

BOURQUE VACUUM SERVICE, INC.

HEALTH AND SAFETY MANUAL

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COMPANY POLICY

BOURQUE VACUUM SERVICE'S Human An Material Resources Conservation Program is committed to avoiding, preventing, and reducing any loss due to injury, property damage, spoilage, reduced productivity, and reduced quality.

Our conservation programs are a firm commitment and an integral part of our every day activities. The personal safety and health of each employee of this company is paramount. Management is committed to providing the highest standards of personal safety and health in all mechanical and physical facilities.

We will maintain a safety and health program that conforms to the best practices of organizations of this type. To succeed, such a program must embody the proper attitudes toward injury and illness prevention on the part of both management and employees. At Bourque Vacuum Service we all are proud of our safety and health programs. Continued success in our programs requires cooperation in all safety and health matters, not only between management and employee, but also between each employee.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum. This will allow us not merely to be in keeping with, but surpass, the best experience of other operations similar to ours.

We recognize that the responsibility for safety and health is shared:

- The employer is responsible for leadership in the safety and health program, for its effectiveness and improvement, and for the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitudes toward safety and health themselves and in those they supervise, and for ensuring that all operations are performed with utmost regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties.

KENNETH BOURQUE
PRESIDENT

BOURQUE VACUUM SERVICE, INC.

I have received a copy the Safety Manual. I agree to familiarize myself with its contents, to follow all instructions to the best of my ability, and to do all possible to prevent injury to myself and others.

I understand that this Safety Manual cannot contain ALL possible safety practices in Bourque Vacuum Service's operations. I understand it is my responsibility to learn and follow the specific rules relating to the job(s) and/or department(s) to which I am assigned.

Signed _____

Title _____

Date _____

Note to EMPLOYEE: Please detach this page and return it the Main Office for record keeping.

BOURQUE VACUUM SERVICE ALCOHOL, DRUGS, AND FIREARM POLICY

No alcoholic beverages, misuse of any legitimate drug nor the use, possession, distribution, or sale of illicit drugs or un-prescribed controlled drugs or paraphernalia, pyrotechnics, firearms, dangerous weapons or other contraband are allowed on any premises owned, contracted, or leased by Bourque Vacuum Service, Inc. or at any work location or at any means of conveyance of Bourque Vacuum Service, Inc. including boats, aircraft, and automotive equipment. Anyone found in possession of these items will be immediately removed from the Company premises and, if warranted, will be reported to the appropriate law enforcement agency.

As a safety precaution and as a policy enforcement, entry into or exit from any office, conveyance, or work location of Bourque Vacuum Service, Inc. is conditioned upon the Company's right to search the person, vehicle, and personal effects of any entrant for restricted items. Any person who refuses to consent to such a search shall be required to leave Company premises immediately and will not be allowed to return.

Without prior announcement, searches by authorized personnel of Bourque Vacuum Service, Inc. or its clients may be made of any person, vehicle, and personal effects of anyone entering, working upon, or exiting from a company work location.

Any violation of this policy will result in appropriate disciplinary action, up to and including dismissal.

Management retains the right to revise, amend, or cancel this policy at any time.

Kenneth Bourque
President

**BOURQUE VACUUM SERVICE, INC.
ALLEGED INCIDENT/INJURY INVESTIGATION
AND REPORTING PROCEDURE**

1. Each employee shall follow safe procedures for the work being performed, conduct operations safely, and ***report any unsafe conditions or practices immediately to his foreman, supervisor, or proper authority.***
2. ***Each employee shall report all alleged illnesses, injuries, or accidents to his foreman, supervisor, or proper authority at once. Even minor incidents should be reported immediately.*** As appropriate, first aid should be given and arrangements for further treatment will be made. In cases of serious injury or illness, the employee will be taken to the nearest physician, clinic, or hospital equipped to treat the injury or illness.
3. Alleged incident reports ***must be completed within 24 hours by the alleged victim*** for each on-the-job injury. Each employee shall immediately report to his supervisor/management any alleged injury/incident regardless of the nature of the injury/incident.
4. In the case of a lost time injury, the employee must present to management a doctor's release before returning to work.
5. Employees who are in doubt at any time regarding safety procedures should consult the supervisor/management.
6. Investigations will be conducted as soon as possible to preserve the scene for the best possible discovery. All reports will be submitted to management in a timely manner.

SECTION 1

SAFETY RESPONSIBILITIES

1. MANAGEMENT

BOURQUE VACUUM SERVICE, INC.'s Management is committed to avoiding, preventing, and reducing any loss due to injury, property damage, spoilage, reduced productivity, and reduced quality. These objectives will be achieved through its Health and Safety Program and its Material Resources Conservation Program. To this end, all levels of Management are responsible for ensuring that the design, installation, operation, and maintenance of Company equipment and the formulation of operating practices and policies provide:

- A.) Protection to all employees, both Company and contract, against accidents and injuries.
- B.) Prevent all types of pollution.

2. EMPLOYEE RESPONSIBILITIES

Each employee is responsible for reading, understanding, and complying with all safety policies and procedures of this Company that are either written and/or oral. Each employee shall:

- A.) Comply with all the information contained in this safety manual.
- B.) Wear the necessary safety equipment required to safely conduct the task he/she is performing.
- C.) Correct and/or notify his/her supervisor if any potentially unsafe conditions and/or practices that could result in any injury or property damage.
- D.) Properly maintain, clean, and store company equipment and tools. Report any that need repair.
- E.) Promptly report all injuries to their supervisor.

SECTION 2

GENERAL SAFETY

1. GENERAL

- A.) **Be alert to hazardous conditions.** Whenever possible, **correct or eliminate** the hazardous condition yourself. Report to your supervisor all such hazards and the measures you have taken to correct them. Documentation should describe the hazard and give its location. Responsibility for remedial action should be assigned. If a hazard cannot be corrected immediately, clearly mark it until it can be corrected.

Look out for the other person whose actions might cause accidents. Employees should yield to prevent accidents.

- B.) You **Must promptly report** to management any injury you sustain while at work. You **Must report** all company owned, leased, or rented vehicle and/or job related automotive accidents, major or minor, as soon as possible to management.

Never attempt to perform work or drive a vehicle when you are impaired by alcohol or drugs.

The unauthorized introduction, possession, or use of intoxicating beverages, illegal drugs, drug-related paraphernalia, narcotics, firearms, explosives, weapons, or other hazardous substances is strictly PROHIBITED on company property, in company vehicles, and/or on any of our customer's facilities, equipment, or designated areas.

You Must inform management if you are on prescribed medication that could affect your performance. Any medical formation that may be useful during a medical emergency should also be reported to management.

- C.) When working alone, **notify another person of your location**, and **always** try to anticipate any hazards that you might encounter. **You should not attempt** to do a job alone when safe working practices and common sense tell you assistance is needed. Use the **"buddy system"** wherever possible.

- D.) **Never** defeat the function of a safety device unless approved by management for a unique operating circumstance or a maintenance procedure. **Use lock out and tag out procedures whenever possible.** Flag and report any unserviceable safety devices to your supervisor immediately.
- E.) **Do Not** be distracted by outside influences. Preoccupation with matters other than the work at hand causes accidents.
- F.) **Do Not** use makeshifts of any kind that could conceivably compromise safety. In those rare instances where it must be done, obtain approval from management, and then replace or correct it with appropriate equipment or procedure as soon as possible.
- G.) **Be Careful** when moving about the work area to avoid slipping, tripping, or falling. Be especially careful when weather or other conditions create or aggravate hazardous situations.
- H.) **Never** engage in scuffling, practical joking, or horseplay on the job.

2. SLIPS, TRIPS, AND FALLS

Slips, Trips, and Falls are major contributors to injuries and lost time accidents. Be careful and observe the following rules.

- A.) The following situations **should be avoided** to help prevent slipping:
 - a.) Wet floors/decks
 - b.) Oily floors/decks
 - c.) Highly waxed and polished floors
 - d.) Throw rugs at the foot or top of a stairway
- B.) **Remove** any spilled liquid from the floor **IMMEDIATELY.**
- C.) Good traction helps prevent slipping. Wear shoes that provide good traction.
- D.) Make sure that your footing is stable when exerting extreme force on wrenches in case the wrench slips or releases quickly.
- E.) **GOOD HOUSEKEEPING** helps prevent tripping. Do not leave small, loose debris lying around in any place, particularly in areas where personnel walk.
- F.) **Never** run unless the situation is life-threatening. **Do not take dangerous shortcuts. Avoid jumping from elevated places.**

- G.) Every opening in a deck, floor or the ground, and pits which a person could accidentally step into should be well marked. Those that are temporarily unprotected should be manned to prevent accidental injury.
- H.) Employees **Must** wear approved safety belts when working **six (6) feet or more above the ground**, **unless** other adequate protection against falling is provided.

3. STAIRWAYS AND WALKWAYS

- A.) When carrying tools or material, **Always** keep one hand free to use the handrails as you go up and down stairways. **The use of two free hands is the recommended choice.** Use a hand basket or line hoist tools to an elevated
- B.) Stairs to attic areas in warehouses must be equipped with adequate railings. All stairways should be well illuminated.
- C.) All steps, walkways, and stairs **Must** be kept free of obstructions and slippery materials such as oil and grease.
- D.) When walkways and steps are provided, they **Must** be used. **Do Not** take shortcuts.
- E.) Tools, equipment, and material **Must Not** be left on walkways.
- F.) **Use handrails** when walking up/down stairways or steps.
- G.) **Wooden walkways and handrails should be inspected frequently** to determine their strength and integrity.
- H.) The use of colors to denote elevation changes **is encouraged**.
- I.) Secure hoses and electrical cords to the floor or ground whenever they are laid across walkways.

