

## **INTRODUCTION**

This manual is designed to provide drivers, employees, and all other concerned parties with information regarding the operational policies, safety policies and general practices of this company. A wide scope of information is provided herein. However, it is not the intent of the company to list all of its programs, policies and or procedures in this manual. It is also understood that the information contained herein is subject to change at the discretion of the company. Additional policies and directives may be issued at any time. It is the intent of this company to operate safely and in accordance with the regulations set forth by the Department of Transportation and all other applicable agencies. Nothing in this manual is designed to supersede these regulations. All drivers are expected to operate safely and courteously on the highways. Evidence that this requirement is not being honored will result in the immediate revocation of the safety clearance of the offending driver.

## **GENERAL POLICIES**

1. All drivers are expected to operate within the limits set forth in the federal regulations, and local, municipal and state laws of all jurisdictions operated in. This is inclusive of logging regulations, weight limitations, speed limits, and physical requirements. Drivers who violate these laws will be subject to disciplinary action by the company.
2. Drugs and alcohol are strictly prohibited in any vehicle operating on behalf of the company.
3. Firearms are strictly prohibited in all vehicles operating on behalf of the company
4. Pets/animals of any kind are expressly forbidden from being in any vehicle operating on behalf of the company.
5. Passengers are not allowed.
6. All customers, employees and members of the general public are to be treated with respect and courtesy.
7. Paperwork is to be turned in at the end of each trip. If you do not return to the terminal, bills, logs, etc should be mailed to us in a timely manner.
8. Accidents must be reported to the company as soon after the accident as possible. Failure to report accidents will result in the revocation of the driver's safety clearance.
9. All drivers are expected to check call daily and to stay in touch with the company as requested by dispatch. This may require several phone calls per day in some instances.
10. C.B.s are a valuable tool for drivers. Please use yours with respect for the motoring public. We do not expect our drivers and representatives to use profanity or vulgarities on the radio.
11. It is expressly forbidden for any employee or agent of the company to come onto company property under the influence of any illegal drug or alcohol.
12. All trucks are expected to use the shortest practical routes. Out of route miles will be charged back to the driver at the current fuel costs. If a direct route is unsafe due to mountains, narrow highways, or other reasons, please advise your dispatcher and obtain approval for alternate routing.
13. Deliveries are to be made in a timely fashion. This company will not ask any driver to violate state or federal laws in order to make an on-time delivery.

However, so long as the scheduling allows for on-time deliveries, drivers are expected to meet their appointment times.

14. If, for any reason, a driver foresees that an appointment time cannot be met, dispatch must be notified as soon as possible so that they can coordinate with the customer.

15. Fuel should be purchased only at authorized fuel stops. If such stops have not been designated, it is the responsibility of the driver to help control fuel costs by buying fuel at the lowest prices available.

### **What to do at the Scene of an Accident**

Although we strive to operate accident free, we know that an accident can occur at any time. If you are involved in an accident, please follow these guidelines.

1) Secure the scene. This may consist of putting out triangles, activating the 4-ways on all vehicles, setting out flares, (If there is no spill or volatile chemicals such as gas, diesel fuel, etc) and using other persons for traffic control. In the case of minor accidents it may be advisable to move the damaged vehicles from the roadway. However, if doing so, please photograph or otherwise verify the location of both vehicles prior to moving them.

2) Render first aid and/or comfort to injured parties, if necessary. If you do not feel capable of performing this function, try to find someone who can assist.

3) Notify the police as quickly as possible

4) Notify the company as quickly as possible

5) Get out your accident kit and begin obtaining all information that is asked for on the accident report.

6) If the other party is willing to accept the blame, ask them to fill out the driver exoneration form.

7) Obtain the names, addresses and phone numbers of any witnesses. If people refuse to provide the above information, record their license plate number and provide that information to the insurance company representative.

8) Make no statements to anyone other than the police, and then only respond to questions that they ask.

9) If you have a camera, take photographs of all aspects of the accident scene.

10) Photograph all four sides of all vehicles involved.

11) Photograph skid marks, gouge marks, and debris that is in the road as a result of the accident. In these photographs, try to get some landmarks in the background to help identify the location of the items.

12) Photograph any temporary situations such as illegally parked vehicles, obscured signs, etc that were contributory to the accident.

13) Photograph the other parties involved. In particular, if they seem healthy and are leaning over, or otherwise showing back and leg mobility, photograph those actions to verify the limits of their injuries.

14) Photograph the license plates of all vehicles stopped at the accident scene. These might very well be witnesses that could not otherwise be discovered.

15) Comply with the drug and alcohol testing requirements if necessary. Remember, you must drug and alcohol test if; 1) it is a fatal accident, 2) it is a personal injury accident and you received a citation or 3) it is a property damage accident that results in one or more of the vehicles being towed and you received a citation.

All accidents will be evaluated by the company for preventability. Any driver who has 2 preventable accidents in a 3 year period will lose their safety clearance.

### **CONTROLLED SUBSTANCES, ILLEGAL ALCOHOL USE, DISHONESTY**

Any driver applicant who is found to be under the influence of an illegal drug or un-prescribed controlled substance shall be eliminated from consideration for employment.

Any driver who is found to be in possession of, or under the influence of any illegal drug or controlled substance shall, without recourse, be terminated. Any driver who is found to be operating a company vehicle while under the influence of alcohol or who is found to be in possession of alcohol while on a company vehicle shall, without recourse, be terminated.

Any driver who commits an act of dishonesty while in the scope of employment shall, without recourse, be immediately terminated, and shall not be eligible for rehire. Acts of dishonesty shall include, but not be limited to the following:

1. Theft of company equipment.
2. Criminal conversion of company property.
3. Illegal use or possession of drugs or controlled substances.
4. Operating a vehicle under the influence of alcohol.

5. Making false statements or statements that are materially incorrect with the intent of misleading the company regarding any action that might jeopardize the well being of the company.

6. Any act of violence against an employee, customer, or any member of the general public while acting as a representative of this company.

