# Safety Manual

**Construction Equipment Division, Material Handling Equipment Division, Mining Equipment Division, General Implement Distributors Division.**

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It is a fundamental belief that accidents which cause injury, illness, or property loss are preventable. Our goal here at Arnold Machinery Company is to eliminate foreseeable hazards to maintain a safe and healthful work environment for both our associates and customers. In addition, achieving compliance with applicable regulatory standards is a prerequisite for the success of our organization and an area to which management must be responsive.

All levels of management are responsible for loss prevention. However, since all associates must promote safety and health, we cannot expect success without total participation. It is critical, therefore, for management to provide the opportunity and conditions for safe work practices. Our associates apply the same Silver Service attitude when it comes to environmental health and safety compliance.

As the Corporate Environmental & Safety Director, my role is to promote a positive safety philosophy to all of our associates and customers. I have a big task ahead of me. Protection of the public and environment is equally important. Our relationship with surrounding communities is interdependent. I have been an active member of the Land Emergency Planning Committee (LEPC) for about 13 years now and I now represent Arnold Machinery Co. in the Salt Lake County, West Valley City, Utah and neighboring States of Colorado, Arizona, and Idaho LEPC. I am currently working on reviewing and updating all our company Environmental Health and Safety programs, conducting Industrial Hygiene monitoring at branches and contractor job sites, and conducting more hazard assessments.

To manage our worker's compensation incidents, managers and supervisors have played a big role in conducting accident investigations and implementing corrective actions. All of our associates are required to comply with the Corporate Environmental Health and Safety Program. This program is extended to contractors, subcontractors, visitors, regulatory agency personnel, site owners and their representatives, and the media who visit any Arnold Machinery facility or any client properties when we provide services.

Arnold Machinery Co.
Construction Division, Mining Division, Material Handling Division, General Implement Division

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## Section 1: Safety Policy

### A. Company Policy

Arnold Machinery Company is dedicated to providing a safe and healthy work environment for all of our associates and customers. The Company shall follow operating practices that will safeguard associates, the public and Company operations. **We believe most accidents are preventable.** Therefore, we will make every effort to prevent accidents and to comply with all established safety and health laws and regulations.

### B. Management Commitment to Safety

Management is concerned about associate safety. Accidents, unsafe working conditions, and unsafe acts jeopardize both associates and Company resources. Injuries and illnesses result in discomfort, inconvenience and possibly reduced income for the associate. Costs to the Company include direct expenses (workers' compensation premiums, damaged equipment or materials, and medical care) and indirect expenses (loss of production, reduced efficiency, associate morale problems, etc.). These indirect costs are reported to cost 4-10 times more than the insured costs of an accident. Accordingly, Management will provide sufficient staffing, funds, time, and equipment so that associates can work safely and efficiently.

### C. Assignment of Responsibilities

Safety is everyone's responsibility. Everyone should have a safe attitude and practice safe behavior at all times. To best administer and monitor our safety policies, the following responsibilities are delegated. This list should not be construed as all-inclusive and is subject to change as needed.

## 1.Management (will)

a. Provide sufficient staffing, funds, time, and equipment so that associates can work safely and efficiently

b. Demand safe performance from each associate and express this demand periodically and whenever the opportunity presents itself.

c. Delegate the responsibility for a safe environment to the Safety Director, Supervisors, and Associates, as appropriate.

d. Hold every associate accountable for safety and evaluate performance accordingly.

e. Periodically review the Safety Program effectiveness and results.

## 2. Corporate Environmental & Safety Director: will:

a. Provide the resources, direction, and audits to integrate safety into the management system.

b. Establish and maintain a safety education and training program.

c. Periodically conduct safety surveys, meetings, and inspections.

d. Advise supervisors, associates, and the safety committee on safety policies and procedures.

e. Assure that all newly hired associates have been given a thorough orientation concerning the Company's Safety Program.

f. Work with department managers in implementing and maintaining the company's drug-testing program.

g. Prepare and maintain safety records**,** analysis, evaluations, and reports to improve the Company's safety performance and comply with all government agencies, insurance carriers, and internal procedures.

h. Work with management, supervisors, safety committees and associates to maintain & implement new and ongoing safety programs and comply with recommendations provided by outside consultants, OSHA inspectors, and insurance companies.

i. Advise on all necessary personal protective equipment, job safety material, and first-aid equipment.

j. Review all accidents with management, supervisors, the safety committee and/or associates and ensure that corrective action is taken immediately.

k. Ensure that all workers' compensation claims are filed immediately and work with the workers' compensation carrier to ensure injured workers are returned to work as quickly as medically possible.

3. **Supervisors**

Each associate who is in charge of a specific work area, supervises the work of others, or to whom an associate is assigned for a specific task or project, is responsible for providing a safe place of employment. Supervisors will:

a. Establish and maintain safe working conditions, practices, and processes through:
   - Job Inspections
   - Safety Meetings
   - Safety Training

b. Observe work activities to detect and correct unsafe actions.

c. Ensure that all injuries are reported promptly and cared for properly. Make available first aid treatment.

d. Investigate all accidents promptly. Complete an accident report and provide it to the Safety Director the same day the accident occurs. Review all accidents with the Safety Director and associates and correct the causes immediately.

e. Assist Human Resources in the review of employment applications, pre-employment physicals reports, and
personnel files to determine physicals qualifications for specified job classifications.

f. Seek out alternative work so that injured associates can return to work in a modified duty job.

g. Consistently enforce safety rules/regulations, programs, and protective measures (i.e. use of personal protective equipment, machine guarding, proper clothing, etc.)

h. Post signs, notices, and instructions as needed or required.

i. Brief your associates of any new hazards before they start work.

j. Work with management, the Safety Director, safety committees and associates to maintain & implement new and ongoing safety programs and comply with recommendations provided by outside consultants, OSHA inspectors, and insurance companies.

## 4. Associates

Each associate is responsible for his/her own safety. No task should be completed unless it can be completed safely. Associates will:

a. Comply with all company safety programs, rules, regulations, procedures, and instructions that are applicable to his/her own actions and conduct.
b. Refrain from any unsafe act that might endanger him/herself or fellow workers.
c. Use all safety devices and personal protective equipment provided for his/her protection.
d. Report all hazards, incidents, and near-miss occurrences to their immediate ' supervisor regardless of whether or not injury or property damaged was involved.
e. Promptly report all injuries and suspected work related illnesses, however slight, to his/her immediate supervisor.
f. Participate in safety committee meetings, training sessions, and surveys as requested and provide input into how to improve safety.
g. Notify their supervisor immediately of any change in physical or mental condition or use of prescription drugs that would affect the associate's job performance or the safety of him/herself or others.
h. Notify their supervisor within five days of any serious driving, drug/alcohol, or criminal convictions.
i. Be a safe worker on (and off) the job. Help coworkers do their job safely. Come to work every day with a safe attitude.

## D. Accountability for Safety

Everyone is accountable for safety. Management, supervisor, and/or the Safety Committee will establish safety objectives and develop and direct accident prevention activities such as safety meetings. All associates should strive to reach those objectives.

## E. Associate Suggestions

Safety suggestions from associates are welcomed and encouraged. To make a safety suggestion, complete the form "Associate's Safety Suggestion" and provide it to the Safety Director. The suggestion will be reviewed by the Safety Committee at their next meeting. Responses to suggestions will be discussed with the individual or posted along with the Safety Committee Minutes.

## Section 2: General Safety

### A. Emergencies & Evacuation

#### 1. Emergency Procedures

Our goal is to provide prompt and immediate action in any emergency to protect life, property, and equipment. In case of an emergency, the associate nearest the stricken. person should call 911 (or the emergency phone number posted in your area) and direct a fellow associate to:

a. Notify the nearest supervisor to come to the scene

b. Simultaneously dispatch available associates to quickly retrieve the first aid kit.

c. If an individual trained in first-aid is available, they should perform emergency rescue procedures until medical assistance arrives.

The supervisor should be notified. Safety Director or supervisor (in that order) or their designees will decide whether or not to evacuate, inspect or shut down a facility.

#### 2. Evacuation Procedures

a. Each area will be assigned by the supervisor or his alternate evacuation coordinator. They will be responsible for the
effective evacuation of all persons. If neither are available, each department manager is then responsible for
evacuation..

b. When alerted by alarm or by the Safety Supervisor to evacuate, associates should:

1. **Proceed to the nearest exit and assemble in the designated area.** See the attached building layout with exit routes clearly marked. These are also posted throughout the building.
2. Remain in the designated area until instructions are provided.

## B. Safe Operating Procedures

All associates are responsible for safety. The following applies to all associates:

### 1. Rules

a. Comply with all established safety rules, regulations, procedures, and instructions which are applicable to your own actions and conduct. This includes MSHA safety regulations and customer site specific safety rules when conducting work at a customer job site.
b. Promptly report all accidents, hazards, incidents, and near-miss occurrences to your immediate safety supervisor, regardless of whether or not injury or property damage was involved.
c. Do not visit, talk to, or distract another associate who is operating a machine, or who is engaged in a work activity where the possibility of injury exists.
d. Do not participate in horseplay, scuffling, pushing, fighting, throwing things, or practical jokes.
e. Observe all no-smoking signs and regulations.
f. Do not run on Company premises.
g. Use handrails on steps, elevated platforms, scaffolds, or other elevations.
h. Assist others and ask for assistance in lifting and carrying heavy or awkward objects.
i. Personal stereos with headphones, i.e. Walkman, are not permitted to be worn in the workplace.
j. Alcohol and drug use and possession on Company property are prohibited.

### 2. Clothing and Personal Protective Equipment

a. **Clothing:** Wear safe and practical working apparel. Be sure that any clothing you wear is not highly flammable. Neckties and loose, torn or ragged clothing should not be worn while operating lathes, drill presses, reamers and other machines with revolving spindles or cutting tools.

b. **Shoes:** Low-heeled, closed-toe shoes (or proper work boots) with steel or equivalent toe covering and made of substantial leather or equivalent material with sufficient heavy soles must be worn in designated areas. Sandals, or open toe footwear is not allowed in areas where there is a danger of foot injuries due to falling or rolling objects. (Example: parts warehouse, repair shop, field repair job sites etc.)

c. **Jewelry:** Do not wear rings or any form of jewelry or ornamentation when working around machinery or exposed electrical equipment. Including necklaces that may dangle and get caught in moving equipment.

d. **Head:** Hard hats must be worn in all designated areas or whenever a head-hazard. is present.

e. **Eyes:** Safety glasses with side shields and meeting ANSI Z87 specs are required when working around operations exposing you to eye injuries. Goggles, helmets, and shields provide the maximum eye protection and must be worn when welding, cutting, grinding, using concrete or metals saws, or like situations. Contact lenses should not be worn where the potential hazards of liquids, dust, fumes, or vapors exist.

f. **Hands:** Gloves shall be worn whenever handling objects or substances which could cut, tear, or burn the hands. Gloves should not be worn while operating lathes, drill presses, reamers and other machines with revolving spindles or cutting tools.

g. **Ears:** Hearing protection may be required in designated areas.

h. **Masks:** Respiratory equipment or masks are required when accumulation of dust, mist, fumes, or vapors are present.

i. Associates wearing long hair, beards, or mustaches will not work with rotating machinery or equipment, or use respiratory equipment, if their hair, beard, or mustache constitute a potential hazard. Judgment will be made by the immediate safety supervisor and reviewed by your supervisor.

j. **Special safety equipment and/or personal protective equipment** is provided when needed. Use it when required and keep it in good condition. Associate will comply with customer PPE requirements when conducting work at a customer job site. (safety glasses, hard hat, ear plugs, Fall Protection Safety Full Body Harness) **Fall protection** is required whenever associates are potentially exposed a hazard of falling regardless of height or if working near a hole. This includes work near and around excavations. Use of guard rails, safety net, or personal or fall arrest systems should be used when the standard methods of protection are not feasible or a greater hazard would be created. At designated mine sites, Fall Protection is required in heights of 4 feet. The recommended type of Fall Protection Harness must be equipped with a **braking system** to prevent impact from a fall from any heights. Harness must comply with ANSI Z359 Standards for equipment Manufacturers. Non-Absorbing Lanyard must be rated to a fall force of 1,800 pounds and Shock absorbing lanyard must be rated 900 pounds. All Harness and lanyard must be rated Fire Proof. When operating scissor lift or man-basket, the operator must be tied off to the rail. Associates are required to comply with all Customer Mine Site Fall Protection requirements and attend Site Specific Training

**3. Housekeeping**

a. Practice good housekeeping by keeping the work area, aisles, walkways, stairways, roads, or other points of egress
clean and clear of all hazards.

b. Store and/or return parts, materials, tools, and equipment so as not to create a tripping hazard.

c. Clean-up scrap, nails, and other excess materials. Place trash and scrap in proper waste containers.

d. Keep work area floors clean, dry, and free of oils, grease and liquids. Remove all spills immediately.

e. Remove or bend down nails or sharp protrusions. Store parts, materials, or equipment with protruding sharp ends
or edges where personnel cannot accidentally bump into them.

f. Materials and equipment are not to be stored in the aisles or in the path of an exit. Consider all materials before brought onto site, and everything you bring in, take out.