4. SAFE LIFTING TECHNIQUES USING YOUR BODY

- A) Whenever lifting a load you should consider the following.
 - 1.) **Your feet should be parted, with one foot alongside the object to be lifted and one behind the object.** Your feet should be comfortably spread offering greater stability. The rear foot is in position for the upward thrust of the lift.
 - 2.) Use the sit-down position and keep the back straight—but, **remember that “straight” does not mean “vertical.”** A straight back keeps the spine, back muscles, and organs of the body in correct alignment. It minimizes the compression of the abdomen that can cause a hernia.

- 3.) **The load should be drawn close, and the arms and elbows should be tucked into the side of the body.** When the arms are held away from the body, they lose much of their strength and power. Keeping arms tucked in also helps keep body weight centered.
 - 4.) The palmar grip is one the most important elements of correct lifting. **The fingers and the hand are extended around the object you're going to lift.** Use the full palm; fingers alone have very little power. Pull load in between your knees and close to your body as possible.
 - 5.) **Tuck in the chin so your neck and head continue the straight back line and keep your spine straight and firm.**
 - 6.) **Position your body so its weight is centered over the feet.** This provides a more powerful line of thrust and ensures better balance. Start the lift with a thrust of the rear foot.
 - 7.) **Stretch before you begin your lift.** This will prepare your muscles for the work to be performed. No matter what you have been doing prior to making a lift, you should stretch your muscles.
- B.) **Never** attempt to lift or move a heavy object ***that is beyond your capability*** to do so in a safe manner.
 - C.) If the object is too bulky or too heavy to be handled by one person, **seek help.**
 - D.) **Push do no Pull object.**
 - E.) **Always** consider the distance to be traveled and the length of time that the grip will have be maintained.
 - F.) To place an object on a bench or table, first set the load on the edge and push it far enough onto the support to be sure it will not fall.
 - G.) To raise an object above shoulder height, first lift it to the waist, rest the object on an object or hip and shift hand position as well as bending the knees. The knees should be straightened out as the object is boosted to the shoulders.
 - H.) To change direction the worker should turn the whole body without twisting the torso.

SECTION 3

PROTECTIVE EQUIPMENT AND CLOTHING

An assessment of the workplace has been conducted to determine any actual or potential hazards that require the use of Personal Protective Equipment (PPE). The following subsections denote the type and use of PPE. Training for the proper use is done at the time of employment, prior to use, and on a daily basis by management.

1. INTRODUCTION

- A.) ***All persons are required to wear their personal protective equipment (hard hats, safety glasses, and steel toe shoes or boots) at all times while in any designated work area other than offices, and other designated safe-zones.***
- B.) Personal protective equipment is vital to safety in your work location. The equipment should **be properly cleaned, inspected after each use, and stored** in clearly marked and properly designated areas.
- C.) **Any equipment that no longer provides adequate protection should be repaired or replaced immediately. Unserviceable equipment should be destroyed.**

2. EARS

- A.) Appropriate hearing protection is provided by the company and **Must** be worn by all personnel in areas where excessive noise levels exist. ***Any time that you must raise your voice to be heard by a person standing within 2-3 feet of you, hearing protection is required.***
- B.) Some examples of individual job tasks that might require hearing protection are:
 - a.) Hand grinding (air or electric).
 - b.) Any work within 10' of a hand grinding operation.
 - c.) Any work within 10' of any chipping operation.
 - d.) Operation of power saws including skill saw, chainsaw, jig saw, etc.
 - e.) Operation of abrasive cutoff saws.
 - f.) Any operation within 10' of an operating abrasive cutoff saw.
 - g.) Using compressed air to blow off an area for cleaning or coating application.
 - h.) Any work within 10' of an air compressor.
 - i.) Any work within 10' of a diesel powered welding machine.
 - j.) Any work within 10' of any machinery or area posted as a ***"Hearing Protection Required" or "High Noise Level Area."***

3. EYES

- A.) **All employees and visitors *Must* wear approved safety glasses at all times** where the potential for eye injury exists, except when special-purpose eye protection is needed or required.
- B.) Contact lenses ***DO NOT*** provide eye protection but increase the need for eye protection and, consequently, are discouraged. When contact lenses are worn, goggles or special safety glasses with side shields ***Must*** be worn for additional protection where eye protection is required. Contact lenses should not be worn in operations where there is a risk of liquid spray from hydrocarbons, chemicals, caustics, acids, or any liquid substances that can burn or be corrosive to the eye.
- C.) Wearers of contact lenses ***Must*** inform their supervisors and co-workers that they wear the lenses so that proper emergency treatment can be given if necessary.
- D.) Impact type goggles ***Must*** be worn and a face shield should be worn when engaging in any activity that involves hazards to the unprotected eye from chipped or flying particles. Some examples are chipping, scraping, buffing, grinding, etc.
- E.) Complete-coverage eye protection ***Must*** be worn when dust hazards exist and when using any type of pneumatic tool.
- F.) Individuals ***Must*** wear splash proof/chemical goggles when they are handling hazardous chemical liquids, powders, or vapors. They ***Must*** also wear the goggles when they are in the immediate vicinity of these chemicals.
- G.) Welding ***Must Not*** be directly watched without proper eye protection.
- H.) Goggles with no. 5 or 6 shade lenses ***Must*** be worn when material is cut with acetylene gas. Helpers engaged in such work should wear goggles with no. 4 shade lenses.
- I.) Various “anti-fogging” compounds for lenses and respiratory face masks are available and should be used to maintain clear vision when conditions are conducive to fogging.
- J.) **During grinding operations in close quarters, goggles shall be worn** where additional eye protection is needed to prevent eye injuries.
- K.) During burning operations where the **danger** of having molten or slag fly into the eye exists, **approved burning goggles shall be worn in conjunction with a face shield. Goggles shall be used** when working in close quarters where additional eye protection is needed to prevent eye injuries.

- L.) Prescription glasses worn on the job site shall be of approved industrial quality and have side shields that are approved for the frames. If you have a question about approved eye wear, contact your supervisor.

4. HEAD AND FACE

- A.) All persons entering any work site or shop area **MUST** wear an ANSI approved **(Z89.1-1986) hard hat/cap**. Safety hard hats/caps must not be painted or altered, **nor shall they be worn backwards** so that the suspension system is irregular to the design for normal wear.
- B.) Any long hair or beard that constitutes a potential hazard around moving machinery or rotating equipment **is not permitted**.

5. FEET

Good, strong shoes **Must** be worn in **any operation** where the potential for foot injury exists. Sturdy, steel-toe shoes are recommended. The wearing of hobnailed shoes or shoes with protruding nails or metal taps is prohibited. Neoprene or non-slip soles that are oil resistant are recommended.

6. HANDS

- A.) Wearing gloves prevents many minor injuries resulting from rough materials or irritating substances. **Wear gloves whenever possible**. Leather or leather-palm gloves should be worn when wire rope is being handled. Cloth gloves afford adequate protection when pipe is handled.
- B.) Insulated or heat-resistant gloves **Must** be worn when regular work gloves cannot adequately protect against burns.
- C.) **Gloves shall be removed when a hand injury could occur** by the use of gloves such as near moving parts of machinery. The proper glove for the specific task being performed **shall be used**. If in doubt contact your supervisor.

7. SAFETY HARNESSSES

- A.) **An ANSI approved climbing harness in conjunction with a personal fall arrest devise Must be worn at all times** while a person is working **six (6) feet or more above the ground, unless other adequate protection against falling is provided such as a safety net and/or guard rails**.

- B.) **All safety harnesses should be regularly inspected as required by 29 CFR 1926.502 (d) (21) for excessive wear, damage, cuts, tears, abrasions, mold, or undue stretching** that could cause them to fail. Belts worn or damaged to the extent that they could fail should be destroyed, not discarded.
- C.) All inspections shall be performed by a competent person trained in inspection procedures for fall arrest systems.
- D.) Safety harnesses **Must Not** be thrown into a toolbox or otherwise subjected to treatment that could damage them or weaken them.

8. CLOTHING

- A.) Clothing suited to the work, the weather, and the environment in which the employee works **Must** be worn.
- B.) The wearing of jewelry such as a ring, watchband or neck chain on the job **is discouraged** because it can cause or contribute to accidents and/or injury.
- C.) A person working around moving machinery **Must Not** wear neckties or neck chains, gauntlet gloves or gloves that fasten around the wrist, or baggy, loose, or ragged clothing. **Never** tie or otherwise attach a rag or handkerchief to your person in such a manner that it cannot be removed with one quick, easy pull.
- D.) **If clothing becomes saturated with oil, gasoline, or chemicals, the employee should immediately wash the exposed skin area with soap and water and change clothes to prevent skin irritation.**
- E.) Long pant legs **are required** going to and from work and at work locations. The length **shall be ankle length** at the shortest.
- F.) Personnel handling chemicals or hazardous substances shall wear the clothing specified on the MSDS. **Always consult the MSDS before handling any chemicals.**
- G.) Employees participating in welding and/or cutting operations **shall not tuck** their pant legs into their boots. The practice of tucking pant legs into the boot produces the potential for slag burns.