7. Any act of a malicious or destructive nature that affects the well-being of the company or its employees.

8. Conviction of a felony while in the scope of employment.

The above rules shall apply to all employees, independent contractors, and representatives of this company.

## **HOURS of SERVICE and DRIVER's DAILY LOG**

All drivers are expected to operate within the laws set forth by the DOT. A brief explanation of those laws is set forth below.

**14 Hour Rule:** This rule requires drivers to stop 14 hours after beginning their duty tour. Regardless of how the time is spent, the driver must take a 10-hour break at the end of 14 hours. The 14 hour period begins once the driver ends his 10-hour break by making an entry line 4, on duty, or line 3, driving.

**11 Hour Rule:** Within the 14 hours allowed to the driver, only 11 of those hours may be spent on line 3, driving. Once the driver has had 11 hours of driving time, he must take a 10-hour break before driving, even if he has time left in his 14-hour period.

**70 Hour Rule:** This rule states that once you have been working for **70** hours in any **8-** day period, you may not **drive**. In order to comply with this regulation, you need to keep track of your hours. Each day, before you begin driving, you need to add up your total hours on lines 3 and 4 for the past 7 days and subtract the answer from 70. Whatever is left is what you can drive that day. The 70 hours of accumulated time may be eliminated by taking 34 consecutive hours off duty. If the driver has 34 consecutive hours off, his 70 hour total is reduced to 0 and he begins the cycle again.

**10 Hour Break:** Breaks must be taken in the sleeper berth or off duty. If sleeping in a sleeper berth equipped truck, the time should be logged on line 2, Sleeper berth. Off duty time spent outside of the sleeper should be logged on line 1, Off Duty. If the 10 hour break is uninterrupted by any on duty or driving time, you may combine line 1 and line 2 to achieve your 10 hours.

**Speed:** DOT requires that all trucks abide by the speed limits of the states that they are operating in. They also state that in their opinion, if a truck obeys the law, it cannot average more than 5mph less than the speed limit. In the case of 2 lane highways with a 55mph speed limit, DOT believes that the maximum that a truck can average is 45mph. Be sure that your average speeds for the trip do not exceed these maximums.

**On Duty Time:** All fuel stops, DOT inspections, random drug tests, time spent loading/unloading, breakdowns, vehicle inspections, and accidents must be unloading time should reflect only the time that is spent actually working. Time spent waiting, etc, may be logged off duty or in the sleeper berth

**Timely submission:** Logs should be turned in as soon after completion as possible. Ideally, all logs should be turned in every time that the truck returns to the terminal. At the very most, DOT requires that the logs be turned in not more than 13 days from the date of completion.

**Falsification:** Logs must match all timed and dated documents including fuel stops, road side inspections, toll tickets, Kat Scale tickets, and freight bills. Mileage must be at least the miles listed by PC Miler or Household movers guide. Point to point miles should match as well as total miles for the trip.

## **SAFETY**

All drivers are expected to operate in a safe and defensive manner at all times. More than one at fault accident in a three-year period will result in the driver's safety clearance being revoked.

**Speed:** It is expected that all drivers operate within the posted speed limits for the states that they are operating in. Excessive tickets will result in the driver being put on probation or terminated.

**Following distances:** All drivers are expected to use the National Safety Council's following rule. This requires a minimum of 7 seconds of following distance at highway speeds and 6 seconds at speeds under 40mph. These following distances should be increased by at least 1 second if the roads are wet or slick.

**Reduced Traction:** Adverse weather conditions can result in reduced traction. In the event of rain, reduce your speed by 25-30% and increase your following distance by at least 1 second. If the rain is heavy enough to require your wipers to be operated on high, or if your visibility is reduced by tire spray, speeds may need to be decreased even further and following distances increased. When operating on snow covered highways, speeds should be decreased by at least 50% and following distances should be increased by at least 2 seconds.

This rule applies even if the snow cover on the highway is intermittent. Remember, there may well be icy conditions as a result of snow being compressed by traffic. When operating on icy roads, the best recommendation is "don't." When conditions become icy, find a safe haven and get off the road. Until you can do this, reduce your speed to a crawl, use your 4-ways, and increase your following distances by at least 2-3 seconds. Remember, ice at 32 degrees can be up to 10 times as slick as ice at 0 degrees. This means that your stopping distances can increase by a factor of 10. (As a example, on wet ice, stopping distances at 30 miles per hour can increase from a normal distance of 100 ft to as much as 800-900 ft.)

**Reduced visibility:** Conditions such as snow, fog, heavy rain, dust, and smoke can result in reduced visibility. The rule for such conditions is to reduce your speed so that you can stop within your window of visibility. If such a speed reduction creates a hazard of being rear ended, use your 4-way flashers, stay to the right, and find a safe place to exit the highway and park as soon as possible. As a rule of thumb, make sure that you can see at least 8-10 seconds ahead of your vehicle. This gives you the opportunity to see hazards, process the information, and react without an emergency lock-up that increases the risk someone rear-ending you.

**Courtesy:** All drivers are expected to operate in a safe and courteous manner at all times. This is the key to defensive driving, and it doesn't cost you anything to be courteous to other traffic.

**Time management:** One of the biggest problems that drivers have is time management. Too often, drivers wait until the last minute to leave home or the terminal. Or, a driver who does leave in a timely manner will spend too much time at the truck stop drinking coffee or playing video games instead of heading down the road. In either case, the driver is now on a tight schedule. Any minor delay along the route will cause a late delivery or will cause the driver to feel "pushed for time". This usually results in speeding, discourtesy, and excessive fatigue on the part of the driver. Schedule yourself properly and watch your time. Don't create emergencies through poor time management.

**Backing:** Backing represents less than 10% of our driving, but represents more than 25% of our accidents. Before backing, get out and look. Be sure that the area is clear of obstacles before you back. Begin your back from as close to the dock as you can so that things don't have a chance to change before you get there. If backing across a highway or busy street, be sure to get someone to stop traffic for you before you begin backing. If the shipper/receiver won't help you, call the safety department for assistance. **DO NOT BACK ACROSS A HIGHWAY OR STREET AFTER DARK WITHOUT SOMEONE TO STOP TRAFFIC FOR YOU.**

**Inspections:** Don't wait until the truck breaks down to find the problem. DOT and the company both require that you do a thorough pre-trip and post-trip

inspection on your vehicle. As you do your walk around, be sure to take a rag with you and wipe off your reflective striping, reflectors, lights, and mirrors.

