's employment plus 30 years per requirements of OSHA 29 CFR 1910.1020(d)(1)(I), Access to Employee Exposure and Medical Records—Preservation of Records—Employee Medical Records. Medical records shall be made available to employees or the Assistant Secretary of Labor upon request in accordance to requirements of OSHA 29 CFR 1910.1020(e), Access to Employee Exposure and Medical Records—Access to Records. Medical records shall consist of:
- 1 Name and social security number of the employee,
 - 2 HTS AmeriTek's copy of the physician's written opinion on the initial, periodic and special examinations including medical examination results and all tests, opinions, and recommendations,
 - 3 Any employee medical complaint related to the Benzene exposure,
 - 4 A copy of information provided to the physician in paragraph G, items 2-5 of this section, and
 - 5 A copy of the employee's medical and work history related to exposure to Benzene or any other hematologic toxins.

POLICY REVISIONS

This policy shall be revised when deficiencies are observed, changes occur in OSHA standards, or more effective controls are discovered. Benzene monitoring plans and strategies shall be revised based on the most recent exposure monitoring data and on emergence of new sampling technologies.

CONTRACTORS' COMPLIANCE WITH BENZENE SAFETY POLICY

Before contractors are permitted to work at HTS AmeriTek worksites having exposure levels equal to or greater than the Benzene action level, contractors must develop and implement a Benzene safety policy that is as stringent as this policy.

References:

OSHA 29 Code of Federal Regulations (CFR), Part 1910.1028, Benzene.

OSHA 29 Code of Federal Regulations (CFR), Part 1910.1020, Access to Employee Exposure and Medical Records.

Tenth Report on Carcinogens–Benzene, National Toxicology Program, U.S. Department of Health and Human Services, 2002.

DuPont™ SuitSmart®—Interactive Tool for Selecting Protective Apparel, available at http://personalprotection.dupont.com/protectiveapparel/suitsmart/smartsuit2/na_english.asp

OSHA 29 CFR 1910.1200, Hazard Communication.

Occupational Safety and Health Guidelines for Benzene, NIOSH, 1988.

1. Appendix A: Benzene Safety Data Sheet

Regulations (Standards - 29 CFR)

Substance safety data sheet, Benzene - 1910.1028 App A

- Part Number: 1910
- Part Title: Occupational Safety and Health Standards
- Subpart: Z
- Subpart Title: Toxic and Hazardous Substances
- Standard Number: 1910.1028 App A
- Title: Substance safety data sheet, Benzene

I. Substance Identification

A. Substance: Benzene.

B. Permissible Exposure: Except as to the use of gasoline, motor fuels and other fuels after discharge from bulk terminals and other exemptions specified in 1910.1028(a)(2):

1. Airborne: The maximum time-weighted average (TWA) exposure limit is 1 part of Benzene vapor per million parts of air (1 ppm) for an 8-hour workday and the maximum short-term exposure limit (STEL) is 5 ppm for any 15-minute period.

2. Dermal: Eye contact shall be prevented and skin contact with liquid Benzene shall be limited.

C. Appearance and odor: Benzene is a clear, colorless liquid with a pleasant, sweet odor. The odor of Benzene does not provide adequate warning of its hazard.

II. Health Hazard Data

A. Ways in which Benzene affects an employee's health. Benzene can affect an employee's health if it is inhaled, or if it comes in contact with the skin or eyes. Benzene is also harmful if swallowed.

B. Effects of overexposure.

1. Short-term (acute) overexposure: If an employee is overexposed to high concentrations of Benzene, well above the levels where its odor is first recognizable, he/she may feel breathless, irritable, euphoric, or giddy; and may experience irritation in the eyes, nose, and respiratory tract. The employee may develop a headache; feel dizzy, nauseated, or intoxicated. Severe exposures may lead to convulsions and loss of consciousness.

2. Long-term (chronic) exposure. Repeated or prolonged exposure to Benzene, even at relatively low concentrations, may result in various blood disorders, ranging from anemia to leukemia, an irreversible, fatal disease. Many blood disorders associated with Benzene exposure may occur without symptoms.

III. Protective Clothing and Equipment

A. Respirators. Respirators are required for those operations in which engineering controls or work practice controls are not feasible to reduce exposure to the permissible level. However, where employers can document that Benzene is present in the workplace less than 30 days a year, respirators may be used in lieu of engineering controls. If respirators are worn, they must have joint Mine Safety and Health Administration and the National Institute for Occupational Safety and Health (NIOSH) seal of approval, and cartridge or canisters must be replaced before the end of their service life, or the end of the shift, whichever occurs first. If an employee experiences difficulty breathing while wearing a respirator, he/she may request a positive pressure respirator from the Company. Each employee shall be thoroughly trained to use the assigned respirator

- B. B. Protective Clothing. Employees shall wear appropriate protective clothing (such as boots, gloves, sleeves, aprons, etc.) over any parts of the body that could be exposed to liquid Benzene.
- C. Eye and Face Protection. Employees shall wear splash-proof safety goggles if it is possible that Benzene may get into the eyes. In addition, a face shield shall be worn if the face could be splashed with Benzene liquid.

IV. Emergency and First Aid Procedures

A. Eye and face exposure. If Benzene is splashed in the eyes, wash it out immediately with large amounts of water. If irritation persists or vision appears to be affected, see a doctor as soon as possible.

B. Skin exposure. If Benzene is spilled on the clothing or skin, remove the contaminated clothing and wash the exposed skin with large amounts of water and soap immediately. Wash contaminated clothing before it is worn again.

C. Breathing. If an employee or any other person breathes in large amounts of Benzene, get the exposed person to fresh air at once. Apply artificial respiration if breathing has stopped. Call for medical assistance or a doctor as soon as possible. Never enter any vessel or confined space where the Benzene concentration might be high without proper safety equipment and at least one other person present who will stay outside. A life line should be used.

D. Swallowing. If Benzene has been swallowed and the patient is conscious, do not induce vomiting. Call for medical assistance or a doctor immediately.

V. Medical Requirements

If an employee is exposed to Benzene at a concentration at or above 0.5 ppm as an 8-hour time-weighted average, or have been exposed at or above 10 ppm in the past while employed, HTS AmeriTek shall provide a medical examination and history and laboratory tests within 60 days of the effective date of this standard and annually thereafter. These tests shall be provided at no cost to the employee. If employees are accidentally exposed to Benzene (either by ingestion, inhalation, or skin/eye contact) under emergency conditions known or suspected to constitute toxic exposure to Benzene, HTS AmeriTek will make special laboratory tests available to the employee.

VI. Observation of Monitoring

HTS AmeriTek will perform measurements that are representative of the employee's exposure to Benzene and he/she or designated representative are entitled to observe the monitoring procedure. The employee is entitled to observe the steps taken in the measurement procedure, and to record the results obtained. When the monitoring procedure is taking place in an area where respirators or personal protective clothing and equipment are required to be worn, the employee and/or representative shall also be provided with, and must wear the protective clothing and equipment.

VII. Access to Records

The employee or representative is entitled to see the records of measurements of the employee's exposure to Benzene upon written request to the Company. Medical examination records shall be furnished to the employee, the employee's physician or designated representative upon request to the Company.

VIII. Precautions for Safe Use, Handling and Storage

Benzene liquid is highly flammable. It should be stored in tightly closed containers in a cool, well-ventilated area. Benzene vapor may form explosive mixtures in air. All sources of ignition must be controlled. Use non sparking tools when opening or closing Benzene containers. Fire extinguishers, where provided, must be readily available. Employees must know where they are

located and how to operate them. Smoking is prohibited in areas where Benzene is used or stored. Ask the Site Supervisor where Benzene is used in your area and for additional plant safety rules.

2. Appendix B: Benzene Technical Guidelines

Regulations (Standards - 29 CFR)

Substance technical guidelines, Benzene - 1910.1028 App B

- Part Number: 1910
- Part Title: Occupational Safety and Health Standards
- Subpart: Z
- Subpart Title: Toxic and Hazardous Substances
- Standard Number: 1910.1028 App B
- Title: Substance technical guidelines, Benzene

I. Physical and Chemical Data

A. Substance identification.

1. Synonyms: Benzol, benzol, coal naphtha, cyclohexatriene, phene, phenyl hydride, pyro benzol. (Benzoin, petroleum benzoin and Benzine do not contain Benzene).

2. Formula: $C(6)H(6)$ (CAS Registry Number: 71-43-2)

B. Physical data.

1. Boiling Point (760 mm Hg); 80.1 deg. C (176 deg. F)

2. Specific Gravity (water = 1): 0.879

3. Vapor Density (air = 1): 2.7

4. Melting Point: 5.5 deg. C (42 deg. F)

5. Vapor Pressure at 20 deg. C (68 deg. F): 75 mm Hg

6. Solubility in Water: .06%

7. Evaporation Rate (ether = 1): 2.8

8. Appearance and Odor: Clear, colorless liquid with a distinctive sweet odor.

II. Fire, Explosion, and Reactivity Hazard Data

A. Fire.

1. Flash Point (closed cup): - 11 deg. C (12 deg. F)

2. Autoignition Temperature: 580 deg. C (1076 deg. F)

3. Flammable limits in Air. % by Volume: Lower: 1.3%, Upper: 7.5%

4. Extinguishing Media: Carbon dioxide, dry chemical, or foam.

5. Special Fire-Fighting procedures: Do not use solid stream of water since stream will scatter and spread fire. Fine water spray can be used to keep fire-exposed containers cool.

6. Unusual fire and explosion hazards: Benzene is a flammable liquid. Its vapors can form explosive mixtures. All ignition sources must be controlled when Benzene is used, handled, or stored. Where liquid or vapor may be released, such areas shall be considered as hazardous locations. Benzene vapors are heavier than air; thus the vapors may travel along the ground and be ignited by open flames or sparks at locations remote from the site at which Benzene is handled.

7. Benzene is classified as a 1 B flammable liquid for the purpose of conforming to the requirements of 29 CFR 1910.106. A concentration exceeding 3,250 ppm is considered a potential fire explosion hazard. Locations where Benzene may be present in quantities sufficient to produce explosive or ignitable mixtures are considered Class I Group D for the purposes of conforming to the requirements of 29 CFR 1910.309.

B. Reactivity.

1. Conditions contributing to instability: Heat.

2. Incompatibility: Heat and oxidizing materials.

3. Hazardous decomposition products: Toxic gases and vapors (such as carbon monoxide).

III. Spill and Leak Procedures

A. Steps to be taken if the material is released or spilled. As much Benzene as possible should be absorbed with suitable materials, such as dry sand or earth. That remaining must be flushed with large amounts of water. Do not flush Benzene into a confined space, such as a sewer, because of explosion danger. Remove all ignition sources. Ventilate enclosed places.

B. Waste disposal method. Disposal methods must conform to other jurisdictional regulations. If allowed, Benzene may be disposed of: (a) By absorbing it in dry sand or earth and disposing in a sanitary landfill; (b) if small quantities, by removing it to a safe location from buildings or other combustible sources, pouring it in dry sand or earth and cautiously igniting it; and (c) if large quantities, by atomizing it in a suitable combustion chamber.

IV. Miscellaneous Precautions

A. High exposure to Benzene can occur when transferring the liquid from one container to another. Such operations should be well ventilated and good work practices must be established to avoid spills.

B. Use non-sparking tools to open Benzene containers which are effectively grounded and bonded prior to opening and pouring.

C. HTS AmeriTek shall advise employees of all plant areas and operations where exposure to Benzene could occur. Common operations in which high exposures to Benzene may be encountered are: the primary production and utilization of Benzene, and transfer of Benzene.

Appendix C: Medical Surveillance Guidelines for Benzene
Regulations (Standards - 29 CFR)
Medical surveillance guidelines for Benzene - 1910.1028 App C

- Part Number: 1910
- Part Title: Occupational Safety and Health Standards
- Subpart: Z
- Subpart Title: Toxic and Hazardous Substances
- Standard Number: 1910.1028 App C
- Title: Medical surveillance guidelines for Benzene

I. Route of Entry

Inhalation; skin absorption.

II. Toxicology

Benzene is primarily an inhalation hazard. Systemic absorption may cause depression of the hematopoietic system, pancytopenia, aplastic anemia, and leukemia. Inhalation of high concentrations can affect central nervous system function. Aspiration of small amounts of liquid Benzene immediately causes pulmonary edema and hemorrhage of pulmonary tissue. There is some absorption through the skin. Absorption may be more rapid in the case of abraded skin, and Benzene may be more readily absorbed if it is present in a mixture or as a contaminant in solvents which are readily absorbed. The defatting action of Benzene may produce primary irritation due to repeated or prolonged contact with the skin. High concentrations are irritating to the eyes and the mucous membranes of the nose, and respiratory tract.

III. Signs and Symptoms

Direct skin contact with Benzene may cause erythema. Repeated or prolonged contact may result in drying, scaling dermatitis, or development of secondary skin infections. In addition, there is Benzene absorption through the skin. Local effects of Benzene vapor or liquid on the eye are slight. Only at very high concentrations is there any smarting sensation in the eye. Inhalation of high concentrations of Benzene may have an initial stimulatory effect on the central nervous system characterized by exhilaration, nervous excitation, and/or giddiness, followed by a period of depression, drowsiness, or fatigue. A sensation of tightness in the chest accompanied by breathlessness may occur and ultimately the victim may lose consciousness. Tremors, convulsions and death may follow from respiratory paralysis or circulatory collapse in a few minutes to several hours following severe exposures.

The detrimental effect on the blood-forming system of prolonged exposure to small quantities of Benzene vapor is of extreme importance. The hematopoietic system is the chief target for Benzene's toxic effects which are manifested by alterations in the levels of formed elements in the peripheral blood. These effects have occurred at concentrations of Benzene which may not cause irritation of mucous membranes, or any unpleasant sensory effects. Early signs and symptoms of Benzene morbidity are varied, often not readily noticed and non-specific. Subjective complaints of headache, dizziness, and loss of appetite may precede or follow clinical signs. Rapid pulse and low blood pressure, in addition to a physical appearance of anemia, may accompany a subjective complaint of shortness of breath and excessive tiredness. Bleeding from the nose, gums, or mucous membranes, and the development of purpuric spots (small bruises) may occur as the condition progresses. Clinical evidence of leukopenia, anemia, and thrombocytopenia, singly or in combination, has been frequently reported among the first signs.

Bone marrow may appear normal, aplastic, or hyperplastic, and may not, in all situations, correlate with peripheral blood forming tissues. Because of variations in the susceptibility to Benzene morbidity, there is no "typical" blood picture. The onset of effects of prolonged Benzene exposure may be delayed for many months or years after the actual exposure has ceased and

identification or correlation with Benzene exposure must be sought out in the occupational history.

IV. Treatment of Acute Toxic Effects

Remove from exposure immediately. Make sure the employee is adequately protected and do not risk being overcome by fumes. Give oxygen or artificial resuscitation if indicated. Flush eyes, wash skin if contaminated and remove all contaminated clothing. Symptoms of intoxication may persist following severe exposures. Recovery from mild exposures is usually rapid and complete.

V. Surveillance and Preventive Considerations

A. General

The principal effects of Benzene exposure which form the basis for this regulation are pathological changes in the hematopoietic system, reflected by changes in the peripheral blood and manifesting clinically as pancytopenia, aplastic anemia, and leukemia. Consequently, the medical surveillance program is designed to observe, on a regular basis, blood indices for early signs of these effects, and although early signs of leukemia are not usually available, emerging diagnostic technology and innovative regimes make consistent surveillance for leukemia, as well as other hematopoietic effects, essential.

Initial examinations are to be provided within 60 days of the effective date of this standard, or at the time of initial assignment, and periodic examinations annually thereafter. There are special provisions for medical tests in the event of hematologic abnormalities or for emergency situations. The blood values which require referral to a hematologist or internist are noted in the standard in paragraph (i)(5). The standard specifies that blood abnormalities that persist must be referred "unless the physician has good reason to believe such referral is unnecessary" (paragraph (i)(5)). Examples of conditions that could make a referral unnecessary despite abnormal blood limits are iron or folate deficiency, menorrhagia, or blood loss due to some unrelated medical abnormality. Symptoms and signs of Benzene toxicity can be non-specific. Only a detailed history and appropriate investigative procedures will enable a physician to rule out or confirm conditions that place the employee at increased risk. To assist the examining physician with regard to which laboratory tests are necessary and when to refer an employee to the specialist, OSHA has established the following guidelines.

B. Hematology Guidelines

A minimum battery of tests is to be performed by strictly standardized methods.

1. Red cell, white cell, platelet counts, white blood cell differential, hematocrit and red cell indices must be performed by an accredited laboratory. The normal ranges for the red cell and white cell counts are influenced by altitude, race, and sex, and therefore should be determined by the accredited laboratory in the specific area where the tests are performed.

Either a decline from an absolute normal or an individual's base line to a subnormal value or a rise to a supra-normal value, are indicative of potential toxicity, particularly if all blood parameters decline. The normal total white blood count is approximately 7,200/mm³ plus or minus 3,000. For cigarette smokers the white count may be higher and the upper range may be 2,000 cells higher than normal for the laboratory. In addition, infection, allergies and some drugs may raise the white cell count. The normal platelet count is approximately 250,000 with a range of 140,000 to 400,000. Counts outside this range should be regarded as possible evidence of Benzene toxicity.

Certain abnormalities found through routine screening are of greater significance in the Benzene-exposed worker and require prompt consultation with a specialist, namely:

a. Thrombocytopenia.

b. A trend of decreasing white cell, red cell, or platelet indices in an individual over time is more worrisome than an isolated abnormal finding at one test time. The importance of trend highlights the need to compare an individual's test results to baseline and/or previous periodic tests.

c. A constellation or pattern of abnormalities in the different blood indices is of more significance than a single abnormality. A low white count not associated with any abnormalities in other cell indices may be a normal statistical variation, whereas if the low white count is accompanied by decreases in the platelet and/or red cell indices, such a pattern is more likely to be associated with Benzene toxicity and merits thorough investigation.

Anemia, leukopenia, macrocytosis or an abnormal differential white blood cell count should alert the physician to further investigate and/or refer the patient if repeat tests confirm the abnormalities. If routine screening detects an abnormality, follow-up tests which may be helpful in establishing the etiology of the abnormality are the peripheral blood smear and the reticulocyte count.

The extreme range of normal for reticulocytes is 0.4 to 2.5 percent of the red cells, the usual range being 0.5 to 1.2 percent of the red cells, but the typical value is in the range of 0.8 to 1.0 percent. A decline in reticulocytes to levels of less than 0.4 percent is to be regarded as possible evidence (unless another specific cause is found) of Benzene toxicity requiring accelerated surveillance. An increase in reticulocyte levels to about 2.5 percent may also be consistent with (but is not as characteristic of) Benzene toxicity.

2. An important diagnostic test is a careful examination of the peripheral blood smear. As with reticulocyte count the smear should be with fresh uncoagulated blood obtained from a needle tip following venipuncture or from a drop of earlobe blood (capillary blood). If necessary, the smear may, under certain limited conditions, be made from a blood sample anticoagulated with EDTA (but never with oxalate or heparin). When the smear is to be prepared from a specimen of venous blood which has been collected by a commercial Vacutainer type tube containing neutral EDTA, the smear should be made as soon as possible after the venesection. A delay of up to 12 hours is permissible between the drawing of the blood specimen into EDTA and the preparation of the smear if the blood is stored at refrigerator (not freezing) temperature.

3. The minimum mandatory observations to be made from the smear are:

a. The differential white blood cell count.

b. Description of abnormalities in the appearance of red cells.

c. Description of any abnormalities in the platelets.

d. A careful search must be made through out of every blood smear for immature white cells such as band forms (in more than normal proportion, i.e., over 10 percent of the total differential count), any number of metamyelocytes, myelocytes or myeloblasts. Any nucleate or multinucleated red blood cells should be reported. Large "giant" platelets or fragments of megakaryocytes must be recognized.

An increase in the proportion of band forms among the neutrophilic granulocytes is an abnormality deserving special mention, for it may represent a change which should be considered as an early warning of Benzene toxicity in the absence of other causative factors (most commonly infection). Likewise, the appearance of metamyelocytes, in the absence of another probable cause, is to be considered a possible indication of Benzene-induced toxicity.

An upward trend in the number of basophils, which normally do not exceed about 2.0 percent of the total white cells, is to be regarded as possible evidence of Benzene toxicity. A rise in the eosinophil count is less specific but also may be suspicious of toxicity if the rises above 6.0 percent of the total white count.

The normal range of monocytes is from 2.0 to 8.0 percent of the total white count with an average of about 5.0 percent. About 20 percent of individuals reported to have mild but persisting abnormalities caused by exposure to Benzene show a persistent monocytosis. The findings of a monocyte count which persists at more than 10 to 12 percent of the normal white cell count (when the total count is normal) or persistence of an absolute monocyte count in excess of 800/mm³ should be regarded as a possible sign of Benzene-induced toxicity.

A less frequent but more serious indication of Benzene toxicity is the finding in the peripheral blood of the so-called "pseudo" (or acquired) Pelger-Huet anomaly. In this anomaly many, or sometimes the majority, of the neutrophilic granulocytes possess two round nuclear segments - less often one or three round segments - rather than three normally elongated segments. When this anomaly is not hereditary, it is often but not invariably predictive of subsequent leukemia. However, only about two percent of patients who ultimately develop acute myelogenous leukemia show the acquired Pelger-Huet anomaly. Other tests that can be administered to investigate blood abnormalities are discussed below; however, such procedures should be undertaken by the hematologist.

An uncommon sign, which cannot be detected from the smear, but can be elicited by a "sucrose water test" of peripheral blood, is transient paroxysmal nocturnal hemoglobinuria (PNH), which may first occur insidiously during a period of established aplastic anemia, and may be followed within one to a few years by the appearance of rapidly fatal acute myelogenous leukemia. Clinical detection of PNH, which occurs in only one or two percent of those destined to have acute myelogenous leukemia, may be difficult; if the "sucrose water test" is positive, the somewhat more definitive Ham test, also known as the acid-serum hemolysis test, may provide confirmation.

e. Individuals documented to have developed acute myelogenous leukemia years after initial exposure to Benzene may have progressed through a preliminary phase of hematologic abnormality. In some instances pancytopenia (i.e., a lowering in the counts of all circulating blood cells of bone marrow origin, but not to the extent implied by the term "aplastic anemia") preceded leukemia for many years. Depression of a single blood cell type or platelets may represent a harbinger of aplasia or leukemia. The finding of two or more cytopenias, or pancytopenia in a Benzene-exposed individual, must be regarded as highly suspicious of more advanced although still reversible, toxicity. "Pancytopenia" coupled with the appearance of immature cells (myelocytes, myeloblasts, erythroblasts, etc.), with abnormal cells (pseudo Pelger-Huet anomaly, atypical nuclear heterochromatin, etc.), or unexplained elevations of white blood cells must be regarded as evidence of Benzene overexposure unless proved otherwise. Many severely aplastic patients manifested the ominous finding of 5-10 percent myeloblasts in the marrow, occasional myeloblasts and myelocytes in the blood and 20-30% monocytes. It is evident that isolated cytopenias, pancytopenias, and even aplastic anemias induced by Benzene may be reversible and complete recovery has been reported on cessation of exposure. However, since any of these abnormalities is serious, the employee must immediately be removed from any possible exposure to Benzene vapor. Certain tests may substantiate the employee's prospects for progression or regression. One such test would be an examination of the bone marrow, but the decision to perform a bone marrow aspiration or needle biopsy is made by the hematologist.

The findings of basophilic stippling in circulating red blood cells (usually found in 1 to 5% of red cells following marrow injury), and detection in the bone marrow of what are termed "ringed sideroblasts" must be taken seriously, as they have been noted in recent years to be premonitory signs of subsequent leukemia.

Recently peroxidase-staining of circulating or marrow neutrophil granulocytes, employing benzidine dihydrochloride, have revealed the disappearance of, or diminution in, peroxidase in a sizable proportion of the granulocytes, and this has been reported as an early sign of leukemia. However, relatively few patients have been studied to date. Granulocyte granules are normally strongly peroxidase positive. A steady decline in leukocyte alkaline phosphatase has also been

reported as suggestive of early acute leukemia. Exposure to Benzene may cause an early rise in serum iron, often but not always associated with a fall in the reticulocyte count. Thus, serial measurements of serum iron levels may provide a means of determining whether or not there is a trend representing sustained suppression of erythropoiesis.

Measurement of serum iron, determination of peroxidase and of alkaline phosphatase activity in peripheral granulocytes can be performed in most pathology laboratories. Peroxidase and alkaline phosphatase staining are usually undertaken when the index of suspicion for leukemia is high.

3. Appendix D: Sampling and Laboratory Analytical Guidelines for Benzene

I. Air Sampling for Benzene

Referenced Sampling Methods: OSHA Method # 12 and NIOSH Method # 1501

Summary of Procedure: Adsorption on charcoal; desorption with carbon disulfide; laboratory analysis using gas chromatography with flame ionization detector (GC-FID). A known volume of air is drawn through a charcoal tube or across a charcoal filter to trap the Benzene vapors present. The laboratory analyzes the sample using GC-FID.

Field Sampling Technique: Sampling may be performed using personal sampling pumps or passive diffusion badges.

Field Sampling using Personal Sampling Pumps:

Use personal sampling pumps having low flow capabilities, i.e., flow rates of 0.04 liters/minute (LPM) to 0.2 LPM.