9. RESPIRATORY PROTECTION

- A.) It is very unlikely that any employee will need to use an air-supplied respirator. In the event that such a condition becomes eminent we shall use a vendor to supply the equipment. Training will also be provided.
- B.) Employees will be taught how to use respiratory protection before its actual use is required. Specific training requirements vary for respirator types. Training will be conducted in accordance with applicable regulations.
- C.) A person's ability to communicate becomes limited when wearing a respirator. Communication procedures should be included as a part of the training program in high-risk areas.
- D.) Respirators must be worn when personnel are working in an atmosphere contaminated with harmful mists, fogs, gases, sprays, and vapors. Respirators must be one of the following types approved by the National Institute of Occupational Safety and Health.
 - a.) PARTICULATE FILTER, AIR PURIFYING--These are Dust respirators--Used to protect from nuisance and toxic dusts. Not to be used for vapors, mists or fumes unless specified by the manufacturer/supplier.
 - b.) CHEMICAL CARTRIDGE RESPIRATORS--Used to protect from mist or vapor such as paint spray. Not to be used for dusts or fumes unless specified by the manufacturer/supplier.
 - c.) CANISTER GAS MASKS--Used for specific gases based on canister type. Not to be used for dusts, mists, or vapors unless specifically approved by the manufacturer/supplier.
 - d.) SUPPLIED AIR BREATHING AIRLINE APPARATUS--Used in almost all hazardous situations. Not to be used in environments considered immediately dangerous to life.

An escape bottle must also be included when used in a confined space.
 - e.) SELF-CONTAINED BREATHING APPARATUS (SCBA)--For use in high concentrations of toxic gases, in oxygen deficient atmospheres, or in any environment considered immediately hazardous to life.
- E.) Respirators **must be** regularly cleaned, disinfected, and properly stored according to manufacturer recommendations and/or disposed of after each use.

- F.) Connections on the airlines which supply breathing air to respiratory equipment **must be inspected frequently and maintained to ensure their integrity.**
- G.) Any employee working in an area where routine or emergency use of a self-contained breathing apparatus is required to perform his job **must be clean shaven** in the face-piece sealing area and **must not have facial hair that could interfere with the function of the mask.**
- H.) ***Before donning a respirator with a full face piece, a person must remove any head covering, spectacles, or foreign items in the mouth. The mask must be tested for air tightness before the person enters the contaminated area. A negative pressure test must be conducted. In the test, the person wearing the mask inhales after the air supply has been blocked. If the mask fails to collapse against the face, it must not be used before repairs or adjustments have been made. A positive pressure test must be conducted by sealing the exhalation valve and gently blowing into the mask to ensure that it does not leak.***
- I.) Employees who wear prescription glasses and are assigned to areas where respirators may be required should be outfitted with a means of attaching the prescription lenses to the face mask of the respirator.
- J.) Respirators **must be cleaned and disinfected** as per the manufacturers recommendations and stored in a proper sealed container.
- K.) Repairs will be made by competent persons **only.**

10. PERSONAL FLOTATION DEVICES (PFD)

- A.) United States Coast Guard approved work vests must be worn by all employees and visitors on our job sites whenever they are exposed to possible water entry.
- B.) Situations such as riding in open boats, working on open decks of vessels, near the edge of docks or deep water, and when alone at night, require that work vests be worn.

SECTION 4

SMALL TOOLS & EQUIPMENT

1. GENERAL

- A.) Tools ***should be kept in*** an orderly fashion on the tool bench or in the tool chest so that they may be easily found when needed. All tools should be cleaned after use.
- B.) All tools and equipment should be inspected regularly. Defective and unsafe tools or equipment ***Must*** be reported promptly to the supervisor, and repaired or replaced at once.
- C.) Hand or power tools ***should be used only*** in the manner and for the work for which ***they are designed***. ***Never remove*** safety guards from power tools. ***Never*** subject a hand or power tool to strain ***obviously beyond its capacity***.
- D.) Tools ***Must Not*** be left lying on moving machinery.
- E.) Tools or loose material not bolted, tied, or secured in an approved manner ***Must*** be removed from elevations.
- F.) When operating driving tools, ***use a tool holder*** for the chisel, bar, or other tool being struck.
- G.) When several people are using hammers, shovels, or similar equipment, they ***should maintain a safe distance from each other***.
- H.) Nails or sharp edges around the tops of kegs, barrels, boxes, cans, and other containers ***should be eliminated immediately***.
- I.) Boards ***should not be thrown or left around*** with nail points protruding. The nails ***should be removed or bent down***.

2. ABRASIVE WHEEL GRINDERS

- A.) Safety washers ***Must*** be used on all abrasive wheels. Abrasive wheels ***Must*** have a protective shield and a tool rest that is adjustable to maintain a clearance no greater than ***one-eighth inch (1/8)***. The operator ***Must*** wear safety glasses and should wear a face shield and stand to one side of the plane of rotation whenever possible.

- B.) **Never** plug in a wheel grinder to a power source without ascertaining that the grinder switch is in the **"off" position**.
- C.) Before a wheel is mounted, it should be closely inspected to make **sure it has not been damaged**, that there are no cracks or deformations of the wheel. **Make sure that the wheel is correct for the RPM of the grinder.**
- D.) **Grinding wheels should always be redressed immediately after they are used on brass and aluminum material.** Worn or uneven grinding wheels need to be redressed before they are used.

3. HANDLES

- A.) **Remove** the handle from a jack when it is not in use. Use the correct jack size.
- B.) Handles of all sledges, hammers, mauls, axes, picks, mattocks, and other striking tools **Must** be properly wedged into the heads.
- C.) Files **should not be used without** handles.
- D.) Nonconductive materials, such as wood or fiberglass, **Must** be used for handles on shovels and posthole diggers to protect the employee from electric shock.
- E.) Cracked or split handles **Must** be replaced as soon as possible. **Never** paint wooden handles, and **Never** tape cracked or split handles.

4. LADDERS

- A.) Ladders **Must** be maintained in good condition. When portable ladders are used on hard surfaces, they **Must** be equipped with nonskid footing or securely fastened to prevent slipping. The top of the ladder should be secured, or the ladder should be held by another person. **The base of the ladder should be placed away from the wall by a distance of about one-fourth of the working length of the ladder.**
- B.) **Ladders should be closely inspected when purchased or installed and reinspected at least twice a year.** Check the condition of the ladder before it is used and correct any defects. **The combined weight of the employee and the load should not exceed the load limit for the ladder.** Remove any oil, grease, or slippery material from the ladder and from your shoes.
- C.) Wooden and fiberglass ladders **Must Not** be painted. Wooden ladders should be coated with clear varnish or shellac or treated with boiled linseed oil.

- D.) Ladders **Must Not** be placed in front of doors that open toward the ladder unless the door is locked or guarded.
- E.) **When climbing or descending a ladder, a person should face the ladder and hold the side rails, Not the rungs.** Climbers should not carry tools or other encumbrances in their hands. A tool belt or pouch should be used for holding small tools, and a hand line should be used to raise or lower heavy or bulky objects. When a climbing harness is supplied, it **Must** be used by the person ascending or descending the ladder.
- F.) **When working from a ladder, Never extend farther than your arm's length to reach work. Always remember to go no further than your belt buckle. (BELT BUCKLE RULE)**
- G.) **No more than one person** should be on a ladder at the same time where possible. If a job requires more than one person, a second ladder or a scaffold should be considered.
- H.) **Never** work on an unsecured ladder in windy conditions.
- I.) A person **should not stand** on the **top two steps** or the spreader of a step ladder.
- J.) **A step ladder should not be used as a straight ladder.**
- K.) When performing electrical work that requires the use of a ladder, **use a wooden or approved fiberglass ladder.** Metal ladders **Must Not** be used.
- L.) When raising a ladder, make sure it **will not contact** an electrical line.
- M.) Extension ladders **should properly overlap** between sections.
- N.) **Ladders Must Not be used as scaffold members or for any purpose for which they are not intended.**

5. OILING CANS

Oiling cans with flexible or bent spouts **should** be used. Oiling cans with straight, rigid spouts are dangerous.

6. POWER MOWERS, EDGERS AND TRIMMERS

Conditions that must be met:

- a.) **Before beginning work**, carefully **inspect** the area and remove all wire, rocks, glass, and other objects that could become a missile if struck by the blade. The mower discharge chute and rear mower housing **Must** be equipped with a deflector shield.

- b.) Before starting the mower, inspect if for loose parts and defective or loose guards. **Disconnect the spark plug wire before attempting an inspection or repair to the mower blade.**
- c.) **Do Not** add fuel to the engine gas tank while it is running or while it is hot. **Do Not** refuel in a closed area.
- d.) **Do Not** allow anyone to loiter in the immediate vicinity of operations.
- e.) The operator **Must** wear safety goggles or safety glasses with side shields **beneath** a full face shield as appropriate when mowing, edging, or trimming.
- f.) Fuel for power mowers **Must** be carried and stored in approved containers.
- g.) **Never** leave power equipment unattended while it is running.

7. POWER TOOLS

- A.) Before repairing, servicing or changing components on any power tool, the power source **Must** be disconnected. If the tool is driven by a gasoline engine, the ignition wire **should be disconnected** from the spark plug, or other precautions **Must** be taken to prevent the accidental firing of the engine. **USE PROPER LOCKOUT/TAGOUT PROCEDURES.**
- B.) When there is danger of explosion or fire, **air-operated tools should be used.**
- C.) Electric power tools and equipment showing worn, deteriorated, or inadequate insulation **Must** be removed from service until repaired.

8. SCREWDRIVERS

- A.) Avoid the **careless or improper** use of screwdrivers. **Never** attempt to use a screwdriver as a pry tool, drift, or chisel.
- B.) Screwdrivers **should be held** in such a way that if they slip, they **will not** stab you or anyone else.

9. SLEDGES

Sledge work **should be so arranged** that sledging in a horizontal arc is not necessary. If a person must swing the sledge in a horizontal arc, **the footing of that person should be as secure as possible.** All observers **Must** stand in the clear. **Check the clearance overhead and behind before starting to work.** Lay sledges **flat** when they are not in use. Anytime the impact work is being conducted, safety glasses, goggles, or a shield **shall be worn.**

10. STEAM HOSES

- A.) An operator **should not point** a nozzle in the general direction of other persons. Use heat-resistant gloves.
- B.) Steam hoses **should be visually inspected** before each use. They **should be hydrostatically tested** to the working pressure of the hose at least once a year.