**Emergency breakdowns:** If for some reason, you are required to stop on the side of the road for emergency reasons, put out your triangles. Be sure that they are far enough behind your truck to warn oncoming motorists and to meet the requirements found in part 392 of motor carrier regulations.

## **GENERAL INFORMATION**

**Roadside Inspections:** All roadside inspections must be turned into the company as soon as possible. If you or your truck are placed out of service, call your dispatcher immediately. Remember, it is your responsibility to inspect your equipment and notify the company of any defects. If you receive a citation for faulty equipment, you are responsible for paying the ticket.

**Overweight:** It is the policy of the company to operate in a legal manner, unless we have ordered an overweight and/or oversize permit. You must weigh your load at the first convenient location and immediately report any overweight load. You will then be directed to return the load to the shipper for adjustment. If you fail to weigh your load and receive an overweight ticket, you are responsible for the payment of that ticket.

**Fueling:** All fueling should be done at designated stops. If no stops are designated, we expect the driver to try to find the least expensive fuel in an area and use that stop. We also understand that the cheapest fuel may not be at a station that provides clean showers. If you incur extra shower costs as a result of fuel savings for the company, turn in your shower ticket with your expenses.

**Paperwork:** All paperwork must be turned in as soon after delivery as possible. Paperwork should include the signed bill of loading, scale tickets, fuel receipts, the completed trip report, your logs, any toll tickets, and any other expenses that you need to be reimbursed for. You will not be paid for a load unless all the paperwork is turned in.

**Freight Claims:** If you are responsible for load and count, you will also be responsible for all shortages or damages. Check your load as it is going onto the truck and as it is coming off. If it is a sealed load or a SLC load, verify the unload count. Immediately call dispatch if there are any damages or shortages. Do not sign for damages or shortages until you have talked to dispatch.

**Check Calls:** Check calls should be made every day before 10am unless otherwise coordinated with dispatch. In addition, if you are going to be late, or have any other Enroute problem, immediately call dispatch. Remember, communication is important. We need to hear from you so that we can tell our customers what to expect.



**Breakdowns:** In the event of a breakdown, call the shop immediately. Do not attempt to repair the truck unless it is a minor problem that you feel comfortable repairing. Remember to put out your triangles as necessary.

### **RECEIPT FOR SAFETY MANUAL**

I hereby certify that I have received the company safety manual and that I have read and understand all the information contained therein. I further agree to abide by the provisions that are set forth in the manual.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Printed name: \_\_\_\_\_

## BLOODBORNE PATHOGENS

### 1. Scope

This Procedure outlines the minimum requirements for Bloodborne Pathogens. It can or may be used in lieu of CLIENTS own Bloodborne Pathogens or in conjunction with it.

### 2. Purpose

This document serves as the written procedures Bloodborne Pathogens Exposure Control Plan (ECP) for BLACK STALLION, INC

Corporate Office. These guidelines provide policy and safe practices to prevent the spread of disease resulting from handling blood or other potentially infectious materials (OPIM) during the course of work.

This ECP has been developed in accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030. The purpose of this ECP includes:

- Eliminating or minimizing occupational exposure of employees to blood or certain other body fluids.
- Complying with OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030.

### 3. Administrative Duties

The Safety Director is responsible for developing and maintaining the program. Employees or there representative may review a copy of the plan. It is located at each Division Safety Office. Each Division Safety Coordinator is responsible for maintaining any records related to the Exposure Control Plan.

If after reading this program, you find that improvement can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our written ECP. We strive for clear understanding, safe behavior, and involvement from every level of the company.

### 4. Exposure Determination

We have determined which employees may incur occupational exposure to blood or OPIM. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment).

#### 4.1 Job Classes: Global Risk of Exposure

This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category:

- Laborers
- Helpers
- Welders
- Operators
- Supervision

#### 4.2 Job Classes: Function-Specific Risk of Exposure

In addition, we have identified job classifications in which some employees

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may have occupational exposure. Not all employees in these categories are expected to have exposure to blood or OPIM. Therefore, tasks or procedures that would cause occupational exposure are also listed to further specify which employees have occupational exposure. The job classifications and associated tasks for these categories are as follow:

- Laborers
- Helpers
- Welders
- Operators
- Supervision

### 5. Compliance Strategies

This plan includes a schedule and method of implementation for the various requirements of the standard. Universal precautions techniques developed by the Centers for Disease Control and Prevention (CDC) will be observed at this facility to prevent contact with blood or OPIM. All blood or OPIM will be considered infectious regardless of the perceived status of the source individual.

### 6. Engineering and Work Practice Controls

Engineering and work practice controls will be used to eliminate or minimize exposure to employees as this facility. Where occupational exposure remains after institution of these controls, employees are required to wear personal protective equipment. At this facility the following engineering controls are used:

- Placing sharp items (e.g., needles, scalpels, etc.) in puncture-resistant, leak proof, labeled containers.
- Performing procedures so that splashing, spraying, splattering, and producing drops of blood or OPIM is minimized.
- Removing soiled PPE as soon as possible.
- Cleaning and disinfecting all equipment and work surfaces potentially contaminated with blood or OPIM.

Note: We use a solution of 1/4-cup chlorine bleach per gallon of water.

- Thorough hand washing with soap and water immediately after providing care or provision of antiseptic towels or hand cleanser where hand washing facilities are not available.
- Prohibition of eating, drinking, smoking, applying cosmetics, handling contact lenses, and so on in work areas where exposure to infectious materials may occur.
- Use of leak-proof, labeled containers for contaminated disposable waste or laundry.

The above controls are examined and maintained on a regular schedule.