Calibrated sampling pumps using a primary calibrator e.g., Gillian Gilibrator-2 to ± 5 percent of recommended flow rate.

Use coconut charcoal sorbent tube, SKC #226-01, to collect the Benzene air sample.

Set flow rate of pump to 0.04 LPM for full-shift sampling; replace sorbent tube every 4 hours. For STEL sampling (15 minute exposure period), set flow rate to 0.2 LPM.

After sampling session, collect cap and label tubes and maintain them in cooler or refrigerator at temperature of approximately 40°F. Maintaining collected sample tubes in a cool environment is necessary to prevent de-absorption of the collected Benzene from the charcoal collection media.

Overnight ship samples in cooler to an AIHA-accredited laboratory. Laboratories analyzing Benzene samples must be AIHA-accredited as an industrial hygiene laboratory participating in the proficiency analytical testing program (PAT) for organic solvents. A listing of AIHA-accredited laboratories may be viewed at <http://www.aiha.org/LaboratoryServices/html/labstate.htm>

Laboratory will desorb Benzene from the charcoal media using carbon disulfide; the desorbed solution will be analyzed for Benzene using GC-FID

Field Sampling using Passive Diffusion Badges:

Note: Passive diffusion badges should not be used when operators may be exposed to splashing or misting Benzene liquids. Liquid droplets may deposit themselves on the open face of the passive badge and spike the sampling results. For splashing or misting liquid exposures, it is preferred that the above method be used, i.e. charcoal tube with personal sampling pump.

Recommended passive badge for Benzene sampling is 3M™ # 3520 with backup charcoal adsorbent pad.

Label the badge with employee name, job position, and beginning time of sampling session. Open the badge and clip to employee's collar (breathing zone). The badge should be worn the entire work shift for full shift sampling. For STEL sampling, the badge should be worn for 15 minutes. After sampling session, collect and cap the badge. Record ending time of sampling session onto the badge. Separate backup charcoal filter from main filter. Install in manufacturer provided canister and seal with lid. Place canisters in cooler or refrigerator at temperature of approximately 40°F. Maintaining the collected samples in a cool environment is necessary to prevent de-absorption of the collected Benzene from the charcoal filter.

Overnight ship samples in cooler to an AIHA-accredited laboratory. Laboratories analyzing Benzene samples must be AIHA-accredited as an industrial hygiene laboratory participating in the proficiency analytical testing program (PAT) for organic solvents. A listing of AIHA-accredited laboratories may be viewed at <http://www.aiha.org/LaboratoryServices/html/labstate.htm>

Laboratory will desorb Benzene from the charcoal filter using carbon disulfide; the desorbed solution will be analyzed for Benzene using GC-FID.

II. Analyzing Bulk Samples for Benzene

Referenced Sampling Methods: OSHA Method # 12

Analytical Method: High-Performance Liquid Chromatograph with UV detector (HPLC-UV).

- Collect a representative bulk sample and place it in a sealed container, e.g. zip-lock plastic bag, canister, etc. Maintain bulk samples in a cooler or refrigerator at a temperature of approximately 40° F. Maintaining collected bulk samples in a cool environment is necessary for preventing vaporization of the Benzene from the bulk material.
- Overnight ship bulk samples in cooler to an AIHA-accredited laboratory. Laboratories analyzing Benzene samples must be AIHA-accredited as an industrial hygiene laboratory participating in the proficiency analytical testing program (PAT) for organic solvents. A listing of AIHA-accredited laboratories may be viewed at <http://www.aiha.org/LaboratoryServices/html/labstate.htm>
- The laboratory will analyze bulk sample for Benzene using HPLC-UV. If bulk sample contains more than 0.1% Benzene by volume, the sample is then considered to be a Benzene-containing material.

CHAPTER 37

SERIOUS/CRITICAL INJURY PROCEDURE

PURPOSE

- To ensure an injured person is immediately provided the necessary medical attention.
- To ensure notification of family occurs in a timely and discrete manner.
- To ensure compliance with the notification requirements of OSHA.
- To ensure that all safety hazards are identified and promptly corrected.

SERIOUS/CRITICAL INJURY DEFINITION

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm but not a finger or toe
- involves an amputation
- consists of burns to a major portion of the body
- causes the loss of sight in an eye

1. FIRST PRIORITY

GET INJURED WORKER IMMEDIATE MEDICAL ATTENTION

In the event that a serious incident has occurred, where meeting the definition above, the following critical steps should be taken:

- 1) Contact emergency services and alert them to the incident and the need of immediate medical attention. If you are working in a facility that has its own in-house emergency services, call their emergency phone extension. If you are working in a facility that does not have its own in-house emergency services, call "911."
- 2) Transport of injured person:
 - a) Transportation by emergency services personnel: find out where the injured person is being taken and have someone meet the ambulance at the hospital to give the necessary information and monitor the injured person's condition as it changes.
 - b) Transportation by method other than emergency services personnel: call ahead to the hospital to alert them of the in-route injury and give the hospital the necessary incident information upon arrival.
- 3) Once professional medical attention is either in route or in progress, the supervisor will alert the HTS AmeriTek Operations Manager and the HTS AmeriTek Safety Manager of the incident and current status.
- 4) After the injured person has been moved to a medical facility, the area of the incident should be barricaded to preserve the scene for investigation purposes.
- 5) If there are any witnesses, get handwritten statements from each in and have them sign their written statements. The supervisor should sign the witness statement as a witness to their statement with the date and time of statement.
- 6) If there are any non-HTS AmeriTek authorized, non-facility authorized or non-family inquires (i.e., news media), do not give or confirm any details of the incident and refer them to the lead investigator or person designated to handle outside inquiries.

2. FAMILY NOTIFICATION

- In the event of a serious injury: the injured person's family should be contacted by the closest person within the company to that person's family. If there is no employee close to any of the injured person's family, the Safety Manager should call the closest family member.

- In the event of a fatality: the family should be notified by the most capable person within the company; whether it is a fellow employee who is close to the deceased or the company President. This person should be notified in person if possible.

3. TO ENSURE COMPLIANCE WITH THE NOTIFICATION REQUIREMENTS OF OSHA

(See Chapter 35 “Incident Investigation Procedures” of HTS AmeriTek’s safety manual)

- In the event of a serious injury: follow standard record keeping and reporting procedures.
- In the event of a fatality: OSHA must be notified within eight (8) hours; follow established record keeping and reporting procedures.

4. TO ENSURE ALL SAFETY HAZARDS ARE IDENTIFIED AND PROMPTLY CORRECTED

(See Chapter 35 “Incident Investigation Procedures” of HTS AmeriTek’s safety manual)

- Within a client facility: assist client investigator in identifying present and contributing hazards and determining the root cause of the incident.
- Outside a client facility: the Safety Manager will take the lead in identifying present and contributing hazards and determining the root cause of the incident.
- Ensure all present and contributing hazards have been addressed and corrected.

HTS AmeriTek, LLC

MEDICAL PROVIDERS

LA PORTE OFFICE:

CLINIC:	KIRKWOOD MEDICAL ASSOCIATES DR. JOHN KIRKWOOD 3801 VISTA DR. SUITE 100 PASADENA, TX 77504 (281) 249-2244
HOSPITAL:	San Jacinto METHODIST HOSPITAL & 24Hr E.R. 4201 GARTH RD. BAYTOWN, TX 77521 (713) 420-8888

BATON ROUGE OFFICE:

CLINIC:	ASCENSION MEDICAL CLINIC DR. STEVEN HOLMES, M.D. 214 S Burnside Ave Gonzales, LA 70737 (225) 647-6636
HOSPITAL:	RIVER PARISHES HOSPITAL & 24Hr E.R. 500 RUE DE SANTE LAPLACE, LA 70068 (985) 652-7000

CHAPTER 38

TELECOMMUNICATIONS & SOCIAL MEDIA POLICY

TELECOMMUNICATIONS POLICY

This policy is designed to ensure the safe and effective use of pagers and cell phones for the employees of HTS AmeriTek. This policy is compatible with our client's procedures and safety rules and incorporates their policy into ours.

Cell phones will not be used while driving company vehicles, this includes:

- Placing or Receiving Calls
- Texting or Instant Messaging
- Sending or Receiving E-mail
- Taking pictures
- Taking video

If a call or page is received while driving an HTS AmeriTek vehicle, HTS AmeriTek Policy requires all employees to park the vehicle in a safe location before cell phone or pager activity is performed. If an employee is being accompanied by another employee, he/she may give the phone to the other employee to take the call so that the driver may safely proceed with driving.

Employee will not bring pagers or cell phones onto HTS AmeriTek's client's property unless: company issued or approved by Management to be Intrinsically Safe "IS"

In an emergency, have your family or other concerned person's call our office number (281) 471-5583, and we will notify the employee as soon as possible.

Nights and weekends, an emergency will be handled as follows;

- Each employee should give the main office telephone number, their supervisor's phone number and their supervisor's pager number to their family or concerned persons. This information is available at the main office.
- The supervisor will notify employees with the details, as soon as possible.

Note: This is to be used only as an emergency notice and not for normal communications.

Company phones, faxes, or other communication equipment is strictly for company business use only. If an employee has a legitimate reason to make a call, they must request their supervisor's permission to use the equipment, and these calls should be held to a minimum. This equipment is provided for business use and HTS AmeriTek will not tolerate the abuse of these rules.

SOCIAL MEDIA POLICY

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURES

The following principles apply to professional use of social media on behalf of HTS AmeriTek as well as personal use of social media when referencing HTS AmeriTek.

- Employees need to know and adhere to the HTS AmeriTek Code of Conduct and other company policies when using social media referencing HTS AmeriTek.

- Employees should be aware of the effect their actions may have on their images, as well as HTS AmeriTek's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that HTS AmeriTek may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to HTS AmeriTek, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized HTS AmeriTek spokespersons.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at HTS AmeriTek. HTS AmeriTek's computer systems are to be used for business purposes only. When using HTS AmeriTek's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, HTS AmeriTek blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates HTS AmeriTek's Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.
- It is highly recommended that employees keep HTS AmeriTek related social media accounts separate from personal accounts, if practical.

DO NOT take "selfies" and/or **ANY** pictures inside a facility, and **DO NOT** post **ANYTHING** on social media websites in reference to any work your performing at a facility and/or any work-related topics, people or actions.

Many people have lost their job, because of a "selfie" and/or poor judgement when posting. Facilities have lawyers that monitor social media and look for these types of posts. Any mention of the facilities name and/or photos taken within the fence line are against the law, and the facility has the right to remove the employee or employees that posted or who took part in the post.

All violation of this policy subjects the employee to the steps found Chapter 4 Disciplinary Action Program.

CHAPTER 39

SUGGESTIONS AND CONCERNS

PURPOSE

It is the intention of HTS AmeriTek's management to provide a safe and healthy work environment and to establish new implications of quality and productivity for all levels of employees. The prevention of accidents and rework is an objective affecting all levels of our company; the Suggestion Form is one of the tools to be used to help employees express new ideas and suggestions.

SCOPE

This form covers all HTSA field projects, offices, and warehouse work. The HTS AmeriTek supervision, safety personnel, and employees are encouraged to utilize this form for work improvements.

SUGGESTION TOPICS

- Safety
- Quality
- Equipment
- Tools
- Health Insurance
- Vacation
- Office
- Management
- Supervision
- Training
- Other

Forms can be submitted to any Company Locations Suggestion Box, or via email at htsasafety@gmail.com.

REPLIES

All suggestions will be addressed in a timely manner. It will be up to the management department to address and reply to all questions or concerns. These answers will be shared in the next scheduled meeting and or distributed thought-out the company. You will in no way be discriminated against by your willingness to fill out this form, nor do you not have to provide any additional information you are not comfortable with. We urge you to tell us these complaints because we will listen and if it is a good idea, we will use it, at a minimum we will answer them to let you know why it is done a certain way.

CHAPTER 40

SEVERE WEATHER PLAN

INTRODUCTION

This plan provides a coordinated, teamwork-based program intended to reduce the potential for injury to personnel, damage to facilities or curtailment of production due to severe weather. For purposes of this plan, "severe weather" shall be defined as hurricanes, sub-freezing temperatures, severe thunderstorms or flooding (from other than hurricane related rainfall or tides).

PURPOSE

HTS AmeriTek feels that our employee must be protected in all aspects of work-related issues. HTS AmeriTek is aware of the possibility of a severe weather issues in the Gulf Coast region and feels we must be prepared for such an event. This program will inform employees what to do in the event of a severe weather issue.

DEFINITIONS

- **Hurricane:** A severe tropical cyclone originating in the equatorial regions of the Atlantic Ocean or Caribbean Sea or eastern regions of the Pacific Ocean, traveling north, northwest, or northeast from its point of origin, and usually involving heavy rains. A wind with a speed greater than 74 miles (119 kilometers) per hour, according to the Beaufort scale.
- **Sub-Freezing Temperatures:** Cold temperatures that may injured or harm employee due to low climate temperatures. A degree of temperature at which ice forms on pipes, water iced over, and possible heavy snow is expected.
- **Severe Thunderstorms:** A transient, sometimes violent storm of thunder and lightning, often accompanied by heavy rain and sometimes hail. An unsafe condition for employee to safely perform their required job task due to weather conditions.
- **Flooding:** The situation that results when land that is usually dry is covered with water as a result of a river overflowing or heavy rain.

HURRICANE CATEGORIES

Hurricanes are atypical; there are rarely two storms that behave alike. There is a need however to have a way to compare storms and be able to relate possible effects of a given storm to the general public. The Saffir-Simpson Scale was developed in the 1970's for this purpose. The scale is displayed below:

TROPICAL STORM - Winds 39-73 mph

CATEGORY 1 HURRICANE:

- Winds 74-95 mph.
- No real damage to permanent buildings.
- Damage to unanchored mobile homes.
- Some damage to poorly constructed signs.
- Some coastal flooding and minor pier damage.
- Examples: Irene 1999 and Allison 1995

CATEGORY 2 HURRICANE:

- Winds 96-110 mph.
- Damage to building roofs, doors and windows.
- Considerable damage to mobile homes.
- Flooding damages piers and small craft in unprotected moorings may break their moorings.
- Some trees blown down.
- Examples: Bonnie 1998, Georges (FL & LA) 1998 and Gloria 1985

CATEGORY 3 HURRICANE:

- Winds 111-130 mph.
- Structural damage to small residences and utility buildings.
- Large trees blown down.
- Mobile homes and poorly built signs destroyed.
- Flooding near the coast destroys smaller structures.
- Larger structures damaged by floating debris.
- Terrain may be flooded well inland.
- Examples: Keith 2000, Fran 1996, Opal 1995, Alicia 1983 and Betsy 1965

CATEGORY 4 HURRICANE:

- Winds 131-155 mph.
- Extensive wall failures with some complete roof structure failure on small residences.
- Major erosion of beach areas.
- Terrain may be flooded well inland.
- Examples: Hugo 1989 and Donna 1960

CATEGORY 5 HURRICANE:

- Winds 156 mph and up.
- Complete roof failure on many residences and industrial buildings.
- Some complete building failures with small utility buildings blown over or away.
- Flooding causes major damage to lower floors of all structures near the shoreline.
- Massive evacuation of residential areas may be required.
- Examples: Andrew (FL) 1992, Camille 1969 and Labor Day 1935

SEVERE WEATHER PLAN

Hurricanes and severe thunderstorms are the most threatening of all severe weather conditions in this region of the country, and therefore are the principal focus of this plan. The advance warning that is available provides sufficient time for preparation and protection of facilities, equipment, and personnel. This severe weather plan features procedures and guidelines for use prior to, during, and immediately after a storm to assure that plant equipment is properly secured, personnel are not exposed to preventable hazards, and disruption of operations is minimized.

The Severe Weather Management Team is composed of a team leader and various division teams, which provide implementation of the severe weather management plan.

The Plant Shift Superintendent (PSS) has front-line responsibility for monitoring weather conditions that could adversely affect refinery operations. In the event of severe weather, the PSS will advise the Executive On-Call regarding refinery status. The Executive On-Call will recommend to the upper management of the refinery whether or not to close the refinery to all but essential personnel. The final determination will be forwarded to the HTS AmeriTek Operations Department, who will communicate the information and work assignments to the field employees.

When severe weather threatens, HTS AmeriTek's employees may also attain information by either:

- Calling the Main Office at (281)471-5583 or 1-800-858-5583
- Or by tuning in to **News Radio 740 KTRH**, located on the AM frequency.

HTS AmeriTek Management shall specifically be responsible for making key decisions (such as, activating Phase 1 or Phase 2 actions) based on the best available information.

SEVERE WEATHER PHASES

In relation to hurricane preparedness, this plan provides preventive activities in three phases:

PHASE 1: CONDITION YELLOW

Phase 1 will be issued when a hurricane is in the Gulf of Mexico. Action taken during Phase 1 will consist of a jobsite clean-up activity so that material is in safe storage and will not have to be returned to the field until the storm alert is removed. In general, this Phase is to identify locations for securing objects, materials, trash and loose materials clean-up, and a notice for the supervisors to review the hurricane procedure.

PHASE 2: CONDITION ORANGE

Phase 2 will be issued when steady movement of the hurricane leads towards the location of employees. Files, documents, computer components and all other material that could be damaged due to water should be moved to higher locations. Windows and glass doors shall be covered with sheets of quarter inch plywood. All electrical breakers shall be placed in the off position. All trucks, rigs, fuel tanks and portable generators will be filled with fuel and parked or placed together with the emergency applied if provided. Trailers are to be grouped together and chained or strapped together. In general, action taken during this alert consists of securing equipment and materials which cannot be practically moved. This procedure will be terminated at any point if it appears that the location is no longer under threat by the storm.

PHASE 3: CONDITION RED

Phase 3 will be issued when the storm has reached a distance that will pose a threat to the employees performing tasks of Phase two. All employees will be given an ample amount of time to leave the jobsite or area and seek shelter elsewhere.

SUB-FREEZING TEMPERATURES

Though not as likely in the Gulf Coast region of the United States the possibility of sub-freezing temperature does occur. Due to these severe weather conditions petrochemical chemical facilities often experience process freezing issues that will require HTS AmeriTek assistance. The overall responsibility for the prevention of cold-related injuries is the Site Supervisor and or Site Safety. However, the continuous monitoring of employees for signs and symptoms of cold-related injuries/stress rests with the employees and their front-line supervisors. This procedure will prevent cold-related injuries in the work environment by providing HTS AmeriTek employee guidance during sub-freezing temperatures.

WIND CHILL FACTOR

The wind chill factor is a combined effect of wind and air temperature on body heat loss. This feeling is not measured with an instrument, but scientists have developed a mathematical formula that relates air temperatures and wind speed to the cooling sensation we feel on our skin. Studies show that when your skin is wet, it loses heat much faster than when it is dry. As wind increases, heat is carried away from the body at an accelerated rate as well. The following step will be followed to protect HTS AmeriTek employees that may work in these conditions:

- Encourage employees to wear multiple layers of clothing
- Build wind breaks or work enclosures
- Take frequent breaks in a warm area
- Pre work stretching
- Limit exposed skin
- Stay hydrated
- Wear multiple layers of glove and socks
- Adequately cover the head and ears (50% of body heat can be lost from the head)
- Employ the buddy system to help recognize warning signs and symptoms

TYPES, SYMPTOMS, AND TREATMENT OF COLD-RELATED INJURIES

FROSTNIP: A mild form of frostbite, where only the skin is frozen.

- Susceptible Body Part - Extremities such as fingers, toes, ears lobes, and tip of the nose.
- Symptoms - Painful tingling or burning sensation. Skin appears yellowish or white, but feels soft to the touch
- First Aid - Do not rub or message the area. Warm the area gradually using body heat.

FROSTBITE: Skin and underlying fat, muscle and bone are frozen.

- Susceptible Body Part - Extremities such as fingers, toes, ears lobes, and tip of the nose.
- Symptoms - Skin appears white and waxy, and is hard to the touch, No sensation and the area is numb.
- First Aid - Immediately seek medical attention. Do not rub or message the area.

HYPOTHERMIA: Reduction of the core body temperature due to prolonged cold exposure.

- Symptoms - Shivering, confusion, loss of muscular control, poor performance, irrational decisions, or not mentally alert can occur. Can progress to a life-threatening condition where shivering stops, the person loses consciousness, and cardiac arrest may occur.
- First aid - Immediately seek medical treatment! Get the person indoors. Lay the person down and gently remove any wet clothing and warm gradually with available heat source until medical professionals arrive.

CHAPTER 41

HANDLING OF DRINKING WATER

INTRODUCTION

To provide a guideline which shall be used to supply and maintain a sanitary system of drinking water for employees. The standards of the Texas Department of Health, Water Hygiene Division, must be followed.

PROCEDURE

A drinking water container must be impervious, heavy gauge, corrosion resistant, fully enclosed, and have a spigot at the bottom. The container must also be labeled "**DRINKING WATER ONLY**".

- The container should be kept off the ground or floor, preferably on a stand or rack designed for the purpose.
- Containers must be cleaned and sanitized daily, during use.
- It must be scrubbed using a small size test tube brush or similar object.
- A chlorine or a bicarbonate cleaner should be used daily.
- **Water containers should be disinfected with a 50-ppm chlorine and water solution monthly.**
- Unauthorized employees shall not be allowed to remove the lid of the drinking water container.
- After cleaning, the containers shall be filled with ice and water maintaining sanitary conditions.
- Ice must not be allowed to touch the ground at any time.
- Once the containers are filled with ice and water, they must be sealed with tape, dated, and signed by the employee responsible for filled the cans.
- No employee, except water handling personnel and safety department personnel, shall remove the lids from drinking water containers.
- Employees shall not be allowed to wash hands or face from drinking water containers except in the case of an emergency.
- A supply of disposable drinking cups and a cup dispenser along with a trash bag will be provided with all drinking water containers.
- All employees working on the water supply delivery must be instructed in handling drinking water and associated equipment and instructed in personal hygiene.
- Two employees will be assigned to deliver water cans.
- Full containers weight approximately 80lbs.
- Water handling personnel shall always maintain delivery trucks and filling points in a clean condition.
- **Trash and water shall not be carried at the same time on a delivery truck.**

EMPLOYEE INSTRUCTIONS FOR HANDLING DRINKING WATER

During the cleaning, filling and distributing of drinking water these procedures must be followed:

1. In the event any employee is assigned the task of cleaning drinking water cans, he/she must first wash their hands thoroughly before beginning the task. Next the employee must wear plastic food handlers' gloves to prevent contamination.
2. The water can and its lid must be rinsed and scrubbed with baking soda using a long handle brush. Once scrubbing is complete, the can and lid must then be thoroughly rinsed. A test tube brush will be utilized to clean inside spigots.
3. When placing ice, transfer ice straight from freezer to can, use a clean scoop to remove ice from freezer. Before filling with water, allow water to flow from hose or nozzle for a few seconds to

clear line. Be sure to place hose back onto hose rack so that it does not lie on the ground. If the hose is on the ground when you start to use it, wash it first.

Use ONLY potable water as drinking water.

4. The lid should then be applied to the top of can, sealed with tape, dated and initialed by the employee. The lid should be sealed to prevent contamination from entering lid and prevent opening by other workers.
5. When distribution to sites are made, two employees will carry cans to prevent possible injury. The can at no time shall be set on the ground. The can shall be set so that no contamination may occur to the spigot dispenser. The water cans are generally to be placed on a stand outside unit boundaries.
6. A trash receptacle must be provided wherever water cans are located.

CHAPTER 42

ERGONOMICS PROGRAM

PURPOSE

It is our intent to take all reasonable precautions to protect the health and safety of its employees, the public, and the environment. As part of this commitment, we have implemented the Ergonomics Program, whose primary objective is to prevent injuries and illnesses in the workplace.

SCOPE

This section applies to all office employees, shops employees, and worksites.

MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT

Employees are highly encouraged to bring their concerns to supervisors and management. Feedback from employees is an important means of identifying ergonomic hazards. When an Ergonomics concern or hazard is brought to management's attention, management will provide a response and recommendation within 72 hours of receiving notification of the hazard or concern.

RESPONSIBILITIES

Management at all levels is responsible for the anticipation, identification, application, coordination, and execution of this procedure. All employees shall be instructed in the existence of the Ergonomics program and its elements. To accomplish this requirement the additional roles and responsibilities are:

MANAGEMENT

- Provide training for individuals responsible for Ergonomics assessments and program implementation.
- Conduct inspections to identify deficiencies in the Ergonomics program.
- Provide appropriate supplies on all sites.

SUPERVISOR

The supervisor will assure that all of their employees who are assigned to perform work in the field are trained in accordance with this guideline. Additionally, the supervisor will insure compliance with this training in the field.

EMPLOYEES

- Report all incidents immediately
- Report personal health conditions to supervision.
- Follow the Ergonomics program rules.

DEFINITIONS

- Ergonomics – the science of fitting the job to the worker
- Administrative Controls – are procedures and methods that significantly reduce daily exposure by altering the way in which work is performed.
- Engineering Controls – are physical changes to jobs that control exposures at the source by changing, modifying, or redesigning.
- Physicians or other Licensed Health Care Professionals (PHLCP) – are persons educated and trained in the delivery of health care services who are operating within the scope of their license, registration, certification or legally authorized practice.
- Job Factors – are workplace conditions and physical work activities that must be considered when conducting a job hazard analysis.
- Work Related Musculoskeletal Disorder (WMSD) – are injuries or illnesses to the muscles, joints, tendons, or nerves (Soft Tissues).
- Manual Handling Operations – include:

- Lifting/lowering, pushing/pulling, or carrying, and
- Exertion of considerable force because the particular load is heavy or the cumulative totals of the loads during the workday is heavy; and
- Manual handling work activities which are a significant portion of the employee's regular job duties.
- Musculoskeletal Disorders (MSD) – injuries and disorders of the muscles, nerves, tendons, ligaments, joints, cartilage, and spinal disks.
- Signs (of WMSDs) – are objective, observable physical findings of MSDs
- Symptoms (of WMSDs) – are physical reports (not observable) of physical pain or discomfort.