## 4. Tools, Machinery, & Equipment

a. Inspect tools daily that you are using to ensure that they are in proper working order and free of defects. Damaged or defective tools must be taken out of service and replaced immediately.
b. Power saws, grinders, and other power tools must have proper guards in place at all times.
c. Cords and hoses must be kept out of the walkways and off stairs and ladders. They must be placed so as not to create a tripping hazard or damaged from equipment or materials.
d. Electrically powered tools and equipment should be double-insulated or grounded at all times when in use.
e. Hand tools should be used for their intended purposes only. The design capacity of hand tools should not be exceeded by the use of unauthorized attachments.
f. All fuel-powered tools must be shut down while being refueled or serviced Smoking, welding, and other burning is prohibited within 50 ft. during refueling.
g. No one shall ride in or on any equipment not specifically designed or adapted for the transportation of associates.
h. Do not operate or attempt to operate machines, tools, or equipment for which you are not authorized or trained.
i. Do not stand, walk, or work under suspended loads or loads being moved by overhead equipment.
j. Supervisors are required to inspect tools once per quarter that they are in proper working condition.

## 5. Machine Guarding

a. It is the responsibility of the Branch Manager to see that guards are installed on machines where needed.
b. Associates should report any malfunctions of the guards to the Safety Supervisor.
c. The Branch Manager should determine if the machine should be locked and tagged-out until the guard can be fixed or replaced.
d. The guards increase safety on the machine. Machinery with the guards removed shall not be used by any associate without permission from the Safety Supervisor.

## 6. Material Handling & Back Safety

a. Know the approximate weight of your load and make certain your equipment is rated to handle it. (All powered equipment and rigging is rated as to safe working load. This rating is posted on the equipment. Never exceed the manufacturer's recommended safe working load).
b. Lift heavy objects as instructed, with the leg muscles and not with the back.
c. Call for assistance as needed for handling heavy or bulky objects or materials.
d. Use an appropriate, approved lifting device (i.e. special trucks, racks, hoists, and other devices) for lifting very heavy, bulky, large or unyielding objects.
e. All ropes, chains, cables, slings, etc., and other hoisting equipment must be inspected each time before use.
f. A load should never be lifted and left unattended.
g. Wear safety gloves when handling materials that could cut, tear or burn hands.
h. Properly stack and secure all materials prior to lifting or moving to prevent sliding, falling, or collapse.
i. Protruding. nails or staples must be bent or pulled away whenever stripping forms or opening materials.
j. Avoid moving or lifting loads by hand whenever possible.

**Tips for manual lifting:**

**a.** Get a good footing. **b.** Place feet about shoulder width apart. **c.** Bend at the knees to grasp the weight. **d.** Keep back as straight as possible. **e.** Get a firm hold. **f.** Lift gradually by straightening the legs.
**g.** Don't twist your back to turn. Move your feet. **h.** When the weight is too heavy or bulky for you to comfortably lift - GET HELP. **i.** When putting the load down, reverse the above steps.

**Note:** If lifting stacked materials, materials should be carefully piled and stable. Piles should not be stacked as to impair your vision or unbalance the load. Materials should not be stacked on any object (i.e. floor, scaffold) until the strength of the supporting members have been checked. Pallets should not be left leaning on equipment or walls.

## 7. Forklift, Crane, Mobil & Heavy Equipment Safety

The following are the minimum safety practices for the operation of fork lifts and Heavy equipment (cranes, bulldozers, backhoes, etc.):

a. Only trained and authorized operators are permitted to operate a fork lift, crane or heavy equipment. All operators will be trained by their Supervisors or the Safety Director. Every operator must participate in, at a minimum, annual forklift training.
b. Prior to operating the forklift, crane or equipment, the operator must test: the brakes, steering controls, warning light, clutch, horn, fluid levels, and other devices for safe and proper operation. This check should be done at the first shift every day.
c. Never check the engine while it is running.
d. Use the attached Inspection Report Form. Report defects to your safety supervisor immediately. No unsafe equipment shall be used. Adjustments and repairs should be made by authorized personnel only.
e. Wash the equipment whenever necessary. The equipment must be kept clean and free of oil and grease.
f. Associates should operate the crane, equipment/forklift with safe speed and within rated load capacity. Drive to the right. Do not exceed 5 miles per hour, or posted authorized speeds, on plant roads.
g. Passengers are not permitted on forklifts, cranes or heavy equipment except for training purposes.
h. Mobile equipment should never be left unattended without first shutting off power, neutralizing controls, setting brakes, and lowering forks or bucket. Do not park on an incline.
i. Sound horn at exits, corners, cross aisles, intersections, and when approaching pedestrians. Do not use horn needlessly or at undue length.
j. Always look in the direction equipment is traveling, looking backward when backing up, even for a short distance. Keep a clear view of the path. When forward vision is obstructed, drive in reverse.
k. When traveling, with or without a load, keep forks, load or bucket as low as possible.
1. Avoid following pedestrians or other vehicles too closely, especially when operating on inclines or in noisy areas.
m. Ascend/descend all ramps and inclines slowly. Wait for pedestrians to exit the ramp before attempting to ascend/descend. When descending, always use low gear and the slowest speed control. Do not descend ramps with the load at the front of the fork lift. When ascending, loaded forklifts should be driven with the load upgrade.
n. An OSHA man cage must be used when elevating personnel with a forklift or crane. Attach the cage to the forklift or crane prior to use. Do not travel with passengers in the man cage.
p. Personal protective equipment should be used as instructed. Hard hats and fall protection should be worn where danger of falling objects exists.

q. If the forklift or crane is equipped with a seatbelt, the belt must be worn at all times.

r. When working with or around industrial batteries, charging areas, or conducting battery maintenance/inspection, associates shall refrain from smoking and avoid welding or any open flame.

s. Never use an open flame as a light source to check battery water levels.

t. Always make sure of stable ground before any lift with a crane

## 8. Ladders

a. Inspect all ladders before use. Do not use any ladders with missing safety feet, missing or broken rungs, as per OSHA standards.
etc. Tag defective ladders with a **"DO NOT USE"** sign and report the defects immediately.

b. Portable ladders should be placed so that the base is away from the horizontal lane by one-fourth the
ladder length (i.e. 12' ladder would be 3' from the wall).

c. Never climb a ladder that is unstable.

d. Never place a ladder in front of a door, unless the door is locked, guarded or otherwise blocked.

e. All ladders placed up against a stationary object must be tied off at the top to a secure point.

f. Ladders must extend at least three feet beyond the step off point.

g. Do not place a ladder close to live electrical wiring or against piping. Beware of overhead wires when
moving an extended ladder. Do not use metal ladders near electrical power lines.

h. Portable ladders must be equipped with non-slip bases.

i. Face the ladder when ascending or descending.

j. Never stand on the top rung of a step ladder.

k. At mine sites, MSHA requires that your ladder be tied off to the equipment to tip over in an un-even ground.

## 9. Office Safety

a. Practice good housekeeping throughout the office area. Do not leave materials or position telephone or electrical cords in the aisles.

b. Report or correct any obvious hazards as soon as they are discovered.

c. Install pencil sharpeners so as not to protrude beyond the ends of desks or tables.

d. Do not carry articles weighing more than 20 pounds when ascending or descending stairs that rise more than 5 feet.

e. Close files and desk drawers. Arrange contents in file cabinets to prevent tipping when draws are open. Store heavier materials in the lower drawers. Do not open more than one drawer at a time, tipping may occur. Secure cabinets to each other as necessary.

f. Report damaged furniture and broken veneer surfaces immediately.

g. Do not carry pointed or sharp objects in hand, pockets, or attached to clothing with points or blades exposed.
h. Do not leave paper cutters with the blade in the open or upright position.
i. Take precautions to prevent materials from falling from the top of file cabinets or desks.
j. Do not stand on chairs, desks, boxes, waste baskets, or any other substitutes for an approved step-stand or stepladder.
k. Report slippery floor surfaces to your safety supervisor immediately.
1. Clean up spills on floors immediately.

## Section 3: Continual Monitoring & Improvement

### 8, Safety Committees

Managers, supervisors, and associates will all be represented on the committee. **The purpose** is to bring workers and management together on a regular basis in a non-adversarial, cooperative effort to promote workplace safety.

The Safety Committee will not have more than 10 people on it at any one time. Members should remain on the Committee for a minimum of one year. Membership on the Committee includes:

**Management** A Management representative with authority to act on all but major expenditures or procedural matters. The management representative will be familiar with corporate objectives and be aware of insurance costs and the need to control losses.

**Service Manager** The Safety Director does not run the Safety Committee. He/she should be an advisor to the Committee and receive copies of all minutes of meetings. The Safety Director shall select 3-4 supervisors to participate in the Safety Committee.

**Supervisors:** One safety supervisor shall chair all meetings. This is an elected position by the safety committee. The chairman should work with the Safety Supervisor and other committee members to plan meeting agendas. One safety supervisor will be responsible for taking all minutes at the meetings. Minutes of the meetings should be provided to all committee members and field supervisory personnel within a reasonable time following meetings. Supervisors should solicit associates to volunteer to participate in the safety committee.

**Associates:** Should solicit suggestions and concerns from co-workers and participate at the committee meetings. Associates must attend all committee meetings, unless a medical reason prohibits their attendance.

The Committee should meet at least bi-monthly for 1-2 hours at a time. A written agenda should be provided to all members by the committee chairman prior to the meetings. Minutes should be taken at all Committee meetings, distributed to members and supervisors, posted for associates, and retained for future audits. Form "Minutes of Safety Committee Meeting" should be used for minutes (attach additional pages as needed).

The Safety Committee has many functions. Here is a list of responsibilities often assigned to the Safety Committee. Some responsibilities are also performed by managers and supervisors.

A. Planning, direction, and control of corporate loss control activities
B. Create, review, update, and implement areas of the safety manual and other safety programs
C. Review losses
D. Follow-up on associate suggestions
E. Conduct inspections and monitor safe behavior
F. Implement Great American Loss Prevention Recommendations & Safety Programs
G. Conduct Training Sessions
H. Complete Job Analyses (JSA) on safety-sensitive and non-routine tasks
I. Non-safety issues can be addressed: production, process, quality, etc.

## B. Safety Meetings/Training

Supervisors should hold a (minimum) 10-minute tool box safety talk once a month. All associates are required to attend. Each Branch will have their own Safety Committee. Supervisors should update associates on any changes in procedures, new equipment, and general safety issues. Emergency procedures should be periodically reviewed. Associates should be reminded to put safety first and look out for your fellow coworker. Associates and supervisors should offer comments and safety suggestions at this time and regularly throughout the day as needed. All associates conducting work at customer mine sites are required to participate in MSHA Safety meetings and adhere to the site safety Standard Operating Procedures.