### 7. Hand washing Facilities

Hand washing facilities are available to employees who have exposure to blood or OPIM.

At this facility hand washing facilities are located at all field locations.

When circumstances require hand washing and facilities are not available, either

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an antiseptic cleaner and paper towels or antiseptic towels are provided. Employees must then wash their hands with soap and water as soon as possible. Employees can find these hand-washing supplies:

- All BLACK STALLION, INC vehicles and
- First Aid kits will have hand-washing supplies available.

Supervisors make sure that employees wash their hands and any other contaminated skin after immediately removing personal protective gloves, or as soon as feasible with soap and water.

Supervisors also ensure that if employees' skin or mucous membranes become contaminated with blood or OPIM, then those areas are washed or flushed with water as soon as feasible following contact.

### 8. Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or OPIM, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or OPIM are present.

Mouth pipetting/suctioning of blood or OPIM is prohibited. All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or OPIM. The Company will use covers (bandages, gauzes compresses, etc.) to minimize generation of droplets of blood or OPIM.

### 9. Contaminated Equipment

BLACK STALLION, INC Requires that equipment which has become contaminated with blood or OPIM must be decontaminated before servicing or shipping as necessary unless the decontamination of the equipment is not feasible. All equipment will be collected and disposed of in a medical hazardous container.

### 10. Personal Protective Equipment

All personal protective equipment (PPE) used at this provided without cost to employees. PPE is chosen based on the anticipated exposure to blood or OPIM. The protective equipment is considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

BLACK STALLION, INC makes sure that appropriate PPE in the appropriate PPE in the appropriate sizes is readily accessible at the work site or is issued without cost to employees. All PPE is provided in First Aid kits and is of one-size fits all. First Aid kits are located at all work locations and offices.

#### 10.1 Gloves

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Hypoallergenic gloves, glove liners, powder less gloves, or other similar alternatives are readily accessible to those employees who are allergic to the gloves normally provided.

- We purchase (when consumable), clean, launder, and dispose of personal protective equipment as needed. After use of First Aid kit, user is required to inspect and replace all used supplies. The Company makes all repairs and replacements.
- Employees must remove all garments that are penetrated by blood immediately or as soon as possible.
- They must remove all PPE before leaving the work area. When PPE is removed, employees place it in a designated container for disposal, storage, washing, or decontamination.
- Employees must wear gloves when they anticipate hand contact with blood, OPIM, no intact skin, and mucous membranes; when performing vascular access procedures, and when handling or touching contaminated items or surfaces.
- Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised.
- Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.
- Hypoallergenic gloves, glove liners, powder less gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

### 10.2 Eye and Face Shields

Employees must wear masks in combination with eye protective devices, such as goggles or glasses with solid side shield, or chin length face shields, whenever splashes, splatter, or droplets of blood or OPIM may be generated and reasonably anticipated to contaminate eye, nose, or mouth. All First Aid kits are equipped with goggles and face shield protection.

## 11. Information and Training

BLACK STALLION, INC ensures that blood borne pathogens trainers are knowledgeable in the required subject matter. We make sure that employees covered by the blood borne pathogens standard are trained at the time of initial assignment to tasks where occupational exposure may occur, and every year thereafter by Medic First Aid.

Training is tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:

- The standard and its contents.
- The epidemiology and symptoms of blood borne diseases.
- The modes of transmission of blood borne pathogens.

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- BLACK STALLION, INC Blood borne Pathogen ECP, and a method for obtaining a copy.
- The recognition of tasks that may involve exposure.
- The use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
- The types, use location, removal, handling, decontamination, and disposal of PPEs.
- The basis of selection of PPEs.
- The Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
- The appropriate actions to take and persons to contact in an emergency involving blood or OPIM.
- The procedure to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- The evaluation and follow-up required after an employee exposure incident.
- The signs, labels, and color-coding systems.

Additional training is provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure. Employees who have received training on blood borne pathogens in the 12 months preceding the effective date of this plan will only receive training in provisions of the plan that were not covered.

**12. Recordkeeping**

Training records shall be maintained for three years from the date of training. The following information shall be documented:

- The dates of the training sessions;
- An outline describing the material presented;
- The names and qualifications of persons conducting the training;
- The names and job titles of all persons attending the training sessions.

Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.1030. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- The names and social security number of the employee.
- A copy of the employee's HBV vaccination status, including the dates of vaccination.
- A copy of all results of examinations, medical testing, and follow-up procedures.
- A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

**13. Availability**

All employee records shall be made available to the employee in accordance with 29 CFR 1910.20. All employee records shall be made available to the Assistant

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Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

### 14. Transfer of Records

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

### 15. Evaluation and Review

This program and its effectiveness is reviewed every year and updated as needed.

### 16. Hepatitis B Vaccination Program

BLACK STALLION, INC offers the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure to blood borne pathogens, and post exposure follow-up to employees who have had an exposure incident.

All medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow up, including prophylaxis are:

- Made available at no cost to the employee.
- Made available to the employee at a reasonable time and place.
- Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional.
- Provided according to the recommendations of the U. S. Public Health Service.

An accredited laboratory at no cost to the employee conducts a laboratory tests. Hepatitis B vaccination is made available:

- After employees have been trained in occupational exposure (see Information and Training).
- Within 10 working days of initial assignment.
- To all employees who have occupational exposure unless a given employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program is not a prerequisite for receiving Hepatitis B vaccination. If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination will be made available. All employees who decline the Hepatitis B vaccination offered must sign the OSHA-required waiver indicating their refusal.

If the U.S. Public Health Service recommends a routine booster dose of Hepatitis B vaccine at a future date, such booster doses will be made available.

### 17. Post-Exposure Evaluation and Follow-Up

All exposure incidents are reported, investigated, and documented. When the employee is exposed to blood or OPIM, the incident is reported to Corporate

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Safety. When an employee is exposed, he or she will receive a confidential medical evaluation and follow- up, including at least the following elements:

- Documentation of the route of exposure, and the circumstances under which the exposure-occurred.
- Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, Medical facility in charge of testing, establishes that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, will be tested and the results documented.
- When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- Results of the source individual's testing are made available to the exposed employee, and the employee is informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- The exposed employee's blood is collected as soon as possible and tested after consent is obtained;
- The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up according to the OSHA standard. All post exposure follow-up will be performed by Local medical facility in work are.