HAZARD IDENTIFICATION

- Routine safety audits, inspections, and observations.
- Review of Supervisors Incident Reports.
- Employee reports of hazards or concerns.
- Ergonomic Assessments.

EMPLOYEE INFORMATION

For those current and new employees in positions and crafts with potential for WMSDs the following information will be provided:

- How to recognize signs and symptoms of WMSDs and the importance of early reporting.
- Hazards that is reasonably likely to be causing or contributing to WMSDs.
- How to report hazards / concerns and how to make recommendations.

Information methods include, but are not limited to:

- Video presentations
- PowerPoint slide presentations and handouts

Employees receive Ergonomics awareness through new employee orientation.

JOB HAZARD ANALYSIS

The purpose of Job Hazard Analysis is to identify WMSD hazard elements to facilitate evaluation of effective control measures. When WMSD hazards are identified, a full JHA will be conducted and control measures implemented to eliminate or control the hazards to the extent feasible.

CONTROL MEASURE PROCESS

Where solutions are obvious and the hazards may be eliminated quickly, implementation of controls is permitted without following all of the steps of the Control Measure Process. Interim control measures may be implemented, if practical, until permanent controls are in place. The Control Measure process involves:

- Identification, evaluation, implementation, and follow up of feasible control measures (interim and permanent) to control WMSD hazards. This includes prioritizing the control of WMSD hazards, where necessary.
- Tracking progress in controlling the WMSD hazards, particularly if prioritizing is necessary.
- Communication of results of the job hazard analysis to other areas of the workplace or company whose assistance may be needed to successfully control the WMSD hazard.
- Identification of hazards when equipment is changed, redesigned, or purchased and when change occurs in processes or facilities.

CONTROL METHODS

The following steps in the hierarchy of controls are to be considered in the following sequence:

- | | |
|-------------------------------|----------------------------|
| 1. Elimination of the hazard. | 4. Work Practice Controls |
| 2. Substitution | 5. Administrative Controls |
| 3. Engineering Controls | 6. PPE |

PROGRAM EVALUATION

Evaluation of the ergonomics program and any controls implemented will be conducted periodically to assure effective program administration, management, and compliance.

ERGONOMICS ASSESSMENT

Site management will conduct an Ergonomics Assessment quarterly. It is desirable that site management establish a site team with employees, supervisors, and safety personnel to conduct the assessment. The assessment will be forwarded to operating company safety manager and president.

TRAINING

- Training will be provided to new employees at orientation and to all employees in crafts or tasks which have been identified as having potential WMSD hazards.
- Supervisors and office personnel.
- Managers and persons involved in setting up and administering the Ergonomics program.

Any employee observed not following ergonomics rules or whose job performance indicates they have not comprehended the program requirement will be retrained.

RECORDS

- Records of employees reports of hazards and concerns.
- Corrective Action Registers.
- Job Hazard Analysis.
- Medical Management records.
- Supervisor Incident Reports.

REPORTS OF WMSDs

- When reports of WMSDs are made, employees will be provided with prompt access to PHLCP for effective medical evaluations, treatment, and follow up, if necessary.
- Information will be provided to PHLCP to help assure effective medical management.
- Written medical opinion will be obtained from the PHLCP and the employee will be provided a copy.

INFORMATION TO BE PROVIDED TO PHLCP

- Descriptions of the employee's job and hazards identified in the job hazard analysis.
- Descriptions of available changes to jobs or temporary alternative duty to fit the employee's capabilities during the recovery period.
- A copy of this program and OSHA standard with medical management requirements point out.
- Opportunities to conduct workplace observations.

PHLCP WRITTEN OPINION

- The work related medical condition related to the WMSD.
- Recommended work restrictions, if any, and follow up visits required.
- A statement that the PHLCP has informed the employee about results of the evaluation and any medical condition resulting from exposure to WMSD hazards that requires further evaluation or treatment.
- A statement that the PHLCP has informed the employee about other physical activities that could aggravate the WMSD during the recovery period.

To the extent permitted and required by law, employee privacy and confidentiality will be maintained regarding medical conditions identified during the medical management process. PHLCPs will be instructed to not reveal in the written opinion, or any other communication, specific findings or diagnoses not related to the WMSD.

ERGONOMICS ASSESSMENT

Date:	Location:	Job #:	
Conducted By:			
MATERIALS HANDLING			
What heavy materials or equipment are being handled on site - drywall, rebar, concrete forms, anything over 20 pounds?			
Do workers have to lift more than 50 pounds at one time without help?	YES	NO	
Do workers have to lift more than 20 pounds often?	YES	NO	
If yes, how can this be changed?			
Are there handles to help carry materials?	YES	NO	
If yes, are the handles easy to use and comfortable?	YES	NO	
Are workers told to get someone's help to lift heavy materials?	YES	NO	
Are there carts, dollies, or other aids readily available for moving materials?	YES	NO	
If yes, are the carts being used?	YES	NO	
If no, why not?			
If no, is the site clear enough to permit the use of carts?	YES	NO	
Are materials delivered as close as possible to where they will be used?	YES	NO	
If no, how can this be changed?			
On what jobs do workers have to lift overhead (above shoulder height)?			
How can this lifting be avoided?			
Are materials stored at floor or ground level?	YES	NO	
If yes, do workers have to bend down to lift materials?	YES	NO	
Can the materials be stored at waist height?	YES	NO	
On which tasks do workers have to stretch to pick up or lift materials?			
Can the materials be kept closer?	YES	NO	
TOOLS			
Are tools sharp and in good condition?	YES	NO	
Which tools are very heavy or not well balanced?			
Which tools vibrate too much?			
Which tools must be used while in a difficult position?			
Which tools have poor handle design?			
<ul style="list-style-type: none"> • grips too big or too small? • handles that are too short and dig into hands? • handles with ridges that dig into hands? • slippery handles? 			
Which tools require bending of wrists to use?			
Do gloves ever make it hard to grip tools?	YES	NO	
Are there other tools with a better design?	YES	NO	
If yes, what are they?			

REPETITIVE WORK

Which tasks or jobs use the same motion dozens of times an hour for more than 1 hour per day?

What are the motions?

Can the number of repetitions be reduced by job rotation or rest breaks?	YES		NO	
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AWKWARD POSTURES

Which tasks or jobs involve work above the shoulder more than 1 hour per day?

Can scaffolds, platforms, or other equipment cut down on the need to work overhead?	YES		NO	
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Which tasks or jobs involve work at floor level or on knees for more than 1 hour a day?

Are knee pads or cushions available and are they used?	YES		NO	
--	-----	--	----	--

Can equipment be used to reduce kneeling?	YES		NO	
---	-----	--	----	--

Which jobs require workers to stay in one position for a long time?

Can rotation or rest breaks be used to reduce time in awkward postures?	YES		NO	
---	-----	--	----	--

Which jobs require a lot of twisting or turning?

Which jobs require a lot of bending?

How can the need to twist or bend be reduced?

STANDING

What jobs require workers to stand all day, especially on concrete floors?

Can anti-fatigue matting be used?	YES		NO	
-----------------------------------	-----	--	----	--

Is it possible to use adjustable stools to allow workers to rest periodically?	YES		NO	
--	-----	--	----	--

WALKING / WORKING SURFACES

Are working and walking surfaces clean and dry?	YES		NO	
---	-----	--	----	--

Are the surfaces unobstructed?	YES		NO	
--------------------------------	-----	--	----	--

Are the surfaces even?	YES		NO	
------------------------	-----	--	----	--

SEATING

What jobs require sitting all day?

Are the seats well-designed, easy to adjust and comfortable?	YES		NO	
--	-----	--	----	--

In heavy equipment, do workers have to lean forward to see/do their work?	YES		NO	
---	-----	--	----	--

Does the seating in any heavy equipment vibrate a lot?	YES		NO	
--	-----	--	----	--

WEATHER

Do workers have enough protection from heat, cold, rain, wind, and sun?	YES		NO	
---	-----	--	----	--

LIGHTING

Are work areas well-lit to prevent tripping and falling?	YES		NO	
--	-----	--	----	--

Is there enough light to do the work?	YES		NO	
---------------------------------------	-----	--	----	--

Are there areas where glare is a problem?	YES		NO	
---	-----	--	----	--

PRODUCTION PRESSURES

Do any workers work piece rate or hard dollar?	YES		NO	
--	-----	--	----	--

Have supervisors or workers been under production pressures that could lead to shortcuts and injuries?	YES		NO	
How could this problem be reduced? <ul style="list-style-type: none"> • More rest breaks? • More safety meetings? • A special safety rep on site? • Other 				
MUSCULOSKELTAL SYMPTOMS				
Do workers feel free to report symptoms?	YES		NO	
Have any workers been reporting muscle pain, tingling, numbness, loss of strength, or loss of joint movement?	YES		NO	
If yes, where? <ul style="list-style-type: none"> • Neck • Shoulder • Arm • Wrist • Knee 				
Which trades have the most problems?				
And what may be the main cause(s)? <ul style="list-style-type: none"> • Repetitive motion • Awkward postures • Fixed postures • Heavy lifting • Not enough rest breaks • Other 				
Do workers often appear exhausted at the end of the day?	YES		NO	
SOLUTIONS				
What jobs or tasks on site are the most hazardous for musculoskeletal injuries? <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 				
What has been done to get worker ideas to help reduce musculoskeletal injuries on the job?				
What can be done working together to reduce these injuries?				
What can be done to reduce the hazards or make the jobs easier?				
I certify that the above Ergonomic Assessment was performed to the best of my knowledge and ability, based on the hazards present on _____.				
SIGNATURE:			DATE:	

CHAPTER 43

FLEET SAFETY PROGRAM

INTRODUCTION

HTS AmeriTek is strongly committed to a sound and thorough defensive driving policy. Those principles include emphasis on the following elements:

- Good vision
- Alertness
- Sound judgment
- Fast reactions

Our policy will be implemented as follows:

- Initial training of new hires (before active employment begins)
- Periodic performance checks

Retraining will include the following: Review of all safe operating procedures, FMCSR's, company policies, and video tapes annually.

While there are no regulatory requirements that mandate the existence of a Defensive Driving Policy, it makes excellent business sense to have such a policy in place. Underlying the policy is our corporation's strong commitment to safety on the highways.

While operating company vehicles, drivers should always drive in the safest and most professional manner possible. Likelihood of accidents will be minimized, and a positive image for the company will be promoted in the eyes of the general public. Specifically, our drivers must operate company vehicles in accordance with all provisions of FMCSR Part 392 – Driving of Motor Vehicles.

Many factors impact the operation of vehicles on the roadways. They include:

- Light levels
- Weather
- Pavement condition
- Traffic conditions
- Mechanical condition
- Operator condition

A successful defensive driver exhibits five main qualities: extensive knowledge, alertness, good judgment, foresight, and driving skill. The core concepts of defensive driving are:

- Recognize the hazard.
- Understand the defense.
- Act in time.

DRIVING PROCEDURES

INTERSECTION

Besides the driver's own skill level, intersections also demand anticipation of the actions of other drivers and taking appropriate evasive action.

BACKING

Backing is an extremely hazardous maneuver. The driver shall use assistance while backing of equipment, with the help of a guide, the ultimate responsibility for the safety of the backing maneuver remains with the driver.

FRONT-END COLLISIONS

The primary way to avoid front-end collisions is by maintaining a safe and adequate following distance. Drivers must be prepared for possible obstructions on the roadway, either in plain sight or hidden by curves or the crests of hills. A special situation occurs at night, when speed should be kept to a level that will allow the driver to stop within the distance illuminated by the headlights of the vehicle.

REAR-END COLLISIONS

Drivers may risk being struck from behind if they do not maintain an adequate margin of safety in their own following distance. If enough space is not allowed in front of a vehicle, chances of someone colliding with you from the rear dramatically increase.

PASSING

Failure to pass safely indicates faulty judgment on a driver's part, and failure to consider one or more of the factors that need to be checked:

- Is there enough room ahead?
- Is there adequate space to move back into your lane of traffic after passing?
- Have you signaled your intentions?

BEING PASSED

Drivers must be aware of the actions of other drivers and give way if another driver begins to sideswipe you or to cut you off.

ENCROACHING ON OTHER TRAFFIC LANES

Observant defensive drivers will not usually get trapped when other drivers change lanes abruptly. In the same matter, entrapment in merging traffic can be avoided with a little preplanning and willingness to yield. Blind spots are not valid excuses for this kind of accident – allowances must be made in areas of limited sight distance.

RAILROAD GRADE CROSSINGS

Driving across railroad crossings, or in areas where there are rail vehicles of some sort demands special care. Careful observance of the traffic situation is your best defense.

TURNING

Turning, like passing, is a dangerous maneuver, and demands special care and an observant eye from a defensive driver. Drivers should be aware of other vehicles in their paths, and of the configuration of the turn they are about to undertake.

PEDESTRIANS

A sensible defensive driver will always assume that if there is a pedestrian (or small vehicle) involved, slowing down is the best defense. Be certain to give people and small vehicles the benefit of the doubt.

Distracted Driving/Cell Phone Policy

In order to increase employee safety and eliminate unnecessary risks behind the wheel, HTS AmeriTek has enacted a Distracted Driving/Cell Phone Policy, effective June 1st, 2016. We are committed to stopping distracted driving and have created the following rules.

- Company employees may not use a hand-held or hands-free cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, social media, instant messages, tweets and text messages.
- This policy applies to all employees when **any** of the following five conditions apply:
 - Operating a company vehicle
 - Operating a personal vehicle on company business
 - Driving on company property
 - Using a cell phone supplied by the company.
 - Using a personal phone for company business
- If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- Additionally, company employees are required to:
 - Turn cell phones off or put them on silent before starting the car.

- Consider modifying voice mail greetings to indicate that they are unavailable to answer calls or return messages while driving.
- Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
- Failure to comply with this policy may result in disciplinary action up to and including termination.

EXTREME WEATHER AND ROAD CONDITIONS

The best rule in any kind of bad weather or extreme road condition is to get off the road safely and as soon as possible. If the driver must continue, slowing way down and increasing following distance is the best defense, along with increased awareness. All HTS AmeriTek drivers will be educated on the dangers of, and the Company's expectations for, driving in the following extreme weather and road conditions.

HTS AmeriTek expectation that applies to all the below situations is that drivers are required to contact their immediate supervisor or night dispatch in the event a delay caused by weather or other road conditions will affect pick-up or delivery schedules.

Fog

Fog reduces drivers' visibility and impairs their distance perception, making it perhaps the most dangerous type of extreme weather conditions. Because of this, it is HTS AmeriTek policy that, whenever possible, drivers are to avoid driving in foggy conditions by pulling off the road and safely parking until such time as the fog dissipates or is burned off. If drivers cannot safely pull off the road, the following procedures will be followed:

- Drivers should never assume the depth or thickness of any fog. Fog can range from a momentary blurring of the windshield to be several miles thick.
- Drivers should slow the vehicle's speed. Reduction in speed should be done gradually in order to avoid becoming a hazard for other motorists. Determining the correct and safe speed depends on the thickness of the fog and will be left to the individual driver's best judgment.
- Drivers are to use low-beam headlights only when driving in fog. Low beams serve two purposes: They help our drivers see the immediate roadway, and also allow other motorists to see our drivers.
- Drivers should make use of windshield wipers and the defroster when driving in fog. Driving in foggy conditions will cause a constant fine mist of water on the vehicle's windshield, reducing visibility in the process. Using the windshield wipers and defroster will alleviate this condition.
- Drivers are to avoid passing other vehicles while driving in fog.
- Drivers are to avoid stopping on any roadway while driving in foggy conditions unless necessary. If the driver must stop, use the emergency or breakdown lane, activate the emergency flashers, turn off the headlights, and follow HTS AmeriTek breakdown procedures. (See Vehicle Breakdown and Road Repair policy.)

RAIN

Rain causes roadways to become slippery, especially when it first begins. Roadways are covered with a thin layer of oil and other residues. When rain mixes with this layer, it results in an extremely slippery and dangerous road surface. This condition remains until additional rain can break down and wash away the oily mixture from the pavement. This process can take anywhere from a few minutes to several hours, depending on the intensity of the rain.

Water on the road can also create the potential hazard of hydroplaning. The faster a vehicle travels on standing water, the greater the chance of hydroplaning; reducing speed is the best and safest way to avoid hydroplaning.

Rain also reduces driver visibility. Because rain presents these hazards, HTS AmeriTek drivers are expected to adhere to the following procedures when driving in rainy conditions:

- Drivers should slow the vehicle's speed to avoid hydroplaning. Reduction in speed should be done gradually in order to avoid becoming a hazard for other motorists. Determining the correct and safe speed depends on how heavy the rain is and will be left to the driver's best judgment.
- Drivers are expected to increase their following distance from other motorists. Since rain causes the road surface to become slippery, drivers need to allow for greater stopping distance if the need to stop arises.
- Drivers should make use of windshield wipers and the defroster when driving in rain. Driving in rainy conditions will cause a constant film of water on the vehicle's windshield, reducing visibility in the process. Using the windshield wipers and defroster will alleviate this condition.
- Drivers are to avoid passing other vehicles while driving in rain. In addition, drivers are encouraged to follow other vehicles at a safe distance since vehicles traveling ahead will throw water off the pavement and leave "tracks" Driving in these tracks will give our drivers the best possible traction under rainy conditions.

SNOW

Snow, depending on the type and severity, can present a variety of dangerous conditions. Because of this, the following procedures have been developed for this defensive driving policy:

- Light, powdery snow presents few problems, since it is quickly blown off the road surface. However, if there is enough of this type of snow to cover the roadway, it will form a slick, smooth surface. Drivers should reduce speed and increase following distance. Determining the correct speed and safe following distance will be left to the individual driver's best judgment.
- Heavier, slushy snow can affect vehicle control. If snow becomes hard-packed, it can cause an ice hazard on the road surface. Again, drivers should reduce speed and increase following distance. Determining the correct speed and safe following distance will be left to the individual driver's best judgment.
- All slow maneuvers such as starting out, steering, backing, and turning should be done smoothly and with extreme care to minimize skids and slides.
- Falling or blowing snow can greatly reduce visibility. In addition, falling and blowing snow can make it hard to see the road, road markings, road signs, and off ramps. If a driver must continue in snowy conditions, reducing speed and increasing following distance are the best techniques a driver can use to maintain vehicle control.
- As with driving in foggy conditions, the use of high-beam headlights while driving in snowy conditions should be always avoided. The high shooting light will reflect off falling and blowing snow back at the driver, further reducing visibility.
- In extreme conditions, chains may be necessary.

ICE

All HTS AmeriTek drivers need to be aware of changes in road surface conditions that may affect their vehicle's traction. To help our drivers, HTS AmeriTek has developed the following procedures for driving on icy roads for this defensive driving policy:

- As with all extreme weather conditions, if a driver must continue, the safest techniques to employ are to reduce speed and increase following distance. But of these two, increasing following distance is the most important. Depending on the temperature and road conditions, stopping distance (distance needed to come to a complete stop) on icy roads can increase four to ten times versus stopping from the same speed on a dry road.
- Bridges and overpasses are other areas drivers are to give special attention. Ice will tend to form first on bridges and overpasses because cold air circulates both above and below these structures, causing the temperature to drop more rapidly than on normal roads. Any moisture on the road surface of a bridge or overpass will freeze quicker and harder than elsewhere on the road. Extreme caution and a reduction in speed should be used by all HTS AmeriTek drivers while traveling over bridges and overpasses.

NIGHT DRIVING

All HTS AmeriTek drivers need to be aware of the potential hazards presented by driving at night. These hazards include fatigue, reduced visibility, poor lighting, other (impaired) motorists, and animals on the

road. To help our driver better prepare for driving at night, HTS AmeriTek has developed the following procedures for this defensive driving policy:

- Fatigue is perhaps the most dangerous hazard of driving at night. Nothing we do at HTS AmeriTek is worth anyone getting hurt. Fatigue usually sets in at night, but a tired driver, at any time of day, is an unsafe driver. Fatigue reduces drivers' reaction time and perception. All drivers are to review the following fatigue warning signs:
 - Your eyes close or go out of focus by themselves.
 - You can't stop yawning.
 - You are experiencing trouble keeping your head up.
 - You experience short-term memory loss. (you can't remember the last several miles)
 - Your thoughts wander, or you begin to daydream.
 - You start drifting into other lanes of traffic, tailgate, or miss traffic signs.
 - You experience an inability to maintain a constant rate of speed.
 - You must jerk the steering wheel hard to correct a drift and get back into your lane.

If you experience any of these signs, get off the road immediately and get some rest.

- Reduced visibility is a hazard of driving at night. At night, visual acuity (degree of perception) and peripheral vision (side vision) are reduced, and the eyes may have difficulty adjusting from light to darkness. These factors all contribute to reduced visibility while driving at night. The best and safest techniques to counteract these night driving hazards are to reduce speed and increase following distance. Reducing speed is also the best way to prevent drivers from "out driving" their headlights.
- Poor lighting on the open highway or on rural roads is another hazard HTS AmeriTek drivers are to be made aware of. At night, with poor or no lighting aside from the vehicle's headlights, hazards in the road are much more difficult to see and avoid. Drivers are to reduce speed and use extra caution when traveling on poorly lit or unfamiliar roads.
- Impaired motorists (drunk drivers) are a hazard to everyone on the road. HTS AmeriTek drivers should be especially cautious when driving between the hours of midnight and 0300 (typical bar and tavern closing times). Drivers should be wary of motorists driving in an erratic manner, including weaving in and out of traffic lanes, having difficulty maintaining a constant rate of speed, or braking suddenly. If HTS AmeriTek drivers suspect they are sharing the road with an impaired motorist, they are to reduce speed, let the motorist pass, and increase following distance.
- Animals on the road present another kind of hazard while driving at night. HTS AmeriTek drivers are to be especially alert when driving on roadways lined by woods or tall grass. Animals, particularly deer, can jump out in front of an on-coming vehicle with little or no warning. The best techniques to avoid collisions with animals are to not out drive the vehicle headlights and to reduce speed. If a collision with an animal is unavoidable, drivers are instructed to drive "through" the animal. This will help prevent a jackknife- or rollover-type accident.

ROAD CONSTRUCTION

HTS AmeriTek realizes that chances are good that, from time to time, our drivers will be faced with having to drive on roadways that are being repaired or under construction. Road construction presents several hazards. Because of this, our drivers are expected to approach road construction work zones the same way they would any adverse driving situation and follow these procedures:

- Drivers will be expected to reduce speed and maintain a safe following distance.
- Drivers are expected to drive at or under all special or reduced posted speed limits while traveling through road construction work zones. Safe following distance will be left to the individual driver's best judgment.
- Drivers should be constantly aware of their immediate surroundings, anticipate the possible actions of motorists, and expect sudden stops.
- Drivers should watch for construction workers or vehicles crossing the roadway.
- Drivers are expected to use the lane furthest from the construction zone when possible.

- Drivers are to avoid sudden lane changes and to use headlights and four-way flashers when traveling through construction zones.

ROAD HAZARDS

HTS AmeriTek drivers should be aware of the potential danger of encountering various types of road hazards, including:

- Soft shoulders or severe pavement drop-offs that can cause rollover-type accidents.
- Road debris such as tire re-caps, metal or lumber can cause severe damage to tires, tire rims, electrical systems, and brake lines. Drivers for HTS AmeriTek should be aware of the road ahead to identify potential road debris early and take safe and appropriate avoidance maneuvers.

UNDERPASSES

Hitting a bridge, underpass, or viaduct is a danger our drivers need to be constantly aware of. This type of accident, often referred to as “topping” a trailer, is always preventable. HTS AmeriTek drivers need to be aware that the posted height of an underpass is not always accurate. Re-paving and packed snow can reduce the clearance of an overpass. In addition, an empty trailer will ride higher than when it is loaded. Drivers are expected to make thorough trip plans and, when in doubt of the clearance of an underpass, to get out and make a visual inspection or find an alternate route.

FIXED OBJECTS AND SPECIAL INTERSECTIONS

A good defensive driver will observe items in the area around the vehicle which might cause problems. Checking to be certain there is adequate clearance is the primary thing to watch. In the areas of driveways, alleyways, or plant entrances, the effective defensive driver will analyze the situation carefully, slow down, sound a warning when appropriate, and be ready to yield to the other driver involved.

PHYSICAL AND MENTAL CONDITION

The Company expects its drivers to manage their physical and mental condition well. That above all means maintaining a positive attitude when behind the wheel, and taking good care of their physical health. Fatigue is an especially dangerous factor to be aware of.

FOLLOWING DISTANCE

Tailgating is probably the single most common complaint lodged by the general driving public against truck drivers. Here are some following distance guidelines:

- 3-second interval at speeds up to 40 mph.
- 4-second interval at any speed over 44 mph.
- Add extra time in bad weather or poor road conditions.
- Add extra following distance if you are being tailgated.