Monthly safety training and/or meetings will be held to keep associates abreast of safety procedures and issues. Updates on the safety committee meetings will be provided at this time. All associates must attend. Quizzes and surveys may be administered after safety training or meetings.

Form "Safety Meeting/Training" should be completed following every safety meeting/training and maintained by the Safety Director.

## C. Inspections

Periodic inspections will be conducted to identify hazardous conditions and unsafe behavior. The Safety Supervisor or Safety Committee will conduct inspections, with or without insurance companies and OSHA, and may request associates or supervisors to participate. The inspector should look for unsafe practices and conditions that can cause an accident and take corrective. action immediately.

Quarterly, the "Self Inspection Check List" form should be completed and provided to the Safety Director. The Safety Director will review the report, take any corrective action needed, and maintain a file of inspections.

Periodically, supervisors, the Safety Director, Safety Committee, or designated associates will complete inspections on a safety-sensitive or non-routine job to ensure compliance with safety procedures. The Job Safety Analysis (JSA) worksheet will be completed and reviewed by the safety supervisor and/or Safety Director. Results of the JSA inspections will be charted to determine trends, along with production and quality. Additional training may be provided, as needed.

## Section 4: Accident Management

### A. Accident & Near Miss Reporting Procedures

If you have a near-miss situation while working, notify your safety supervisor immediately. The situation will be investigated and corrective action implemented to prevent future injury. Associates and witnesses must fully cooperate in the investigation.

**If you are injured on the job:**

a. Contact your supervisor, or the nearest co-worker (who should notify the Service Writer) if you are unable to contact your supervisor due to the severity of your injury.

b. An associate who is trained in first-aid and/or CPR should be immediately notified to assist in the situation.

c. First aid kits, which are prominently displayed throughout the workplace, should be made available and medical supplies promptly refilled (by the medical supply company).

d. If needed, the safety supervisor or his designee should transport the injured worker to the company's designated medical facility to receive appropriate medical attention. A post-accident drug and/or alcohol test will be conducted in accordance with the company's Drug-Free Workplace Policy.

e. Your direct Supervisor or designee will fill out the First Report of Injury Form and submit this form via Fax or fill out the appropriate forms on-line. Also, associates injured at a mine site while conducting work at the mines will be required to fill out the MSHA form 7000 as required by MSHA Code Of Federal Requirements, Title 39. **All accident must be reported within 24 hours.**

f. If rescue personnel are summoned, the safety supervisor should delegate an individual to wait for the rescue team and escort them to the injured associate.

g. All witnesses to the accident should be available to speak with the Safety Director and/or safety supervisor and cooperate in all accident investigations.

h. The Branch Manager or Supervisor should see to it that the insurance company is notified of the accident and a workers' compensation claim is filed if necessary.

Every accident or near-miss situation should be reported immediately within **24 hours**. Injured associates and witnesses to the accident will assist the safety supervisor in completing an accident investigation. Injured associates must comply with the medical treatment provided by the treating physician, cooperate with the insurance company and its designees, and abide by the company's return-to-work policy.

## B. Accident Investigation

When an accident occurs, it is an indication that something has gone wrong. Accidents don't just happen, they are caused. The basic cause(s) of accidents are unsafe acts and/or conditions. The safety supervisor must investigate every accident to determine the cause and to initiate corrective action to assure that similar type accidents will not recur from the same causes.

Supervisors are required to complete the "Accident investigation" form and submit a copy to the Safety Director for review. The Safety Director should evaluate the corrective action taken or suggested by the supervisor and instruct if additional changes should be made.

**Tips on accident investigations:**

1. Almost every accident is caused.

2. An accident investigation is not a trial to find fault or to place blame. Its purpose is to find accident causes so that corrective measures may be taken to prevent future accidents.

3. Most accidents result from a combination of human error (unsafe behavior) and a physical hazard (unsafe condition). Do not overlook the possibility of multiple errors and hazards.

4. Don't stop at the obvious answer. For instance, a missing machine guard does not cause an accident. The accident happened because the operator entered the point of operation. Determine why the operator did this and why the guard was off the machine. Only by correcting both problems can you prevent future accidents.

5. The accident investigation should be conducted as soon after the accident as possible Facts should be gathered while the accident is fresh in the minds of those involved. If possible, question every associate who was involved, or witnessed, the incident. Delay interviewing injured associates until after medical treatment has been received.

6. Other associates who did not witness the accident but work in the area may contribute information regarding the injured workers' activities prior to the accident and conditions at the time of the accident.

7. The accuracy and completeness of the information received from the injured worker(s) and witnesses depends on how well the interview is conducted. Supervisors should:

a. Put associates at ease.
b. Ask what happened and how it happened.
c. Permit associates to answer without interruptions.
d. Show concern.
e. Remember, nothing is gained with criticism or ridicule.
f. Ask why questions only to clarify the story.
g. Repeat the story as you understand it.
h. Give the associate the chance to correct any misunderstandings that you have.
i. Photographs of the conditions as they exist immediately following the accident, including photos so the damaged equipment, are very helpful.
j. Damaged equipment should be removed or secured for future testing and used as evidence.
k. Take immediate action to correct any obvious unsafe conditions. Determine the basic accident causes and correct or recommend action to prevent reoccurrence.

## C Return-to-Work Policy

It is the Company's policy to return injured workers to productive work, although not necessarily to their pre-injury duties, as early as possible during their recovery. This type of work is often referred to as "modified-duty work." The Company has adopted this policy because associates who remain off work for long periods of time not only affect the Company's productivity and workers' compensation costs, they often experience slow healing and a loss of self-esteem. Within the requirements of their treating medical providers, the limitations of the law, and the economic and physical limitations of our own properties, the Company will make every effort to provide meaningful work wherever and whenever possible. Any recovering associate who is offered a physician-approved, modified-duty position will be required to accept the offer.
As part of the safety supervisor's responsibilities, and in conjunction with the Safety Director and/or Safety Committee, a Job Safety Analysis (JSA) will be completed for all safety-sensitive and non-routine tasks. The safety supervisor should identify a modified-duty position to offer the associate that is within their physician's restrictions.

## Section 5: Workers' Compensation

By law our company is required to obtain workers' compensation insurance. The company pays for this insurance. Our insurance premiums are not government funded in any way. Because workers' compensation is a substantial cost of doing business, our goal is to prevent and manage accidents.

### A. What benefits are, you entitled to?

When an associate is injured during the course of employment, workers' compensation insurance provides payments to the injured worker or the treating physician's) for medical treatment, disfigurement, death benefits, and indemnity (lost wages) payments. The scope and amount of these payments are determined by state law. Attorneys are not needed for you to get what you are entitled to. Attorneys, when hired, typically earn one-third of your benefits. If you report injuries immediately to your supervisor and cooperate with your treating physician and the insurance company, the system will work with you to get you healthy and back to work.

All workers' compensation insurance payments may be denied if 1) the associate tests positive for drugs or alcohol following the accident, 2) a pre-existing injury or non-work related injury was the cause of the accident, or 3) fraud exists.

**Medical treatment:** Medical care, services, and supplies as necessary to cure or relieve the effects of an injury sustained on-the-job.

**Indemnity Payments:** Wage replacement while recovering from an industrial injury.

### Workers' Compensation Fraud

Filing false workers' compensation claims is punishable with a substantial fine and imprisonment. Any associate who knows of a coworker who is abusing the workers' compensation system or has filed a false workers' compensation claim should call 1-800-241-5689. You will not be asked to identify your name and the call will not be recorded. This is an anonymous call to our insurance company.

The insurance company has many red flags to identifying workers' compensation fraud and will investigate any accident they suspect may be fraudulent. They can deny or reduce benefits whenever they suspect a fraudulent claim was filed or an associate is abusing the workers' compensation system.

**The following is considered workers' compensation fraud or abuse:**

1. Faking an accident or injury.
2. Exaggerating the seriousness of an accident or injury.
3. Taking more time off than is really needed to recover.
4. Attempting to collect benefits for an injury that is not job-related.
5. Submitting false or exaggerated medical bills for payment.
6. Working at another, equally demanding job while collecting workers' compensation benefits.
7. Conspiring with, or being persuaded by, another person to do any of the above.

When people abuse workers' compensation benefits, we all pay. Your company is charged higher insurance premiums, which increases expenses and lowers profitability. The best way to safeguard against fraud is to prevent accidents from happening. If you are aware of fraud, speak up by calling the Fraud Hotline: (800) 826-6762

# Section 6: **Fleet Safety Program**

## Motor Vehicles Rules

All associates who drive a company car, commercial vehicle(s), delivery vehicle(s) must abide by the following safety rules:

1. Associates are required to inspect their assigned vehicle (before taking it on the road) to ensure that it is in proper driving condition.

2. Any defects in the company vehicle should be reported promptly.

3. Associates are required to obey all state, local, and company traffic regulations.

4. Engines are to be stopped and ignition keys removed when parking, refueling, or leaving the company vehicles.

5. Associates are not permitted to use personal cars or motorcycles for company business, unless specifically authorized by the supervisor.

6. Passengers not employed by the company are not permitted unless authorized by the supervisor.

7. Associates should drive safely. Defensive driving must be practiced by all associates.

**8. Seat belts and shoulder harnesses are to be worn at all times.**

9. Vehicles must be locked when unattended to avoid criminal misconduct.

10. Vehicles must be parked in legal spaces and must not obstruct traffic.

11. Associates should park their vehicles in well-lighted areas at or near entrances to avoid criminal misconduct.

12. A vehicle when loaded with any material extending 4 feet or more beyond its rear shall have a red flag or cloth 12 inches square attached by day, or a red light visible for 300 feet by night, on the extreme end of the load.

13. Articles, tools, equipment, etc. placed in cars or truck cabs are to be hung or stored in such a manner as not to impair vision or in any way interfere with proper operation of the vehicle.

14. When you cannot see behind your vehicle (truck), the driver shall walk behind the truck prior to backing. As well as the use of chocks is required anytime the vehicle is parked.

15. Personal use of vehicles is not permitted without approval of management. Children are prohibited from using company vehicles.

16. Operating a company vehicle while under the influence of alcohol and other drugs is prohibited. Violators are subject to termination of employment.

17. Every accident must be reported immediately to your direct supervisor immediately and a local Police must be notified to report the accident. **A drug & Alcohol test** also applies to any vehicle accidents. An Accident Claim Form is to filled out. A copy of the Accident Claim Form will be sent or faxed immediately to Kayden Bell and Dan Bletzacker at 801-**974-4067**. Accidents are investigated by the Service Manager in participation with the Safety Director.

18. While your vehicle is in motion, do not eat while driving, drink hot beverages, try to pick up objects on the floor, sending text messages or talk on your cellular phone. Each of the following actions have been proven to interfere with the proper operation of the vehicle. If you are caught texting while driving, you will be terminated. Please use common sense.

19. Whenever an Arnold Machinery vehicle is stopped on the traveled portion or the shoulder of a highway for any cause other than necessary traffic stops, the associate shall, as soon as possible, place **warning devices**, such as **reflective triangles** required by DOT & Federal Motor Carrier regulations **CFR 392.22.**

20. During loading and unloading, associates are required to practice proper dock safety. Vehicle tires are required to be chocked as required by 49CFR DOT Part 393 to prevent the vehicle from rolling during the use of material handling equipment.

## Commercial Driver's License (CDL)

Drivers, who operate a commercial vehicle, as defined below, are required to obtain a commercial driver's license.
1. A vehicle with a gross vehicle weight rating of 26,001 or greater pounds, or
2. A vehicle designed to transport 15 or more passengers (including the driver) or
3. A vehicle of any size transporting hazardous material in sufficient quantities meeting the hazardous materials transportation regulations posting requirements.
Drivers must meet the following requirements:
1. All commercial drivers must be in good health and pass a DOT physical. The doctor will provide the driver a medical examiner's certificate that must be carried at all times when driving. The certificate must be renewed every 2 years.