The healthcare professional responsible for the employee's Hepatitis B vaccination is provided with the following:

- A copy of 29 CFR 1910.1030
- A written description of the exposed employee's duties as they relate to the exposure incident.
- Written documentation of the route of exposure and circumstances under which exposure occurred.
- Results of the source individuals blood testing, if available.
- All medical records relevant to the appropriate treatment of the employee including vaccination status.

BLACK STALLION, INC ; obtains and provides the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination must be limited



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to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

The healthcare professional's written opinion for post-exposure follow-up is limited to the following information:

- A statement that the employee has been informed of the results of the evaluation.
- Statements that the employee has been told about any medical conditions resulting from exposure to blood or OPIM, which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain confidential and will not be included in the written report.

Biohazard labels are affixed to containers of regulated waste, refrigerators and freezers containing blood or OPM, and other containers used to store, transport or ship blood or OPIM. The universal biohazard symbol is used. The label is fluorescent orange or orange-red. Red bags or containers may be substituted for labels. Blood products that have been released for transfusion or other clinical use are exempted from these labeling requirements.

## DISCIPLINARY PROGRAM

### 1. Scope

This Procedure outlines the minimum requirements for the Disciplinary Program. It can or may be used in lieu of CLIENTS own Disciplinary Program or in conjunction with it.

### 2. Overview

Black Stallion, Inc wants its employees to work in a positive, productive, atmosphere. However, employees who violate safety rules must be disciplined in order to protect their own safety and the safety of their co-workers. It is the responsibility of supervision to monitor and make sure that all employees are committed to the Company's Safety Goals. Depending on the severity and frequency of a safety violation, an employee may be:

- Immediately discharged
- Suspended or
- Given a Written or Verbal Warning

### 3. Program Guidelines

The following disciplinary guidelines classify violations according to their seriousness (Groups A, B, and C), for which certain penalties are suggested. Unsafe conduct by an employee may violate several provisions of the different groups. This list is intended to suggest examples of inappropriate behavior. It is not a comprehensive list of all safety violations for which an employee may be discharged.

The following disciplinary policies do not in any way bind the company to follow a particular course of conduct. The Company in its sole discretion may change these policies at any time. In addition, nothing in the policies changes the at-will nature of employment with the Company. An employee may still be terminated with or without cause, except as otherwise provided by law.

Physical inspections of work areas will be conducted to ensure compliance with safety rules and policies.

#### Group A

- Deliberate violation of any security or safety rules.
- Being intoxicated or under the influence of any controlled substances while on Company time or operating Company equipment or vehicle.
- Deliberate or reckless misconduct that endangers the life or safety of others.
- Possession of Alcohol or illegal drugs in Company vehicle or on premises.
- Deliberate destruction or damage to Company property or vehicle.
- Deliberate falsification of any documents related to safety or hiring matters.
- Fighting or deliberately harmful contact with co-workers.

#### Group B

- Negligence that damages Company property, equipment or vehicle.
- Negligence that endangers the safety of others.
- Unintentional safety violations that endanger the safety or health of others.
- Failure to report conditions that one believes to be unsafe.

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- Smoking in unauthorized areas.
- Speeding or unsafe operation of company or rented equipment or vehicles.
- Driving or operating Company or rented equipment or vehicles without permission.
- Failure to properly record safety information for which one is responsible.
- Improper refusal to obey a supervisor's safety instruction.
- Any belligerent or antagonistic conduct toward co-workers, supervisors, or customers.

### Group C

- Violation of personal protective equipment (PPE) policy that does not result in injury to oneself or others.
- Poor housekeeping.
- Failure to participate in group safety meetings.
- Failure to properly and immediately report any personal accident or injury.
- Failure to properly or immediately report any accident involving Company or rented equipment or vehicle.
- Failure to perform documented inspections of tools, equipment, or vehicle.
- Failure to report tools, equipment, or vehicle deficiencies.
- Failure to learn Company rules and regulations.

#### 4. Disciplinary Penalties

The following list provides a general guide for disciplinary actions from the above violations.

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<b>Group A</b>	<b>Immediate Discharge</b>		
<b>Group B</b>	<b>Written Warning or Suspension</b>	<b>Discharge</b>	
<b>Group C</b>	<b>Verbal Warning</b>	<b>Written Warning or Suspension</b>	<b>Discharge</b>

#### 5. Written Warnings

When given, Written Warnings will help employees know where they stand and how to improve their performance. The Company attempts to issue Written Warnings that include the reasons for a supervisor's dissatisfaction with his or her performance. Warnings should include a statement of the actions needed to take or the results that need to be achieved to avoid further problems. However, the Written Warnings do not legally obligate or bind the Company or alter the At-Will nature of the employee's employment with the Company. An employee who has received a warning may still be terminated with or without cause, and with or without notice, at any time.

Any employee who receives a Written Warning must immediately acknowledge receipt of the warning by signing the warning notice. An employee who disagrees with the Written Warning may discuss his or her reasons for doing so with the

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supervisor. It is generally best to inform the supervisor of any error at the time that the warning is issued. There is a place on the form for the employee to provide their comments and a place for them to sign the form. An employee who believes that a supervisor has not responded fairly to the employee's comments may contact the Corporate Safety Director

**DISCIPLINARY NOTICE TO EMPLOYEE**

Date \_\_\_\_\_ Job #: \_\_\_\_\_

Employee Name: \_\_\_\_\_

\_\_\_ First Notice \_\_\_ Second Notice \_\_\_ Third Notice

\_\_\_ Verbal Warning \_\_\_ Written Warning \_\_\_ Suspension \_\_\_ Discharge

Days Suspended (if applicable): \_\_\_\_\_

We believe that an employee wants to know if he or she is violating Company Policy or failing to follow Company rules. This disciplinary notice is to provide you with a notice of a violation of Company Policy. However, the Company is not obligated to provide any warnings or to retain an employee "At-Will". "At-Will" employment means that an employee can be terminated with or without cause, with or without notice, at any time, at the option of either the Company or the employee.