DRIVING SPEED

Drive consistent with posted speed limits with regard given to existing traffic, weather, and highway conditions. Never overdrive your headlights at night. That means you should be able to stop safely in the distance you can see clearly in your headlights.

RIGHT OF WAY

A defensive driver should never attempt to exercise the right-of-way principle. Let the other driver go first. Keep to the right except to pass, or when getting into position for making a left turn. In town, when you enter a main thoroughfare from a side street, alley, driveway, or a highway ramp, make a full stop at any crosswalk, then another full stop before actually moving into traffic.

MEETING OTHER VEHICLES

Keep to the right when meeting other vehicles on a roadway. If a vehicle approaches on your side of the road, slow down and pull to the right as far as you safely can. If you have to take this kind of evasive action, and have actually gone off the highway onto the shoulder, be certain you slow the vehicle down

sufficiently before you attempt to come back onto the highway. Never pull to the left to avoid an oncoming vehicle.

When merging onto a highway, HTS AmeriTek drivers are expected to:

- Signal early
- Be patient and watch for an opening
- Build speed and merge smoothly
- Check mirrors constantly

When exiting a highway, HTS AmeriTek drivers are expected to:

- Signal and change into the right-hand lane early and safely
- Signal intentions to exit early
- Check mirrors constantly
- Reduce speed and exit

CURVES AND TURNS

The biggest thing to remember in successfully negotiating curves and turns is to slow down. That way, you will be able to make any needed adjustments in steering, etc. as required.

DRIVER CONDUCT AND APPEARANCE STANDARDS

All drivers for HTS AmeriTek are expected to dress, look, and act like professionals. Maintaining a positive, professional, and safe public image is extremely important. Our drivers are our most visible company representatives to the motoring public and to our customers, and need to maintain the highest personal appearance and conduct standards.

Drivers for HTS AmeriTek are expected to follow all Company policies and procedures, and abide by all plant safety rules while at customer locations. HTS AmeriTek drivers are also expected to be courteous, cooperative, and respectful at all times while at customer locations, and should expect the same treatment in return.

If a conflict does arise at a customer location, drivers are not expected to resolve the issue themselves. In these situations, drivers are to contact their supervisor or HTS AmeriTek Customer Service Representative immediately for assistance in resolving the conflict.

Driver's Log Checklist

1. All corrections must be initialed, neatly crossed out, and legible.
2. All fuel stops must be noted in 'Remarks' section as "on duty, not driving".
3. Driver Vehicle Inspection Report (DVIR) must be filled out completely.
4. Pre-Trip and Post-Trip inspections must be noted in remarks section at the beginning and end of trip and posted as "on duty, not driving".
5. All mechanical problems found while driving or during Pre- or Post-Trip inspections must be noted on the DVIR and taken care of as soon as possible.
6. All roadside inspections, weigh station inspections, and violation/citation stops must be recorded on the log grid and in the 'Remarks' section. Stops are recorded on Line 4 of the grid.
7. All illegal substance testing shall be recorded on the log and posted as "on duty, not driving" for the actual amount of time from the issuance of notice to return to terminal.
8. Driver will keep a current log book to the last Change of Duty Status at all times.
9. Driver will keep dispatch informed of available hours before and upon dispatch to location.
10. Drivers are to turn all citation/violations and accident information in to the Safety Office upon incidence or issuance.
11. Drivers are to fill in all blanks on a log page. The driver signature is to be readable and a full name signature is required. The log page is to be legible in its entirety.
12. Every Change of Duty Status is to include a city and state.
13. A driver may not drive more than 10 hours following 8 consecutive hours off duty/in the sleeper, or 2 breaks in the sleeper in which the minimum is 2 hours.

14. A driver may not drive after being on duty 15 hours following 8 consecutive hours off duty.
15. A driver may not drive after being on duty 70 hours in any 7 consecutive days.

PERSONAL SAFETY POLICY

HTS AmeriTek's first concern is for the safety, health and well-being of its employees. Therefore, this policy has been created to help ensure our employees remain safe and secure in their individual roles. This policy and its related procedures will cover the following topics:

- Expected employee safe conduct and behavior
- General workplace safety
- Personal safety and security procedures (driver specific)
- Back safety and proper lifting techniques
- Slips, trips, and fall protection procedures

EXPECTED EMPLOYEE SAFE CONDUCT AND BEHAVIOR

HTS AmeriTek expects its employees to behave and conduct themselves in a safe and responsible manner at all times. Employees who engage in activities that are considered unsafe, reckless, or threaten the safety of others will be subject to disciplinary action up to and including termination of employment, depending on the severity of the individual infraction.

General Workplace Safety

HTS AmeriTek believes that the safety of our employees is of utmost importance, and will help drive the quality of our service, the productivity of our employees, and the profitability of the company. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee, and the community. Therefore, the Company will be guided by the following safety principles.

HTS AmeriTek believes:

- All injuries and accidents are preventable through the establishment and compliance with safe work procedures.
- The prevention of bodily (lost-time) injury and safeguarding of health are the first consideration in all workplace activities, and are the responsibility of every employee at every level.
- Written safety policies describing the safe work practices and procedures to be followed in all workplace activities are an essential element of the overall workplace safety program. All employees at every level are responsible for knowing and following all Company safety policies and related procedures.
- Off the job, all employees should be similarly safe and demonstrate awareness of potential hazards.

Statement of Employer Responsibilities

HTS AmeriTek is responsible to provide a safe work environment for all of its employees. It is the policy of the company to provide a place of employment reasonable free from hazards that may cause illness, injury, or death to associates.

It is also this company's policy to establish an effective and continuous safety program incorporating educational and monitoring procedures maintained to teach safety, correct deficiencies, and provide a safe, clean working environment.

All Company supervisors, managers, directors, and officers are responsible for the enforcement of safety policies and practices. They will ensure that:

- Their staff members are trained in appropriate safety procedures. Individual safety files are maintained by the Safety Department for all associates.
- They notify the responsible safety personnel, and complete the necessary forms if an accident or work-related health problem occurs in their department.

- Equipment and property within their area of responsibility is maintained in a safe and hazard-free condition.

Statement of Employee Responsibilities

Company employees are responsible to follow safety rules, policies and related procedures, and work safely at all times.

All company employees have a responsibility to themselves and to the Company for their safety and the safety of co-workers. All employees are required to:

- Comply with all federal, state, and local rules and regulations relevant to their work.
- Observe all Company rules and regulations related to the efficient and safe performance of their work.
- Integrate safety into each job function and live by this philosophy in the performance of job duties.
- Report or correct unsafe equipment and practices.
- Report any incidents that occur while on the job.

Statement of Supervisor's Responsibility to Recognize and Discipline Violators of Company Safety Rules, Policies, and Related Procedures

Company supervisors are directly responsible for the enforcement of all company safety policies and practices. They must ensure that employees under their direct supervision are trained in appropriate safety practices and procedures, and that they follow safe work practices at all time while performing daily work activities.

If an employee is found to be violating safe work practices or procedures, the supervisor is responsible for disciplining the employee and reinforcing the correct safe behavior or activity. Discipline will depend on the severity of the safety rule infraction, and can range from a verbal reprimand to a written warning to suspension or even termination.

Safety Department Responsibilities

The Safety Department is responsible for:

- The written Hazard Communication program, and the general "Right to Know" training (the general training, not chemical-specific) for all associates.
- Developing, completing, and filing all necessary documentation and/or reports to meet local, state, and federal reporting and recordkeeping requirements, and working with local and state agencies as needed.
- Maintaining the master MSDS binder, and ensuring that departmental/area MSDS binders are kept up-to-date.
- Completing all employee/driver Hazardous Material training (if required).

Explanation of the Disciplinary System for Noncompliance with Safety Rules

Upon violation of any Company safety rule, the violating employee will be disciplined. The list of possible disciplinary actions includes:

- Verbal Reprimand – An informal discussion of the incorrect behavior should take place as soon as possible after the supervisor has knowledge of the safety misconduct. All verbal reprimands are to be documented, including a date and signature of all involved parties.
- Written Reprimand – A written form documenting the safety misconduct, to be presented to the employee and placed in the employee's personnel file.
- Probation – A trial period during which the employee is given specific rules and goals to meet, during which, if s/he cannot meet the rules and goals, s/he is subject to termination.
- Suspension – A period of time during which the employee is barred from attending work and during which the employee is not paid.
- Dismissal/Termination of Employment – The permanent separation of an employee from the Company, initiated for disciplinary reasons or safety misconduct.

The severity of the discipline will be in direct correlation to the severity of the safety violation. Injury or damage is not necessary constituent to warrant disciplinary action. It is the violation of the rule itself and not necessarily its end result that is the subject of possible disciplinary action.

Statement of Intention to comply with all Governmental Regulations

HTS AmeriTek will comply with appropriate safety and security laws and regulations such as those established by:

- The Occupational Safety and Health Administration (OSHA)
- The Environmental Protection Agency (EPA)
- The Department of Transportation (DOT)
- All other applicable federal, state, and local safety and health regulations.

Personal Safety and Security Procedures (Driver-Specific)

Drivers are often an easy target for theft while out on the road. The driver, alone and in unfamiliar territory, is often the favorite victim of thieves and hijackers. Company drivers are expected to exercise extreme care and caution with regard to their personal safety and well-being. All drivers for HTS AmeriTek shall use the following guidelines to reduce the risk of becoming a victim while out on the road.

In Transit – Drivers are expected to:

- Maintain regular contact with the company (dispatch) by regularly calling or messaging.
- Report any unusual or suspicious activity immediately.
- Plan breaks and stops at reputable and established truck stops or rest areas where other trucks are present.
- When possible, vary routes and schedules (if on dedicated assignments). This means not stopping at the same truck stop or rest area on the same day or at the same time.
- Never stop or park on dark roads, alleys, or other deserted areas while waiting to make a pick-up or delivery.
- Never discuss the contents of cargo with anyone outside of the company, and be extremely suspicious of strangers asking about load contents or destinations. Drivers are to immediately report this type of incident to the company (immediate supervisor) as soon as possible.
- Be conscious of following vehicles, especially right after pick-up.
- Be suspicious of individuals signaling drivers to stop because of a traffic accident in which they claim our driver was involved. This is a common tactic used by hijackers to get the vehicle to stop. (If this happens and Company drivers are unsure that an accident has actually occurred, drive to a well-lit intersection or nearest police station.)

Worst Case Scenario – Drivers are instructed to:

- Cooperate and do as instructed in the event of an actual hijacking situation. The personal safety of our employees is our first priority.
- Notify the police immediately following the incident, and then notify HTS AmeriTek.

Back Safety and Proper Lifting Techniques

Back safety awareness and safe lifting guidelines are necessary due to the prevalence and severity of back injuries throughout all industries. Backs can be injured by improper lifting, falling, stretching, overextending, and other workplace mishaps. Of these, using improper lifting techniques (as in hand-loading and unloading activities) are the largest single cause of back pain, strain, and injury. To reduce the incidence of back injury, the Company had instituted, and all Company employees will be trained in, the following proper lifting techniques (procedures) and other back safety measures.

HTS AmeriTek requires these procedures to be followed to provide a safe working environment, and to protect the health of all our employees. The Company has implemented these procedures on safe lifting

practices to ensure that all employees are trained to protect themselves from the hazards of improper lifting practices.

The effectiveness of the back safety procedure depends on the active support and involvement of all employees. The following points outline safe and proper lifting techniques that will be taught to all employees to minimize their risk of back injury and pain. Lifting remains an important function despite the level of mechanization found in the workplace today, so attention must be directed toward safe lifting practices.

All employees of HTS AmeriTek will be trained in, and expected to adhere to, the following lifting techniques when they are required to perform any lifting activity as part of their job duties. When required to perform lifting activities, Company employees are expected to:

- **Size up the load before lifting** – Test by lifting or pushing a corner of the object. If it's heavy or feels too clumsy, get a mechanical aid or help from a coworker. When in doubt, Company employees are expected to obtain help and to never attempt lifting alone.
- **Bend the knees** – Bending of the knees is the single most important aspect of any lifting activity. When performing a lift, Company employees shall:
 - Place feet close to the object, and center their body over the object.
 - Get a good, firm handhold.
 - Lift straight up, smoothly, and let legs do most of the work.
 - Avoid overreaching or stretching to pick up or set down an object.
 - Avoid twisting or turning of the body once the lift has been made.
 - Make sure beforehand that a clear path is available to carry the object.
 - Set the object down properly, keeping the back straight at all times.
 - Always push, not pull, objects when possible.
 - Change the lifting situation if possible to minimize a lifting hazard.

Additional lifting (loading and unloading) expectations include:

- If the object is too long or awkward, Company employees are required to get help.
- Splitting the load into several smaller tasks to achieve manageable lifting weight.
- Avoiding lifts from below the knees or above the shoulders by using mechanical aids.

Other work-related back safety issues include:

- **Extended Sitting/Standing** – Our drivers' role requires long hours of sitting behind the wheel. This condition can create back trouble. When possible, HTS AmeriTek requests that its drivers stretch frequently in order to reduce lower back strain.
- **Poor Physical Condition** – An employee's physical condition can lead to back pain. Being overweight can cause extra strain on the spine. An estimate is that every extra pound up front puts 10 pounds of strain on the back. Being out of shape or overweight increases the chances for chronic back pain. Infrequent exercise is a major factor, too. A sudden strain on generally unused back muscles lead to trouble, particularly when there is a sudden twisting or turning of the back. HTS AmeriTek requests that its employees exercise regularly and maintain a proper diet.
- **Stress Factor** – Stress can lead to back pain. Tied in with an individual's general physical condition, stress created from work or play can cause muscle spasms that affect the spinal nerve network. Although stress is part of everyone's life, and a certain amount of stress is normal, excessive stress causes backache. HTS AmeriTek requests that its employees strive to achieve a proper life/work balance.
- **Entering/Exiting Vehicles** – Drivers (and all other Company personnel) are expected to enter and exit Company vehicles using three points of contact at all times. Jumping from any vehicle or other equipment is strictly prohibited.

CHAPTER 44

H2S AWARENESS PROGRAM

PURPOSE

The purpose of this policy is to minimize occupational exposure to Hydrogen Sulfide and meet the requirements of the OSHA Hazard Communication and Process Safety Management Standards 29 CFR 1910.1200 and CFR 1910.119.

SCOPE

This policy applies to projects where exposures to Hydrogen Sulfide can occur.

GENERAL REQUIREMENTS

Exposure Limits:

Threshold Limit Value (TLV) 10.0 PPM, 14 mg/m³ TWA
Short-Term Exposure Limit (STEL) 15.0 PPM, 21 mg/m³

METHODS OF REDUCING EXPOSURE

Control Measures and Safe-work Practices:

Where feasible, hydrogen sulfide exposures should be controlled through engineering controls and work practices. Respirators should be used to control exposures that are intermittent or caused by emergency conditions and while awaiting engineering controls to be implemented.

RESPIRATORY PROTECTION

Respiratory Protection will be worn as outlined below:

H2S Concentration	Respirator*	Cartridge
Unknown (i.e., no air sampling information and/or emergency response for a release)	Full Face Supplied Air with escape SCBA	Not applicable
Less than 10.0 PPM	None required	Not applicable
Greater than or equal to 10.0 PPM	Full Face supplied Air with escape SCBA	

When self-contained breathing apparatus is used in operations where known or potential concentrations of hydrogen sulfide levels reach or exceed levels which are immediately dangerous to life or health (IDLH), two or more standby persons must be present and equipped with the appropriate Personal Protective and rescue equipment.

H₂S MONITOR

When working in areas with the potential for hydrogen sulfide (H₂S) release, employees are required to utilize a personal hydrogen sulfide Gas Detector provided by HTSA Safety. HTSA Safety only allows employees to use Honeywell's BW Technologies Gas Alert Clip Extreme 2 H₂S Monitors.

OPERATING PROCEDURES FOR COMPANY ISSUED PERSONAL MONITORS

Self-Test - press and hold blue button for 1 second every 24 hours. LCD displays to confirm that self-test was successful.

O₂ Detector Calibration- press and hold blue button for 3 seconds every 30 days or when LCD displays CAL. The detector beeps and vibrates once then returns to normal operation to confirm successful calibration.

Personal Monitors shall be worn within 10in. of breathing zone on outer most garment of clothing. Monitors shall not be attached to hardhats at any time.

Bump test the O₂ sensor before each day's use to confirm its ability to respond to gas by exposing the detector to a gas concentration that exceeds the alarm set-points. Manually verify that the audible and visual alarms are activated.

- Do not activate the detector after the date on the package.
- This product is a gas detector, not a measurement device.
- Perform a self-test each day prior to use.
- Ensure the sensor grill is free of dirt, debris, and is not obstructed.
- Calibrate and/or bump test the detector in a normal atmosphere (20.9% O₂) that is free of hazardous gas.
- Periodically test the response of the sensor to gas by exposing the detector to a target gas concentration that exceeds the low alarm set-point. Manually verify that the audible and visual alarms are activated.
- Periodically calibrate the Gas Alert Clip Extreme oxygen (O₂) detector.

ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT (PPE)

When liquids or vapors containing hydrogen sulfide are present, additional PPE i.e., chemical suites, gloves, boots, etc. will be used.

EMPLOYEE TRAINING

All employees working in areas with potential hydrogen sulfide exposures must be properly trained. Training will be conducted upon initial employment and repeated annually. Employees must receive additional training if there is a change in or addition of a process or operation that creates the potential for exposure. The Safety department is responsible for tracking and maintaining employee-training records.

Training will include the specific hazards and symptoms of hydrogen sulfide H₂S, safe work practices, Personal Protective Equipment.

COMMON EXPOSURE

Inhalation is the common route by which hydrogen sulfide enters the body. Able to pass easily from the lungs to the bloodstream, H₂S can quickly kill. Exposure to as little as 600 ppm H₂S in air for 30 minutes has been fatal; higher exposures can cause immediate death.

BACKGROUND

Hydrogen sulfide is a very common air contaminant, found in oil and gas fields and refineries i.e., Drilling Operations, recycled drilling mud, water from sour crude wells, bow outs, tank gauging, field maintenance, tank batteries and wells, processes and process streams etc. Hydrogen sulfide is a neurotoxin, which means it is poisonous to nerve and brain cells.

EFFECTS

Although even in low concentrations hydrogen sulfide has the distinct and disagreeable odor of rotten eggs, poisoning can occur with virtually no warning at all. This is because hydrogen sulfide in concentrations high enough to kill also quickly numbs the sense of smell.

If H₂S is absorbed faster or in greater quantities than the body can rid itself of it, it will build up in the blood and poison the centers in the brain, which control breathing. The lungs stop working and death

due to asphyxiation results. A person can be overcome by hydrogen sulfide and lose consciousness in seconds.

Much more rarely, death results not from the poisonous properties of hydrogen sulfide but from its irritant properties. If conditions are just right (low exposure levels for long periods of time). The upper respiratory tract and lungs fill with fluid in response to the irritation, in effect drowning the victim, even though poisoning of the nervous has not yet occurred. This is called pulmonary edema.

SYMPTOMS

In small doses, H₂S causes a wide range of chronic effects. With low level (e.g., 10 - 100 ppm) or repeated exposures, headache, dizziness, nausea and vomiting may develop, along with irritation of the eyes and respiratory tract. Respiratory symptoms include cough, pain in the nose and throat, and painful breathing. Other symptoms of chronic poisoning include slowed pulse, fatigue, insomnia, digestive disturbances, cold sweats, eye infections and weight loss.

PHYSICAL CHARACTERISTICS

Odor Threshold	0.13 PPM
Color	Colorless
Odor	Rotten egg at low concentrations
Deadens sense of smell	100 PPM.
Molecular Weight	34.08
Boiling Point @ 1 atm.	-76.6 F
Vapor Density	1.1895 (air = 1)
Vapor Pressure @ 70 F	252 psig
Solubility in Water	0.672 g/100 ml. water
Lower Explosive Level	4.3 %
Upper Explosive Level	45 %

STABILITY

Highly flammable, may form explosive mixture with air. Note wide explosive limits. Hydrogen Sulfide is incompatible with strong oxidizing agents, and many other metals. H₂S may react violently with metal oxides, copper, fluorine, sodium, and ethanol.

TOXICOLOGY

Highly toxic - may be fatal if inhaled. Inhalation of a single breath at a concentration of 1000 ppm (0.1%) may cause coma. Hydrogen Sulfide is corrosive when moist, skin contact may cause burns. There is a rapid loss of sense of smell on exposure to gas concentrations above 150 ppm, and this means that the extent of exposure may be underestimated. Perception threshold ranges from 0.5 ppm (Irritant) to 0.1 ppm. (Asphyxiate).

REGULATED AREAS

Whenever airborne concentrations of hydrogen sulfide in an area or specific operation exceed or can be reasonably expected to exceed 10.0 PPM the areas and or operations are to be identified and regulate areas with barricades and tags. The Client HSE Department will be responsible for contacting to ascertain area(s) or operations that exceed or have the potential to exceed 10.0 PPM level. The Client HSE Department shall identify the areas or operations on a facility plot plan and or scope of work.

To limit access to authorized personnel, the regulated area should be posted with the appropriate warning signs.

Warning signs should contain the following:

- Danger
- Hydrogen Sulfide

- Authorized Personnel Only

Only employees trained in the hazards and handlings of hydrogen sulfide are permitted to enter a hydrogen sulfide regulated area. HTS AmeriTek's employees will not participate in the handling of Hydrogen Sulfide.

MONITORING

Prior to entering the area project Site Safety Personnel and or Client Operations will survey the area with air monitoring equipment. Continuous air monitoring will be conducted while employees are working in areas that have the potential to exceed established exposure levels. Employees will wear monitors that are equipped with a pre-set audible alarm that activates when levels exceed 10 PPM. Employees shall evacuate the area in the event a monitor alarm sounds. Employees are not permitted to return to the area until; the area has been deemed safe by Client Operations and Safety Personnel.

CONFINED SPACES

Employees shall not be permitted to enter confined spaces that contain Hydrogen Sulfide levels in excess of 10 PPM. A detailed Safety Action Plan shall be developed and approved by the client HSE department and HTS AmeriTek's Safety Director for any confined space entry where Hydrogen Sulfide levels have the **potential** to exceed the action level. The plan shall include respiratory and personal protective equipment, requirements, an emergency contingency plan, roles and responsibilities and number of employees involved. Upon approval all employees and supervisors involved shall attend a Safety Kick off Meeting. The plan, roles, responsibilities assigned and all requirements shall be reviewed prior to work.

CHAPTER 45

LIFTING TECHNIQUES

INTRODUCTION

Back safety awareness and safe lifting guidelines are necessary due to the prevalence and severity of back injuries throughout all industries. Backs can be injured by improper lifting, falling, stretching, overextending, and other workplace mishaps. Of these, using improper lifting techniques (as in hand-loading and unloading activities) are the largest single cause of back pain, strain, and injury. To reduce the incidence of back injury, the Company had instituted, and all Company employees will be trained in, the following proper lifting techniques (procedures) and other back safety measures.

POLICY

HTS AmeriTek requires these procedures to be followed to provide a safe working environment, and to protect the health of all our employees. The Company has implemented these procedures on safe lifting practices to ensure that all employees are trained to protect themselves from the hazards of improper lifting practices.

The effectiveness of the back safety procedure depends on the active support and involvement of all employees. The following points outline safe and proper lifting techniques that will be taught to all employees to minimize their risk of back injury and pain. Lifting remains an important function despite the level of mechanization found in the workplace today, so attention must be directed toward safe lifting

WORKSITE EVALUATION

A worksite evaluation for each job should be conducted which considers criteria such as, how much weight must be lifted and how often must it be lifted. This evaluation includes the number of times during the shift the employee must bend over or bend down, the amount of physical fatigue in the job, as well as the number of actual lifts.

The awkwardness of the work should be evaluated for situations such as whether the work is overhead, extended reach, repeated twisting, prolonged working on concrete or steel surfaces, prolonged standing or sitting or otherwise working in one fixed position.

REDUCING THE OPPORTUNITIES FOR BACK INJURIES

The availability of hoists, dollies and other lifting or material handling equipment should be considered where practical. Work station redesign, such as providing tables or benches to place tools and work equipment at waist level reduces the number of stoops and bends required to pick up these materials from the floor during a work procedure

Tool racks are very helpful for storing tools, chains, ropes and other commonly used items at a comfortable retrieval level rather than having to stoop over to pick them up from the floor. The simple adjustment of height for work machinery or work stations may also be very helpful in relieving stress to the back which can be caused by an uncomfortable work elevation.

RULES FOR PROPER LIFTING

All employees of HTS AmeriTek will be trained in, and expected to adhere to, the following lifting techniques when they are required to perform any lifting activity as part of their job duties. When required to perform lifting activities, Company employees are expected to:

SIZE UP THE LOAD BEFORE LIFTING

Test by lifting or pushing a corner of the object. If it's heavy or feels too clumsy, get a mechanical aid or help from a coworker. When in doubt, Company employees are expected to obtain help and to never attempt lifting alone.

BEND THE KNEES

Bending of the knees is the single most important aspect of any lifting activity. When performing a lift, Company employees shall:

- Place feet close to the object, and center their body over the object.
- Get a good, firm handhold.
- Lift straight up, smoothly, and let legs do most of the work.
- Avoid overreaching or stretching to pick up or set down an object.
- Avoid twisting or turning of the body once the lift has been made.
- Make sure beforehand that a clear path is available to carry the object.
- Set the object down properly, keeping the back straight at all times.
- Always push, not pull, objects when possible.
- Change the lifting situation if possible to minimize a lifting hazard.