2. All commercial drivers must comply with the Company's Drug and Alcohol-Free Workplace Policy and consent to testing as defined by DOT and the Company.
3. Be at least 21 years of age.
4. Speak and read English well enough to do his/her job and respond to official questions.
5. Have a valid driver's license and pass a commercial driver's road test.
6. Take a DOT written exam for drivers.
7. Not be disqualified to drive a commercial motor vehicle.
8. Be able to determine whether the vehicle is safely loaded and know how to block, brace, and tie down cargo.

ALL VIOLATIONS & ACCIDENTS MUST BE REPORTED TO YOUR SUPERVISOR IMNEDIATELY.

## Safety-sensitive function

Means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

(1) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;

(2) All time inspecting equipment as required by 392.7 and 392.8 of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;

(3) All time spent at the driving controls of a commercial motor vehicle in operation;

(4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 393.76 of this subchapter);

(5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and

(6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Motor Vehicles Records (MVR)

1. All prospective and current associates will undergo annual motor vehicle record checks.
2. Violations (gathered from MVRs) are categorized as follows:

TYPE A VIOLATION: Includes, but is not limited to, DWI/DUI/OWI/OUI, refusing a drug/alcohol test, reckless driving, manslaughter, hit & run, eluding a police officer, any felony, drag racing, license suspension, and driving while under license suspension. Any driver with these types of violations is a major concern and could be subject to removal of driving privileges and/or termination of employment.
TYPE B VIOLATION: Includes all vehicle accidents, regardless of fault.
TYPE C VIOLATION: Includes all moving violations not classified as Type A or B (i.e. speeding, improper lane change, failure to lead, running red lights or stop signs, etc.)

## Maximum occurrences allowed in the prior three years:

Ages 16-21:

- No at-fault accidents
- No minor violations
- No major violations

Ages 22-25:

- One at-fault accident or
- One minor violation
- No major violations

Over age 25:

- One at-fault accident or
- Two minor violations
- No major violations

Major violations include the following:

- Evading arrest
- Illegal possession
- Reckless disregard
- Operating without care
- Driving to endanger life
- DUI/DWI (alcohol or drugs)
- Refusing an alcohol test
- Driving while impaired
- Failure to stop for an accident

- Participating in a racing contest
- Speeding 25 mph or more over the posted speed limit.
- Operating after license have been denied
- Misrepresentation to avoid arrest
- Misrepresentation to obtain a driver's license
- Traffic violation resulting in death
- Vehicle use in connection with a felony
- License revocation for any reason
- Operating while license is revoked or suspended

Drivers who are developing a poor record will be considered to be put on a one-year probationary status. If record becomes unacceptable, Arnold Machinery will consider taking one of the following actions:

- Reassignment to a non-driving position
- Termination of employment

Major violations would be defined as any conviction, suspension, or revocation in the past three years.

## Driver vehicle inspection report(s).

(a) Every CDL License driver is required by DOT regulation **396.11** to prepare a report in writing at the completion of each day's work on each vehicle operated and the report shall cover at least the following parts and accessories:

-- Service brakes including trailer brake connections

-- Parking (hand) brake

-- Back-Up Alarms

-- Steering mechanism

-- Lighting devices and reflectors

-- Tires

-- Horn

-- Windshield wipers

-- Rear vision mirrors

-- Coupling devices

-- Wheels and rims

-- Emergency equipment

(b) ***Report content.*** The report shall identify the vehicle and list any defect or deficiency discovered by or reported

## CDL DRUG TESTING REQUIREMENTS:

***Alcohol***

Means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

*Alcohol concentration* (or *content)* means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part.

*Alcohol use* means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

## Classes of Drugs

Clinics/Laboratories must test for the following five drugs or classes of drugs in a DOT drug test. You must not test "DOT specimens" for any other drugs.

(a) Marijuana metabolites.

(b) Cocaine metabolites.

(c) Amphetamines.

(d) Opiate metabolites.

(e) Phencyclidine (PCP).

## DOT 382.303 Subpart C – Required Tests

**382.301 Pre-employment testing:**

(a) Prior to the first time a driver performs safety-sensitive functions for an employer, the driver shall undergo testing for controlled substances. No employer shall allow a driver, who the employer intends to hire or use, to perform safety-sensitive functions unless the employer has received a controlled substances test result indicating a verified negative test result for that driver.

### 382.303 Post-accident testing:

(a) As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each employer shall test for alcohol for each of its surviving drivers:

(a)(1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

(a)(2) Who receives a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

(a)(2)(i) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

(a)(2)(ii) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

(b) As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each employer shall test for controlled substances for each of its surviving drivers:

(b)(1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

(b)(2) Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

(b)(2)(i) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

(b)(2)(ii) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

(c) The following table notes when a post-accident test is required to be conducted by paragraphs (a)(1), (a)(2), (b)(1), and (b)(2) of this section:

Table for Sec. 382.303(a) and (b)

| Type of accident involved | Citation issued to the CMV driver | Test must be performed by employer |
|---|---|---|
| **i. Human fatality** | YES | YES |
| | NO | YES |
| **ii. Bodily injury with immediate medical treatment away from the scene** | YES | YES |
| | NO | NO |
| **iii. Disabling damage to any motor vehicle requiring tow away** | YES | YES |
| | NO | NO |

**382.307 Reasonable suspicion testing.**

(a) An employer shall require a driver to submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has violated the prohibitions of subpart B of this part concerning alcohol. The employer's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver.

## Random Drug Testing

**Arnold Machinery CDL Drivers are required to comply with the following requirements imposed by the (DOT) Department of Transportation for Random Drug Testing Federal Requirement §.**

(a) Every driver shall submit to random alcohol and controlled substance testing as required in this section.

(b)(1) Except as provided in paragraphs (c) through (e) of this section, the minimum annual percentage rate for random alcohol testing shall be 10 percent of the average number of driver positions.

(b)(2) Except as provided in paragraphs (f) through (h) of this section, the minimum annual percentage rate for random controlled substances testing shall be 50 percent of the average number of driver positions.

(c) The FMCSA Administrator's decision to increase or decrease the minimum annual percentage rate for alcohol testing is based on the reported violation rate for the entire industry. All information used for this determination is drawn from the alcohol management information system reports required by § 382.403. In order to ensure reliability of the data, the FMCSA Administrator considers the quality and completeness of the reported data, may obtain additional information or reports from employers, and may make appropriate

modifications in calculating the industry violation rate. In the event of a change in the annual percentage rate, the FMCSA Administrator will publish in the Federal Register the new minimum annual percentage rate for random alcohol testing of drivers. The new minimum annual percentage rate for random alcohol testing will be applicable starting January 1 of the calendar year following publication in the Federal Register.

(d)(1) When the minimum annual percentage rate for random alcohol testing is 25 percent or more, the FMCSA Administrator may lower this rate to 10 percent of all driver positions if the FMCSA Administrator determines that the data received under the reporting requirements of § 382.403 for two consecutive calendar years indicate that the violation rate is less than 0.5 percent.

(d)(2) When the minimum annual percentage rate for random alcohol testing is 50 percent, the FMCSA Administrator may lower this rate to 25 percent of all driver positions if the FMCSA Administrator determines that the data received under the reporting requirements of § 382.403 for two consecutive calendar years indicate that the violation rate is less than 1.0 percent but equal to or greater than 0.5 percent.

(e)(1) When the minimum annual percentage rate for random alcohol testing is 10 percent, and the data received under the reporting requirements of § 382.403 for that calendar year indicate that the violation rate is equal to or greater than 0.5 percent, but less than 1.0 percent, the FMCSA Administrator will increase the minimum annual percentage rate for random alcohol testing to 25 percent for all driver positions.

(e)(2) When the minimum annual percentage rate for random alcohol testing is 25 percent or less, and the data received under the reporting requirements of § 382.403 for that calendar year indicate that the violation rate is equal to or greater than 1.0 percent, the FMCSA Administrator will increase the minimum annual percentage rate for random alcohol testing to 50 percent for all driver positions.

(f) The FMCSA Administrator's decision to increase or decrease the minimum annual percentage rate for controlled substances testing is based on the reported positive rate for the entire industry. All information used for this determination is drawn from the controlled substances management information system reports required by § 382.403. In order to ensure reliability of the data, the FMCSA Administrator considers the quality and completeness of the reported data, may obtain additional information or reports from employers, and may make appropriate modifications in calculating the industry positive rate. In the event of a change in the annual percentage rate, the FMCSA Administrator will publish in the Federal Register the new minimum annual percentage rate for controlled substances testing of drivers. The new minimum annual percentage rate for random controlled substances testing will be applicable starting January 1 of the calendar year following publication in the Federal Register.

(g) When the minimum annual percentage rate for random controlled substances testing is 50 percent, the FMCSA Administrator may lower this rate to 25 percent of all driver positions if the FMCSA Administrator determines that the data received under the reporting requirements of § 382.403 for two consecutive calendar years indicate that the positive rate is less than 1.0 percent.

(h) When the minimum annual percentage rate for random controlled substances testing is 25 percent, and the data received under the reporting requirements of § 382.403 for any calendar year indicate that the reported positive rate is equal to or greater than 1.0 percent, the FMCSA Administrator will increase the minimum annual percentage rate for random controlled substances testing to 50 percent of all driver positions.

(i)(1) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers.

(i)(2) Each driver selected for random alcohol and controlled substances testing under the selection process used, shall have an equal chance of being tested each time selections are made.

(i)(3) Each driver selected for testing shall be tested during the selection period.

(j) The employer shall randomly select a sufficient number of drivers for testing during each calendar year to equal an annual rate not less than the minimum annual percentage rate for random alcohol and controlled substances testing determined by the FMCSA Administrator. If the employer conducts random testing for alcohol and/or controlled substances through a C/TPA, the number of drivers to be tested may be calculated for each individual employer or may be based on the total number of drivers covered by the C/TPA who are subject to random alcohol and/or controlled substances testing at the same minimum annual percentage rate under this part.

(k)(1) Each employer shall ensure that random alcohol and controlled substances tests

conducted under this part are unannounced.

(k)(2) Each employer shall ensure that the dates for administering random alcohol and controlled substances tests conducted under this part are spread reasonably throughout the calendar year.

(l) Each employer shall require that each driver who is notified of selection for random alcohol and/or controlled substances testing proceeds to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function, other than driving a commercial motor vehicle, at the time of notification, the employer shall instead ensure that the driver ceases to perform the safety-sensitive function and proceeds to the testing site as soon as possible.

(m) A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

(n) If a given driver is subject to random alcohol or controlled substances testing under the random alcohol or controlled substances testing rules of more than one DOT agency for the same employer, the driver shall be subject to random alcohol and/or controlled substances testing at the annual percentage rate established for the calendar year by the DOT agency regulating more than 50 percent of the driver's function.

(o) If an employer is required to conduct random alcohol or controlled substances testing under the alcohol or controlled substances testing rules of more than one DOT agency, the employer may --

(o)(1) Establish separate pools for random selection, with each pool containing the DOT-covered employees who are subject to testing at the same required minimum annual percentage rate; or

(o)(2) Randomly select such employees for testing at the highest minimum annual percentage rate established for the calendar year by any DOT agency to which the employer is subject.

**Drivers found to have violated the requirements for Arnold Machinery Company Fleet Safety Program in compliance with the Department of Transportation Code of Federal regulations and refusal to submit to an alcohol or controlled substances test will be removed immediately from safety-sensitive functions under DOT part 40, subpart O.**

## Part 40, Subpart O

No employer shall permit a driver who has engaged in conduct prohibited by subpart B of this part to perform safety-sensitive functions, including driving a commercial motor vehicle, unless the driver has met the requirements.