Your conduct is not in keeping with Company practices, standards, and policies for the following reasons: (Indicate specific standards and policies with which the employee has failed to comply)

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Suggestions for improvement:

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Employee Comments (Note: An employee should state his or her disagreements with the warning in writing):

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DISCIPLINARY PROGRAM**

Send Copy to Corporate Safety for filing

## FIRE PREVENTION PLAN

### 1. Scope

This Procedure outlines the minimum requirements for Fire Prevention Plan. It can or may be used in lieu of CLIENTS own Fire Prevention Plan or in conjunction with it.

### 2. Purpose

OSHA's Fire Prevention Plan regulation, found at 29 CFR 1926.24 and Subpart F do not specifically require a written plan, but do require specific program elements. This plan addresses fire emergencies reasonably anticipated to occur through all phases of the construction, repair, alteration, or demolition at our construction sites.

This FPP is in place at this company to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. This plan addresses the following issues:

- Major workplace fire hazards and their proper handling and storage procedures.
- Potential ignition sources for fires and their control procedures.
- The type of fire protection equipment or systems that can control a fire involving them.
- Regular job titles of personnel responsible for maintenance of equipment and systems installed to prevent or control ignition of fires and for control of fuel source hazards.

Under this plan, our employees will be informed of the plan's purpose, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system. The plan is closely tied to our emergency action plan where procedures are described for emergency escape procedures and route assignments, procedures to account for all employees after emergency evacuation has been completed, rescue and medical duties for those employees who perform them. Please see the emergency action plan for this information.

The Safety Director is the program coordinator, acting as the representative of Black Stallion, Inc who has overall responsibility for the plan. The written program is kept in each Divisional Safety Office. The Safety Director will review and update the plan as necessary or at least annually. Copies of this plan may be obtained from Safety Director in room Corporate Office.

The FPP communicates to employees, policies and procedures to follow when fires erupt. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our emergency action plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

## FIRE PREVENTION PLAN

### 3. Safety Director Responsibilities

Here at Black Stallion, Inc \_\_\_\_\_, the Safety Director is responsible for the following activities:

1. Develop a written fire prevention plan for regular and after-hours work conditions.
2. Immediately notify the nearest fire or police departments, and the building owner/superintendent in the event of a fire affecting the office.
3. Integrate the fire prevention plan with the existing general emergency plan covering the building occupied.
4. Distribute procedures for reporting a fire, the location of fire exits, and evacuation routes to each employee.
5. Conduct drills to acquaint the employees with fire procedures, and to judge their effectiveness.
6. Satisfy all local fire codes and regulations as specified.
7. Train designated employees in the use of fire extinguishers and the application of medical first-aid techniques.
8. Keep key management personal home telephone numbers in a safe place in the office of immediate use in the event of a fire. Distribute a copy of the list to key persons to be retained in their homes for use in communicating a fire occurring during non-work hours.
9. Decide to remain in or evacuate the workplace in the event of a fire.
10. If evacuation is deemed necessary, the safety manager ensures that:
  - All employees are notified and a head count is taken to confirm total evacuation of all employees.
  - When practical, equipment is placed and locked in storage rooms or desks for protection.
  - The building owner/superintendent is contacted, informed of the action taken, and asked to assist in coordinating security protection.
  - In locations where the building owner/superintendent is not available, security measures to protect employee records and property are arranged as necessary.

### 4. Workplace Fire Hazards

It is the intent of this company to assure that hazardous accumulations of combustible waste materials are controlled so that a fast developing fire, rapid spread of toxic smoke, or an explosion will not occur. Employees are to be made aware of the hazardous properties of materials in their workplaces, and the degree of hazard each poses.

### 5. Combustible and Flammable Material

Fire prevention measures must be developed for all fire hazards found. Once employees are made aware of the fire hazards in their work areas, they must be trained in the fire prevention measures developed and use them in the course of their work. For example, oil soaked rags must be treated differently than general paper trash in office areas. In addition, large accumulations of waste paper or corrugated boxes, etc., can pose a significant fire hazard. Accumulations of materials that can cause large fires or generate dense smoke that are easily ignited or may start from spontaneous combustion are the types of materials with which this fire prevention plan is concerned. Matches, welder's sparks, cigarettes and similar low-level energy ignition sources may easily ignite such combustible

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materials. It is the intent of this company to prevent such accumulation of materials.

Certain equipment is often installed in workplace to control heat sources or to detect fuel leaks. An example is a temperature limit switch often found on deep-fat food fryers found in restaurants. There may be similar switches for high temperature dip tanks, or flame failure and flashback arrester devices on furnaces and similar heat producing equipment. If these devices are not properly maintained or if they become inoperative, a definite fire hazard exists. Again employees and supervisors should be aware of the specific type of control devices on equipment involved with combustible materials in the workplace and should make sure, through periodic inspection or testing, that these controls are operable. Manufacturer's recommendations should be followed to assure proper maintenance procedures.

Fuel is used throughout the plant as an energy source for various systems or equipment. This fuel can be a significant fire hazard and must be monitored and controlled. Fuels are stored outside in an approved storage tank.

### 6. Potential Ignition Sources

Flammable or combustible materials may not ignite on their own without an external source of ignition. All spark or ignition sources are kept away from gas.

### 7. Fire Protection Equipment

Fire protection equipment, selected and purchased by Shop Foreman at each shop location, in use at this company includes the following extinguishers to protect from the various types of fire hazards: A or ABC, water or dry chemicals. Listed below are the definitions of Classes of fire and the definition of Dry Chemical:

- "Class A fire" means a fire involving ordinary combustible materials such as paper, wood, cloth, and some rubber and plastic materials.
- "Class B fire" means a fire involving flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials.
- "Class C fire" means a fire involving energized electrical equipment where safety to the employee requires the use of electrically nonconductive extinguishing media.
- "Class D fire" means a fire involving combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium.
- "Dry chemical" means an extinguishing agent composed of very small particles of chemicals such as, but not limited to, sodium bicarbonate, potassium bicarbonate, urea-based potassium bicarbonate, potassium chloride, or monoammonium phosphate supplemented by special treatment to provide resistance to packing and moisture absorption (caking) as well as to provide proper flow capabilities. Dry chemical does not include dry powders.