ADDITIONAL LIFTING (LOADING AND UNLOADING) EXPECTATIONS INCLUDE:

- If the object is too long or awkward, Company employees are required to get help.
- Splitting the load into several smaller tasks to achieve manageable lifting weight.

AVOIDING LIFTS FROM BELOW THE KNEES OR ABOVE THE SHOULDERS BY USING MECHANICAL AIDS

- The employee should evaluate the load to be lifted and (1) determine if the weight is reasonable and (2) whether the positioning of the item to be lifted is awkward. A determination should be made regarding the employee's own limitations, including whether the employee is tired and whether the back is currently healthy enough to safely lift and carry the load.
- Evaluate the floor surface for oil, grease or trip hazards and the location where the load will be moved. This will help to assure safe foot work and eliminate twisting or unusual movements of the body.
- The employee should stand close to the object to be lifted with feet spread comfortably apart and one foot placed slightly forward.
- The employee should squat down and straddle the load somewhat. The back should be kept straight and the knees should be bent.
- The object should be grasped firmly while a breath is drawn which inflates the lungs and helps to support parts the back.
- Lift with the legs. It is important to lift the object naturally and comfortably while keeping the bottom out and the small of the back slightly arched inward. Hold the object close to the body during the lift. Lift the object straight up to a comfortable standing position before walking or turning.
- Particular care must be taken to avoid injury when participating in lifting or carrying loads with groups of employees. One member of the group should give signals so that everyone will work in unison.

LIFTING OVERHEAD

The maximum load you can lift is less because you cannot use your legs. Spread your feet with one slightly in front of the other. Use a sturdy ladder when possible to remove the overhead activity.

LIFTING HEAVY OBJECTS

If an object weighs more than 50lbs. or if the item is too bulky or awkward you should get others to help.

IMPROPER LIFTING INJURY INVESTIGATION

THE PURPOSE OF IMPROPER LIFTING INJURY INVESTIGATION:

The importance and purpose of an improper lifting injury investigation can all be summarized in one word-PREVENTION. An improper lifting injury is "an undesired event that results in personal injury". Being "undesired" makes it something that must be prevented whenever possible.

The purpose of an improper lifting injury investigation is to distinguish between "purpose" and "benefits". "Benefit is WHAT A SUPERVISOR GETS from investigating an improper lifting injury, but the "purpose" is WHY THE SUPERVISOR DOES IT. There are many benefits, which will be given later, but only one purpose-PREVENTION.

WHY IMPROPER LIFTING INJURIES MUST BE INVESTIGATED:

Investigating an improper lifting injury is a responsibility of all levels of management and a concern of every employee, but the supervisor's unique position gives him/her special priority and responsibility in this function. As the supervisor in the area where an improper lifting injury occurs, the supervisor has certain qualifications and advantages other members of management do not have.

The supervisor:

1. Knows the most about the situation. He/she has daily contact and familiarity with the personnel, machines and materials involved. The supervisor knows the standard practices and circumstances in the area, as well as the hazards.
2. Has a personal interest in identifying an improper lifting injury cause. To a good supervisor, these are not simply an improper lifting injury figures and statistics; they are the supervisor's people, machines, and materials. An improper lifting injury investigation focuses a welcome light on the conditions and hazards that could endanger the lives of the employees or damage equipment and material.
3. Can take the most immediate action to prevent an improper lifting injury from recurring. Being in direct control of the people, procedures and property in the area gives the supervisor the advantage of taking immediate corrective action and the greatest opportunity for effective follow-up (e.g., update work procedure and/or policy).
4. Can communicate more effectively with the workers. A worker may be employed by the company but works for the supervisor. Employees know the supervisor is interested in safety and the supervisor speaks the same "language" as the employees. In an improper lifting injury reporting, the employee can "tell it like it is" to a supervisor.

HOW IMPROPER LIFTING INJURY INVESTIGATION BENEFITS SUPERVISORS:

1. Prompt and thorough investigation is concrete evidence of a concern for your workers. As a supervisor you know how important the trust and respect of your employees is in getting your job done. Workers not only expect, but need, a supervisor who looks out for THEIR best interests.
2. Effective an improper lifting injury investigation increases production by minimizing time lost due to recurring an improper lifting injury. This ties in directly with reduction of costs since an improper lifting injury are not only time consuming, but expensive.
3. Since an improper lifting injury investigation and resulting prevention are tangible evidence of a supervisor's ability and efficiency, they are increasingly becoming an integral part of performance evaluation. A good safety record speaks well of a supervisor's capabilities and has a significant influence on his promotional possibilities.
4. Conscientious investigation and meaningful corrective measures are the mark of a capable supervisor, one who is in control. It is tremendously important that workers feel

their supervisor can "handle things". They take pride in working for someone who can do the job.

THE CRITICAL IMPORTANCE OF IMPROPER LIFTING INJURY REPORTING:

No matter how conscientious a supervisor might be, the supervisor cannot investigate and an improper lifting injury until he/she is aware of an improper lifting injury. An improper lifting injury reporting, including minor injuries, property damage, etc., must be reported when an improper lifting injury occurs.... not days or hours later. There is no such thing as unimportant an improper lifting injury. The immediate results, or effect, of an improper lifting injury may be classified as minor, serious, or major, but this in no way means an improper lifting injury itself is unimportant. The next time the odds may be different, and the result could be major property damage, serious injury or even a fatality. **FOR EVERY IMPROPER LIFTING INJURY TO BE INVESTIGATED, EVERY IMPROPER LIFTING INJURY MUST BE REPORTED.**

THE WHAT, WHEN AND WHY OF IMPROPER LIFTING INJURY INVESTIGATION:

An improper lifting injury investigation is basically the supervisor's analysis and account of an improper lifting injury based on information gathered by a thorough and conscientious examination of ALL factors involved. It is not a mere repetition of the workers explanation of an improper lifting injury. True an improper lifting injury investigation includes the objective evaluation of all facts, opinions, statements, and related information, as well as def-mite action steps to be taken to prevent a recurrence.

WHEN IS THE TIME FOR IMPROPER LIFTING INJURY INVESTIGATION?

The time for an improper lifting injury investigation is always as soon as possible. The less time between an improper lifting injury and investigation, the better the information which can be obtained. Facts are clearer, more details remembered, and the conditions are nearest those at the time of an improper lifting injury. The only situations which should be permitted to delay the investigation are when medical treatment is needed, or the work is emotionally upset. Naturally, the supervisor thinks of the employee first.

WHY ARE IMPROPER LIFTING INJURIES INVESTIGATED?

All that is needed to remember the purpose of an improper lifting injury investigation is prevention. Your purpose in conducting an improper lifting injury investigation is not to pin blame on someone, or to satisfy YOUR supervisor, but simply to prevent a recurrence of an improper lifting injury. If this is constantly kept in mind, it will help your investigations immeasurably.

CONDUCTING THE IMPROPER LIFTING INJURY INVESTIGATION:

INTERVIEW THE WORKER WHO HAD THE IMPROPER LIFTING INJURY.

The first step in a normal an improper lifting injury investigation is to interview the employee involved. There are certain proven techniques for successful interviewing of any kind, and while most supervisors may be familiar with them, they are certainly important enough to repeat.

1. Put the worker at ease. Remind the person that you are interested SOLELY in preventing a recurrence of an improper lifting injury and that you can only do this with the employee's cooperation.
2. Conduct the interview at the scene of an improper lifting injury whenever possible. It will help the person to explain and for you to understand. Make the interview as private as you can.
3. Ask for the employee's version of an improper lifting injury. Be sure he/she understands you want his/her version, just as the employee saw it and not "dressed up".

4. Ask any necessary questions. Limit your questions to facts, particularly early in the interview. Use the guide of asking who, what, when, where and why of an improper lifting injury.
5. Repeat the story as you understand it. The employee can clarify or modify your understanding if there is any confusion.
6. Close the interview on a positive note - PREVENTION. The most effective way to end an interview is by discussing actions that can be taken to prevent an improper lifting injury from happening again. This re-affirms the purpose of the interview in the employee's mind and will assure continued cooperation.

RE-ENACTMENT OF IMPROPER LIFTING INJURY

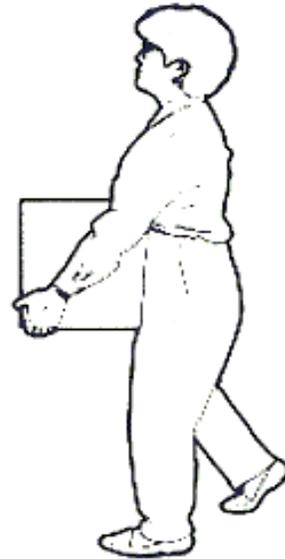
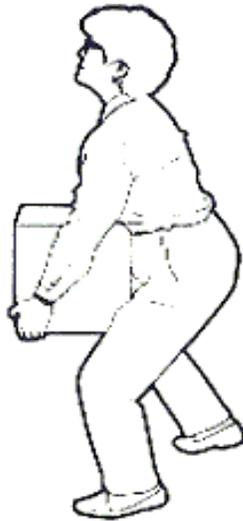
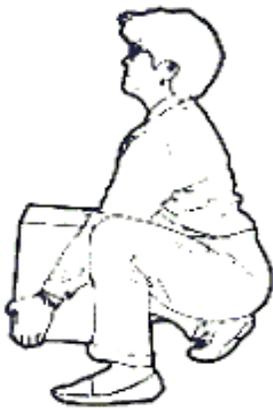
Re-enacting an improper lifting injury is done by having someone, preferably the person who had an improper lifting injury, demonstrate, or act out, what was being done, and how, when an improper lifting injury happened.

COMPLETING THE IMPROPER LIFTING INJURY INVESTIGATION REPORT

An improper lifting injury investigation report is just what its name implies, the report of an improper lifting injury investigation. It is not an improper lifting injury investigation, but a report of the findings from an improper lifting injury investigation. While this may seem clear enough, the two are frequently confused. Filling out a form is **NOT** an improper lifting injury investigation. The form is completed as a record of the actual investigation. An improper lifting injury investigation report forms may differ from company to company, but the information they ask for is standard.

The reason for this similarity is that experience has proven certain facts are needed in any an improper lifting injury investigation if it is to be effective. In general, every report form will ask:

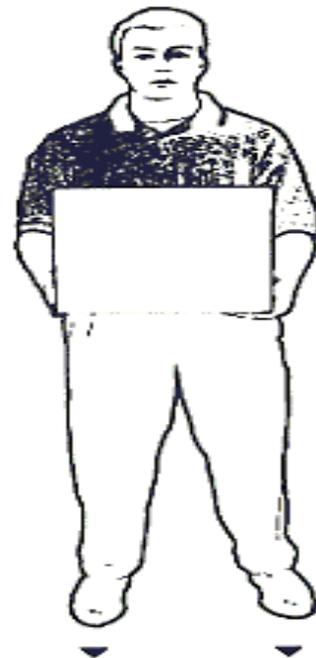
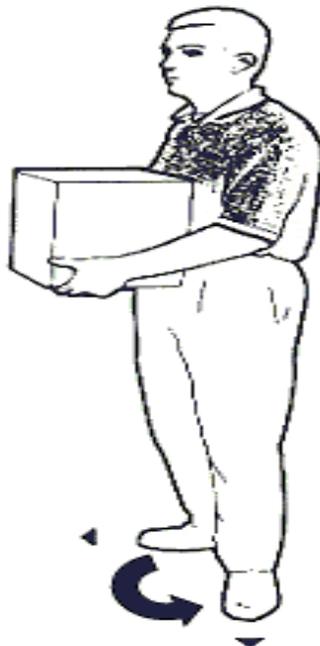
1. Who had the improper lifting injury?
2. When did it happen?
3. Where did it happen?
4. What is the occupation of the person involved?
5. What inflicted the injury or damage?
6. Who had the most control of what inflicted the injury or damage?
7. What happened?
8. Things caused the improper lifting injury?
9. How can the improper lifting injury be kept from happening again?



-
1. Squat down and keep your back straight and your knees bent.
 2. Grasp the object firmly with a sure grip that won't slip.

3. Breathe in so your lungs will help support your spine.
4. With a smooth motion slowly lift with your legs.

5. Lift your back to a vertical position.
6. Hold the object close to your body.



-
8. Tighten stomach muscles to support your spine and keep your back up right.

9. Avoid twisting. Instead turn your leading foot 90 degrees toward the direction you want to turn.

10. Bring the lagging foot next to the leading foot. Do not twist your body.

CHAPTER 46

COMPRESSED GAS CYLINDERS

INTRODUCTION

This program establishes the requirements that will minimize the hazards of using or handling compressed gas cylinders, including cylinders containing gases used for burning, welding, breathing air, fire protection, etc.

HANDLING AND STORAGE

- Compressed gas cylinders can only be transported on vehicles specifically designed to keep cylinders secure and in an upright position.
- Oxygen cylinders in storage shall be separated from fuel gas cylinders or combustible materials by at least 20 feet or by a non-combustible barrier at least 5 feet high with a fire-resistance rating of at least one hour.
- Cylinders shall not be dropped, struck, or permitted to strike each other violently.
- All gas cylinders will be protected against shock, falling, or high temperatures extremes.
- Cylinders may only be hoisted by a cradle, platform, or cage specifically designed for cylinders.
- Cylinders shall be kept in an upright position at all time & secured by either chain or wire.
- Valve protection caps, where cylinder is designed to accept a cap, shall always be in place except when in use or connected for use.
- Valves on cylinders must always be closed except when in use, including empty cylinders.
- Color of cylinders is not used to identify container content. Suppliers color their cylinders for supplier container identification only.
- At no time should any connection be used for any gas or gas mixture other than the one for which it was intended.
- All empty cylinders will be returned to empty cylinder platform and stored upright in designated area on rack.
- Valve protection caps must be in place anytime a cylinder is transported.
- Cylinders shall be placed where they cannot become part of an electrical circuit.
- Cylinders shall not be placed where they may be subject to open flame, hot metal, and other source of artificial heat.
- Cylinders containing oxygen or acetylene or other fuel gas shall not be taken into confined space.
- Gas cylinders shall never be used as rollers, supports, or for any purpose other than to contain the contents as received.
- Do not allow pure oxygen to come in contact with hydrocarbons in any form.
- Do not attempt to repair a leaking compressed gas cylinder. If cylinder can be moved, move to a safe location and allow depressurize itself. If it cannot be moved safely, clear area and initiate emergency steps.

USE OF FUEL GAS

- Before a regulator to a cylinder valve is connected, the valve shall be opened slightly and closed immediately. (This action is generally termed "cracking" and is intended to clear the valve of dust or dirt that might otherwise enter the regulator.) The person cracking the valve shall stand to one side of the outlet, not in front of it. The valve of a fuel gas cylinder shall not be cracked where the gas would reach welding works, sparks, flame, or other possible sources of ignition.
- The cylinder valve shall always be opened slowly to prevent damage to the regulator. For quick closing, valves on fuel gas cylinders shall not be opened more than 1 1/2 turns. When a special wrench is required, it shall be left in position on the stem of the valve while the cylinder is in use so that the fuel gas-flow can be shut off quickly in case of an

emergency. When using manifold or coupled cylinders, at least one such wrench shall always be available for immediate use. Nothing shall be placed on top of a fuel gas cylinder, when in use, which may damage the safety device or interfere with the quick closing of the valve.

- Fuel gas shall not be used from cylinders through torches or other devices which are equipped with shutoff valves without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.
- Before a regulator is removed from a cylinder valve, the cylinder valve shall always be closed and the gas released from the regulator.
- If, when the valve on a fuel gas cylinder is opened, there is found to be a leak around the valve stem, the valve shall be closed and gland nut tightened. If this action does not stop the leak, the use of the cylinder shall be discontinued, and it shall be properly tagged and removed from the work area. In the event that fuel gas should leak from the cylinder valve, rather than from the valve stem and the gas cannot be shut off, the cylinder shall be properly tagged and removed from the work area.
- If a leak should develop at a fuse plug or other safety device, the cylinder shall be removed from work area.

HOSES

- Fuel gas hose and oxygen hose shall be easily distinguishable from each other. The contrast may be made by different colors or by surface characteristics readily distinguishable by the sense of touch. Oxygen and fuel gas hoses shall not be interchangeable. A single hose having more than one gas passage shall not be used.
- When parallel sections of oxygen and fuel gas hoses are taped together, not more than 4 inches out of 12 inches shall be covered by tape.
- All hoses shall be visually inspected before and after each use for damage to the hose and connectors.
- Hose which has been subject to flashback, or which shows evidence of severe wear or damage, shall be pressure tested before put back into service. Defective hoses or hoses in doubtful condition shall not be removed from service.
- Hose couplings shall be of the type that cannot be unlocked or disconnected by means of a straight pull without rotary motion.
- Hoses, cables, & other equipment shall be kept clear of passageways, ladders, & stairs.

CUTTING TORCH

- Clogged torch tip openings shall be cleaned with suitable cleaning wires, drills, or other devices designed for such purpose.
- Torches in use shall be inspected at the beginning of each working shift for leaking shutoff valves, hose couplings, and tip connections. Defective torches shall not be used.
- Torches shall be lighted by friction lighters or other approved devices, and not by matches or from hot work.
- All cutting torches must be equipped with flash arresters.

REGULATORS AND GAUGES

- Oxygen and fuel gas pressure regulators, including their related gauges, shall be in proper working order while in use.
- All regulators shall be equipped with flashback protection.

OIL AND GREASE

Pure oxygen when mixed with hydrocarbons is very flammable. Oxygen cylinders and fittings shall be kept away from oil or grease. Cylinders, cylinder caps and valves, couplings, regulators, hose, and apparatus shall be kept free from oil or greasy substances and shall not be handled with oily hands or gloves. Oxygen shall not be directed at oily surfaces, greasy clothes, or within a fuel or other storage tank or vessel.

CHAPTER 47

RIGGING EQUIPMENT

PURPOSE

To establish procedures for the safe use and handling of rigging equipment for material handling that is used during daily operations. The types of slings covered are those made from alloy steel chain, wire rope, and synthetic web (nylon, polyester, and polypropylene).

INSPECTIONS

Each day before being used, the sling and all fastenings and attachments shall be inspected for damage or defects by an HTS AmeriTek job supervisor. Additional inspections shall be performed during sling use, where service conditions warrant. Damaged or defective slings shall be immediately removed from service.

GENERAL

The HTS AmeriTek job supervisor must ensure that the rigging equipment: Has permanently affixed and legible identification markings as prescribed by the manufacturer that indicate the recommended size and safe working load; Not be loaded in excess of its recommended safe working load as prescribed on the identification marking by the manufacturer; and Not be used without affixed, legible identification markings. Rigging equipment, when not in use, shall be removed from the immediate work area as not to present a hazard to employees. Special custom design grabs, hooks, clamps, or other lifting accessories shall be marked to indicate the safe working loads and shall be proof-tested prior to use to 125 percent of their rated load.

ALLOY STEEL CHAINS

In addition to the daily inspection required, a thorough periodic inspection of alloy steel chains shall be made on an annual basis to determine the frequency of use, severity of conditions, nature of lifts being made, and experience gained on the service life of slings used in similar circumstances. When using alloy steel chains to make a lift never exceed the rated capacity indicated on the sling. Chains should only be used in the manner in which they came from the manufacturer and shall never be altered for use. Don't use alloy steel chains that have been heated above 1,000°F. Remove from service. Alloy chain slings exposed to temperatures above 400°F have reduced load ratings. Reductions in rated load for Grade 80 and Grade 100 chain slings used at and after exposure to elevated temperatures are given in Table 1. A light coating of oil should be placed on chains before storage. Store chains where they will not be damaged or corroded. Alloy steel chain slings shall be immediately removed from service if any of the following conditions are present:

- Missing or illegible sling identification.
- Cracks or breaks.
- Excessive wear, nicks, or gouges.
- Stretched chain links or components. Refer to 29 CFR 1926.251 Table H-1 for maximum allowable wear at any point of link.
- Bent, twisted, or deformed chain links or components.
- Excessive pitting or corrosion.
- Lack of ability of chain or components to hinge (articulate) freely.
- Weld splatter.
- Other conditions, including visible damage, that cause doubt as to the continued use of the sling.

**Table 1
Effect of Elevated Temperature on
Rated Load of Alloy Steel Chain**

Temperature		Grade of Chain			
		Grade 80		Grade 100	
(°F)	(°C)	Temporary Reduction of Rated Load WHILE AT Temperature	Permanent Reduction of Rated Load AFTER EXPOSURE to Temperature	Temporary Reduction of Rated Load WHILE AT Temperature	Permanent Reduction of Rated Load AFTER EXPOSURE to Temperature
Below 400	Below 204	NONE	NONE	NONE	NONE
400	204	10%	None	15%	None
500	260	15%	None	25%	5%
600	316	20%	5%	30%	15%
700	371	30%	10%	40%	20%
800	427	40%	15%	50%	25%
900	482	50%	20%	60%	30%
1000	538	60%	25%	70%	35%
Over 1000	Over 538	REMOVE FROM SERVICE			

SYNTHETIC WEB

The supervisor shall ensure that each synthetic web sling is marked to show the name or trademark of the manufacturer, the rated capacities for the types of hitch (vertical, choker, or basket), and the type of material. The webbing shall be of uniform thickness and width and selvage edges shall not be split from the webbing's width. The webbing shall be free of all sharp edges that could in any way damage the webbing. Synthetic web slings of polyester and nylon shall not be used at temperatures in excess of 180°F. Polypropylene web slings shall not be used at temperatures in excess of 200°F.

Synthetic webbing shall not be left in environmental conditions where fumes, vapors, sprays, mists or liquids of acids, phenolics, or caustics are present. When securing load with synthetic webbing, avoid choking or hooking directly on the identification tag, splices or stitching. Synthetic fiber web slings shall be immediately removed from service if any of the following conditions are present:

- Missing or illegible sling identification.
- Acid or caustic burns.
- Holes, tears, cuts, snags or punctures.
- Excessive abrasive wear.
- Melting or charring of any part of the sling.
- Knots in any part of the sling.
- Broken or worn stitching.
- Fittings that are pitted, corroded, cracked, bent, twisted, gouged, or broken.
- Other conditions, including visible damage, that cause doubt as to the continued use of the sling.

WIRE ROPE

Wire rope slings shall have permanently affixed, legible identification markings stating size, rated capacity for the type(s) of hitches used and the angle upon which it is based, and the number of legs if more than one. The weak points in the rope or the points where the greatest stress occurs should be inspected with great care. In general, examine the rope for worn spots and broken wires. Worn spots will show up as shiny flattened spots on the wires. Measure some of these shiny spots. If it appears that the outer wires have been reduced in diameter by one-fourth, the worn spot is unsafe. Do not use if any of the wires are broken in the rope. Fiber core wire rope slings of all grades shall be permanently removed from service if they are exposed to temperatures in excess of 200°F. When non-fiber core wire rope slings of any grade are used at temperatures above 400°F recommendations of the sling manufacturer shall be followed. Wire rope slings should be stored in a well-ventilated, dry building or shed. To avoid corrosion and rust, never store wire rope slings on the ground or allow them to be continuously exposed to the elements. And, if it is necessary to store wire rope slings outside, make sure that they are set off the ground and protected. Wire rope slings shall be immediately removed from service if any of the following conditions are present:

- Missing or illegible sling identification.
- Broken wires
 - *For cable-laid slings, twenty broken wires per lay.
 - * For less than eight-part braided slings, twenty broken wires per braid.
 - *For eight-part or more than eight braided slings, forty broken wires per braid.
- Severe localized abrasion or scraping.
- Kinking, crushing, bird caging, or any other damage resulting in damage to the rope structure.
- Evidence of heat damage.
- End attachments that are cracked, deformed, or worn to the extent that the strength of the sling is substantially affected
- Severe corrosion of the rope, end attachments, or fittings.
- Other conditions, including visible damage, that cause doubt as to the continued use of the sling.

SHACKLES AND HOOKS

Employees shall not use shackles with loads in excess of the rated capacities indicated on the shackle by permanently affixed and legible identification markings prescribed by the manufacturer. The manufacturer's recommendations shall be followed in determining the safe working loads of the various sizes and types of specific and identifiable hooks. All hooks for which no applicable manufacturer's recommendations are available shall be tested to twice the intended safe working load before they are initially put into use. The safety manager must be present during the time of the test and he will maintain a record of the dates and results of the test.

CHAPTER 48

CASE MANAGEMENT

INTRODUCTION

The intent of the case management process is to ensure that employee work-related injuries and illnesses are effectively managed to provide the highest quality medical care while assuring compliance with OSHA record keeping regulations. While the case management process is solely the responsibility of the HTS AmeriTek Safety, Health, & Environmental Director, it should meet the following expectations:

RESPONSIBILITIES

HTS AMERITEK

1. HTS AmeriTek will have predetermined treating physicians and medical facilities having a focus on and experience in industrial injury/illness case management and treatment.
2. Any employee who suffers a work-related injury/illness shall be provided quality case management. The case manager shall be familiar with OSHA's record keeping requirements and the work requirements of the affected contractor employee's position. The case manager should be medically qualified and can be an employee of the Company or a third party.
3. In the event an employee suffers a work-related injury/illness, the affected employee's supervisor shall accompany that employee to the initial care provider and remain with the employee during the treatment and be available to transport them back to work or to a medical follow-up.
4. As soon as it is practicable to do so, the contractor supervisor shall contact their case manager and immediately begin coordinating the proper treatment for the patient.