11. WRENCHES

- A.) All wrenches **should be used** as is and **not cheated**, until efforts to break or make up the connection with the largest wrench available has failed. **If a cheater is to be used**, place it on the largest wrench available. The cheater **should extend** the full length of the handle so that it will not damage the wrench or slip off the handle. **Never** use a cheater on a crescent-type or aluminum wrench. **Fiberglass and aluminum cheaters should not be used.**
- B.) **All wrenches should be used without modification.**
- C.) Wrenches **should not be used** directly over the head. Instead, work at an angle.
- D.) The wrench must **fit the nut**. The **only exception** will be the use of **an open end adjustable**.
- E.) **Never** use a wrench to secure leverage by placing its jaw into the jaw or on the handle of another wrench.
- F.) Adjustable pipe wrenches and crescent-type wrenches **should be adjusted** to take a full but snug grip on a pipe or nut. Avoid the use of an adjustable wrench when a box-end wrench or open-end wrench can be used.
- G.) **Never step or jump** on wrenches or tongs when additional force is needed.

12. SCAFFOLDING

- A.) **Scaffolds must be constructed to support at least four times the maximum intended load without failure. Never exceed the safe working loads of scaffolds.**
- B.) All scaffolds should be erected level and plumb on a firm base. Adjusting or leveling screws must not be used on scaffolds equipped with wheels. **Adjusting screws should not be extended more than 12 inches of thread.**

- C.) Platform planks should be laid with their edges close together so that there are no spaces large enough for tools or materials to fall through. **All planking must be overlapped a minimum of 12 inches or secured from movement. Planks must extend over end supports not less than 6 inches nor more than 12 inches.**
- D.) When space permits, all scaffold platforms 10 feet or more in height **should be equipped** with standard guard rails and mid-rails, be **completely decked** with safety plank or manufactured scaffold decking, and have **rigidly secured** toe boards on sides and ends.
- E.) Scaffolds **should be tied** to and **securely braced** against the building or structure horizontally and vertically as specified for the type of scaffold in accordance with applicable regulations.
- F.) Nonconductive ladders or scaffolds **must be used** when working on energized electrical circuits.
- G.) **Before starting work on a scaffold, inspect visually to determine that: guardrails, toe boards, and decking are in place; all wheels are locked on movable scaffolds; and locking pins are in place at each joint.**
- H.) Personnel **must wear properly tied-off safety harnesses** on scaffold platforms not equipped with standard guardrails if working surface is **6 feet or more above ground level**, unless other adequate protection is provided.

13. MISCELLANEOUS

- A.) Mops or other potentially flammable items **Must Not** be placed near engine exhausts or other hot surfaces for drying.
- B.) An air hose should not be used to blow particles off clothing, hair, or skin. If air pressure is being used to clean an area, the user **Must** wear protective goggles and the air hose **Must** be equipped with a pressure regulator to reduce the air pressure to less than **30 psig**.

SECTION 5

FIRST AID

WHEN RENDERING FIRST AID, ALWAYS REMEMBER TO DO ONLY WHAT YOU HAVE BEEN TRAINED TO DO AND WHAT YOU FEEL COMPETENT IN PERFORMING. IN SEVERE INJURIES ALWAYS SEEK MEDICAL HELP IMMEDIATELY. CALL 911 AS SOON AS POSSIBLE.

1. GENERAL

- A.) The primary objective in first aid is to sustain life by utilizing basic life support techniques to:
- a.) Maintain an airway.
 - b.) Maintain breathing.
 - c.) Maintain circulation.
 - d.) Control bleeding.
 - e.) Treat for shock.
 - f.) Get medical care for the victim.
- B.) The first aid provider **Must** avoid panic, offer reassurance, inspire confidence, and do what is necessary until medical help arrives.

2. SEVERE BLEEDING

Severe bleeding results from wounds to large vessels. **Use Universal Precautions: Treat all blood and other potentially infectious body fluids as if they are infected. Follow the exposure control plan. As a minimum use disposable gloves as a barrier to blood and other body fluids.** Bleeding **Must** be controlled quickly. Don't waste time--apply direct pressure over the wound.

The following procedure should be used in the event of severe bleeding: **Call out for help. Enter the EMS by phoning 911.**

- a.) Place a clean pad, handkerchief, or cloth over the wound and press firmly with your protected hand. If you do not have a pad or bandage, close the wound with your barrier covered hand or fingers.
- b.) Apply pressure directly over the wound.
- c.) Hold the pad firmly in place with a bandage, necktie, cloth strip, etc.
- d.) Raise the bleeding part higher than the rest of the body unless bones have been broken.
- e.) Keep the victim lying down.

- f.) Keep the victim warm if he/she is cold; keep the victim cool if he/she is hot. The concept is to make the victim as comfortable as possible.
- g.) Always treat for shock by monitoring the ABC's.

3. CARDIO AND PULMONARY RESUSCITATION

Call out for help. Enter the EMS by phoning 911.

- A.) If there is no breathing and/or circulation: do the ABC's:
 - a.) Airway--open the victims airway by using the head tip chin-lift method.
 - b.) Breathing--look, listen, and feel for breathing by placing your cheek and ear as close as possible to the victim's mouth and nose.
 - c.) Check--check for breathing return and pulse for 5-10 seconds.
- B.) If there is no breathing, begin rescue breathing at the rate of one breath every 5 seconds for an adult. (1:5)
- C.) If there is no breathing and no pulse-- begin one rescuer CPR, at the rate of 2 breaths and 15 compressions. Check for breathing and pulse after each minute. Continue giving CPR until the victim recovers both functions, rescue help arrives, or someone qualified to relieve you arrives. (2:15)

4. BURNS

Burns can result from extreme temperatures (thermal burn) or from chemicals (chemical burns). Burns are very painful and can be complicated by shock, contamination, and dehydration.

BURN FIRST DEGREE

DO: Apply cold water and/or dry sterile dressing.

DON'T: Apply butter, oleo, margarine, etc.

BURN SECOND DEGREE (Deeper; blisters develop)

DO: Immerse in cold water, blot dry with sterile cloth for protection. Treat for shock. Obtain medical attention if severe.

DON'T: Break blisters. Remove shreds of tissue. Use antiseptic preparation, ointment spray, or home remedy on severe burn.

BURN THIRD DEGREE (Deeper destruction, skin layers destroyed)

DO: Cover with sterile cloth to protect. Treat for shock. Watch for breathing difficulty. Obtain medical attention quickly.

DON'T: Remove charred clothing that is stuck to burn. Apply ice. Use home medication.

CHEMICAL BURN

DO: Remove by flushing with large quantities of water for at least 5 minutes. Remove surrounding clothing. Obtain medical attention.

5. HYPOVOLEMIC SHOCK

SIGNS AND SYMPTOMS

- *PALE OR BLUISH SKIN, NAILBED, AND LIPS
- *SLOW CAPILLARY FILLING TIME
- *COOL, WET (CLAMMY) SKIN, HEAVY SWEATING
- *RAPID BREATHING AND PULSE
- *LOSS OF CONSCIOUSNESS IN SEVERE SHOCK
- *DILATED (ENLARGED) PUPILS
- *DULL, SUNKEN LOOK TO THE EYES
- *THIRST
- *NAUSEA AND VOMITING

FIRST AID

ALWAYS CHECK THE ABC'S.

PRESERVE BODY HEAT

IF THERE IS A HEAD INJURY OR DIFFICULTY IN BREATHING, ELEVATE THE HEAD AND SHOULDERS IF THERE IS NO SPINE INJURY.

IF THE VICTIM IS UNCONSCIOUS OR CHANCE OF VOMITING: TURN THE VICTIM ON SIDE IF NO SPINE INJURY, OTHERWISE THE LEGS MAY BE ELEVATED 8-12 INCHES.

IF LESS THAN 1-2 HOURS FROM MEDICAL CARE AND SURGERY IS POSSIBLE OR AN ABDOMINAL INJURY: DO NOT GIVE ANY FLUIDS EXCEPT TO THE CONSCIOUS WHO ARE SEVERELY BURNED.

6. ANAPHYLACTIC SHOCK

SYMPTOMS

***COUGHING, SNEEZING, WHEEZING**

***DIFFICULT BREATHING**

***TIGHTNESS AND SWELLING IN THE THROAT**

***TIGHTNESS IN THE CHEST**

***SEVERE ITCHING, BURNING, RASH, OR HIVES**

***SWOLLEN FACE, TONGUE, MOUTH**

***NAUSEA, VOMITING**

***DIZZINESS**

***ABDOMINAL CRAMPS**

***BLUENESS(CYANOSIS)AROUND THE LIPS
AND MOUTH**

***UNCONSCIOUSNESS**

FIRST AID

***CHECK ABC'S AND TREAT ACCORDINGLY**

***IF VICTIM HAS AN ANAPHYLAXIS KIT CONTAINING EPINEPHRINE: FOLLOW THE KITS INSTRUCTIONS FOR INJECTING THE EPINEPHRINE. KEEP CHECKING THE VICTIM SINCE A SECOND INJECTION MAY BECOME NECESSARY.**

***THIS IS A TRUE EMERGENCY---SEEK MEDICAL ATTENTION IMMEDIATELY!!!!**

SECTION 6

EQUIPMENT

1. AIR COMPRESSORS

- A.) Air intake piping **should be located** to prevent hydrocarbon gases, exhaust gases, or any flammable vapors from entering the air compressor.
- B.) Air compressor discharge piping **Must** be equipped to collect and remove oil and water from air lines.
- C.) Air receivers **Must** be equipped with an indicating pressure gauge **and correctly sized pressure relief valve**. The pressure gauges shall be conveniently located so that regular observation can be done. The maximum working pressure **shall** be conveniently visible on the vessel.
- D.) Automatic start air compressors **MUST** have a warning sign stating that the unit starts automatically. **(THIS EQUIPMENT STARTS AUTOMATICALLY)**. **The proper lockout/tagout should be followed before any work is performed on the unit.**
- E.) **All moving parts** such as shafts, couplings, belts, and sheaves **shall** be enclosed to provide complete protection of personnel and allow for dissipation of heat.
- F.) Compressed air **shall be** used only for the purpose for which it is provided.
- G.) Compressed air **is not to be used** to dry hands, face, or any other body part. **Nor** shall it be used to blow dust or debris from personnel or their clothing.