### 8. Fire Prevention / Extinguisher Plan

- A log shall be maintained of the inspection, see Appendix A – Fire Extinguisher Log Form. Required is the listing of the employee chosen to inspect the fire control equipment and areas and the deficiencies noted.



## FIRE PREVENTION PLAN

- How the deficiency was corrected and if repaired, replaced or replenished shall be noted in the fire control log.
- A review of findings of the fire control equipment shall be presented at the weekly pipeline crew safety meeting to certify that the inspection was made, deficiencies noted and properly corrected.
- The station bill shall list pieces of equipment or areas of inspection. There shall, at no time, allow a deficiency of fire control equipment to exist.

### 8.1 Inspection of Fire Extinguishers

- Portable CO<sub>2</sub> extinguishers shall be inspected for unbroken wire safety seal through the lock pin is not broken. If the seal is broken, extinguisher must be weighed. If weight is within 10% of full weight stamped on the side of the valve, a new wire seal may be properly installed in such a manner that if lock pin is removed, seal will break. If weight is not within limits, extinguisher must be sent to a fire extinguisher company for refilling and certification.
- Dry chemical (cartridge type) extinguishers shall be inspected for a broken seal through the lock pin. If the seal is broken, check powder level in extinguisher and CO<sub>2</sub> cartridge for detonation. If spent, refill with powder, replace CO<sub>2</sub> cartridges then replace safety seal. Spent CO<sub>2</sub> cartridges can be sent to fire extinguisher Company for refill.
- Dry chemical (gauge type) extinguishers shall be inspected for a broken seal through the lock pin. If the seal is broken, check gauge on handle. If gauge reads recharge, send fire extinguisher in be recharged. Replace fire extinguisher with an appropriate extinguisher that is charged.
- All portable fire extinguishers are subjected to monthly vision checks and an annual maintenance check. All annual inspections shall be documented on Black Stallion, Inc / Bayouoilfield, Const. Co. Inc annual inspection form and contain the date of inspection and retain for 1 year after the last entry of life of the shell, whichever is less.

### 9. Housekeeping Procedures

Our company controls accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire. We have identified the following potential in our facility: Used oil, dirty rags & cleaning solvents.

Keeping floor free of oil, storing oily rags in specially designed containers with regular disposal, storing all flammables in fire cabinets when not in will eliminate or minimize the risk of fire due to improperly stored or disposed of materials.

### 10. Training

#### 10.1 Fire Prevention Plan

At the time of a fire, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the fire is large, total and immediate evacuation of all employees is necessary. In smaller fires, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued plant operation. We must be sure that employees know what is expected of them during a fire to assure their safety.

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This document is not one for which casual reading is intended or will suffice in getting the message across.

If passed out as a statement to be read to oneself, some employees will choose not to read it, or will not understand the plan's importance. In addition, OSHA requires training on the plan's content.

A better method of communicating the fire prevention plan is to give all employees a thorough briefing and demonstration. Black Stallion, Inc : has chosen to train employees through presentation followed by a drill. Our local fire department requires one or more fire drill(s) each year, so we cover related FPP information at that time.

A better method of communicating the fire prevention plan is to give all employees a thorough briefing and demonstration. Safety Director has all managers and supervisors present the plan to their staffs in small meetings.

Training, conducted on initial assignment, includes:

- What to do if employee discovers a fire.
- Demonstration of alarm, if more than one type exists.
- How to recognize fire exits.
- Evacuation routes.
- Assisting employees with disabilities.
- Measures to contain fire (e.g., closing office doors, windows, etc. in immediate vicinity).
- Head count procedures (see EAP for details).
- Return to building after the "all-clear" signal.

Location of fire extinguishers and exit fire route

If the Safety Director has reason to believe an employee does not have the understanding required, the employee must be retrained.

The Safety Director certifies in writing that the employee has received and understands the fire prevention plan training.

Because failure to comply with company policy concerning fire prevention can result in OSHA citations and fines as well as employee injury, an employee who does not comply with this program will be disciplined.

Our building houses several places of employment, so we have devised a method to coordinate FPPs of all employers in the building to avoid confusion and conflicts during a fire. Black Stallion, Inc / Bayouoilfield, Const. Co. Inc has informed our employees of their duties and responsibilities under the plan.

### 10.2 Fire Prevention Equipment

The Safety Manager/supervisor provides training for each employee who is required to use fire prevention equipment. Employees shall not use fire prevention equipment without appropriate training. Training, before an

## **FIRE PREVENTION PLAN**

individual is assigned responsibility to fight a fire, includes:

- Types of fires;
- Types of fire prevention equipment;
- Location of fire prevention equipment;
- How to use fire prevention equipment;
- Limitations of fire prevention equipment;
- Proper care and maintenance of assigned fire prevention equipment; and
- Proper operation of all equipment.

Personnel expected to use fire extinguishers will be trained during orientation followed by an annual refresher training.

Employees must demonstrate an understanding of the training and the ability to use the equipment properly before they are allowed to perform work requiring the use of the equipment.

If the Safety Manager has reason to believe an employee does not have the understanding or skill required, the employee must be retrained.

The Safety Manager certifies in writing that the employee has received and understands the fire prevention equipment training.

## Appendix A – Fire Extinguisher Log

**Fire Prevention Plan – Revised 07/26/2019**

## **FIRST AID & CPR**

### **1. Scope**

This Procedure outlines the minimum requirements for First Aid / CPR. It can or may be used in lieu of CLIENTS own First Aid / CPR or in conjunction with it.