CASE MANAGER RESPONSIBILITIES

1. The case manager will be on call 24 hours a day, 7 days a week, to handle work-related injuries or illnesses immediately as they occur. Once contacted, a case manager will follow the affected employee around the clock through initial treatment.
2. After initial job site reporting and emergency response (if required), the case manager will be the next person notified by HTSA on-site supervision. Case manager notification should be immediate, such that the initial condition report and probable treatment course should be made prior to the employee departure from the job site if possible.
3. The case manager will direct employee to the appropriate physician or medical treatment facility if needed.
4. The case manager will make initial notification to the treating physician prior to employee arrival.
5. Case manager will evaluate treatment and recovery options in consultation with the treating physician before the employee leaves the treatment facility.
6. Case Manager will continue to follow employee treatment and recovery progress until the case is closed, or the employee is released for regular work duties.
7. The Case Manager shall provide frequent updates to contractor management on the status of the patient and the care being provided.

RETURN TO WORK PROGRAM

Purpose

This program is designed to provide policies and procedures for managing the return to work of injured company employees with minimum time lost

Policy

It is the policy of HTS AmeriTek to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public. However, when serious physical harm does occur to employees, HTS AmeriTek is committed to providing quality medical care and managing those costs associated with that medical care. HTS AmeriTek is also committed to the effective return to work of injured employees while enhancing their recovery.

Background

Returning employees to work who have been injured in the performance of their jobs is an important component of HTS AmeriTek's loss control program. Benefits of a return-to-work program include:

- Faster, more effective healing
- Safer work environment
- Direct and indirect savings in lost wages, medical costs and productivity
- Improved morale by providing support to employees with alternate assignments during recuperation.

Statistics have shown that without a return-to-work program, employees have little incentive to return to work and are less likely to return to work the longer they are out of work. This safety policy and procedure includes provisions for supervisory training, a discussion of the return-to-work process, presents details on HTS AmeriTek's preferred medical provider network and presents information on transitional work assignments, permanent job modifications and new position assignment requirements.

RESPONSIBILITIES

Management

- Provide resources and support to supervisors in the return-to-work program.
- Assist in employee placement decisions.
- Encourage proper and ethical practices.

Supervisors

- Complete accident and other report forms in the event of an injury
- Pre-determine alternate duty options for the positions under their control
- Provide job descriptions and alternate duty options to company's Workers' Compensation Administrator
- Complete Return to Work forms upon the return to work of the injured employee

Employees

Employees are responsible for promptly reporting any injuries to their supervisor and going to the preferred provider as directed by their supervisor. They must also cooperate with the company's Workers' Compensation Administrator.

Workers' Compensation Administrator

- Administer HTS AmeriTek's Return to Work Program
- Coordinate with preferred providers, Workers' Compensation Insurance carrier, and supervisors in the placement of employees into transitional work assignments, permanently modified jobs, or new positions
- Coordinate program communication by ensuring that timely distribution of program materials is performed
- Coordinate vocational rehabilitation training for employees who have received a permanent disability because of a job injury
- Maintain a central list of all HTS AmeriTek preferred providers

Safety Manager / Coordinator

- Provide prompt assistance to managers, supervisors, and others as necessary on any matter concerning this safety policy and procedure.
- All documentation related to company and/or personnel incident(s) and/or injuries, is kept and filed in the HTS AmeriTek safety personnel files.
- Assist in and develop the Return-to-Work Program training
- Annually compile trends and statistical reports for tracking results of HTS AmeriTek return to work program.
- Provide consultative and audit assistance to ensure effective implementation of this safety policy and procedure
- Assist supervisors in returning employees back to work
- Meet with injured employees to explain alternate duty position(s)

Human Resources Manager / Coordinator

- Assist the Workers' Compensation Administrator in placement decisions that require new position assignments
- Provide information regarding wage and salary grade equity issues
- Approve temporary assignments greater than ninety days

Definitions

Alternate Duty – Duties assigned on either a short term or permanent basis, and medically approved by the authorized treating healthcare provider, to an injured employee.

Permanent Job Modification – Jobs that are permanently modified for employees that have permanent restrictions upon return to work following an injury.

Preferred Provider – A healthcare provider that has entered into an agreement with the company to provide prompt healthcare services to an employee injured during the performance of their jobs.

Transitional Work Assignment – Work assignments (duties) that are short term and that employees with temporary restrictions are given upon return to work following an injury.

Workers' Compensation Leave - Period of time that employees are recuperating from job-related injuries and during which the employee receive a percentage of their regular pay.

GENERAL INFORMATION

Training

Supervisors must accurately understand their key role in this program. Therefore, supervisors should receive training that includes specific details on the Return-to-Work process and their responsibilities under this program. This training will be initially conducted as a one-time training with re-training every two years.

RETURN TO WORK PROCESS

When an employee, who has been injured on the job and placed on workers' compensation leave, has been released to return to work by the treating physician, there are three possible returns to work options.

Option 1: An employee has reached maximum medical improvement and has been released to return to work by the treating physician. The employee is then returned to the original position he/she held prior to workers' compensation leave

Option 2: An employee has not reached maximum medical improvement and is ready to return to a transitional work assignment (limited or modified work duty) with approval of the treating physician but retains some disability which prevents successful performance in the original position. The company will provide work reassignment suitable to the employee's capacity which is both meaningful, productive, and advantageous to the employee and the company.

Option 3: An employee has reached maximum medical improvement and has been released to return to work by the treating physician but has received a disability which prohibits employment in his/her previous position. The company will attempt to place the employee in a permanently modified job or another position suitable to the employee's capacity which is both meaningful, productive, and advantageous to the employee and the company. This work placement may be a permanent assignment or either a part-time or temporary assignment until a permanent assignment is found. If a position is not available for work placement, Management will appoint the employee to the first suitable vacancy which occurs. In some cases, the extent of disability may be that vocational rehabilitations will be necessary. If so, Management will make the necessary arrangements for such training to assist the employee in obtaining suitable employment.

Return to Work Program Guide

Every employee should be entered into the Return-to-Work Program upon medical certification that the employee may return to some type of work duty. Written return to work authorization must be obtained from the preferred medical provider. Every attempt should be made to modify the employee's current job to meet restrictions.

Injured employees should usually be under the direct supervision of the supervisor in the area in which he/she is working. However, supervisors should understand their responsibility and be willing to work with employees not normally under their control.

The Workers' Compensation Administrator and the treating physician shall make the final decision, with input from the injured employee's supervisor and Human Resources Manager, as

to when an employee returns to work in either his/her original position, a transitional work assignment, a permanently modified job or a re-assigned position.

Preferred Medical Provider

The preferred provider network is a list of physicians who have agreed to treat injured company employees when such injuries arise out of the performance of their job duties, and who accept the company's Workers' Compensation Insurance. This preferred provider list should include orthopedic, neurosurgeon, neurologist, urgent care or emergency room physicians. This list shall be maintained by HTS AmeriTek Safety Manager with updated lists being made available to the Workers' Compensation Administrator. The preferred provider list is to be updated annually. The physician's restrictions are provided to those required to ensure that the restrictions are followed, this is also monitored by HTS AmeriTek Safety Manager.

Transitional Work Assignments

Employees may be provided with transitional work assignments during their recuperation to maintain desirable productivity levels. These assignments should be short term in nature (no greater than 90 days) until the employee is able to return to his/her original job assignment. Physical demands are assessed for transitional work assignments to ensure they can be performed safely by injured employees.

Job Modifications / Modified Job Duties

Job modifications and new position assignments are used for employees who receive a disability because of an injury. Permanent job modifications may be the same as transitional work assignments except the transitional work assignments are temporary in nature. If an employee cannot be placed in a permanently modified job, then that employee may be assigned to another position that meets the restrictions imposed upon the employee by the treating physician. Physical demands are assessed for modified duty jobs to ensure they can be performed safely by injured employees.

Program Communication

The Return-to-Work Program must be effectively communicated to injured employees, affected supervisors, and preferred providers. Program communication will be achieved by the training of supervisors, safety orientation training for employees and the distribution of program literature.

Injured employees and affected supervisors - The Workers' Compensation Administrator will provide an employee information package on Workers' Compensation and Return to Work information that provides specific details on injured employees and affected supervisors' responsibilities and required actions.

Preferred medical providers - Annually, each provider will receive a copy of the Employee Handbook on Workers' Compensation, a WC packet, a return-to-work information sheet, and a copy of this safety policy and procedure from the Workers' Compensation Administrator. Additionally, if needed, they will receive verbal communication from the Workers'

Compensation Administrator and from Safety and/or Human Resources Managers / Coordinators.

Matching Employees to Alternate Duty

Step 1. The Workers' Compensation Administrator will list all restrictions provided by the physician.

Step 2. The Human Resource Manager / Coordinator will list all alternate duty jobs and their wages, including regular jobs with modifications available.

Step 3. The doctor's restrictions are then matched to the best possible alternate duty. In the case where there may be a unique restriction from the physician, a check of the alternate duty job chosen will be made to ensure it meets with the restrictions or can be modified to meet the restriction.

Step 4. For all identified and available job description(s) that meets restrictions, examine the wage section to ensure that none of the alternate duty jobs pays more than the original job.

Step 5. Forward the job description(s) to the physician's office and to the Safety and Human Resources Managers / Coordinators. The physician will sign off on all jobs that are appropriate and make comments, as necessary, for each case. The physician then returns the information to the Human Resources Manager / Coordinator.

Step 6. If the physician has identified more than one job as appropriate, the best alternate duty position should be chosen to best meet company needs.

Step 7. The Workers' Compensation Administrator meets with the injured employee and physicians as needed to explain the alternate duty position.

CHAPTER 49

ETHICS POLICY

To All Employees of HTS AmeriTek:

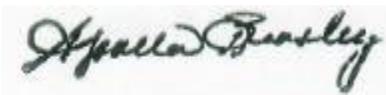
HTS AmeriTek has built a rich heritage on a cornerstone of integrity. As HTS AmeriTek's President and CEO, I am committed to conducting our business safely within the law and with honesty and integrity – and that every HTS AmeriTek manager, supervisor, and employee, does the same. There are no substitutes.

HTS AmeriTek's Code of Business Conduct (COBC) is for everyone employed or utilized by HTS AmeriTek. It establishes a common set of ethical standards and legal principles that we all are expected to exhibit when dealing with clients, other contractors and each other. The COBC was developed to help you apply legal and ethical practices to your everyday work-life and to help you follow the law.

Ethics is a vital part of who HTS AmeriTek is as a company. Our ethical principles demonstrate our commitment to ensure we carry out our mission with integrity. Our principles are contained in the COBC, which consists of the policies relating to the ethical and legal standards of conduct to be followed by all in the conduct of our business.

While the Code is designed to address ethical and legal issues of various scopes, there may be instances where you have a question regarding a certain situation. If that occurs, you should contact the HR Manager or one of the officers referenced on the concluding page of this policy (*page 9*).

We will continue to deliver through compliance with the law, dealings evidencing fairness and integrity and with a commitment to safety, quality and execution. I expect your wholehearted continued support of these company values and principles as we move forward.



Apollo Beasley

President and Chief Executive Officer

HTS AmeriTek, LLC

HTS AmeriTek Code of Business Conduct

HTS AmeriTek has adopted this Code of Business Conduct (the “Code”) to establish a common set of ethical standards and legal principles that HTS AmeriTek expects every Employee to exhibit when dealing with clients, other contractors, and each other. HTS AmeriTek also expects third parties working for or on behalf of HTS AmeriTek to adhere to these same ethical standards.

HTS AmeriTek will not condone any illegal or unethical actions.

HTS AmeriTek will conduct its business in compliance with all applicable laws and in accordance with ethical standards. In some situations, the applicable laws of one entity may conflict with the applicable laws of another entity. In such cases, HTS AmeriTek will endeavor to resolve such conflict following the guidance of its legal counsel.

It is the personal responsibility of each Employee to adhere to the standards and restrictions applicable to his or her assigned duties and responsibilities, whether imposed by applicable laws or the Code of Business Conduct. Each Employee must avoid any activities which would involve HTS AmeriTek in any practice that is not in compliance with the Code of Business Conduct. Any Employee who does not adhere to such standards and restrictions is acting outside the scope of his or her employment, responsibilities, or agency.

Beyond legal compliance, all Employees are expected to observe high standards of business and personal ethics in the discharge of their assigned duties and responsibilities. This requires the practice of fair dealing, honesty, and integrity by Employees in every aspect of dealing with Company Employees, the public, the business community, clients, suppliers, competitors, and governmental and regulatory authorities. Employees, when acting on behalf of HTS AmeriTek, shall not take unfair advantage through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or other unfair-dealing practices.

Employees have the responsibility to read, understand, and comply with the Code of Business Conduct and to participate in any Company-mandated training relating to the Code of Business Conduct.

Any Employee who compromises or violates the provisions of the Code of Business Conduct may be subject to disciplinary action including termination and, if applicable, to criminal or civil proceedings.

Examples of conduct that may result in disciplinary action include violating Code of Business Conduct policy, requesting others to violate Code of Business Conduct policy, or failing to promptly report a known or suspected violation of the Code of Business Conduct policy.

Your Responsibilities as an Employee:

- Act honestly and ethically in all business dealings
- Comply with the law and the Code, as well as HTS AmeriTek’s policies and business procedures
- Promptly report any suspected or actual violations of the Code to your direct supervisor or manager
- Seek guidance from your direct supervisor or manager when faced with an ethical or legal

challenge

- Be accountable for adherence with the law and the Code

Your Responsibilities as a Supervisor:

As a supervisor or manager of Employees, your responsibilities with respect to the Code are:

- Model ethical behavior
- Encourage open communication with Employees and provide guidance and feedback in response to their questions and concerns
- Know when to report violations, escalate issues or seek help from company experts
- Ensure that no Employee is retaliated against for reporting suspected or potential violations of the Code of Business Conduct or applicable law

Corporate Social Responsibility

HTS AmeriTek recognizes that to succeed in our strategy for continued growth and to secure greater long-term value, we must build a company whose business philosophy is based upon sustainability and balances economic prosperity, environmental stewardship, and social responsibility.

HTS AmeriTek contributes sustainable solutions to the projects undertaken on behalf of our clients, underpinning their policies and commitments with the systems, technologies, and culture of the AmeriTek organization and its personnel.

HTS AmeriTek implements sustainable strategies to guide the stewardship and management of our people; our business and social relationships; structures and communities where we live and work; our infrastructure and material; and our economic prosperity. These strategies include procurement, equipment and service technologies, supplier and employee diversity, local content, human rights, anti-corruption, training, pollution prevention, health and safety, charitable giving, and volunteerism.

HEALTH, SAFETY, SECURITY AND ENVIRONMENT

HTS AmeriTek will comply with all applicable laws and relevant industry standards of practice concerning protection of health, safety, and security of its Employees in the workplace and other persons affected by its business activities and including the prevention of environmental pollution. Protection of health, safety, security, and the prevention of pollution to the environment is a primary goal of HTS AmeriTek and the management of HTS AmeriTek shall take such actions as are reasonable and necessary to achieve such goal.

HTS AmeriTek will continuously evaluate the Health, Safety, Security and Environmental ("HSSE") aspects of its services. The goal is to develop and provide products and services that have no undue environmental impact and are safe in their intended use, efficient in their consumption of energy and natural resources and can be recycled, re-used, or disposed of safely.

All Employees will conduct their duties and responsibilities in a manner which is compatible with achieving these goals.

HTS AmeriTek believes that effective HSSE management is good business. We acknowledge that a safe environment and a motivated workforce also help to increase productivity and ultimately business success.

EQUAL EMPLOYMENT OPPORTUNITY AND HARASSMENT

In its hiring and promotion policies, HTS AmeriTek is committed to providing equal opportunity to all qualified individuals. HTS AmeriTek will endeavor to create a workforce that reflects the diverse population of the communities in which it operates.

HTS AmeriTek will, in all its operations and employment practices, comply with applicable law governing equal employment opportunities to assure that there is no unlawful discrimination against any Employee or applicant. HTS AmeriTek will provide Employees with a working environment free of discrimination, harassment, intimidation, or coercion relating directly or indirectly to race, color, religion, disability, sex, sexual orientation and gender identity or expression, age, national origin, veteran's status or genetic information.

An Employee who believes he or she has been or is subjected to discrimination, or who believes he or she has observed discrimination, and who reports the matter pursuant to this Policy shall not be retaliated against or adversely treated because of the making of the report.

HTS AmeriTek believes that all Employees should be treated with dignity and respect.

It is the policy of HTS AmeriTek to provide a work environment which is free from harassment. HTS AmeriTek prohibits all forms of harassment of its Employees by other Employees, including supervisors or other members of management.

It is the responsibility of every Employee to cooperate in reaching this goal. Harassment is considered a serious act of misconduct and may subject an Employee to disciplinary action, including immediate discharge. As used in this Policy, the term "harassment" includes sexual, racial, ethnic, and other forms of harassment, including harassment based upon disability.

All complaints will be investigated promptly and discreetly. HTS AmeriTek prohibits imposing adverse consequences against Employees because of reporting any act of harassment, including sexual harassment.

CONFLICTS OF INTEREST

All Employees have a duty to HTS AmeriTek to advance HTS AmeriTek's legitimate interests. HTS AmeriTek is concerned when outside business or personal interests or other relationships of its Employees might possibly conflict or interfere with the interests of HTS AmeriTek. HTS AmeriTek prohibits conflicts of interest unless specifically approved by the CEO or his designee.

Potential Conflicts of Interest

There are many ways in which conflicts of interests can arise including Employees:

1. Serving as a consultant of or for a non-HTS AmeriTek entity; or
2. Holding certain investments or having a financial interest in an existing or potential competitor, customer, or supplier; or
3. Having a second job that conflicts with the interests of HTS AmeriTek or impairs the Employee's ability to perform his/her responsibilities to HTS AmeriTek.

Jobs and affiliations of close relatives may also create actual, apparent or potential conflicts of interest.

HTS AmeriTek expects and requires Employees to be honest and ethical in the handling of actual, apparent or possible conflicts of interests. If any Employee has a possible conflict of interest, the situation should be promptly and fully disclosed by the Employee to his or her manager or supervisor, who is required to seek the approval of the General Manager or his designee. If any manager or director has a possible conflict of interest, the situation should be promptly and fully disclosed to the CEO.

Certain Employees who can direct or influence the use or disposition of any significant amount of funds or other assets of HTS AmeriTek are required to submit an annual statement of compliance regarding any actual, apparent or possible conflicts of interest.

INTERNAL ACCOUNTING CONTROLS

HTS AmeriTek shall maintain a system of internal accounting controls that is sufficient to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for external purposes in accordance with generally accepted accounting principles or any other criteria applicable to such statements and includes those policies and procedures that:

- Pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of the assets of HTS AmeriTek; and
- Provide reasonable assurance that transactions are executed in accordance with management's general or specific authorization; and
- Provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use or disposition of HTS AmeriTek's assets.

No transaction will be recorded in the accounts of HTS AmeriTek unless it is within the scope of written policies and procedures or is specifically and formally approved by an appropriate and designated Employee. Such approval requires the determination that the transaction: (i) has been authorized in accordance with this Corporate Policy and (ii) is supported by documentary evidence to verify the validity of the transaction.

All transactions entered by HTS AmeriTek will be recorded in the accounts of HTS AmeriTek in accordance with normal, standard procedures. Accounting records will be maintained at a reasonable level of detail to:

- Accurately and fairly reflect the transactions and dispositions of the assets of HTS AmeriTek.
- Comply with applicable regulatory requirements
- Processed in a manner which will permit timely preparation of financial statements, reports, and data for purposes of internal, public, and regulatory reporting.

The implementation and maintenance of internal accounting controls, procedures and records that are adequate in all respects to satisfy the requirements of this Corporate Policy will be the primary responsibility of the Accounting Manager.

BRIBERY AND CORRUPTION

Employees and third parties acting on HTS AmeriTek's behalf are prohibited from making, offering, authorizing, or promising to make any Improper Payments. The term "Improper Payments" is used to describe a broad range of unlawful payments of money or anything of value that are usually in the nature of kickbacks, bribes or payoffs made to influence favorably some decision affecting a company's business or for the personal gain of an individual. These types of payments are illegal, unethical, and prohibited by this Code of Business Conduct.

HTS AmeriTek prohibits all Employees and third parties acting on HTS AmeriTek's behalf from paying, offering, promising, or authorizing any bribe, kickback or other similar unlawful payment of money or anything of value to any public official, government employee, political party, party official, or candidate for public office.

All transactions must be executed, and access to assets is permitted, only in accordance with management's authorization.

Employees are also prohibited from receiving, directly or indirectly, from a third party any Improper Payments or anything of significant value in connection with a transaction entered by HTS AmeriTek.

HTS AmeriTek, its Employees and third parties acting on its behalf are prohibited from making any "facilitating" or expediting payments to any government official or employee, the purpose of which is to expedite or to secure the performance of non-discretionary routine governmental action by such official.

Depending on the circumstances, donations to charitable organizations or community organizations could be Improper Payments.

GIFTS, TRAVEL & ENTERTAINMENT

Any payment or provision of anything of value to any public official, government employee, political party or party official, candidate for public office, employee of a public international organization, client, or potential client, including excessive entertainment, travel, or gifts of significant value, could be an Improper Payment and/or a violation of an applicable anti-corruption law. Accordingly, Employees are prohibited from providing extravagant or frequent gifts, hospitality, travel, or entertainment (also called business courtesies) to third parties.

Employees are also prohibited from soliciting or receiving, directly or indirectly, anything of significant value, including extravagant gifts, hospitality, travel, or entertainment from third parties.

This provision does not prohibit the giving or receipt of reasonable and customary business meals, entertainment, and gifts if the receipt of which does not create the appearance of impropriety and are in accordance with all Company policies and procedures. All such activities must be reported and approved by Company policy or, in the absence of a specific policy or procedure, the Employee's supervisor.

POLITICAL CONTRIBUTIONS

HTS AmeriTek encourages participation in the political process. The United States federal government, states, localities, and some other countries have, however, enacted laws regulating political contributions, political activities, and gifts to prevent improper influencing of public officials. Political contributions to such individuals or entities could be deemed to be Improper Payments. Participating in political activities at the international, or U.S. federal, state or local level may raise legal implications and liability for HTS AmeriTek. For these reasons, Employees should become familiar with relevant laws and always consult the Government Relations department before engaging in such political activities.

HTS AmeriTek will comply with applicable laws regulating political influence and campaign contributions.

HTS AmeriTek believes strongly in the democratic political process and that its Employees should take an active interest in fostering principles of good government in the nations, states, and communities in which they live. Employees may spend their own time and funds supporting political candidates and issues, but they will not be reimbursed by HTS AmeriTek in any way for such time or their funds used for political contributions. Employees are urged to be sure that their personal political contributions and activities follow applicable laws.

No Employee or other third person who represents HTS AmeriTek in political and governmental matters shall apply any pressure, direct or implied, on any Employee that infringes upon an individual's right to decide whether, to whom and in what amount a personal political contribution is to be made.

Employees and other third persons who represent HTS AmeriTek in political and governmental matters must comply with all laws that regulate corporate participation in public affairs. Under various statutes, certain conduct, which is permitted and encouraged for individuals, is prohibited on the part of corporations. It is HTS AmeriTek's policy to comply fully with these prohibitions.

No contribution of Company funds, property or services can be made in support of any political candidate for elective office or any political party or party official in the United States (either at the state or federal level) or in any other country by HTS AmeriTek, or in the name of HTS AmeriTek designee, without pre-approval of the CEO. Such approval is subject to CEO and legal counsel review and approval.

Federal, state, and local laws restrict the offering of gifts to public officials. Employees, when acting on behalf of HTS AmeriTek, are, therefore, generally prohibited from offering anything of value to U.S. public officials or employees.

ANTITRUST

HTS AmeriTek will comply in all respects with applicable antitrust and competition laws.

No Employee shall enter any understanding, agreement, plan, or scheme, express or implied, formal, or informal, with any competitor regarding prices, terms or conditions of sale or service, production, distribution, territories, or customers; nor exchange or discuss with a competitor prices, terms or conditions of sale or service, or any other competitive information; nor engage in any other conduct which violates any applicable antitrust or competition laws.

Normal subcontracting arrangements or joint proposals with competitors which are not in violation of applicable antitrust or competition laws and which have been approved by the CEO are not prohibited by this Policy.

Guidance from the CEO should also be sought prior to engaging in information exchanges with competitors through trade associations or industry meetings to ensure compliance with applicable antitrust and competition laws.

Agreements made between joint venture members about the operations of the joint venture are partner rather than competitor agreements—even if the partners are competitors outside of the joint venture. But anti-competitive agreements between competing joint venture partners beyond the scope of the joint venture are prohibited. Also, the exchange of competitively sensitive information between HTS AmeriTek, its joint ventures or joint venture partners may be problematic; therefore, prior to the exchange of such information, you should consult legal counsel and the CEO.

FRAUD

HTS AmeriTek prohibits all Fraud

The term “Fraud” includes, but is not limited to, misappropriation of funds and other irregularities including such things as any:

- dishonest or fraudulent act.
- misuse or misappropriation of funds.
- embezzlement.
- forgery or alteration of negotiable instruments such as Company checks and drafts.
- misappropriation of Company, Employee, client, partner, or supplier assets.
- conversion to personal use of cash, securities, supplies, property, or any other Company asset.
- unauthorized handling or reporting of Company transactions; and
- falsification of Company records or financial statements for personal or other reasons.