2. CYLINDERS, HOSES, AND TORCHES

- A.) Compressed gas cylinders **shall be handled carefully** even when they are empty. Rough handling may damage cylinders or cause leakage, with consequent danger of fire and explosion.
- B.) Dented or damaged cylinders should not be used.
- C.) **Except when in use, cylinder valves should be closed with caps in place. Do Not** lift the cylinders by the caps and **Do Not** use them for rollers.

- D.) **Cylinders should be securely fastened in an upright position with valve ends up, except when they are being transported to another location.**
- E.) **At elevated pressures, oil or grease combined with oxygen, can be explosive. Keep oil and grease off regulators, valves, hoses, and gauge connections.**
- F.) **Oxygen shall not be used** to inflate tires or blow debris from clothing or skin.
- G.) **Oxygen and fuel gas cylinders Must Not be stored together. They should be stored in a safe, dry, well ventilated area at least 20 feet from each other or other combustible materials or separated by a non-combustible barrier at least 5 feet in height and having a fire-resistance rating of at least 30 minutes.**
- H.) **Leaks and bruises in hoses should be repaired immediately.** A few inches of that part of the hose near the torch, which is subjected to the hardest use, **should be cut off** regularly and the hose reattached.
- I.) Should a hose catch fire, **close the valve at the cylinder** if it is safe to do so. **No attempt should be made** to extinguish the fire by pinching the hose.
- J.) When not in use, the oxy-fuel gas welding units should be racked. Master valves on oxygen and acetylene cylinders **should be closed** and pressure **should be bled** from the regulators and hoses after they have been used.
- K.) Oxygen and fuel gas regulators **shall** have proper working gauges near their point of operation.

3. ENGINE AND PUMPS

- A.) Engines and pumps **should be located** in well ventilated areas as far away as practical from accumulations of explosive vapors.
- B.) Gasoline engines **should not** be killed by choking. Engines or motors that start automatically should have a sign posted, warning of their automatic operation. **(THIS EQUIPMENT STARTS AUTOMATICALLY)**
- C.) Proper guards **must be installed** around engine clutches, belts, and open fly wheels. **Guards must be placed around cranks and other hazardous moving equipment on pumping units. These guards must be in place at all times while the units are operating.**
- D.) If guards are removed for repairs, they should be replaced before the engine or pump is started. **Never** attempt to grease moving machinery that is not equipped with guarded grease fittings.

- E.) A dry-chemical fire extinguisher **should be located** near the engine or carried on the work vehicle used in servicing or attending the engine.
- F.) Before hand-cranking an engine, **the cranking area must be free** of oil, grease, and any objects that prevent stable footing.
- G.) When cranking small engines using a rope starter, **never wrap** the rope around your hand or wrist. The starting rope should be made of adequate material and should be equipped with a handle.

4. HOISTING EQUIPMENT

- A.) When possible, use a hoist, crane, stiffleg, etc. to lift a heavy load. **Never** ride on a load being hoisted.
- B.) All operators of cranes, Cherry pickers, other lifting equipment **Must** know the load capacities of the equipment and **Must** not exceed those capacities. Capacity charts and signs **Must** be placed so the operator can see them clearly.
- C.) Lifting equipment of any kind **Must** receive an appropriate inspection periodically by qualified personnel. Your record of inspection **Must** be retained. Lifting equipment **Must NOT** be used if it is not working properly.
- D.) Hooks on all blocks, including snatch blocks, **Must** have safety latches. Electrician hooks are exceptions to this rule.
- E.) All hooks on hoisting equipment **should be visually inspected** for cracks before the equipment is used.
- F.) The maximum load specifications for the hoist **Must** be noted on the hoist.
- G.) **Never** overload the hoist by trying to lift objects heavier than it is designed to lift or by extending the **original** length of the mast.
- H.) Use appropriate outriggers to stabilize lifting equipment and make sure they are on firm ground or on timber footing.
- I.) Inspect the hoist and its cable on a regular basis.
- J.) **Always** hold tension on the cable when reeling it in or out.
- K.) Leather-palm gloves **should be used** when handling the cable.
- L.) **Always** rig the hoist down and secure it after the work is completed.

- M.) For a hoist with manual rotation, **lock the hoist** in the desired position before lifting the load. **Ensure** that the locking mechanism is working properly. The load can easily swing out of control if the hoist is not correctly locked. **Do not** attempt to manually rotate a loaded hoist until an adequate number of tag lines are in place and all personnel are positioned clear of the load.
- N.) For jobs that require horizontal positioning of a load after it has been picked up, a hoist with **power rotation should be used**, if available.

5. BACKHOE OPERATIONS

- A.) The Operator must be fully qualified and thoroughly familiar with the backhoe before using it. The operator **Must** read the manual carefully.
- B.) The unit **Must** be equipped with a roll bar and a seat belt.
- C.) **Use hand holes and step plates when getting on or off the unit. Never enter** the unit from the rear.
- D.) **Do not** start the engine unless seated in the driver's seat.
- E.) Operate the backhoe controls **ONLY** when properly seated at the controls.
- F.) Seat belts **Must** be worn when the machine is in operation if the machine is equipped with a roll bar.
- G.) **Do not permit anyone but the operator to ride on the unit.**
- H.) **Keep bystanders in the clear** while operating the backhoe or moving the stabilizers. **No one is allowed in a bell hole while a backhoe is excavating.**
- I.) **Locate utility lines and overhead power lines before starting to dig. Do not operate a backhoe within 15 feet of an overhead electric line.**
- J.) **Never** attempt to lift loads in excess of the backhoe capacity.
- K.) **Never** allow anyone to get under the backhoe bucket or reach through the lift arms when the bucket is raised.
- L.) Use care at all times to maintain proper stability. **Drive at safe speeds** over rough ground, on slopes, when crossing ditches, and when turning.
- M.) To prevent upsets when operating on a slope, **avoid using the full reach** and swinging a loaded bucket to the downhill side.

- N.) **Always center** and raise the boom before engaging or disengaging the transport.
- O.) **Do not** get off the tractor while it is in motion.
- P.) **Do not** lubricate or make mechanical adjustments to the unit while it is in motion or when the engine is running.
- Q.) **Never** repair or tighten hydraulic hoses for fittings when the system is under pressure, when the engine is running, or when the backhoe cylinders are under a load.
- R.) **Park the unit on level ground when possible.** When parking it on an incline, lower the bucket so that the cutting lip contacts the ground, apply the parking brake, and securely block the wheels.
- S.) Use care in attaching towing lines to the backhoe. Pulling from the tractor rear axle or any point above the axle may cause an accident.
- T.) Observe proper maintenance and repair of all pivot pins, hydraulic cylinders, hoses, snap rings, and main attaching bolts daily.
- U.) Maintain the brakes in good working order.

6. CHERRY PICKER SAFETY PROCEDURES

- A.) The Operator **Must** read the operator's manual carefully and be fully qualified and thoroughly familiar with the CHERRY PICKER before using it.
- B.) **Never** place any part of the machine or load within 15 feet of high voltage lines.
- C.) **Never** exceed load capacities specified by the manufacturer.
- D.) Transport loads at slow speeds on smooth level surfaces with the boom in the "over front" position and the swing lock engaged.
- E.) Loads may be telescoped in or out without damage to the boom or the machine as long as the limits of the load capacity chart are not exceeded.
- F.) When a wire-rope hoist is equipped with a free drop option, the load which can be handled under controlled free fall conditions **must not** exceed 3,500 pounds or 90 percent of the maximum allowable lift capacity, whichever is less.
- G.) The cherry picker is **LEAST STABLE** when the boom is operating from the side position.

- H.) **Rear-axle lockouts Must** be engaged at all times when the machine is swinging or lifting a load. They can be disengaged when the machine is being transported, if the boom is in the "**over front**" position.
- I.) **Do not** operate the CHERRY PICKER at boom lengths and boom radii which are not listed on the chart. Under extreme conditions, the machine may overturn even without a load on the hook.
- J.) **Do not** reverse the swing control until the swinging motion of the boom has **STOPPED**.
- K.) The cherry picker is designed for only one operator in the cab. Riders are **not** permitted in the cab with the operator.
- L.) A qualified spotter **should assist** the operator in placing or retrieving a load. The spotter should not be in a position where the load may fall and cause injury. Use only one spotter. A confused operator is more likely to have accidents.
- M.) **Always** set the parking brake before leaving the machine.

7. SMALL FRONT END LOADERS (BOBCATS)

- A.) The operator **must be** trained and qualified to operate the loader.
- B.) Loaders **should be inspected daily** for conditions adversely affecting the safe operation of the vehicle.
- C.) Each loader **should carry a data plate or placard** indicating the weight and rated capacity of the unit.
- D.) Each loader **should have a horn or other warning device** loud enough to be heard over local noise. Loaders **should be equipped with a backup alarm**.
- E.) **Never overload a loader.**
- F.) **Before lifting the load be sure that the loader is within its center of gravity.**
- G.) **Always raise and lower the load slowly**, a sudden stop may cause the forklift to tilt forward.
- H.) **When the loader is left unattended**, the bucket should be lowered, controls in neutral, power shut off, and brakes set. If parked on an incline, the wheels should be chocked.
- I.) **Never** drive over objects. Especially while carrying a load.