## Safety-sensitive function

## *Special circumstances for customers sites.*

From time to time the customer and Arnold Machinery will require amendments to be entered to this agreement. We at Arnold Machinery will do our best to accommodate to our customers' needs. And once completed it will be entered into our safety manual.

# Identifying Fatigue

Fatigue is generally considered to be a decline in mental and/or physical performance that results from prolonged exertion, sleep loss and/or disruption of the internal clock. It is also related to workload, in that workers are more easily fatigued if their work is machine-paced, complex or monotonous. Fatigue can result in:

slower reactions
reduced ability to process information
memory lapses
absent-mindedness
decreased awareness
lack of attention
underestimation of risk
reduced coordination

***All associates of Arnold Machinery must be able to identify the signs of fatigue. All driving and working conditions are required to stop.(operation of machinery, equipment, and vehicles) Find a shaded cool/warm area to relax and call your supervisor to notify he/she of your condition. He/she will instruct you on what to do and how you will be replaced and picked up at the site and taken to a comfortable resting area. You cannot return to the job until the supervisor has deemed you are well rested and able to return to duty.***

# Drug-Free Workplace Program: Consent Form

I hereby acknowledge receipt of the Company's Substance-Abuse Policy regarding drugs and alcohol.
**Note to DOT/CDL Licensed Drivers:**
Every driver shall submit to random alcohol and controlled substance testing as required by the Department of Transportation CFR § 382.403.
(Refer to the attached Fleet Safety Manual)

My signature acknowledges my understanding and concurrence with the procedures outlined in the above reference policy. It is my consent to submit to medical testing, including but not limited to giving **urine, breath, blood, saliva and/or hair sample(s)** to be used for drug and alcohol analysis under the conditions outlined in the policy.

In the connection with the consistent with the provisions of the Substance-Abuse Policy:

1. I authorize the release of any urine, breath, blood, and/or saliva sample(s) and the results of any tests and examinations performed thereon to the Company and any doctor, medical personnel, hospital, medical center, clinic, etc., or any representatives with whom they may choose to consult regarding the sample tests or examination results. I will be given an opportunity to explain a positive test result to the branch manager before the test result is reported to the Company as a verified positive test result.

2. I understand that the test results may be released by the Company to applicable state unemployment agencies and to the Company's worker's compensation insurer(s), where permitted or required by law. I understand that if I test positive for drugs or alcohol following and on-the-job accident I may be ineligible for workers' compensation benefits.

3. I understand that refusal to submit to any test required by this policy, a positive test result, or refusal to authorize the release of the results is grounds for disciplinary action up to and including termination of employment.

I recognize that the Company's policy on drugs and alcohol does not constitute an expressed or implied contract of employment.

**ASSOCIATE NAME: _____**
**(Printed)**

**ASSOCIATE SIGNATURE: _____DATE: _____**

**WITNESS SIGNATURE: _____DATE: _____**

## Driver's record of duty status

Every driver shall prepare a record of duty status (Driver's daily log) in his/her own handwriting for each 24-hour period, unless operating under the 100 air-mile radius exemption.

Failure to complete or retain the log, or knowingly falsifying logs or other reports, makes the driver and/or carrier liable to prosecution.

## 100 air-mile radius exemption

- A driver is exempt from maintaining the driver's daily log requirements of Section 395.8 if all of the following is true:
    - The driver operates within a 100 air-mile radius of the normal work reporting location.
    - The driver returns to the work reporting location and is released from work within 12 consecutive hours.
    - Each 12 hours on duty are separated by at least 8 consecutive hours of off duty.
    - The driver does not exceed a maximum of ten hours driving time following eight consecutive hours off duty.
- The motor carrier that employs the driver maintains and retains for a period of six months accurate and true time records that show:
    - The total number of hours the driver is on duty each day
    - The time the driver reports for duty each day
    - The time the driver is released from duty each day
    - The total time for the preceding seven days for first-time or intermittent drivers

### Submitting/retaining duty status log

The driver must submit the original log sheet to the employing carrier within 13 days after completion. When a motor carrier uses a driver initially or intermittently, that carrier must obtain from him/her a signed statement giving the total time on duty during the immediately preceding 7 days and the time at which he/she was last relieved of duty. Records of duty status must be maintained for a minimum of six months at the carrier's principal place of business, with all supporting documents.

### Automatic on-board recording devices

Alternatively, motor carriers may require a driver to use an automatic on-board recording device to record duty status. The driver must still have in his/her possession records of duty status in automated or written form, for the previous seven consecutive days. All hard copies of the driver's record of duty status must be signed by the driver.

**382.507 Penalties.**

Any employer or driver who violates the DOT requirements shall be subject to the civil and/or criminal penalty provisions of 49 U.S.C. 521(b). In addition, any employer or driver who violates the requirements of 49 CFR part 40 shall be subject to the civil and/or criminal penalty provisions of 49 U.S.C. 521(b).

## Accident Reporting

**Driver Conduct at the Scene of the Accident**

**1. Take immediate action to prevent further damage or injury.**

- Pull onto the shoulder or side of the road if no injury and virtually no damage.

- Activate hazard lights (flashers) and place warning signs promptly. **warning devices**, such as **reflective triangles** required by DOT & Federal Motor Carrier regulations **CFR 392.22.**

- If you are qualified in 1st aid, assist any injured person, but don't move them unless they are in danger of further injury.

**2. Call the Police**

- If someone is injured, request medical assistance.

- If there is a phone nearby, write a note giving the location and seriousness of the accident and give it to a "reliable-appearing" motorist and ask the him/her to contact the police.

3. The vehicle should not be left unattended, except in an extreme emergency.

4. Exchange identifying information with the other driver. **Make no comments about assuming responsibility.**

5. Secure names, addresses, and phone numbers of all witnesses, or the first person on the scene if no one witnessed the accident.

6. Call the company immediately and report the accident to your Supervisor.

**Complete the Vehicle Accident Report Form**

1. Complete the Vehicle Accident Report Form (a copy can be obtained from the Safety Director) and provide it to the Safety Director. Write legibly. Answer all questions completely or mark "not known. A copy of this form must be submitted to Kayden Bell ASAP! " Use additional sheets of paper as needed to provide pertinent information.
2. As soon as possible, notify our Insurance Company for any Vehicle Accident by calling the number provided to The Branch. Instructions can be found on-line at www.arnoldmachinery.com or contact the Dan Bletzacker at 801-972-4000.
3. Associates are required to take a **drug test**. The hospitals/emergency room does not know of Arnold's drug testing policy. It is the responsibility of the Branch Manager or Supervisor to request a drug test from the medical provider. All drug testing results are confidential and results will be sent to the HR Director at our corporate office. If the hospital is unable to conduct a drug test, the associate will be sent to a Arnold Machinery approved medical provider.

## Inspection Records & Preventative Maintenance

All drivers must regularly inspect, repair, and maintain their company vehicle. All vehicle parts and accessories must be in a safe and proper working order at all times. The following rules apply:

1. All truck drivers must complete a vehicle inspection at the beginning of each day. Drivers of. company cars should complete a vehicle inspection annually. Notify the Safety Supervision of any unsafe *conditions or* defective parts immediately.

2. Before the vehicle is driven again, any safety defects must be repaired.

3. Quarterly preventative maintenance is advised for each vehicle.

# Section 7: OSHA

## OSHA (Records) Requirements

Branches are required to keep original copies of the accident investigations. Copies will be sent to the Safety Director and copies maintained at our Corporate office. A written report will be maintained on each accident, injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log 300 within 7 calendar days. according to its instructions. Supplemental records. And must be signed by a company official.
of each injury are maintained on an accident injury form. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for one month, until March 1, on OSHA Form 300. These records are maintained for five years from the date of preparation.

B. OSHA Checklist 'To avoid safety violations and remain in compliance with OSHA standards, the Branch Manager or designee should complete the "Self-Inspection Check List "on a quarterly basis. Deficiencies should be immediately corrected. If problems persist, the associate should contact our Safety Director at 801-972-4000 at our Corporate office to conduct a comprehensive OSHA inspection.

### C. OSHA Inspections: What you can expect during an OSHA inspection

**1. Arrival of the Compliance Officer (OSHA Inspector)**

a. Request to see credentials.

b. Record his name, identification number, the name of his/her safety supervisor, and office location.

c. Notify the Safety Director. If the Safety Director is not available, ask the Officer to wait until the Safety Director arrives. If he/she cannot wait or the Safety Director will not be available, a Safety Committee member should accompany the Officer.

d. Do not volunteer any information, only answer questions.

**2. Opening Conference**

a. The scope of the inspection will be discussed.

b. The Officer will explain the reason for the inspection (i.e. associate complaint, scheduled inspection, etc.)

c. If the reason for the inspection is an associate complaint, request a copy of the complaint.

d. Take comprehensive notes and request to record the meeting and walk-around.

**3. The Walk-Around (inspection)**

a. The Company representative should accompany the Compliance Officer throughout the inspection.

b. The Officer may ask to interview associates. Associates should cooperate. The Company representative should attempt to participate in the interview.

c. The Company representative should be prepared to show the Officer: 1) the Safety Manual. 2) Hazard Communication Program, 3) OSHA poster, 4) OSHA Log 300 and 200.

d. If at all possible, correct any violations immediately that the Officer points out.

e. Take photographs of the same items or areas that are photographed by the Compliance Officer.

f. Take notes. Write down every possible violation, standards cited, corrective action needed, and a deadline date.

**4. Closing Conference**

a. The Compliance Officer will review any violations discovered during the inspection. Compare these to the notes you took during the inspection. Point out any discrepancies and areas already corrected.
b. Be polite. Do not argue or get defensive with the Compliance Officer.
c. If you are not clear on something, ask questions.
d. This is a good opportunity to produce records of compliance efforts and other safety practices.

**5. Citations and Penalties**

a. Our goal is to provide a safe and healthy work environment. If the company is cited for OSHA violations, corrective action will be completed before the deadline provided by OSHA and as quickly as possible. It will be management's decision to appeal any citations.

# SSE (Short Service Employee)

AMCO will do their best to obtain and train any person that would like to join our industry. We will assist in the cost of education, tools, uniforms that are needed. Provide at no cost all PPE needed. However such SSE must work alongside of an experienced craftsman for proper instruction for a minimum of one year before attempting any job on their own, and then quality checked by the experienced craftsman until proven competent to be released on job sites.

# SECTION 8: Special Emphasis Programs

**A. Drug- Free Workplace Policy**

**Purpose** Arnold Machinery Company values its associates and recognizes their need for a safe and healthy work environment. Furthermore, associates abusing drugs and alcohol are less productive and are often a risk to the safety, security and productivity of our Company. The establishment of a Substance-Abuse Policy is consistent with the Company's desired culture and is in the best interest of the Company.

**Policy** -.

It is the policy of the Company to maintain a workplace free from the use and abuse of drugs and alcohol. Compliance with this policy is a condition of continued employment. It supersedes any other Company policy or practice on this subject. At any time, the Company may unilaterally, at its discretion, amend, supplement, modify, or change any part of this policy. The policy does not represent an expressed or implied contract, and it does not affect your status as an at-will associate. If you have any questions about this policy, please direct them to Kayden Bell, Becky Hess.

To maintain a Drug and Alcohol-Free Workplace, the Company has established the following policy with regard to the use, possession, and sale of drugs and alcohol. Drug and alcohol testing practices will be adopted to identify associates or applicants using drugs and/or alcohol. Nothing in this Policy is intended or implies that employment with the Company is other than employment at will. This means that the associate can quit at any time for any reason just as the Company can terminate the associate relationship at any time for any reason.