The above list is not all-inclusive but is intended to be representative of situations involving fraud.

Employees are obligated to protect HTS AmeriTek’s assets and ensure their efficient use. The theft, carelessness, and waste of Company assets by Employees are prohibited since such actions and

conduct have a direct and negative impact on HTS AmeriTek's reputation and profitability. All Company assets shall only be used for the legitimate business purposes of HTS AmeriTek.

CONFIDENTIAL AND PROPRIETARY INFORMATION

In carrying out HTS AmeriTek's business, Employees often learn confidential or proprietary information about HTS AmeriTek, its customers, suppliers, or joint venture partners.

No Employee entrusted with or otherwise knowledgeable about information of a confidential or proprietary nature shall disclose or use that information outside HTS AmeriTek or for personal gain, either during or after employment or other service to HTS AmeriTek, without the valid and proper written Company authorization to do so given by a manager or Employee with the authority to release confidential or proprietary information. An unauthorized disclosure could be harmful to HTS AmeriTek or helpful to a competitor.

HTS AmeriTek also works with joint venture partners', suppliers', and customers' proprietary data. The protection of such data is of the highest importance and must be discharged with the greatest care for HTS AmeriTek to merit the continued confidence of such persons. No Employee shall disclose or use confidential or proprietary information owned by someone other than HTS AmeriTek to nonemployees without Company authorization, which authorization shall not impede Employee reporting rights noted herein, nor shall any such person disclose the information to others unless a need-to-know basis is established.

GOVERNMENT CONTRACTING

HTS AmeriTek will comply with all regulations applicable to United States and other governmental contracts.

All Employees involved in the performance of work under governmental contracts are to be adequately informed and sufficiently trained in the policies and practices contained in this Code of Business Conduct and other Company policies specifically relating to government contracting.

REPORTING SUSPECTED VIOLATIONS OF THE CODE OF BUSINESS CONDUCT

Employees must promptly report any suspected violation of the Code of Business Conduct to their direct supervisor or manager. If they are not comfortable with either of these options for any reason, then they are to contact the Director of Operations, the General Manager, or the CEO, whichever is most appropriate:

- **Director of Operations**
 - Michael Aune
 - (281) 471-5583, x1113
 - maune@htsameritek.com

- **General Manager**
 - Richard Conner
 - (281) 471-5583, x 1107
 - rconner@htsameritek.com

- **President and Chief Executive Officer**
 - Apolla Beasley
 - (281) 471-5583
 - abeasley@htsameritek.com

In addition, Employees may exercise their legal right or duty to report possible violations of law to the appropriate governmental authorities at any time, without reporting the matter to, or seeking prior authorization from, HTS AmeriTek.

HTS AmeriTek prohibits retaliation in any form for reporting, in good faith, suspected violations of the Code of Business Conduct. Disciplinary action will be taken against anyone who retaliates directly or indirectly against any Employee who reports actual or suspected violations. Discouraging other Employees from making a report is prohibited and could result in disciplinary action. Employees are expected to fully cooperate with any investigation conducted pursuant to a suspected violation of the Code of Business Conduct.

TRAINING ON THE CODE OF BUSINESS CONDUCT

Training for this policy will take place initially during new-hire orientations and annually thereafter during in-house refresher orientation. This portion of the training will be conducted either by the Safety Manager or the HR Manager.

CHAPTER 50

Fit for Duty POLICY

Policy Statement

HTS AmeriTek has an obligation to provide a healthy and safe working environment for employees, contractors and other personnel and is committed to the prevention of occupational injury and illness.

All persons are to be fit for duty and:

- present at the workplace in a responsible and safe manner.
- maintain a high standard of professionalism and personal conduct; or
- perform their duties without imposing unacceptable risks to the health and safety of themselves or others, or to the safety of the company.

If any person at HTS AmeriTek workplace is assessed as not fit for duty:

- they must report to the responsible HTS AmeriTek officer and cooperate in assessing and managing the risks involved; and
- the responsible officer must take action to minimize the risk to health and safety of that person, other personnel or to the safety of the company.

Objective

That everyone working or present at an HTS AmeriTek workplace is fit and capable of undertaking the tasks required of them with minimal risk.

This Policy and the supporting procedures cover the preventative and remedial actions that are to be followed to ensure fitness for duty.

Scope

This Policy and supporting procedures apply to everyone working at or attending a HTS AmeriTek workplace. All persons shall comply with this Policy and procedures as a condition of their site access. Restriction of duties where HTS AmeriTek considers a person's fitness would impose an unacceptable risk may result from:

- work related injury or illness;
- stress and fatigue;
- physical or mental deterioration or disability;
- influence of alcohol or prescribed/non-prescribed drugs; and
- non-work-related injury or illness.

Interpretation

In implementing this Policy, HTS AmeriTek will:

- provide a safe workplace;
- ensure privacy and confidentiality in relation to personal issues;
- encourage staff to make a genuine and valued contribution within their working capacity; and
- work to ensure that all persons do not feel harassed or humiliated as the result of an inability to meet the fitness for duty standards required by HTS AmeriTek.

Supporting Procedures

The procedures that support this Policy:

- define the role of management, employees and other persons in managing fitness for duty;
- encourage appropriate, effective and consistent actions that treat people with dignity and respect;
- identify opportunities for easy intervention,

- ensure access to objective professional advice;
- limit the exposure of the person to risk of injury in the workplace; and
- be developed or modified in consultation with the workforce and relevant parties.

Responsibility

Employees at all levels within HTS AmeriTek are responsible for implementation of this Policy. Employees, contractors and other personnel are responsible for ensuring they are fit for the duties they undertake and that they work in a manner that protects both themselves and other personnel from potential harm.

FITNESS FOR DUTY FORM



EMPLOYEE:

Return completed form to employer prior to returning to work.

EMPLOYEE INFORMATION AND INFORMED CONSENT FOR DISCLOSURE OF HEALTH CARE INFORMATION	
Name	
Address	
Telephone Number	

STATEMENT OF PHYSICIAN OR PRACTITIONER	
Medical Facts Regarding Patient's Condition:	
Date Condition Commenced:	
Probable Duration of Condition:	
Has patient reached the end of his/her healing period? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is patient able to perform all of the functions of his/her regular job? <input type="checkbox"/> YES <input type="checkbox"/> NO
If essential functions were provided, please indicate any that are of concern in light of employee's current condition.	
Is patient able to work his/her normal work schedule? <input type="checkbox"/> YES <input type="checkbox"/> NO	
(If not, please identify the number of hours per day and the number of hours per week that the patient can work, and the expected duration of the period for the reduced schedule.)	
Is the patient able to return to work without posing a significant risk or substantial harm to him/herself or others? <input type="checkbox"/> YES <input type="checkbox"/> NO	When can patient return to work? Restrictions? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, describe what restrictions apply in comments.
Comments:	
<small>The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family member. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.</small>	
Physician Signature	Date

PHYSICIAN OR PRACTITIONER INFORMATION			
Physician Name			
Address			
City	State	Zip Code	
Telephone	Field of Specialty	License No.	

MAINTAIN THIS FORM IN FMLA CONFIDENTIAL FILE

CHAPTER 51

HARASSMENT POLICY & COMPLIANT PROCEDURE

Objective

HTS AmeriTek strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the company. For that reason, HTS AmeriTek will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the company will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

Prohibited Conduct Under This Policy

HTS AmeriTek, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of HTS AmeriTek's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

HTS AmeriTek prohibits harassment if any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of HTS AmeriTek. Verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

Sexual harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under HTS AmeriTek's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when . . . submission to or rejection of such conduct is used as the basis for employment decisions . . . or such conduct has the purpose or effect of . . . creating an intimidating, hostile or offensive working environment."

There are two types of sexual harassment:

- **"Quid pro quo" harassment**, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- **"Hostile work environment,"** where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature

- and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees, including men and women, that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

Consensual Romantic or Sexual Relationships

HTS AmeriTek strongly discourages romantic or sexual relationships between a manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, later, by the staff member as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other actions may be taken.

If any employee of HTS AmeriTek enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the human resource director or other appropriate corporate officer. Because of potential issues regarding quid pro quo harassment, HTS AmeriTek has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other.

Once the relationship is made known to HTS AmeriTek, the company will review the situation with human resources considering all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the parties will contact human resources, which will decide which party should be moved. That decision will be based on which move will be least disruptive to the organization. If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Complaint Process

HTS AmeriTek will courteously treat any person who invokes this complaint procedure, and the company will handle all complaints swiftly and confidentially to the extent possible considering the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of harassment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Confidentiality

The employee assistance program (EAP) provides confidential counseling services to company employees. Individuals wishing to discuss an incident confidentially or seeking information and advice of a personal nature are encouraged to contact the EAP. The role of the EAP in such cases will be limited to personal counseling and treatment for the person who is then an EAP client. Contacting the EAP will not qualify as notification to HTS AmeriTek of a potential harassment or discrimination issue (see below complaint procedure for more on how to notify the company of an issue or complaint).

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person will be protected to as great a degree as is possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the company's legal obligation to act on the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the company and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.

Complaint procedure

HTS AmeriTek has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. An individual who feels harassed, discriminated or retaliated against may initiate the complaint process by filing a complaint in writing with HTS AmeriTek's human resource (HR) director. No formal action will be taken against any person under this policy unless HR has received a written and signed complaint containing sufficient details to determine if the policy may have been violated. The complainant (the employee making the complaint) may obtain the complaint form from the HR department. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee's coming forward, the supervisor or manager should immediately report it to the HR director.
2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR director will notify the company and review the complaint with the company's legal counsel.
3. Within five working days of receiving the complaint, the HR director will notify the person(s) charged [hereafter referred to as "respondent(s)"] of a complaint and initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. During the investigation, the HR director, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
5. Within 15 business days of the complaint being filed (or the matter being referred to the HR director), the HR director or other person conducting the investigation will conclude the investigation and submit a written report of his or her findings to the company.
6. If it is determined that harassment or discrimination in violation of this policy has occurred, the HR

director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors: a) the severity, frequency and pervasiveness of the conduct; b) prior complaints made by the complainant; c) prior complaints made against the respondent; and d) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).

7. If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, the HR director may recommend appropriate preventive action.
8. Within five days after the investigation is concluded, the HR director will meet with the complainant and the respondent separately, notify them of the findings of the investigation, and inform them of the action being recommended.
9. The complainant and the respondent may submit statements to the HR director challenging the factual basis of the findings. Any such statement must be submitted no later than five working days after the meeting with the HR director in which the findings of the investigation are discussed.
10. Within 10 days from the date the HR director meets with the complainant and respondent, the company will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the HR director and other management staff as may be appropriate, and decide what action, if any, will be taken. The HR director will report the company's decision to the complainant, the respondent and the appropriate management assigned to the department(s) in which the complainant and the respondent work. The company's decision will be in writing and will include findings of fact and a statement for or against disciplinary action. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Alternative legal remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

Express Requests

The HR Knowledge Center has gathered resources on current topics in HR management.

CHAPTER 52

WORKPLACE VIOLENCE POLICY

Introduction

HTS AmeriTek seeks to provide a work environment free from violence or threats of violence against individuals, groups, or employees, or threats against company property-including partner violence that may occur on our property. This policy requires that all individuals on company premises or while representing the Company conduct themselves in a professional manner consistent with good business practices and in absolute conformity with non-violence principles and standards.

Definition

For purposes of this policy, workplace violence is defined as a single behavior or series of behaviors which constitute actual or potential assault, battery, harassment, intimidation, threats or similar actions, attempted destruction, or threats to Company or personal property; which occur in a Company workplace, while using Company resources, at a Company work location, or while an individual is engaged in Company business.

Company Response

HTS AmeriTek strictly prohibits use of violence or threats of violence in the workplace and views such actions very seriously. The possession of weapons in the workplace, threats, threatening or menacing behavior, stalking, or acts of violence against employees, visitors, guests, or other individuals by anyone on HTS AmeriTek property will not be tolerated. Violations of this policy will lead to disciplinary actions up to and including termination of employment and the involvement of appropriate law enforcement authorities as needed.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on HTS AmeriTek premises shall be removed from the property as quickly as safety permits, and may be asked to remain away from HTS AmeriTek premises pending the outcome of an investigation into the incident. People who commit these acts outside the workplace, but which impact the workplace are also violating this policy and will be dealt with appropriately. HTS AmeriTek reserves the right to respond to any actual or perceived acts of violence in a manner we see fit according to the particular facts and circumstances. When threatening behavior is exhibited or acts of violence are committed, HTS AmeriTek will initiate an appropriate response. This response may include, but is not limited to, evaluation by HTS AmeriTek Employee Assistance Professionals and/or external professionals, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person/persons involved.

No existing HTS AmeriTek policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

Reporting Procedure

HTS AmeriTek personnel are responsible for notifying the designated management representative of any threats which they have witnessed, received, or have been told that another person has witnessed or received-including those related to partner violence. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a company-controlled site or is connected to company employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the designated representative is not available, personnel should report the threat to their supervisor or another member of the management team.

HTS AmeriTek understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s). Consistent with the values of HTS AmeriTek, people should act in ways that maintain respect and dignity for individuals while acting in an accountable and swift manner to address the situation.

Protective or Restraining Orders

All individuals who apply for and obtain a protective or restraining order which lists company locations as being protected areas, must provide to the designated management representative a copy of the petition and order.

Designated Management Representative

Name: Deanna Doebler
Title: Human Resources Manager
Department: Human Resources
Telephone: 1-800-858-5583
Location: La Porte, TX

Partner Violence and the Workplace

HTS AmeriTek recognizes impact of partner violence on the workplace. Partner violence is defined by HTS AmeriTek as abusive behavior occurring between two people in an intimate relationship. It may include physical violence, sexual, emotional, and psychological intimidation, verbal abuse, stalking, and economic control.

HTS AmeriTek is committed to heightening awareness of partner violence and providing guidance for employees and management to address the occurrence of partner violence and its effects on the workplace.

HTS AmeriTek intends to make assistance available to employees involved in partner violence. This assistance may include confidential means for coming forward for help, resource and referral information, special considerations at the workplace for employee safety, work schedule adjustments, or leave necessary to obtain medical, counseling, or legal assistance, and workplace relocation (if available). In responding to partner violence, HTS AmeriTek will maintain appropriate confidentiality and respect for the rights of the employee involved.

HTS AmeriTek intends to publish, maintain, and post in locations of high visibility, a list of resources for survivors and perpetrators of partner violence.

HTS AmeriTek will not deny job benefits or other programs to employees based solely on partner violence related problems. When employees confide that a job performance or conduct problem is related to partner violence, in addition to appropriate corrective or disciplinary action consistent with company policy and procedure, a referral for appropriate assistance should be made to the employee.

Leave Options for Employees Experiencing Threats of Violence

HTS AmeriTek will make every effort to assist an employee experiencing threats of violence. If an employee needs to be absent from work due to threats of violence, the length of the absence will be determined by the individual's situation through collaboration with the employee and HTS AmeriTek Operations Manager, Human Resources representative.

Employees, managers, and supervisors are encouraged to first explore paid leave options that can be arranged to help the employee cope with the situation without having to take a formal unpaid leave of absence. Depending on circumstances, this may include:

- Arranging flexible work hours so the employee can seek protection, go to court, look for new housing, enter counseling, arrange child care, etc.
- Considering use of sick time, job sharing, compensatory time, paid leave, informal unpaid leave, etc., particularly if requests are for relatively short periods.

Suggested Procedures for Safety and Protection of Employees Experiencing Threats of Violence

Employee

- Encourage the employee to save any threatening e-mail or voice-mail messages. These can potentially be used for future legal action or can serve as evidence that an existing restraining order was violated.
- The employee should obtain a restraining order that includes the workplace and always keep a copy on hand. The employee may consider providing a copy to the police, his/her supervisor, security, or human resources [or appropriate individuals/departments within your company].
- The employee should provide a picture of the perpetrator to reception areas and/or security.
- The employee should identify an emergency contact person should the employer be unable to contact the victim.
- If an absence is deemed appropriate, the employee should be clear about the plan to return to work. While absent, the employee should maintain contact with the appropriate Human Resources personnel

Employer

- Arrange the victim to have priority parking near the building.
- Have calls screened, transferring harassing calls to security-or have the employee's name removed from automated phone directories.
- Limit information about employees disclosed by phone. Information that would help locate a victim or indicates a time of return should not be provided.
- Relocate the employee's workspace to a more secure area or another site.
- The employer should have trained EAP professionals or external professionals assist the employee with development of a safety plan
- Work with local law enforcement personnel and encourage employees to do so regarding situations outside the workplace.

CHAPTER 53

AERIAL LIFT POLICY

Overview

Aerial lifts are commonly used in construction to lift employees to an elevated work position. Proper operation and use of aerial lifts can make completion of tasks at elevation, safer and more efficient. However, unsafe use, operation and aerial lift work practices can result in serious injury. This program has been developed due to the hazards associated with improper use and the concern for the safety of individuals in and around this type of equipment. In addition, this program outlines general, operating, maintenance, inspection and training requirements governing safe aerial lift use.

Policy

HTS AmeriTek ensures that supervisors and operators comply with all aspects of this safety program. All HTS AmeriTek employees must successfully complete a training program and receive certification prior to the operation of any aerial lift.

Requirements

Several OSHA regulations and ANSI standards apply to aerial lifts and include provisions for design, operator training, and safe operating practices, these include:

- ✓ 29 CFR 1910.67 (Vehicle Mounted Elevating and Rotating Work Platforms)
- ✓ 29 CFR 1926.453 (Aerial Lifts)
- ✓ 29 CFR 1926.451 & .452 (Scaffolds)
- ✓ 29 CFR 1926.20 (General Safety and Health Provisions)
- ✓ 29 CFR 1926.21 (Safety Training and Education)
- ✓ Section 5 of the OSHA Act, commonly referred to as the "General Duty Clause."
- ✓ American National Standards Institute (ANSI), A92.3, Manually Propelled

Elevating Aerial Platforms

- ✓ ANSI, A92.6, Self-Propelled Elevating Work Platforms
- ✓ ANSI, A92.2, Vehicle Mounted Elevating and Rotating Aerial Devices
- ✓ ANSI, A92.5, Boom-Supported Elevating Work Platforms

Purpose

This program has been developed to reduce the risk of physical injury or property damage in areas where aerial lifts are in operation. It also brings HTS AmeriTek into compliance with federal, state, and local law.

Scope

This program applies to the operation of all aerial lifts operated by HTS AmeriTek employees.

Aerial Lift Procedures

- **Pre-Use Inspection**
 - ✓ Prior to the operation of any aerial lift the Pre-Use Inspection Checklist found in Appendix A must be completed. This applies at the beginning of every work period, and whenever a new equipment operator takes control of the aerial lift.
 - ✓ 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. Also locked & tagged, and taken out of service.



AERIAL LIFT PRE-USE INSPECTION CHECKLIST

Operator Print Name and Sign		Aerial or Scissor Lift ID#	
Unit Type	<input type="checkbox"/> Scissor Lift <input type="checkbox"/> Articulating Boom <input type="checkbox"/> Man Lift <input type="checkbox"/> Other _____	Date	Location of Use
#	Inspection Item and Description	P, F or N/A	
01	Operating and emergency controls are in proper working condition, EMO button or Emergency Stop Device.		
02	Functional upper drive control interlock (i.e., foot pedal, spring lock, or two hand controls)		
03	Emergency Lowering function operates properly		
04	Lower operating controls successfully override the upper controls		
05	Both upper and lower controls are adequately protected from inadvertent operation.		
06	Control panel is clean & all buttons/switches are clearly visible (no paint over spray, etc.)		
07	All switch & mechanical guards are in good condition and properly installed		
08	All Safety Indicator lights work		
09	Drive controls function properly & accurately labeled (up, down, right, left, forward, back)		
10	Motion alarms are functional		
11	Safety decals are in place and readable		
12	All guard rails are sound and in place, including basket chains		
13	Work platform & extension slides are clean, dry, & clear of debris		
14	Work platform extension slides in and out freely with safety locking pins in place to lock setting on models' w/ extensions		
15	Inspect for defects such as cracked welds, fuel leaks, hydraulic leaks, damaged control cables or wire harness, etc.		
16	Tires and wheels are in good condition, with adequate air pressure if pneumatic		
17	Braking devices are operating properly		
18	The manufacturer's operations manual is stored on MEWP (in all languages of the operators)		
19	Oil level, Hydraulic Oil Level, Fuel Level, Coolant Level		
20	Battery Charge		
21	Outriggers in place or functioning. Associated alarms working		
Safety Precautions (Have, Look For, or be Aware of)			√ to Confirm
Personal Protection in use. (Harness, lanyard, hardhat etc.)			
In windy conditions see manufacturer guidelines or if not in guidelines, if lift begins to rock in the wind lower the lift			
Floor conditions: Drop offs, holes, uneven surfaces, and sloped floors.			
Housekeeping: Debris, floor obstructions, cords, construction material and supplies.			
Electrical power cables or panels, (minimum 10 feet away). If larger lines or wet conditions, contact EH&S or the Electrical shop for guidance. Insolated small lines in dry conditions 3 feet away.			
Chemical lines, gas lines, drain lines, and utilities.			
Overhead obstructions			
Loads (do not exceed capacity)			
Watch for vehicular and pedestrian traffic. Set up barricades if necessary.			
Comments			
IF THE AERIAL LIFT FAILS ANY PART OF THIS INSPECTION, REMOVE THE KEY AND REPORT THE PROBLEM TO YOUR SUPERVISOR, CLIENT REPRESENTATIVE and/or EQUIPMENT OWNER. DO NOT ATTEMPT TO MAKE REPAIRS UNLESS YOU ARE A TRAINED AND AUTHORIZED SERVICE PERSON. ALL SERVICE IS TO BE DOCUMENTED. IF ANYTHING HAS BEEN JERRY-RIGGED NOTIFY YOUR SUPERVISOR, CLIENT REP. and/or EQUIPMENT OWNER AT ONCE.			

- **General Safe Work Practices**

- ✓ Operators shall not wear any loose clothing or 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.
- ✓ A spotter and/or a 'ground-man' must always accompany the aerial lift. A spotter must wear a reflective safety vest, have a flag, a safety horn, and be in constant communication with the aerial lift operator.
- ✓ Aerial lifts are to stay clear, at a minimum of ten feet (10') of overhead power lines.
- ✓ **All HTS AmeriTek personnel in an aerial lift man basket, must wear a safety harness and tie off to a proper tie off point at ALL TIME, when transporting, riding, working, etc.**
- ✓ Articulating boom and extendable boom platforms, primarily designed as personnel carriers shall have both platform (upper) and lower lift controls. Upper lift controls shall be in or beside the platform within easy reach of the operator. Lower lift controls shall provide for overriding the upper lift controls. Lift controls shall be plainly marked as to their function. Lower-level lift controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency. Upper and lower lift controls are to be tested prior to use.
- ✓ 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.
- ✓ 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.
- ✓ Operators must report all accidents, regardless of fault and severity, to their Supervisor.

- **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, an aerial lift shall not be operated in winds exceeding 25mph although this can vary depending on the model of equipment.
- ✓ At 25mph wind speeds or anticipated gusts, lifts will be grounded.
- ✓ If at any time, personnel feel unsafe in lifts, they may make decision to ground the lifts and cease with work activities.
- ✓ 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 lift for travel, the boom(s) shall be inspected to see that it is properly cradled, and outriggers are in stowed position (if equipped).
- ✓ 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 lifts shall not be operated from trucks, scaffolds, or similar equipment.
- ✓ ANSI and OSHA standards specify minimum safe distances that are to be maintained while working in an aerial lift, as indicated in the table below. If these distances cannot be achieved, do **NOT** use the equipment.

<50 KV	10 ft
50 - <199 KV	15 ft
200 – 349 KV	20 ft
350 – 499 KV	25 ft
500 – 749 KV	35 ft
750 – 1000 KV	45 ft

- **Safe Operation**
 - ✓ Attention shall be given towards the direction of travel, clearances above, below and on all sides.
 - ✓ Employees shall not sit or climb on the guardrails of the aerial lift.
 - ✓ Planks, ladders or other devices shall not be used on the work platform.
 - ✓ An aerial lift shall not be moved when the boom is elevated in a working position with employees in the basket.
 - ✓ Aerial lift shall not be placed against another object to steady the elevated platform.
 - ✓ Aerial lift shall not be used as a crane or other lifting device.
 - ✓ Aerial lift devices shall not be operated on grades, side slopes or ramps that exceed the manufacturer's recommendations.
 - ✓ The brakes shall be set and outriggers, when used, shall be positioned on pads or a solid surface.
 - ✓ Speed of aerial 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.
 - ✓ Stunt driving and horseplay shall not be permitted.
 - ✓ Booms and elevated platform devices shall not be positioned in an attempt to jack the wheels off the ground.
 - ✓ The area surrounding the elevated platform shall be cleared of personnel and equipment prior to lowering the elevated platform.
 - ✓ All equipment must be secured on the inside of the aerial lift
 - ✓ Operators are to call for assistance if the platform or any part of the machine becomes entangled.

- **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 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.

- **Changing and Charging Batteries**
 - ✓ Battery charging installations must be located in areas designated for that purpose
 - ✓ Facilities must provide for: flushing and neutralizing spilled electrolyte, fire protection, protection of charging apparatus from damage by trucks, adequate ventilation for dispersal of fumes from gassing batteries.
 - ✓ Precautions must be taken to prevent open flames, sparks, or electric arcs in battery charging areas.
 - ✓ Employees charging and changing batteries shall be authorized to do the work, trained in the proper handling, and required to wear protective clothing, including face shields, long sleeves, rubber boots, aprons, and gloves.