SECTION 7

EXCAVATIONS

Before you start to excavate: 1) Call the appropriate “One Call” 2) Ensure underground installations are protected, supported or removed 3) Remove or secure any unsafe obstacles that may create hazards 4) Classify the type of soil and rock deposits as either type A, B, C by using one visual and one manual analysis. 5) Designate someone to inspect the open excavation and site daily

Competent Person: 1) Is trained in a capable of identifying existing and predictable hazards which are unclear, hazardous, or dangerous to coworkers 2) Is responsible for performing the soil classification analysis 3) Has the authority to take prompt corrective measure to eliminate any hazards 4) May be responsible for coordination and direction or emergency response

Types of Protective Systems:

- A.) Proper sloping and/or benching of the sides of the excavation
- B.) Supporting the sides of the excavation with timber shoring or aluminum hydraulic shoring
- C.) Placing a shield between the sides of the excavation and your work area

FOUR FOOT RULE: Refers to your means of escape—An exit must be provided if the excavation is four feet or greater. This exit must be within 25 feet of every worker.

FIVE FOOT RULE: Refers to when you needs a protective system—A protective system isn’t needed if the excavation is made entirely in stable rock, or the excavation is less than five feet in depth (provided there is no indication of a potential cave-in)

1. GENERAL

- A.) Excavations Must be adequately guarded and Marked with a warning sign or covered with planks strong enough to prevent people from falling or stepping into them.
- B.) Before excavating, trenching, boring, or pile driving, you **Must** know the location of underground pipelines and cables. **Pipelines should be depressurized** and hand digging completed around pipelines and cables before machine excavation begins. Use caution when excavating around lines that may be severely corroded.

- C.) **No one should be left alone** while digging or working in a bell hole if the hole is deep enough to cave in or if hydrocarbons have been present. **Bell holes should have side slopes or steps that provide easy entry and exit.** (Reference: 29 CFR 1926.650-652).
- D.) When working in cellars or other excavations, you should recognize the possibility of cave-ins and **provide adequate protection.** Local regulations, if any, will be observed.
- E.) **A daily inspection** of all excavation and trenches **must be conducted** by the person in charge before other personnel are allowed to enter the excavations.
- F.) Everyone **Must** stay clear of the backhoe while it is in operation.
- G.) **Hot Work and Entry permits** must be obtained according to Customer guidelines. In cases where the client does not have any specifics our guidelines **Will** be used.

4. GAS AND GASEOUS CONDITIONS

- A.) In a gaseous area or in an area where gas is known to be escaping, **avoid any hammering, chipping, or striking of metal against metal.** If you need to hammer or pound on a piece of equipment, remove it from the gaseous area.
- B.) **Trucks, cars, and boats should be kept a safe distance from a crude oil or gas leak.** The person in charge should determine that distance. **Always** approach a leak from the upwind side.
- C.) Unnecessary exposure to gas fumes **should be avoided.** When entering an area containing gas fumes, these precautions should be followed:
 - a.) Persons entering the danger area **Must** use proper respirator equipment.
 - b.) Safety lines should be attached to all persons entering the danger area.
 - c.) Digging while alone is prohibited in an area that has experienced leaking gas or highly volatile liquids.

SECTION 8

CONFINED SPACES

1. INTRODUCTION

PERMIT-REQUIRED CONFINED SPACES is a standard requiring specific practices and procedures that will protect general industry employees from potential hazards of entering permit-required confined spaces.

All of general industry, including manufacturing, chemical plants, refineries, agricultural services, transportation, utilities, wholesale and retail trade are covered by the standard.

Requirements of the standard include: identification of confined spaces and informing employees of their existence, entry permits, a written permit space program, and training for individuals with active roles in confined space work.

- + authorized entrants
- + attendants
- + entry supervisors
- + rescue and emergency services personnel,

The standard covers the many workers who actually enter confined spaces each year.

Some kind of confined space can be found in over 240,000 workplaces. The work that is done inside of these spaces varies from inspection and testing of equipment, to welding, painting and general maintenance.

2. DEFINITIONS AND ABBREVIATIONS

The four main definitions of this new regulation are as follows:

CONFINED SPACE – a space large enough and so configured than an employee can bodily enter and perform assigned work. In addition, a confined space has limited or restricted means for entry or exit and is not designed for continuous employee occupancy.

This could mean:

- a. small, narrow or cramped passageways
- b. entry or exit is by means of a ladder
- c. other equipment in the space may make evacuation and rescue difficult

Examples of confined spaces include:

bins	boilers	crawlspace
degreasers	ducts	excavations
furnaces	hoppers	incinerators
pipelines	pits	reactor vessels
scrubbers	sewers	silos
tanks	tunnels	utility manholes
vats	vaults	vessels

and, other areas with limited means of entry.

PERMIT-REQUIRED CONFINED SPACE OR PERMIT SPACE—a confined space that has, or may have, one or more of the following characteristics:

- a.) Contains or has the potential to contain a hazardous atmosphere. This could mean that the oxygen content of the space is inadequate, or that toxic or explosive gases, fumes, or vapors are present.
- b.) Contains a material that has the potential for engulfing an entrant, For example, a bin filled with sawdust is an engulfment hazard.
- c.) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- d.) Contains any other recognized serious safety or health hazard, such as turning, exposed blades on equipment, or a hole where a worker could drop through to another level.

NOTE: A permit has one or more features that require the worker to take special precautions these spaces are considered an immediate health and safety risk.

ENTRY—the action by which a person passes through an opening into a permit required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

ENTRY PERMIT—the written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information specified by this section.

OTHER CONFINED SPACE DEFINITIONS:

ACCEPTABLE ENTRY Conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

HAZARDOUS ATMOSPHERE—an atmosphere that may expose employees to risk of death, incapacitation, impairment of ability to self-rescue (escape unaided from a permit space), injury, or acute illness from one or more the following causes:

- + flammable gas, vapor, or mist in excess of 10% of its lower flammable limit (LFL)
- + airborne combustible dust at a concentration that meets or exceed its LFL,

NOTE: *This concentration can be approximated to a condition where dust obscures vision at a distance of 5 feet or less.*

- + atmospheric oxygen concentration below 19.5% or above 23.5%
- + atmospheric concentration of any substance for which a permissible exposure limit (PEL) is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous
- + Substances, of this part and which could result in employee exposure in excess of its dose or PEL

NOTE: *An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health affects is not covered by this provision.*

- + any other atmospheric condition immediately dangerous to life or health.

NOTE: *For air contaminants where OSHA has not determined doses or permissible exposure limits, other sources of information such as MSDS, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.*

HOT WORK PERMIT—an employer’s written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

IMMEDIATE DANGEROUS TO LIFE OR HEALTH (IDLH)—any condition that:

- + poses an immediate or delayed threat to life
- + would cause irreversible adverse health effects
- + would interfere with an individual’s ability to escape unaided from a permit space.

NOTE: *Some materials, such as hydrogen fluoride gas and cadmium vapor may produce immediate effects that, even if severe, can pass without medical attention; however, sudden, possibly fatal collapse can occur up to 12 to 72 hours after exposure. In fact, the victim may feel normal after they recover from the temporary effects until they collapse. Such material, in hazardous quantities are immediately dangerous to life or health.*

NON-PERMIT CONFINED SPACE—a confined space that does not contain, or with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

3. STATEMENT OF POLICY

All employees and lease operators will not make an entry into any space that is not a **non-permit confined space**. In only rare instances will this even be necessary. A Confined Space Program for Bourque Vacuum Service, Inc. is maintained at the main office. In the event that an entry is required, the program will be followed.

SECTION 9

FIRE PREVENTION

1. GENERAL

- A.) The prevention of fires is of the utmost importance. Good housekeeping and equipment maintenance **Must** be followed to keep fire hazards to a minimum.
- B.) Matches and cigarette lighters **Must Not** be carried into any area that may have an explosive atmosphere.
- C.) Any area subject to contamination by flammable liquids or gas should be designated a "No Smoking" area. A "No Smoking " sign should be displayed in the area.
- D.) Attics of all buildings **Must** be designated as "**No Smoking**" areas and "**No Smoking**" signs **Must** be prominently displayed.
- E.) Oily waste or oil-soaked clothing **Must** be disposed of because of the possibility of spontaneous combustion.
- F.) Gasoline, kerosene, or other flammable liquids **Must Not** be stored in glass containers or unapproved plastic containers.
- G.) Because paint, insect sprays, aerosol sprays, and most paint removers are usually flammable, they should not be used near open flames or other sources of ignition.
- H.) Inspection and maintenance of all fire equipment **MUST** be performed by a competent inspector in accordance with applicable regulatory and Company requirements.
 - a.) All portable extinguishers **shall be inspected monthly** to ensure that they are in their designated places, that they have not been miss-used, discharged, if any physical damaged is apparent, and that they are current for the annual.
 - b.) Fire fighting equipment is for **fire use only** and should be kept in its proper location until it is needed.
 - c.) All fire extinguishers **Must** have a durable maintenance tag affixed.
- I.) All employees **should be trained** in the use of fire fighting equipment at their disposal.
- J.) All employees **shall be instructed** on fire evacuation procedures.

- K.) Before an open flame such as a welding torch is carried into a closed building or tank, a test **shall be made** to detect the presence of gas, using an approved combustible-gas indicator.
- L.) In the event of a severe gasoline or gas leak in the yard, all fares and engines **must be shut down without delay**.
- M.) When testing for gas leaks on gas connections, use soap suds or an approved leak-detector fluid. **Never** use an open flame.
- N.) If a place requires special precautions against fire, employees at that location **Must be instructed** in those precautions.