**Drug and Alcohol Prohibitions**

1. Any associate involved in any of the following activities at any time during the hours between the beginning and end of the associate's work day, whether or not on Company business, premises or property, is in violation of Company policy and subject to disciplinary action if they are found:

a) bringing illegal drugs onto Company premises or property, including Company owned or leased vehicles, or customer premises;
b) having possession of or being under the influence of illegal drugs; or
c) using, consuming, transforming, distributing or attempting to distribute, manufacturing or dispensing illegal drugs.
2. In addition, the Company strictly prohibits the abuse of alcohol or prescription drugs.
3. Any associate refusing to cooperate with or submit to questioning, medical or physical tests or examinations, when requested or conducted by the Company or its designee, is in violation of Company policy and subject to disciplinary action.
4. The use of controlled substances in accordance with a physician's prescription will not be the basis for action by the Company unless such use might, in the Company's judgment, impair the individuals work performance.

**Drug and Alcohol Testing**
The Company asserts its legal right and prerogative to test any associate for drug and/or alcohol abuse. Associates may be asked to submit to a medical examination and/or submit to urine, saliva, breath, and/or hair testing for drugs or alcohol. Any information obtained through such examinations may be retained by the Company and is the property of the Company.

In particular, the Company reserves the right, in its discretion and within the limits of federal and state laws, to examine and test for the presence of drugs and alcohol (as stated above) in situations such as, but not limited to, the following:

1. **Post Job Offer:** All offers of employment will be made subject to the results of a drug test. Applicants will be required to voluntarily submit to a urinalysis test and sign a consent agreement which will release the Company from liability. The Company will not discriminate against applicants for employment because of past drug abuse. It is the current abuse of drugs which prevents associates from properly performing their jobs.

2. **Post-Accident:** An incident occurring while on Company business that results in injury (requiring medical treatment) to an associate or others and/or damage to Company property will require a drug and/or alcohol test. Failure to report any accident which meets the post-accident testing criteria is in violation of Company policy and subject to disciplinary action. Associates testing positive, under certain state laws, may be ineligible for workers' compensation benefits.

3. **Reasonable Suspicion:** Current associates may be asked to submit to a drug and/or alcohol test if cause exists to indicate that their health or ability to perform work may be impaired. Reasonable suspicion testing does not require certainty.

4. **Return-to-Duty:** Any associate who has been removed voluntarily or otherwise from his or her job assignment due to drug or alcohol abuse must agree to be tested on a random and discretionary basis anytime for up to 12 months from the return to work date.

**Associate Assistance**

A fundamental purpose of the Company's Substance-Abuse Prevention Program is to assist associates and family members who suffer from drug or alcohol abuse. If you need confidential help with a drug or alcohol problem, contact your branch manager. If eligible, you will be granted a medical leave of absence for rehabilitation. If you are enrolled in the Company Medical Plan, your health care benefits may pay a portion of your rehabilitation costs. Any additional costs are the associate's responsibility.

It is the associate's responsibility to seek assistance before drug or alcohol abuse leads to disciplinary action. The associate’s decision to seek prior assistance will not be used as the basis for disciplinary action. Contacting the branch manager will not be a defense to avoid disciplinary action where the facts proving a violation of this policy or giving rise to other disciplinary action are obtained outside of this consultation.

**Disciplinary Actions**

The Company reserves the right to use disciplinary actions, up to and including termination of employment, depending upon the seriousness of the violation, the associate's present job assignment, the associate's record with the Company, and other factors, including the impact of the violation upon the conduct of Company business. '

Consent As a condition of continued employment, associates must sign the "Drug-Free Workplace Program: Consent Form."

## Determination of a Positive Test

**A. Controlled Substances**. Associates will be considered to have tested positive when the Company receives a confirmed positive test indicating the presence of controlled substances. The following controlled substances with the indicated cutoff levels will be tested:

| DRUG | SCREENING CUTOFF. |
|---|---|
| **Marijuana metabolite** | **50 ng/ml** |
| **Amphetamines** | **1000 ng/ml** |
| **Cocaine metabolite** | **300 ng/ml** |
| **Opiates (codeine, morphine)** | **300 ng/ml** |
| **Phencyclidine** | **300 ng/ml** |
| **Benzodiazepines** | **300 ng/ml** |
| **Barbiturates** | **300 ng/ml** |
| **Propoxyphene** | **300 ng/ml** |
| **Methadone** | **300 ng/ml** |
| **Methaqualone** | **300 ng/ml** |

**B. Alcohol.** All associates will be considered to have tested positive for alcohol when the Company receives a positive urinalysis test indicating the presence of alcohol in the body at or exceeding .04% or exceeding the limit prescribed by applicable state law, regarding driving under the influence of alcohol.

**C. Sample Collection Sites.** The following is a list of collection sites for branches at the indicated

**locations:**

Salt Lake City, Utah
WORKMED
1685 W. 2200 So.
Salt Lake City, UT 84119

St. George, Utah
Color Country Health Exp.
350 E. 600 So.
St. George, UT 84770

Billings, Montana
Billings Clinic
2825 8th Ave. No.
Billings, MT 59107

Idaho Falls, Idaho
Dr. Tony Golden

2860 Channing Way
Idaho Falls, ID 53404

Twin Falls, Idaho
Physicians Lab

Twin Falls, Idaho

**Meridian, Idaho**
Primary Health

727 E. River Park Lane
Boise, ID 83706

Meridian, Idaho
(DOT) Minert & Assoc

280 E. Corporate
Meridian, ID 83642
Elko, Nevada

(DOT) Elko Clinic
762 14th St.
Elko, NV 89801
Yuma, Arizona

16th St. Urgent Care
1394 W. 16th St.
Yuma, AZ 85364

Sparks, Nevada
Nevada Occup. Clinic

255 Glendale #12
Sparks, NV 89341
Phoenix, Arizona

Concentra Med Ctr.
2505 E. Washington St #212
Phoenix, AZ 85034
Las Vegas, Nevada

Industrial Medical Group
151 West Brooks Ave.
No. Las Vegas, NV 89030

Elko, Nevada
Pioneer Urgent Care

674 No. Cedar .
Elko, NV 89101
Tucson, Arizona

Concentra Med Ctr.
1001 E. Palmdale
Tucson, AZ 85714

Rocky Mountain Occ. Ctr.
405 S. Platte Drive # 1A
Denver, CO 80223

**Contact the HR Department for an updated list of Medical Providers:**

# B. Lock-Out/Tag-Out

**Energy Control Program**

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# Energy Control Program

| Approved by: | Title: | Date: | Effective Date: |
|---|---|---|---|
| Paul Te Prieto | Corporate Safety Director | 08/1/2015 | 08/1/2015 |
| **Approved By:** | | | **Review Date:** 08/02/2015 |

## 1.0 Written Procedure

The Corporate Health & Safety Director has established this written program consisting of an energy control procedure, employee training, and periodic inspections to ensure that before any associate performs service or maintenance on a piece of equipment, it is isolated from any energy source and rendered inoperative. Whenever replacement, major repair, renovation, or modification of a machine or piece of equipment is performed, energy isolating devices shall be applied to that equipment so that it will accept a lockout device.

In addition to this written program, an Energy Control Standardized Operating Procedure (SOP) has been established at a customer job site. The SOP clearly outlines the purpose, authorization, and techniques to be utilized for the control of hazardous energy and the means to enforce compliance. The SOP includes specific procedural steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy. Additionally, specific steps for placement, removal, and transfer of lockout devices and the testing of a machine or equipment to verify effectiveness will be identified. The lockout devices will be uniquely identified and will be the only devices used for controlling energy.

## 2.0 Authorized Personnel

The Maintenance Manager/Supervisor or his designee will determine the associate who are authorized to engage in lockout procedures. All Affected associate or contractors whose work operations may be in the area where energy control procedures are utilized will be instructed about the procedure and the prohibition relating to attempts to restart or re-energize machines or equipment which has been locked out. Each Authorized associate will receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods necessary for energy isolation and control.

## 3.0 Access Control

Lockout/tag-out devices are under the control of the Manager/Supervisor. When lockout is required, the Maintenance personnel conducting the repairs will alert the Affected Employees and perform the appropriate lockout/tag-out procedure or notify the appropriate personnel.

### *3.1 Locks (Red) with Tags or Lock Attachments*

All lockout devices will be red in color and have only one key. These devices will not be used for any other purpose other than locking out machines or equipment. Tags are to be attached to an energy isolating means and are not to be removed without authorization of the person responsible for attaching it. The device is never to be bypassed, ignored, or otherwise defeated.

Lockout and tag-out devices will be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected. Tag-out devices, including their means of attachment, will be substantial enough to prevent inadvertent or accidental removal, of a non-reusable type, attachable by hand, non-releasable, and with a minimum unlocking strength of no less than 50 pounds. Tag-out devices are to have the name of the associate that applied the device(s), a brief description of the problem, date the device was applied, and include a legend such as: *Do Not Start*, *Do Not Open*, *Do not Close*, *Do Not Operate*, etc.

### *3.2 Barricades or Blockage*

Lockout/tag-out devices applied to equipment or machines located in or near a high traffic area will require a method of traffic control to prevent excessive vibration. Barricade ribbon and/or traffic cones can be utilized for this purpose. Notification is to be given to the area personnel before the controls are applied and after they are removed.

## 4.0 Static Test

During the de-energizing sequence of any piece of equipment or machine, a definite step in the procedure will be to identify the procedure to test the equipment for any stored energy. This test will be conducted after the lockout/tag-out device is applied and all energy sources have been neutralized.

## 5.0 Personnel Absence

Each lockout/tag-out device will be removed from each energy isolating device only by the associate who applied the device. When the Authorized Associate who applied the lockout/tag-out device is not available to remove it, the device may be removed under the direction of the Branch Manager or his designee in the chain-of-command. Before removal of the lockout/tag-out device, the Maintenance personnel will verify that the Authorized Associate who applied the device is not at the facility. All reasonable efforts to contact the Authorized Associate must be made to ensure he is informed his lockout/tag-out device will be or has been removed. He must also ensure that the Authorized Associate has this knowledge before he resumes work at the facility.

## 6.0 Master Tag-out List

A survey has been completed by the Associate to locate and identify all isolating devices in order to be certain which switches, valves, or other energy isolating devices apply to the equipment to be locked out. More than one energy source may be involved on any given machine. Updates will be done periodically to keep the list accurate.

The Master Tag-out List below contains the names of the equipment which meets all of the following requirements:

- The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shutdown which could endanger personnel;
- The machine or equipment has a single energy source which can be readily identified and isolated;
- The isolation and locking out of that energy source will completely de-energize and activate the machine or equipment;
- The machine or equipment is isolated from that energy source and locked out during servicing or maintenance;
- A single lockout device will achieve a locked out condition;
- The lockout device is under the exclusive control of the authorized employee(s) performing the servicing or maintenance;
- The servicing or maintenance does not create hazards for other employees.

The Master Tag-out List is as follows:

- **PLEASE LIST OR ATTACHED AN INVENTORY OF MECHANICAL EQUIPMENT HERE**

**1.**
**2.**
**3.**
**4.**

- ***Remove equipment not available at location; add equipment which qualifies for all the exemptions listed above in the 1st paragraph.***

## 7.0 Periodic Inspections

Periodic inspections will be conducted to ensure the requirements of the Energy Control SOP, this written program, and the corporate health and safety policy are being followed. **"Section 1910.147(c)(6)(i)** requires periodic inspection of the energy control procedure [required by **§1910.147(c)(4)]** to ensure that the procedure and the requirements of this standard are being followed. The periodic inspections must contain at least two components: 1) an inspection of each energy control procedure, and 2) a review of each associate's responsibilities under the energy control procedure being inspected.

## 8.0 Contractors

Whenever outside servicing personnel are to engage in activities covered by the scope and application of this program, an Arnold Associate and contractor will inform each other of their respective lockout or tag-out procedures. The Maintenance Manager or Operations Manager will ensure employees understand and comply with the restrictions and prohibitions of the contractor's energy control program. It is the responsibility of the contractor employer to review the contractor's lockout/tag-out program with facility personnel. The contractor employer and the Facility or Branch Management must agree on the specific lockout/tag-out program that will be used for each job.