- **Maintenance**
 - ✓ Any aerial lift not in safe operating condition must be removed from service. Authorized personnel must make all repairs.
 - ✓ Repairs to the fuel and ignition systems of aerial lifts that involve fire hazards must be conducted only in locations designated for such repairs.
 - ✓ Aerial lifts in need of repairs to the electrical system must have the battery disconnected before such repairs.
 - ✓ Only use replacement parts that are currently recommended by the manufacturer.

Responsibilities

- **Departments Utilizing Powered Industrial Trucks**
 - ✓ Must implement and administer the Aerial Lift Safety program.
 - ✓ Review the Aerial Lift Safety program annually for compliance and effectiveness.
 - ✓ Verify that all employees who operate or work near aerial lifts are properly trained.
 - ✓ Maintain written records of operator training on each model of aerial lift and the name of the trainer.
 - ✓ Maintain written records of all inspections performed by the aerial lift owner, including the date any problems found, the date when fixed, and the name of the person performing the repairs.
 - ✓ Maintain written records of the name and purchaser of each aerial lift.
 - ✓ Make recommendations for revisions if necessary.
 - ✓ Establish expected operating conditions for aerial lift and send to OHS to review prior to operation

- **Supervisors**
 - ✓ Coordinate employee training, and certify that all operators receive annual training including, but not limited to, the items listed in the Program Evaluation Section of this document.
 - ✓ Ensure that only trained and qualified individuals use aerial lifts.
 - ✓ Verify employee compliance with the principles and practices outlined in the Aerial Lift Safety Program.
 - ✓ Provide specific operational training for each aerial lift.
 - ✓ Observe the operation of aerial lifts, and correct unsafe practices.

- **Operators**
 - ✓ Read the Aerial Lift Safety Program.
 - ✓ Complete the Daily Pre-Use Inspection Checklist before operating any aerial lift.
 - ✓ At least annually review the procedures outlined in Section 6.0 of this document.
 - ✓ Observe the operation of the aerial lift and report unsafe practices to your supervisor.

- **Occupational Health and Safety Coordinator**
 - ✓ Annually review and update the Aerial Lift Safety Program as necessary.
 - ✓ Provide orientation and initial training as requested by clients and/or audits.
 - ✓ Provide the general safety training requirements for program.
 - ✓ Monitor the effectiveness of program by receipt of copies of inspection checklists.
 - ✓ Evaluate designated areas for aerial lift use.
 - ✓ Define appropriate eyewash facilities for battery changing/charging areas.
 - ✓ Observe the operation of aerial lifts and report unsafe practices to the appropriate supervisor.

- **Training Requirements**
 - ✓ Employees who are authorized to operate aerial lifts must receive training prior to engaging in their duties, and at least every three (3) years thereafter. The training is to ensure that the Aerial Lift Safety Program is understood. The supervisor will also ensure that authorized aerial lift operators have acquired the necessary practical skills required for safe operation. Training is offered by Occupational Health and Safety, Rental Company and the department in possession of the lift. The department along with the rental company will perform an operational training with each employee to determine if operators have the knowledge, training, and skills necessary to use the aerial lift.
 - ✓ Operational training will consist of a combination of general safety instruction, practical/operational training (demonstrations performed by the trainer, and practical

exercises performed by the trainee), and evaluation of the operator's performance in the workplace. All operational training must be conducted under close supervision.

- **Initial Training**
 - ✓ Receive instruction on the intended purpose and function of each control.
 - ✓ Prior to operating any Aerial Lift, the trainee will read and understand the manufacturer's operating instruction(s) and aerial lift procedures or receive training by a qualified person on the contents of the manufacturer's operating instruction(s) and users' safety rules.
 - ✓ Be informed of the Aerial Lift operating limitations and restrictions as defined by the manufacturer.
 - ✓ Understand by reading or having a qualified person explain all decals, warnings, and instructions displayed on the Aerial Lift.
 - ✓ During operational training, trainees may operate an aerial lift only under the direct supervision of authorized trainers, and where such operation does not endanger the trainee or other employees.
 - ✓ All training and evaluation must be completed before an operator is permitted to use an aerial lift without continual and close supervision.

- **Annual Training** – *must include at least the following*
 - ✓ Review of the Aerial Lift Inspection & Maintenance Record.
 - ✓ Review of company procedures.
 - ✓ Updated information on new equipment.
 - ✓ Review of university written program.

- **Training Records**
 - ✓ Each department must maintain a record of all individual training, including:
 - Subject of training.
 - Date of training.
 - Name of individual trained.
 - Name of supervisor or Occupational Health and Safety person providing the training.
 - Training records must maintain by the department for a minimum of 3 years.

- **Program Evaluation**
 - ✓ The aerial lift program shall be evaluated on an annual basis utilizing the protocols set forth by Occupational Health and Safety.
 - ✓ The evaluation team will consist of a department representative and a designee from Occupational Health and Safety.
 - ✓ Occupational Health and Safety will define the scope of the evaluation.
 - ✓ The final report will be developed by the department representative and OHS utilizing the information received during the evaluation.
 - ✓ The deficiencies determined in the report will be documented and corrective action plans will be developed.

Chapter 54

Business Continuity / Organization Resilience

Purpose

This business continuity plan has been established to ensure that critical business functions will be available to customers in the event of a natural or human-induced disaster.

Scope

The business continuity plan risk assessment report, identifying risk factors. And an impact analysis report, to predict how an identified risk will affect our operations, is completed at all HTS AmeriTek locations.

Phased Planning

Phase 1 – Preparation

The very nature of crisis means, it can't be predicted when a crisis might happen, we plan for the most inconvenient times – weekends, early morning, or late evening. In view of this it is recommended that copies of this plan are kept by each member of the management team both at the workplace and at home.

Phase 2 – Disaster Occurs

For Level 2 we need to be able to service clients based upon a priority ranking. Some major impact considerations will include:

- supply shortages as hoarding begins
- revenue falls as customers delay work
- staffing difficulties as employees choose not to travel

Phase 3 – Pandemic Crisis

In this situation it is the mission of the government bodies to minimize serious illness and overall deaths and second to minimize societal disruptions among the public. Some major impact considerations will include:

- government acts to reduce unnecessary travel and potential for person-to-person contact, leading to revenue losses
- public transport systems reduced/closed down
- fuel supplies rationed to only essential workers
- food supplies rationed to only essential businesses and public
- governments will close all non-essential services

Business Continuity Core Planning

If the home office facility is closed or not able to be used:

- Management staff members based out of the home office that have a functioning laptop will work from home, where initial plans will be discussed, internet access and telephone/fax lines must be available. Flip charts and other office supplies and shelf stable food and water for a minimum of three days will be purchased and stored for use as needed.
- Management will notify office employees as soon as possible what the initial contingency plan is and where staff members can meet for further information.
- Management will watch closely the legal announcements of governmental bodies. This is to ensure compliance with local and federal announced requirements.

- If travel to a facility is not possible then the emergency essential employees contact list will be used to allow work for essential employees from their homes if necessary.

Emergency Essential Employees Contact List (triple version = list kept in office, in car, at home):

- Key Management Personnel - a contact list including home and mobile phone numbers in triple version
- Successor Planning - "Alternates" for key positions if unavailable for an undetermined time.
- Travel Planning - No more than 2 senior management members should travel together in the same means of transportation, i.e., plane or car.
- Request clients to provide emergency contact number in case the clients facility is closed since "not essential service" (home phone number if client's ok)
- Management will have employee's home phone numbers (triple version) to inform them about eventual closing of the unit.
- Client contacts – a list of clients and their emergency contact data is to be maintained and contacted.

Crisis Considerations

Human Resources:

- Implement a report to work policy - if in doubt, in a crisis, all workers must report by phone to their supervisor for information.
- Emergency leave processing.
- Accommodations for workers where required.
- Calling staff to find out who's coming and how many hours they can make or find alternative staffing.
- Assist with records of hours worked and finding a way to get people paid.
- When public transport is down and gas shortages at gas stations become obvious, staff transportation needs to be coordinated.

Purchasing:

- Contingency planning must identify current stock of equipment and alternate sources.
- Minimum tank filling: all key personnel and HTS AmeriTek owned vehicles trucks should keep tank at least half filled to ensure in gas shortage crisis a minimum of travel is possible

IT & Computer:

- IT backup of data is required and to be maintained
- IT system back-up must be on a different power grid system or have separate power backup.

Evacuation Planning

The below areas are identified for severe weather and evacuation planning:

Equipment that needs to be Moved/Stored/Secured from Weather within 24 Notice of Severe Weather

- HR & HSSE files, computer server, any other sensitive equipment

Equipment Transport – What and Who

Equipment	Personal Computer	Vehicles	Priority Documents
Designated Person	IT Dept., HTSA D.O.	Fleet Management	Designated Manager

Evacuation Plan Location & Communications

HTS AmeriTek personnel will evacuate in accordance with the following requirements:

Location of Staff	La Porte, TX Office	Gonzales, LA Office	Billings, MT Office	Client Facilities	Other
Assembly Area	Meeting Room	Meeting Room	Meeting Room	Evacuation Zone / Muster Point	Evacuation Zone / Muster Point

The HTS AmeriTek Safety Officer is responsible for ensuring communications to receive directions on when to return based on local governmental and federal disaster guidelines. The HTS AmeriTek Safety Officer shall maintain a list of all HTS AmeriTek personnel and phone contacts and document all on duty personnel are notified and accounted for.

How Will Left Behind Equipment be Secured?

- Office doors will be locked with all reasonable and capable of being safely lifted equipment on top of desks.
- Vehicles will be locked with parking brakes on.

Demobilization of Environmentally Sensitive Equipment (i.e., fuels, etc.)

- HTS AmeriTek will remove as many HTS AmeriTek assigned vehicles as possible.

Training

- All HTS AmeriTek employees will receive a copy of this plan and it shall be posted.
- Simulation training for all personnel is practiced annually.

Electronic and Written documentation

- All electronic information is backed up via the HTS AmeriTek intranet for emails, Microsoft TEAMS and SmartSheet Share Drive.
- Critical HTS AmeriTek documents will be in the possession of the senior manager for each site.

Remobilization

- The HTS AmeriTek Safety Manager is the designated point of contact and will determine (in conjunction with state and federal officials) when roads, field conditions, site safety, etc. determine it is safe to return to the work site.

Communication with Personnel during Evacuation

- The HTS AmeriTek Safety Officer will confirm all effected staff have evacuated.
- Once enough time has elapsed the HTS AmeriTek Safety Officer will confirm all staff are at the designated Assembly Area.
- Evacuated employees are not to leave the Assembly Area or Secondary Area without notifying the HTS AmeriTek Safety Officer to maintain continual awareness of all staff.

Review

- Continuity Plan is reviewed for effectiveness after each disruption.
- Continuity Plan is reviewed annually for suitability of each office & site, adequacy overall.

CHAPTER 55

PANDEMIC PROGRAM

HTS AmeriTek is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the {COVID-19} pandemic. Our goal is to mitigate the potential for transmission of {COVID-19} in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

HTS AmeriTek Safety Department takes ownership and is responsible for implementing and complying with all aspects of the HTS AmeriTek Pandemic Program/Preparedness Plan. HTS AmeriTek managers and supervisors have full support in enforcing the provisions of this policy. Workers are our most important assets, and we are serious about the safety and health of our personnel at HTS AmeriTek.

Employee involvement is essential in developing and implementing a successful {COVID-19} Preparedness Plan. HTS AmeriTek will continue to monitor the CDC guidelines and direction from healthcare providers for implementing further protocols for HTS AmeriTek personnel.

This Preparedness Plan follows Centers for Disease Control and Prevention (CDC) guidelines and federal OSHA standards related to {COVID-19} and addresses:

- Hygiene and respiratory etiquette.
- Engineering and administrative controls for social distancing.
- Housekeeping – cleaning, disinfecting and decontamination.
- Prompt identification and isolation of sick persons.
- Communications and training that will be provided to managers and workers; and
- Management and supervision necessary to ensure effective implementation of the plan.

Screening and Policies for Employees Exhibiting Signs and Symptoms of {COVID-19}

Workers have been informed of and encouraged to self-monitor for signs and symptoms of {COVID-19}. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

All employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of {COVID-19}.

Every employee will be screened, including having his or her temperature taken, when reporting to work.

Each employee will be screened using a touchless forehead/ temporal artery thermometer. The employee's temperature and answers to respiratory symptom questions will be documented, and the record will be maintained as a private medical record.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten (10) days have passed since the symptoms began.
- An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction.

Illness Protection Training

Keeping the Workplace Safe: The protocol for protecting yourself and others in the workplace is outlined by the Centers for Disease Control and Prevention (CDC) guidelines. These are simple everyday practices that can be used both at home and in the workplace to protect against bacteria and viruses:

- Wash your hands frequently.
- Cover your coughs and sneezes with a tissue or the inside of your elbow; and
- Avoid touching your face.

In addition, clean personal workspace items that are frequently touched, such as your desk, computer mouse, and keyboard, with cleaning spray or wipes [indicate if sanitizers/cleaners will be available]. Periodic training is available for all personnel to recognize health issues of the pertinent disease.

Pandemic Program Review

The Pandemic Program will be reviewed and tested with all personnel in the HTS AmeriTek annual safety orientation and/or as needed periodically. Exercising this plan is to benefit and educate our personnel.

Topics include:

- Illness Prevention
- Recognizing Symptoms
- Pandemic Policies & Procedures
- Prevention of Spreading the Disease
- Testing Protocol
- And Return to Work Protocols

Illness and Sick Leave

HTS AmeriTek has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

If you feel any signs of illness, we encourage you to work from home if your position allows. If you have a fever and cough, notify your direct supervisor, and stay home until you receive medical care and recover.

We urge you to stay home and use your sick time if you do not feel well or for preventative care should you feel the need. Speak with your supervisor if you have specific questions about telecommuting or absences so that your workload can be distributed, or deadlines updated. In addition, HTS AmeriTek 'Fit for Duty' policy is enforced. Employees with underlying medical conditions or who have household members with underlying health conditions are directed to stay at home.

Personal Travel

Employees are asked to report all personal travel from and to [CDC Warning Level 3 countries, Alert Level 2 countries, etc.] to [HR or other designated company representative] as soon as possible. This includes your return from any of these countries within the past 14 days and all planned future travel.

Household Risks Related to the Workplace

If someone lives in your household who has been diagnosed with an illness, or has traveled to and returned from a [CDC Warning Level 3 country/identified countries of heightened risk as determined by the CDC], or who will do so in the near future, notify [HR or other designated company representative] as soon as possible.

Potential Office Closures

While we do not foresee the need to close any of our offices at this time, we will communicate with all employees should things change. It is a good idea to take your laptop chargers and peripherals home with you after work, so you are prepared to work from home if needed.

Communications

This Preparedness Plan was communicated to all workers through email communications and necessary training was provided. Additional communication and training will be ongoing through email communications and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented. Management and workers are to work through this new program together and update the training, as necessary. This Preparedness Plan has been certified by HTS AmeriTek management and was posted throughout the workplace. It will be updated, as necessary.

Client Relation Communication Procedure (Contingency Plan)

The following contingency plan has been established to communicate and maintain compliance with our clients.

Monitoring of ALL HTS AmeriTek personnel

- Best practices include checking temperature two times a day and self-monitoring for symptoms. Personnel will check their temperature before reporting to work and contact their supervisor if they have a fever (>100.4 degrees F). Personnel will check their temperature again upon return home from work.
- Screening workers' exposure history and verify/validate temperature & symptoms self-check prior to arriving at worksites each day
- Restriction of client site clinic for occupational health matters only - visit offsite/Personal Doctor for fever or respiratory symptoms and notify supervisor
- Enact social distancing by maintaining 6 ft. distance from others
- Personnel shall not have physical contact with anyone of any kind (e.g., handshakes, fist bumps, etc.)
- Personnel shall use hand sanitizer upon entering buildings, control rooms, etc. each and every time. If hand sanitizer is unavailable, thorough handwashing with soap is required.
- Personnel shall keep vigilant regarding hygiene: frequent handwashing, hand sanitizer use, and surface cleanings.
- Personnel shall cover their mouth with tissues whenever they sneeze, and discard used tissues in the trash.
- Personnel are encouraged to obtain appropriate immunizations.
- Personnel shall avoid people who are sick with respiratory symptoms.

- Personnel shall avoid touching their eyes, nose, and mouth.
- Personnel shall stay home when you are sick.
- Limit group/meetings to business-critical support; Limit number of meeting attendees to 10 members or less and implement social distancing; use alternatives such as skype/email/phone
- Consider how to minimize duration of required face-to-face meetings
 - Still want to ensure we are having safety toolbox meetings (limit size and duration)
- Do not enter console areas/control rooms unless you have a critical business need
 - Permits will be issued through alternate logistics (permit shacks, call operators to issue permits, etc.) – expect differences across each client site / area
 - Visitors sign into units will be through alternate logistics (permit shacks, call to the consoles, etc.) - expect differences across each client site / area
 - In the event of a shelter in place situation Control Rooms and Control Centers will still accept people into their buildings
- Frequently and thoroughly wash hands and use hand sanitizer
- Minimize touching your face
- Limit non-critical visitors to offices and sites

Personnel that have been in contact with or are showing symptoms consistent with illness:

- Personnel will leave the workplace immediately and go directly home. Upon arrival, the employee should call their health care provider, let them know they have symptoms consistent with illness and follow the advice of their healthcare provider.
- HTS AmeriTek will track ongoing cases and have information available, as needed.
- Confirmed case of illness shall be reported.
- Protocol for returning to work
- Mandatory home quarantine (14 days) for employees returning from areas with documented community disease transmission (Level 3 as defined by the CDC) (China, Iran, South Korea, Europe, and Venezuela)
- Personnel that have had close contact with an individual diagnosed with illness
- Personnel that have returned from a cruise.
- For contact of suspected cases, return to work ONLY if the case is confirmed negative
- For confirmed or suspected cases, return to work ONLY 10 days after being symptom free AND cleared by a health provider

Conclusion

HTS AmeriTek has implemented and will continue to implement lessons learned from the current pandemic event (COVID-19), update the Pandemic Plan, update the Periodic/Annual Training and to follow up communications from within our organization, client, CDC, DOL, OSHA and local government.

These communications could include, but are not limited to;

Retractions, restrictions, implementations, extensions and/or continuations regarding the current pandemic event.

CHAPTER 56

CLEANING AND DISINFECTION PROGRAM

Overview

HTS AmeriTek is committed to providing a safe and healthy workplace for personnel. To ensure that, we have developed the following Cleaning and Disinfection Program. Our goal is to mitigate the potential for transmission of germs, bacteria, pathogens, influenza {COVID-19} in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

HTS AmeriTek Safety Department takes ownership and is responsible for implementing and complying with all aspects of the HTS AmeriTek Cleaning and Disinfection Program. HTS AmeriTek managers and supervisors have full support in enforcing the provisions of this program. Workers are our most important assets, and we are serious about the safety and health of our personnel at HTS AmeriTek.

Employee involvement is essential in developing and implementing a successful Cleaning and Disinfection Program. HTS AmeriTek will continue to monitor the CDC guidelines and direction from healthcare providers for implementing further protocols for HTS AmeriTek personnel.

Purpose

Work surfaces can be a source of pathogens in the workplace. If surfaces are not properly cleaned and disinfected, pathogens from the surface can be transferred to HTS AmeriTek personnel. Proper cleaning and disinfection of work surfaces is necessary to break the chain of infection.

Responsibility

All personnel are responsible in cleaning up after oneself, and disinfecting work surfaces. HTS AmeriTek does supply disinfectant to utilize on work surfaces.

Management, Supervisors are responsible to verify all work surfaces are routinely disinfected/cleaned. Determining what appropriate PPE is need when disinfecting workplace surfaces. Also, in determining which cleaning and/or disinfection method is most suitable. And responsible for maintaining stock of disinfectants.

Training

HTS AmeriTek personnel are trained to use disinfectant cleaning agents on workplace surfaces, company equipment and inside HTS AmeriTek vehicles and rigs.

All HTS AmeriTek are made aware to utilize new, clean, sanitary PPE when cleaning/disinfecting any workplace surface.

As always, there is no cost to the employee for PPE and all HTS AmeriTek personnel have access to PPE at all times.

And finally, how to properly dispose of contaminated cleaning materials and PPE.

HTS AmeriTek are trained on initial new hire orientation and on an annual basis thereafter.

Training reviews the potential hazards of relevant microbes.

HTS AmeriTek are trained on safe use of disinfectants from the manufactures SDS.

Permissible Exposure Limits (PELs)

- Inventory of all cleaning and disinfection products utilized by HTS AmeriTek personnel.
 - All cleaning and/or disinfection products used at HTS AmeriTek are EPA-registered disinfectants.
 - Select EPA-registered disinfectants labeled for use in workplace settings.
 - Consider label claims of selected products and compatibility with different surfaces in the facility.
- Frequency with which cleaning and disinfection of surfaces in different locations in should be performed (e.g., immediately if surfaces are contaminated; daily for high-touch surfaces).
- Proper storage and maintenance of cleaning and disinfection products and equipment.
- Process for maintaining adequate supplies of cleaning and disinfection products.

Monitoring Permissible Exposure Limits (PELs)

Initial Monitoring

Upon notification that employees may be being exposed to a certain substance (chemical) in unknown concentrations near the action level or PEL, or if required by regulation or accreditation, HTS AmeriTek HSE manager will conduct initial chemical exposure monitoring. PELs for a specific chemical can be found on the manufacturer's Safety Data Sheet (SDS) as required by the Chemical Hygiene Plan.

An initial chemical exposure assessment may also be requested by any employee by contacting their supervisor and HSE manager.

Periodic Monitoring

If the initial chemical exposure monitoring determines that concentrations are above the action level or PEL, or if required by accreditation, a periodic monitoring program may be generated by HTS AmeriTek HSE manager. If implemented, this monitoring program must be followed by all individuals that work with the chemical.

Termination of Monitoring

If initial monitoring results conclude that concentrations are lower than the action level, or if two (2) consecutive periodic monitoring assessments show the concentration has dropped below the action level, monitoring may be terminated.

Termination of monitoring will not be applicable for areas that require annual exposure assessments for accreditation purposes.

Chemical exposure monitoring will be conducted, however, if any change in the process, either procedural or chemical, involving a hazardous chemical occurs.

Employee Notification of Monitoring Results

HTS AmeriTek HSE manager must provide chemical exposure monitoring results to the tested individual and their supervisor, if applicable, within 15 working days after receiving the results. Individuals will be informed of monitoring results either electronically or in person.

Procedure Content Considerations

- Outline the steps and process for cleaning and disinfection.
 - Working from clean to dirty; working from top to bottom.
 - Establish workflow processes for routine cleaning.
- Identify supplies necessary for cleaning and disinfection of workplace surfaces.
 - Reference the manufacturers' instructions for proper selection and use of cleaning and disinfection products.
 - Include instructions for how the disinfectant is prepared (e.g., if any mixing or dilution is required and the appropriate contact time).
 - Specify measures staff should take to minimize contamination of cleaning equipment.

- Specify which products should be used under which circumstances. Select disinfectants that are EPA-registered and labeled for use in workplace settings.
 - Identify appropriate products for routine cleaning of different surfaces or areas within the facility based on compatibility and disinfectant kill claims.
 - Ensure the products used to clean and disinfect surfaces in rooms of residents placed in Transmission-Based Precautions are effective against the pathogen of concern. The selected EPA-registered disinfectant webpage organizes EPA registered disinfectants into lists based upon the efficacy against common pathogens included on their label.

Cleaning and Disinfection Protocol

Preparation - Cleaning and maintenance of equipment and vehicles prevents the build-up of soils, dust and other foreign material that can harbor pathogens, and viral microbes, supporting their growth.

Daily cleaning and disinfection of surfaces are important in limiting the exposure of microbes.

Appropriate personal protection should be taken for those responsible for the decontamination of cleaning and disinfection.

Protective Barriers - Appropriate personal protection should be taken for those responsible for the decontamination of a cleaning/disinfection of equipment and vehicles.

- Disposable gloves
- Surgical masks
- N95 or KN95 mask for known contamination
- Safety glasses
- Face shield for known contamination
- Tyvek suit w/ hood
- Beard covers (if needed)

Guidelines, Standards, and Resources for Policy/ Procedure Development

Policies and procedures addressing environmental cleaning and disinfection should be developed using evidence-based guidelines or national standards, such as resources from the CDC, EPA and OSHA. In addition, it is also important to use the manufacturer's instructions for the cleaning and disinfection products used in your facility. These resources include, but are not limited to:

- CDC, Guidelines for Environmental Infection Control in Health-Care Facilities (2003):
<https://www.cdc.gov/infectioncontrol/guidelines/environmental/index.html>
- CDC, Guideline for Isolation Precautions (2007):
<https://www.cdc.gov/infectioncontrol/guidelines/isolation/index.html>
- EPA, Selected Disinfectants:
<https://www.epa.gov/pesticide-registration/selected-epa-registered-disinfectants>
- Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard:
<https://www.osha.gov/SLTC/bloodbornepathogens/index.html>
- Occupational Safety and Health Administration (OSHA) Guidance for Cleaning Industry Worker Safety Considerations:
<https://www.osha.gov/SLTC/cleaningindustry/index.html>