SECTION 10

OFFICE, SHOPS AND WAREHOUSES

1. SAFETY EQUIPMENT AND PROCEDURES

- A.) **Keep current emergency phone numbers for police, fire, and medical aid near the telephone.**
- B.) **Become familiar** with all exits and building evacuation procedures. An evacuation plan should include both primary and secondary escape routes.
- C.) **Know** where first aid kits are located. Know who has been trained in first aid and cardiopulmonary resuscitation (CPR) procedures.

2. EMERGENCY PROCEDURES IN CASE OF FIRE

- A.) **Know** how to report a fire.
- B.) **Know** the location and operating methods of all firefighting equipment in the building.
- C.) **Know** which type of extinguisher is effective on wood, oil, grease, and electrical fires.
- D.) **Be familiar with survival techniques in case you are trapped by a fire.**
 - a.) Do not use elevators. Use stairways to exit.
 - b.) If caught in a smoke-filled area, crawl on the floor and take short breaths through your nose. If possible, hold a cloth in front of your face.
 - c.) Before opening a door, touch it to check its temperature. If it is hot, do not open it.

3. OFFICE FURNITURE AND EQUIPMENT

- A.) Arrange to have worn electrical cords replaced promptly by qualified personnel. **NEVER** attempt electrical repairs unless you are qualified to do the work.
- B.) Keep walking areas **clear** of telephone and electrical cords. Tape down cords that temporarily cross sideways.
- C.) Electrical outlets **must not** be overloaded.
- D.) **Dry** your hands thoroughly **before** plugging, unplugging, or operating electrical equipment.

- E.) **Turn off the power overnight** for copiers, coffee machines, desk lamps and other electrical devices as required to meet building safety requirements. Always turn off and unplug portable electric heaters when leaving the office.
- F.) Where a microwave oven or other radiation device may be in use, signs announcing the possibility of this activity **must be posted** at all entrances to the area.
- G.) Keep coffee and other beverages **away** from electrical equipment such as copy machines.
- H.) **Replace** burned out light bulbs or fluorescent bulbs promptly.

4. FLAMMABLE AND HAZARDOUS MATERIALS

- A.) **Keep all flammable materials** away from possible ignition sources and in approved containers, with the contents labeled for identification. Containers must not be left uncapped.
- B.) **Do not use** aerosol sprays, cleaners, or insect repellents near ignition sources.
- C.) Keep portable electric heaters **away** from furniture and other flammable materials.

5. WAREHOUSE SAFETY

- A.) Warehouses **Must** have posted smoking and nonsmoking areas.
- B.) All storage areas **Must** be kept free of materials that can cause tripping, fire, explosion, or pest harborage. Aisles, stairways, walkways, and loading platforms **Must** also be kept free of such materials.
- C.) Gasoline and any other highly volatile material **Must Not** be stored in a warehouse. Appropriate outside storage should be provided.
- D.) A nonskid surface should be provided on ramps and walkways where there is danger of slipping.
- E.) **Do Not** overload shelves. Periodically inspect shelves for strength.
- F.) Bins and racks should be spaced and located to allow safe access to material.

- G.) Make provisions for safe access to material on high shelves.
- H.) When storing heavy objects, such as fittings in bins, place strips across the lower part of the bin to keep the fittings from rolling out.

6. FORKLIFTS AND PALLET STORAGE

- A.) The operator **Must** be fully trained, qualified, and licensed to operate the forklift before using it and **Must** read the operator's manual carefully.
- B.) Forklifts should be visually inspected daily for conditions adversely affecting the safety of the vehicle.
- C.) Each forklift should carry a name plate showing its weight and rated capacity.
- D.) Each forklift **should have** a horn or other warning device loud enough to be heard over local noise. The horn should be sounded when leaving and entering a building or when approaching blind corners. Forklifts **should be equipped with a back up warning signal**.
- E.) **Never** overload the forklift.
- F.) Before lifting **be sure** that the load **is stable and properly balanced**.
- G.) **Always** lower the load slowly; a sudden stop may cause the forklift to tilt forward.
- H.) **Never** stack material in roadways or aisles.
- I.) The operator **Must Not** permit anyone to ride on any part of the forklift.
- J.) When a forklift is left unattended, the fork should be fully lowered, controls in neutral, power shut off and brakes set. If parked on an incline, wheels should be chocked.
- K.) **Never** drive over objects lying on floors.
- L.) When driving with or without a load, keep the forks **two (2) to four (4) inches** above the ground.
- M.) If the load obstructs forward view, the operator **Must** travel with the load trailing.
- N.) **Never** stand under elevated loads.
- O.) Gasoline or diesel powered forklifts **Must** be refueled outside buildings with the engine shut off and brakes set.

7. SHOPS

- A.) Unauthorized persons **should not visit or loiter** in the shop, and **Must Not** use any shop equipment.
- B.) Shops **should be locked** when unattended. A machine **Must Not** be left unattended while operating.
- C.) Shops **Must** be equipped with an **approved first aid kit**.
- D.) Shop personnel and visitors **Must** wear approved eye protection. Impact-type goggles **Must** be worn and a full-face shield should be worn to protect the head and face of an operator engaged in grinding, machining, hammering, or chipping. Personal protective clothing or equipment **Must** be worn as required by the shop.
- E.) All tools **should be** maintained in good condition, be properly stored, and used for their purpose.
- F.) Good housekeeping is essential to good safety practices. The following guidelines will help achieve and maintain good housekeeping:
 - a.) Clean up all spills immediately.
 - b.) Keep the floor free of oil and grease.
 - c.) Keep walkways free of tripping hazards.
 - d.) Store oil rags in a closed metal container.
 - e.) Close workbench drawers when not in use.
- G.) **Place safety guards on belts and gears**. Objects such as set screws **Must Not** be left in a position that will cause them to catch on the operator's clothing.
- H.) **Do Not** wear gloves, jewelry, or loose clothing around rotating machinery. **Never** use rags around a machine that is in operation.
- I.) **Turn off or disconnect** the power before making any adjustments to a machine.
- J.) **Remove** the cuttings and filings from the machine and the floor area around the machine. Use a brush, broom, and shovel for this purpose. **Never** use your bare hands.
- K.) **Do Not** exceed the recommended lifting capacity of an overhead crane or a chain hoist. The allowable capacity **Must** be marked on such cranes and hoists.
- L.) When electrical tools are being operated, approved rubber floor mats should be used to provide adequate insulation.

SECTION 11

TRANSPORTATION

1. GENERAL

- A.) All operators of Company/Lease vehicles **Must** practice defensive driving when operating those vehicles.
- B.) All operators of Company/Lease vehicles **Must** have valid, appropriate driver's licenses and be qualified to drive the vehicle to be driven.
- C.) The certificate of registration and other required documents, along with Company accident forms **should be** carried in all Company/Lease owned vehicles.
- D.) All drivers of Company/Lease vehicles **Must** be familiar with and abide by state, federal, and local traffic regulations.
- E.) Seat belts **Must** be worn by all occupants in a moving vehicle.
- F.) Equipment on all Company/Lease vehicles **must conform** to state, federal, and D.O.T. regulations.
- G.) ***Picking up hitchhikers is dangerous and Prohibited.***
- H.) Any automotive accident involving a Company owned, rented, or leased vehicle, major or minor, **Must** be reported as soon as possible to the supervisor, and required Company, federal, and state accident forms be completed.
- I.) ***Never attempt to perform work or drive a vehicle when you are impaired by alcohol, medication or drugs.***
- J.) Before starting out in your vehicle in the morning, clear all windows of any frost, ice, or dew.
- K.) A right hand outside rear view mirror **shall be installed** on each Company vehicle as per D.O.T. requirements.
- L.) Unsafe and discourteous driving practices such as road hogging, disregarding rights of pedestrians, violating traffic regulations, and deliberate recklessness of any kind are **Prohibited**.

- M.) Getting in and out of a vehicle while it is in motion is **Prohibited**, as is riding anywhere on the vehicle not designated for passengers. **Do Not** get out of a vehicle and leave the motor running without setting the brakes using the hand operated air valve in the cab.
- N.) Driving at the maximum posted speed limit **can be too fast** for safety in some situations. The driver of a Company/Lease vehicle should use good judgment and proceed at a pace suitable to the conditions of the vehicle, the road, the traffic and the weather.
- O.) Smoking is **Prohibited** near a vehicle being refueled.
- P.) Flammable liquids **are not to be carried** in trunks or luggage compartments of vehicles.
- Q.) **Do Not** carry loose items, such as hard hats, books, etc., on the rear package tray of a passenger car.

2. INSPECTIONS, SERVICING, AND REPAIR

- A.) Vehicles **Must** be kept in good mechanical condition, with particular attention being given to brakes, signals, lights, horns, windshield wipers, steering gear, and tires. If a driver detects a mechanical defect or safety hazard in a vehicle, that employee should arrange to have repairs made at once.
- B.) Steering mechanisms should be inspected periodically.
- C.) Wheel alignment, brake adjustment, and front-end mechanical condition of Company/Lease vehicles should be visually inspected at least every 30 days. Brake fluid lines **should be examined** for defects at least every six (6) months. They **should be replaced or repaired** if found to be faulty.

3. PICKUP TRUCKS

- A.) Wheels of trucks should be checked at least once a week to see that all lugs bolts and axle-flange nuts are tight.
- B.) All fittings, tools, supplies, equipment, and loose objects hauled on trucks **Must** be firmly secured or restrained to prevent them from falling off into the path of other vehicles.
- C.) Employees **Must Not** stand on truck bumpers or hoods to act as counterweight for loads.
- D.) When inflating truck tires, **Always** stand in the clear to avoid the possibility of an injury if the retaining rings or rims spring out of place.
- E.) Truck beds **Must** be kept free of oil and grease.