## 9.0 Training Requirements

The Control of Hazardous Energy standard (29 CFR 1910.147) requires the training of Affected and Authorized Associate. The definitions for each group are as follows:

**Equipment Operators**– Associates whose job require them to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tag-out, or whose job requires them to work in an area in which such servicing or maintenance is being performed.

- Each Associate transferred or newly hired into maintenance or safety positions will be instructed in the purpose and use of the lockout and tag-out procedures.
- At the discretion of the company, all Associates should be trained or advised when lockout/tag-out is being used in their area.

**Maintenance Employees**– A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment.

If the contractor chooses to use this Control of Hazardous Energy Program and Energy Control SOP, their Authorized Employee(s) must also participate in the detailed training over the facility's Energy Control Program and Energy Control SOP.

## C. Hot **Works Program**

**Purpose:**

To establish a procedure for the control of hazards associated with welding, cutting or the use of spark producing tools for the prevention of fire or subsequent injury to personnel.

**Responsibility:**

It is the responsibility of all associates/supervisors/managers who will either perform or oversee the operation or associate, to evaluate all jobs prior to the work beginning to assess hazards and necessary controls required before any *work will* begin.

**Scope:**

This procedure applies to any hot work performed by any associate or contractor. This procedure does not apply to hot work performed in designated Safe Work areas.

**Definitions:**

**Hot work**

Work involving the use of open flame or spark producing tools such as, but not limited to, welding, cutting, burring, grinding, and heat related producing jobs that could ignite combustibles.

**Safe Work Areas**

These areas which have been designated-designed specifically for cutting, welding, grinding activities. The Safety Director is responsible for designating all Safe Work Areas once he is assured of proper protection against combustibles.

**Procedures:**

1. Where practical, all flammable and combustible materials shall be relocated away from the work area.

2. Where relocation is impractical, combustibles and flammables shall be protected with flame proof covering or otherwise shielded with metal or flameproof curtains.

3. The person conducting the hot *work* ***will*** **have a readily available fire extinguisher rated at a minimum of 2A:40BC.** Where potential for flammable or combustible vapors or gases might be present in the area, these concentrations must be determined before work begins.

4. When performing hot work overhead, if combustibles could inadvertently be moved into the area, or people enter the area, the area below must be roped off and posted.

5. Where possible, noncombustible barriers should be placed around and under hot *works* area to confine sparks.

6. A fire watch is a necessary step to implement whenever work is conducted, such as:

a. All work in buildings and storage sheds;
b. An appreciable amount of combustible material in building construction, contents or insulation is closer than 35 feet to the point of operation;
c. An appreciable amount of combustible materials are more than 35 feet away from work but can easily be reached by sparks, embers, etc.;
d. Wall or floor openings are within 35 feet of work, including concealed spaces in walls or floors; and/or
e. Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings or roofs and are likely to be ignited by conduction or radiation of heat.

7. Open drains which lead to underground drainage systems, which could contain flammable or combustible vapors, should be covered with a fire blanket or similar protection to prevent access to sparks even if the atmosphere is safe.

8. Associates are required to wear the proper personnel protective equipment, such as coveralls, safety goggles, face shield, welding hood, welding jacket, etc., as demanded by the type of work completed and required by their supervisor and/or Safety Director.

**Contractors:**

Contractual language between the Company and contractors can also help transfer exposures generated by having contractors work on premises. A hold harmless agreement signed by the contractor in our favor and being named as additional insured within the contractor's insurance policy helps maintain a degree of protection should an incident occur. The contractor's policy limits should be at least equal to your total exposure to economic loss form a disastrous fire, at a minimum, this would include the full replacement cost of all your property plus your business interruption costs.

## D. Hazard Communications

**Hazard Communication Program**

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## 1.0 Purpose

| | |
|---|---|
| | **TITLE: HAZARD COMMUNICATION PROGRAM** |
| **Revision: 08/2015** | **Approved By:** |
| **Effective Date:** | **Approved Date:** |

In order to comply with **29 CFR 1910.1200** (Hazard Communication Standard) of the Occupational Safety and Health Administration, the following written Hazard Communication Program has been established for:

***Arnold Machinery Company***

The Hazard Communication Program was developed to ensure that associates at Arnold Machinery are safe and healthy. All affected associates of the company will participate in the hazard communication program and comply with all provisions of this program. The Safety Director is responsible for maintaining this program and ensuring compliance with all state, local. and federal laws. This program provides information about the hazardous materials present in our workplace and details the five (5) elements required of a written Hazard Communication Program:

- Hazard Determination
- Chemical Inventory
- Container Labeling
- Safety Data Sheets
- Associate Training and Information

A copy of the program will be maintained at ***each Branch***. This written program is available to all associates and their representatives for review.

## 2.0 Hazard Determination

Each Branch or Facility will rely upon the information detailed in the Safety Data Sheets (SDSs) for materials purchased from manufacturers and/or vendors for hazard determination.

## 3.0 Chemical Inventory

- A chemical inventory, found at each site, will have a listing of all known hazardous materials used at the workplace. The facility is responsible to maintain SDS documentation.

The chemical inventory lists the hazardous materials alphabetically by trade name along with the manufacturer or supplier of each material. Each time a new product is received, it will be evaluated by the Branch Manager, or Health & Safety Director to determine whether it should be added to the inventory. Each facility should have a designated person assigned updating the chemical inventory.

## 4.0 Container Labeling

Each hazardous material container received from a manufacturer or vendor must possess a label with the following information:

- Trade name of the material
- Manufacturer name, address, and phone number
- Appropriate hazard warnings
- State required information (for those with state OSHA programs)

Secondary or transfer containers of hazardous materials will be labeled with the following information:

- Manufacturer name and trade name of the material
- Route of entry into the body
- Health hazards
- Physical hazards
- Target organs

If a material container from a manufacturer or vendor is not labeled in accordance with the requirements of this hazard communication program, it will be re-labeled by Branch personnel in the same manner as secondary and transfer containers.

Material containers into which hazardous chemicals are transferred, which are intended only for the immediate use (anytime within the eight-hour work shift) of the associate who performs the transfer and will remain under that individual's control at all times, are not required to be labeled.

## 5.0 Safety Data Sheets (SDSs)

Safety Data Sheets (SDSs) for each hazardous material are available at the facility SDS records.
SDSs are immediately available to each associate during their work shift. If a SDS is not available for a particular material, contact Facility management or direct supervisor, and the appropriate information will be obtained.

# 6.0 Associate Information and Training

## *6.1 Initial Training*

Associates who might potentially be exposed to hazardous materials will complete either Health and Safety for Administrative Personnel which includes classroom and hands-on lessons. The Safety Director will provide the method for the supervisors to use when training new associates. All New Hires, both Arnold Machinery Associates and temporary employees supplied by an agency will attend training covering Hazard Communication and general safety. This training covers the following topics:

- OSHA's Hazard Communication Standard
- Product labels and Safety Data Sheets
- Physical and health risks of hazardous materials
- Safe handling procedures and personal protective equipment
- Detection of release and exposure
- First aid and emergency procedures
- Clean-up of spills and disposal
- Storage and mixing of hazardous materials

Initial training will be completed by an Arnold Machinery authorized training personnel. After attending the training class, each employee will sign a form verifying that they have attended and understood the company policies on Hazard Communication.

## *6.2 Follow-Up Training*

Associates will be trained in the use of and protection from specific chemicals. Additional training will be provided to all affected associates when changes in chemicals or operations occur or when new hazards are introduced to the workplace. This training will also be conducted by the health and safety manager and/or designated qualified personnel at the Facility. If you have any questions regarding hazard communication training, please contact this individual.

## *6.3 Hazardous, Non-Routine Tasks*

Periodically, associates are required to perform hazardous tasks outside of their normal job duties. Before starting such work, the associate will be given the following information on the task:

- Specific physical and chemical hazards
- Required personal protective equipment
- Appropriate safety measures
- Emergency procedures

The Facility/Branch Management will ensure that associates are informed of hazardous, non-routine tasks.

## *6.4 SUB-Contractors*

The ***Facility Management*** will ensure that contractors are informed about the hazards that they may be exposed to and how to protect themselves from these materials while working at our facility. Contractors will be shown the appropriate Safety Data Sheets. Any necessary personal protective equipment, emergency equipment, and container labeling system will be explained to the contractor, who is responsible for communicating that information to their employees.
Contractor also will be responsible for training of any hazard chemical release as to make necessary precautions to avoid any release or spills.
All sub-contractors will receive a copy of our safety manual and required to release of copy of theirs. Sub-contractor must conform at least or better than our standards at all times. As well as produce a DART, LWR, TRIR, and EMR rating before work is to begin. And must attend all pre, daily, toolbox safety meeting and documented as such.

The Branch ***Manager or Operations Manager*** will collect necessary safety information from contractors and ensure that Arnold Machinery associates are informed about hazardous materials used by contractors and the means available to protect themselves from exposure to the materials. A copy of the contractor's safety procedures will also be kept on file at the corporate office. All training will be documented. It is also requires that any hazard related to the customers site that the site owner will be notified of such hazard.

**Trade secrets**, all associates are to recognize that no trade secrets or information will be revealed to anyone outside the customers site at any time.

**E. Hearing Conservation**

**Purpose**

Provide adequate safeguards for the hearing of our associates and to ensure compliance with regulatory requirements.

**Responsibility**

Safety Director. The Safety Director shall train supervisors and associates on the proper wearing of hearing protective equipment, assist in efforts to reduce noise levels, and assist in purchasing needed hearing protection.

Supervisors. Supervisors shall ensure that associates wear their hearing protective equipment as required, participate in training, assist in efforts to reduce noise levels, and assist in purchasing needed hearing protection. Supervisors should also ensure visitors abide by the hearing conservation program.

Associates. Associates must comply with this program and report any changes in conditions which create high noise problems to their supervisors.

**Scope**

This program stipulates that protection against the effects of occupational noise exposure shall be.

provided to any affected associates when sound levels so dictate.

## F. Respiratory Protection Program

**Purpose:**
To establish a procedure that ensures the protection of all associates from respiratory hazards through the proper use of respirators arid engineering control.

**Responsibility:**
Management is responsible for installing and operating necessary pollution control or ventilation systems and operating procedures to ensure the safety of associates. However, when these engineering controls are not feasible or during emergencies, associates, contractors, and supervisors must make an effort to adhere to the procedures outlined in this Respiratory Protection Program. The Safety Director or supervisors are responsible for respiratory protection program compliance and the purchase of proper equipment to ensure respiratory safety. The Safety Director will train supervisors and associates on the proper use and limitations of respirators.

**Procedures:**

1. Respirators will be selected based on hazards to which the associate is exposed. Selection will be made by the Safety
   Director. The respirators must meet government standards and requirements and be approved by the Safety Director.
2. Associates will be trained in the proper use of respirators and their limitations. Hands-on training will include instructions on how to fit, inspect, adjust, clean, and care for the respirators.
3. OSHA regulations state that respirators should not be worn when conditions **prevent a** good face seal. These conditions include: a growth of beards, sideburns, a skull cap that projects under the face piece, or temple pieces of glasses. To comply with these regulations, no associate required to wear respiratory equipment may wear a beard or goatee. Mustaches and sideburns must be trimmed in such a manner as not to touch the internal or external sealing edges of the respirator. The face piece -should be checked by the wearer with each use to ensure proper it.
4. Where practical, respirators will be assigned to individual workers for their exclusive use.
5. Respirators shall be kept clean and maintained by the person to whom they are assigned. The respirator must be
   cleaned after each day's use, or more often if necessary. Shared equipment must be thoroughly cleaned and disinfected after each use. The supervisor will routinely inspect the respirators during cleaning.
6. The associate is responsible for the proper working order of his respirator. The associate should inform the supervisor
   of any missing, defective, or worn part so that the parts can be replaced.
7. Associates will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment.
8. The Safety Director will make periodic inspections of all areas where respirators are used to ensure compliance with this program.