### **2. Purpose**

First Aid is defined as the immediate and temporary care given the victim of an accident or sudden illness until the services of a medical doctor can be obtained. Proper equipment for prompt transportation of the injured person to a physician or hospital or a communication system for contacting necessary ambulance service shall be provided.

- Telephone numbers for ambulance services, local hospitals, etc. shall be posted by timekeepers or foreman and all employees will be made aware of the location of these numbers. Lists of emergency numbers should also be carried in vehicles on the right-of-way.
- If at all possible, ambulance services should be used to transport injured personnel to hospitals. If not readily available, litters, stretchers, or other approved means shall be used to transport injured personnel to the nearest location to meet an ambulance or to the nearest hospital.

The following conditions require that First Aid be applied immediately:

- Severe or heavy bleeding. Enough blood can be lost in a very short period of time to cause loss of Blood circulation.
- When breathing has stopped or is impaired, brain damage or death can occur in four to six minutes if breathing or circulation is not restored.
- When the person has been poisoned. Every second counts when poisoning occurs.

The primary objective in providing First Aid to a victim is to sustain life by utilizing basic life support techniques to:

- Maintain an airway.
- Maintain breathing.
- Maintain circulation.
- Control bleeding.
- Treat shock.
- Get medical care for the victim.

Whoever provides First Aid must be sure to avoid panic, offer reassurance and confidence, and do no more than is necessary until qualified medical help arrives on the scene.

A valid certificate in first aid training must be obtained from the American Red Cross or equivalent.

In the absence of a clinic or hospital near the worksite, one or more employees must be trained to render First Aid. A person(s) who has a valid certificate in First Aid training, the Medic First Aid / CPR or equivalent shall be available at work sites to render emergency First Aid. The company physician should approve contents of First Aid kits. First Aid kits will be readily available to all employees. First Aid kits shall consist of appropriate items and stored in a weatherproof container with

## FIRST AID & CPR

individual sealed packages of each type of item per ANSI Standard Z308.1-1998 or Appendix A of CFR 1910.151 (Aug 98) (minimum requirements).

All First Aid kits will be inspected and missing items shall be replaced before job start-up. Weekly inspections should be made on the job site by timekeepers or foreman to ensure contents are complete and replaced as they are used.

Eye wash facilities shall be provided wherever the potential for exposure to corrosive or other substances is present. If possible, full body showers should also be provided.

Individuals who are hypersensitive to insect bites should carry their own bite kit approved by their personal physician.

Provisions shall be made prior to commencement of a project for prompt medical attention in case of serious injury.

### 3. Heavy or Severe Bleeding

- Apply pressure directly over the wound with the cleanest cloth pad possible, if available. If no pad or bandage is available, close the wound with your hand or fingers. Use surgical or plastic gloves if possible to limit your exposure to blood.
- Keep the victim lying down and warm.
- Keep the injury higher than the rest of the body unless bones have been broken.
- Put something underneath the victim if found lying on a cold or damp surface.
- Seek the services of a physician or hospital as soon as possible.
- A tourniquet should be used as a last resort to stop severe bleeding. Use only a strong wide piece of cloth. Place the tourniquet directly above the wound. Some skin should be between the tourniquet and the edge of the wound. If the wound is near a joint, place the tourniquet at the closest place above the joint. The tourniquet should be just tight enough to stop the bleeding. Once applied, the victim should be taken to a medical facility immediately. Trained medical personnel should only remove the tourniquet.

### 4. Breathing Has Stopped

- If a person has stopped breathing due to lack of oxygen, inhalation of toxic gas or smoke, electric shock, or drowning, make sure the scene is safe before attempting any form of rescue.
- When it is safe to attempt a rescue, remove the victim to a fresh air area as soon as possible. Begin Cardiopulmonary Resuscitation (CPR) immediately.
- Seek medical help as soon as possible.

### 5. Shock

The symptoms of shock are cold and clammy skin with perspiration on the palms or forehead; pale face; shallow breathing; rapid pulse; confusion or disorientation; victim may complain of being cold or having a shaking chill. Treat shock as follows:

- Make the victim lie down, keeping the airway open.
- If the victim complains of being cold, cover with a coat or blanket.

## FIRST AID & CPR

- Elevate the victim's legs, (be sure no broken bones or head, chest or abdominal trauma is present) keeping the head lower than the trunk of the body.
- Keep the victim comfortable while reassuring him until help arrives.
- If the victim is conscious and can swallow, give fluids (water, tea, soft drinks; no alcoholic beverages).
- Do not give fluids if an abdominal injury is suspected.

### 6. Burns

First Aid treatment for burns is:

- Prevent shock.
- Protect the burned area.
- Control pain.
- Apply cold water to stop the burn; then bandage the burned area with a sterile bandage.
- A minor thermal burn may be covered with a clean cloth soaked in water and bandaged loosely.
- For extensive thermal burns, the burned area should be covered with the cleanest cloth possible moistened with water to reduce heat. The victim should be lying down with the head and chest a little lower than the rest of the body. Obtain the services of a physician as soon as possible.
- Liquefied petroleum gas (LPG) produces a burn by freezing. LPG burns may be treated with the same procedures as listed above.
- Chemical burns to the skin should be immediately flushed with large amounts of fresh water while removing contaminated clothing. Continue flushing for at least 15 minutes. Seek medical attention.
- Chemical burns to the eyes should be flushed for at least 15 minutes with fresh water or suitable eyewash. Remove the victim's contact lenses if any are worn. Seek medical attention.
- Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities shall be provided within the work area

### 7. Heat Exhaustion

Symptoms of heat exhaustion are:

- Pale and clammy skin.
- A rapid, weak pulse.
- Headache, nausea, or weakness.
- Excessive perspiration.
- Cramps.
- Treatments for heat exhaustion is to move the victim to a cool shady place, have him lie down with the head lower than the rest of the body. If able, give the victim water to drink. Seek medical attention.

### 8. Heat Stroke

Symptoms of heat stroke are:

- Flushed and hot skin.
- Little or no perspiration.
- Rapid and strong pulse.
- Temperature well above normal with skin hot to the touch.