- F.) All trucks **should** be equipped with a proper fire extinguisher, first aid kit, and other appropriate emergency equipment.
- G.) **No load** should extend directly over the truck cab unless the truck is properly equipped for such hauling.

4. TRACTOR/TRAILER (D.O.T. REGULATED)

- A.) All Company/Lease operators shall maintain their units (tractors/trailers) in compliance with applicable D.O.T. /FMCSR guidelines.
- B.) All Company/Lease operators shall maintain driver logbooks in compliance with D.O.T. /FMCSR requirements.
- C.) Copies of driver logbooks records shall be delivered to the main office on a monthly basis.
- D.) No driver shall perform safety sensitive functions within four hours after using alcohol.
- E.) Any driver being convicted of a violation in any type of motor vehicle shall notify management within 30 days of the conviction as required by the FMCSR Part 383 Subpart C.
- F.) All drivers shall maintain the appropriate endorsements to operate his/her vehicle. This will be Class A CDL, X Endorsement.
- G.) All drivers shall perform pre-operational checks as specified in the FMCSR 392.7 Subpart A.

SECTION 12

LOCKOUT/TAGOUT PROCEDURES

1. COMPLIANCE

ALL EMPLOYEES AND CONTRACTORS MUST comply with these procedures and this policy.

2. GENERAL PROCEDURE

- A.) ***The preferred and recommended method of isolating energy sources for equipment, devices, etc., is to lockout and tagout the equipment, device, etc.,. Tags may only be used if the equipment, device cannot be locked out or the authorized supervisor stipulates to this procedure. Again it is emphasized to use the preferred method of both locking and tagging out when possible. Kenneth Bourque or his designated representative will have responsibility for reviewing this program on an annual basis and whenever deemed necessary. Mr. Bourque will also supervise all supervisors implementing this program.***
- B.) The supervisor/operator on site will be the authorized employee who will ensure the shutdown of the equipment. The supervisor/operator will ensure that all affected employees and others are notified that a lockout/tagout is in process. (Where a supervisor is indicated, the operator may serve as the supervisor in some situations).
- C.) The supervisor/operator will determine the energy sources that will or could potentially affect the operation. The supervisor/operator will be responsible for following the proper procedures.
- D.) All sources of energy at the piece of equipment, device should be isolated. This should include all electrical, pneumatic, hydraulic, physical, mechanical, etc. either kinetic (moving) or potential (possibility of moving).
- E.) Place a lock and tag on the isolation points to prevent accidental initiation of the energy source. Ensure that the lock and/or isolation device do in fact render the energy source neutral or dead. Tags must include the name of the owner of the lock, time and date it was applied, and a description or warning. (If a large number of people are involved in the lockout/tagout refer to the group procedure).

- F.) Verify again that the isolation method used does in fact render the equipment and/or device inoperable and safe for the task to be performed. Note: If the isolation procedure is for electrical in some form, make sure that the instrument you use to check for voltage is working properly prior to the initial check, and then again after the equipment and/or device has been checked. This can be done on another known live circuit. The same is necessary for verification of pressure sensing devices.
- G.) Recheck the operating start/stop switches or buttons.
- H.) After all known energy sources are isolated, locked and tagged out, and verified, the work may be performed. **As a note of caution: never assume anything. Do not allow any body part or anyone to come in contact with or between a potential source(s) unless it is absolutely necessary, and every attempt has been made to render the energy source inactive.**
- I.) If the work to be performed requires confined space entry, refer to the confined space entry procedure.
- J.) After the work is completed, the reverse procedure must be utilized to energize the equipment and/or device. Again the supervisor is responsible for verification of safety of operation.
- K.) When locks and tags are removed:
 - a.) Only the person applying the lock and tag may remove the lock and tag. There are generally two keys to each lock. The authorized supervisor has the second key, and only he can remove another employee's lock and tag.
 - b.) When an authorized supervisor has to remove another employee's lock and tag, he must make every reasonable attempt to notify the person who placed the lock and tag that he is doing so. It is very important that every reasonable attempt be made prior to removal.

3. SITUATIONS NOT REQUIRING LOCKOUT/TAGOUT

Electrical equipment having cord and plug connections:

- A.) Unexpected energizing is controlled by the unplugging of the equipment from the electrical source.
- B.) Only the employee performing the work controls the plug. The worker has to be able to see the plug while performing the task.
- C.) Routine servicing or maintenance of equipment or machine that involves minor tool changes and adjustments during the normal course of operations.

HOWEVER, IF AN EMPLOYEE: EITHER/OR

- A.) REMOVES OR BYPASSES A GUARD OR SAFETY DEVICE**
- B.) AN EMPLOYEE MUST PLACE ANY PART OF HIS/HER BODY INTO AN AREA ON A MACHINE OR PIECE OF EQUIPMENT WHERE WORK IS ACTUALLY PERFORMED UPON THE MATERIAL BEING PROCESSED (POINT OF OPERATION) OR WHERE AN ASSOCIATED DANGER ZONE EXISTS DURING A MACHINE OPERATING CYCLE.**

THEN LOCKOUT AND TAGOUT PROCEDURES MUST BE USED.

4. WORK REQUIRING LOCKOUT/TAGOUT

- A.) Any work procedure that requires the involvement of more than one energy source.
- B.) Any work procedure that does not meet the criteria specified in Section 10.3.

5. GROUP LOCKOUT/TAGOUT

- A.) When more than one employee will be working on the same piece of equipment it is necessary to allow for more than one lock on the same isolation point. Therefore, a multiport or hasp must be used.
- B.) Group lockout/tagout requires that each individual employee be responsible for his lock at each and every isolation point. In cases where there is a supervisor for a crew, the supervisor of the crew that is performing the work task may install a single lock and tag for the entire crew. The supervisor then becomes directly responsible for the accountability and safety of each of his crew members with regard to the lockout/tagout. The lock must not be removed until each man has been determined to be safe from all potential energy sources.
- C.) After the job task is complete and the equipment is determined to be clear of all extraneous materials and personnel, the individuals may remove their locks and tags. The supervisor for the group may then remove the lock for the crew provided accountability and safety has been verified.

6. CONTRACTOR LOCKOUT/TAGOUT RESPONSIBILITIES

- A.) All contractors may follow their own lockout/tagout policy while performing work on Company property as long as it at least meets or exceeds the Company's policy.
- B.) Prior approval of the contractor's lockout/tagout policy must be granted prior to any work beginning.
- C.) Consult the Lockout and Tagout Program for further information.

SECTION 13

HAZARD COMMUNICATION PROGRAM

INTRODUCTION

- A.) The Hazard Communication Program is designed to inform you the employee of your right to know about the chemicals in your workplace.
- B.) It will explain to you:
 - a.) The methods used in determining the hazards associated with the chemicals you are using.
 - b.) What methods will be used in labeling and identifying the chemicals.
 - c.) Where you may find the necessary information about the chemical you are working with (MSDS).
 - d.) Who must be informed.
 - e.) Where they are stored or being used.
- C.) It is the policy of this company to provide a safe and healthy working environment for all of its employees. All employees will be informed of all chemicals in the workplace and have access to the Material Safety Data Sheets (MSDS).
- D.) The Program will be a part of the Health and Safety Manual provided to each employee upon employment.
- E.) The Manager will be responsible for managing and updating the Hazard Communication Program.
- F.) All employees of this Company will participate in the Hazard Communication Program.
- G.) More information as to specifics may be found in the HAZARD COMMUNICATION PROGRAM POLICY ITSELF. Ask management.

SECTION 14

SUBSTANCE ABUSE POLICY

ALCOHOL AND DRUGS

- A.) ***BOURQUE VACUUM SERVICE, INC. DOES NOT PERMIT MISUSE OF ANY LEGITIMATE DRUG NOR THE USE, POSSESSION, DISTRIBUTION, OR SALE OF ILLICIT OR UN-PRESCRIBED CONTROLLED DRUGS OR PARAPHERNALIA.***
- B.) In regards to company policy on use and possession of narcotics and drugs, a urinalysis drug screen is ***required***:
- a.) As part of condition for employment.
 - b.) For all job-related injuries and/or illnesses requiring a doctor's examination or treatment.
 - c.) Where there is reasonable cause.
 - d.) On a random sampling basis.
- C.) Upon returning to work from any illness or injury, whether job related or not, employee ***shall*** first report to the main office and present the medications for review by management. The employee will then be advised as to the effects the medication will have on his work situations. The supervisor will discuss the effects of the medication with the company physician and so advise the employee is he/she will be allowed to return to work.
- D.) ***It is the responsibility of every employee taking medication (prescription or non-prescription) to heed the warning contained on the label and/or any warnings given by the prescribing physician and for the dispensing pharmacist. Such warnings may caution against driving, operating machinery, etc.***
- E.) ***An employee taking any medication with a warning shall inform management prior to starting work if the warning indicates the effects of the medication would, in any way, prohibit the employee from completing assigned duties in a safe manner. Failure to heed such warnings and/or inform management will be cause for disciplinary action up to, and including dismissal.***
- F.) All persons and other personal effects entering and leaving any company or customer's property are subject to search without announcement. Refusal by an employee to submit to a search or urinalysis screen will subject that employee to disciplinary action up to and including discharge.
- G.) This is only a statement of policy. More information may be obtained by consulting the Alcohol Misuse and Prevention Policy. Ask management for details.

SAFETY MANUAL

**ANTI-DRUG
AND
ALCOHOL MISUSE
AND
PREVENTION PLAN**

**OPERATIONS
MANUAL**

FEDERAL RESPONSE PLAN

**SPILL PREVENTION
CONTROL AND COUNTERMEASURES
PLAN**