## G. Violence-Free Workplace Policy

**Purpose**
To establish guidelines to protect employees against violence or threats of violence.

**Policy**
Violent acts or threats made by an employee against another person's life, health, family, or property, on Company property, at Company events, or under other circumstances are unacceptable. Such acts or threats of violence, whether made directly or indirectly, by words, gestures, or symbols, infringe upon the Company's responsibility to provide a safe workplace for employees.

Any employee who believes he/she has been the target of violence or threats of violence, or has witnessed or learned of violent conduct by another employee in the capacity described above, should immediately notify his/her direct supervisor.

**Disciplinary Action**

An employee engaging in violent acts or threatening violence on another employee will be immediately terminated from employment.

# *Section 9: New Associate Safety*

The Safety Director or supervisor should provide safety training to all newly hired employees. Each new associate will be given a copy of the safety manual.

**General safety orientation** containing *information common* to all associates should be reviewed, *before* ***beginning their regular job duties***. Recommendations include (at a minimum):

- Review the Safety Manual, with extra time spent on: Accident & hazard reporting procedures, emergency procedures, personal protective equipment.

- Encourage & motivate associate involvement in safety. Make each accountable for their safety and the safety of their coworkers.

- Explain the workers' compensation system and fraud prevention

- Review any known workplace hazards.

- Conduct training on any topics that are not scheduled to be addressed within a reasonable time frame and are relevant to the associate's job.

**Job-specific training** *provided before performing the task* will include:

- Specific safety rules, procedures, hazards, and special emphasis programs (Machine Guarding, Welding, Lockout/Tagout, etc.) to complete their job

- Identify associates or employer's responsibilities. Not limited to the qualifications & roles of the associate as to follow the organizational chart.

**Safety Procedures and Recommendations**

**Work Habits**

Listed below are a few general safety rules. Most are common sense. There is no way we can list every rule, but this list covers some of the most common safety mistakes.

1. Always leave aisles and passageway clear.
2. Never block an exit.
3. Never cover up or block access to a fire extinguisher.
4. Always wear required or suggested safety equipment.
5. Always keep your work area neat and orderly.
6. Horse play or fighting is never allowed.

7. Do not wear loose fitting clothes or jewelry around machinery. The wearing of watches, rings, or jewelry are not
   allowed by service technicians or services managers/supervisors/lead men that temporarily work in the shop.

8. Know the locations of firefighting equipment around your work area and know the limitations of that equipment.

9. Never remove guards from tools or equipment.

10. Use correct lifting techniques. If you need help, ask. The proper way to lift an object is by bending the knees and lifting with your legs, not your back. You should keep your back straight at all times while lifting. By lifting improperly, you subject yourself to a variety of injuries, all of which are painful.

11. Never ever run while at work except in case of emergency. Nothing is so **important that** you need to run.

12. Never drive a forklift unless you have been specifically given permission or unless it is part of your job. -_

13. When using extension cords be extremely careful, as they pose a tripping and electrical hazard.

14. Never open more than one drawer at a time of a file cabinet.

15. Never leave desk or file drawers open.

16. Never clean yourself or clothing with compressed air.

17. Never use defective or broken tools or ladders.

18. Never operate any equipment until you have been given proper instructions.

19. You are not allowed to be under the influence or use alcohol and/or illegal drugs while at work. the use of illegal drugs on or off the job are not tolerated by this company.

**Safety Wear**

1. ANSI Z 87 approved eye or face protection will be worn as outlined below:
   All personnel (service, parts, sales, management, customers, accounting, office, etc.) working in or entering the shop will be required to wear safety glasses with side shields. Service technicians will be required to wear safety glasses with side shields at all times while working and other associates will be required to wear safety glasses when performing a task that might remotely cause objects to fly into the air and while walking through the shop. Any glasses used must meet ANSI standards for safety glasses.
2. **Gloves** should be worn which are approved for the hazardous application in which you are involved.
3. **Safety footwear** is required for personnel in the following occupations: service technicians, shipping and receiving clerks, stock clerks, tire press personnel, all shop and fabrication personnel. No Sandals or open toe footwear allowed in areas where hazards from potential falling or rolling objects are present.

**Facilities and Equipment**

1. Have separate container for trash and broken glass.

2. Never block any escape routes, and plan alternate escape routes.

3. Never block open a fire door.

4. Never store materials in aisles.

5. All moving belts and pulleys should have safety guards.

6. Instruct personnel in the proper use of the eye-wash fountain, emphasizing rolling of the eyeballs, and turning eyelids "inside-out."

7. Keep up to-to-date emergency phone numbers posted nest to the phone.

8. Place fire extinguishers. near an escape route, not in a "dead end."

9. Regularly maintain fire extinguishers, maintain records, and train personnel in the proper use of extinguishers through actual fire situations.

10. Secure all compressed gas cylinders when in use, when stored, and transport them secured on a hand truck.

## Enforcement of Safety Procedures and Recommendations

We will enforce these safety procedures in the following manner (use "Safety Violation Notice"):

| | |
|---|---|
| Step 1 - verbal | A verbal warning will be issued when you violate any of our safety rules. This warning will remain in effect for 90 days. After this period of time, with no additional warnings being issued; you may request to have this warning removed from your file. |
| Step 2 - written | If you continue to practice unsafe work habits while having a verbal warning in your file, you will be issued a written warning. A written warning will remain in your file for 90 days. After this period of time, with no additional warnings being issued, you may request to have this warning removed from your file. |
| Step 3 - termination | If you still practice unsafe work habits while you have a written warning, you will be terminated. |

**NOTE:** Serious or willfully disobeying any of these safety procedures, especially those endangering or harming others may lead to immediate termination.

The supervisor should complete the "New Associate Safety Checklist" for each new associate during their safety training.

## Associate's Safety Suggestion

**Associate's Name (optional): _____Date: _____**
**Supervisor's Name: _____**

---

**CURRENT PRACTICE OR CONDITION**

---

**SUGGESTION**

---

**BENEFITS EXPECTED FROM CHANGE**

---

**(FOR SAFETY COMMITTEE USE ONLY)**
**Year: _____ Number: _____**
**Suggestion Implemented? Yes - as submitted Yes - with changes No**
**Implementation Date:**

**Comments/Changes Made/Reason for change or not implemented: _____**

# Minutes of Safety Committee Meeting

***TO BE POSTED FOR ALL ASSOCIATES' REVIEW***

**Date of Meeting: _____Time: _____Next Meeting: _____**

**COMMITTEE MEMBERS AND GUESTS IN ATTENDANCE**

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

**PENDING BUSINESS**

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

**PRIOR. RECOMMENDATIONS**
*Completed since last meeting:*

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

## Minutes of Safety Committee Meeting

***TO BE POSTED* FOR ALL ASSOCIATES**

***(PAGE 2)***
**Date of Meeting: _____Time: _____Next Meeting: _____**

ACCIDENTS & NEW RECOMMENDATIONS
Accidents (dates names descriptions):

_____
_____
_____
_____
_____
_____
_____

New recommendations:

_____
_____
_____
_____
_____
_____
_____

OTHER *SAFETY* ACTIVITIES New:

_____
_____
_____
_____
_____
_____
_____

# Safety Meetings/Training

**Date of Meeting: _____** **Instructor: _____**

Attending Associates

| Print Name | Signature |
|---|---|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |
| 11. _____ | _____ |
| 12. _____ | _____ |
| 13. _____ | _____ |
| 14. _____ | _____ |
| 15. _____ | _____ |

Safety Topics Covered:

- O Safety Manual
- O Drug Free Workplace Program
- O Accident Reporting
- O Accident Reviews
- O Safety Committee
- O Teamwork
- O Supervisor's Training
- O Accident Investigation
- O Job Safety Analysis
- O First Aid Training
- O Emergency Procedures
- O Violence Free Workplace
- O Other
- O Housekeeping
- O Personal Protective Equipment
- O Materials Handling/Back Safety
- O Toots, Equipment, Machinery
- O Hazardous/Flammable Materials
- O Confined Space
- O Lockout/Tagout
- O Welding
- O Fire Protection
- O Industrial Hygiene
- O Driver Safety
- O Forklift
- O Other

COMMENTS:

_____

_____

_____

_____

# Self-Inspection Check List

**Distribution:** **Copy to Safety DirectorCopy to Safety CommitteeCopy**
**Date: _____Inspector: _____Title: _____**

**Grade: 1 = Satisfactory, 2 = Needs some attention, 3 = Needs immediate action**

| **Item** | **Grade** | Comments |
|---|---|---|
| Housekeeping | | |
| General neatness of work area | | |
| Adequate and proper storage space for tools & Materials | | |
| Aisles properly marked & clear | | |
| Adequate sanitary & disposal facilities provided | | |
| Floor openings & holes marked and protected | | |
| Waste material containers emptied regularly | | |
| All spills immediately wiped up | | |
| Storage & equipment rooms neat and orderly | | |
| Fire Prevention | | |
| Fire Extinguisher check & available | | |
| No smoking signs posted & enforced | | |
| Proper storage, use & handling of flammable & combustible materials | | |
| Ventilation adequate | | |
| Tools, **Machinery, & Equipment** | | |
| Electrical tools properly grounded | | |
| Electrical dangers posted | | |
| Machine guards in place | | |
| Proper guarding of gears, pulleys, conveyors, chains etc. | | |
| Regular inspection & maintenance of tools | | |
| Machines firmly anchored to prevent moving | | |
| Regular inspection & maintenance of machinery | | |
| Lights, brakes, & warning signals operative | | |
| Covers in place on all electrical fuse & outlet boxes | | |
| Cutting & Welding | | |
| Proper goggles, glasses, gloves & clothing worn | | |
| Fire hazards removed & flammable materials protected | | |
| Gas cylinders chained & upright & caps used | | |
| Gas lines in good condition | | |
| Gauges and anti-flashback devices operable | | |
| Welding shields used when necessary | | |
| Ladders | | |
| Ladders inspected and in good condition | | |

| | | |
|---|---|---|
| Material Handling | | |
| Materials properly stored & stacked | | |
| Passageways provided and not blocked | | |
| Personnel lifting loads properly | | |
| Mobile equipment equipped with a horn, capacity sign & overhead guard | | |
| Flammable Gases & Liquids, Batteries | | |
| Proper handling of compressed gases & materials | | |
| All flammable waste disposed of properly | | |
| Proper storage containers/cans used | | |
| Fire hazards checked | | |
| Proper type of fire extinguishers provided | | |
| Batteries are charged in properly vented room | | |
| No open flames exist in battery charging room | | |
| Personal Protective Equipment | | |
| Proper eye, ear, face, head, and hand protection used | | |
| Respirators & masks used when necessary | | |
| Proper clothing worn | | |
| Hard toe shoes worn as necessary | | |
| OSHA Posting & Records | | |
| Accidents recorded on OSHA form 296 300 | | |
| OSHA poster is properly displayed | | |
| Capacity signs posted as necessary | | |
| Other | | |
| | | |
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| | | |

Action taken:

Repairs/Corrections must be completed by: (date)_____-
Repairs/Corrections mentioned above have been done.

Supervisor_____Date: _____

**List of Authorized Lockout/Tagout Individuals**

| Work Center | Lock Number | Name | Mechanical (yes/no) | Electrical (yes/no) |
|---|---|---|---|---|
| | | | | |
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## Lockout/Tagout Annual Inspection/Evaluation Report

Date of Evaluation: _____

Evaluation was made by: _____
Policy has been reviewed: Yes No

Comments on policy:
_____
_____
_____
_____
_____

The following procedures have been reviewed:
_____
_____
_____
_____
_____

The following procedures were modified:
_____
_____
_____
_____
_____

The following procedures were added:
_____
_____
_____
_____

A review of the OSHA log 300, associated accident reports, were conducted?
Yes, No

| **Injury** | **Procedure Number for Applicable Equipment** | **Process or Machinery** |
|---|---|---|
| | | |

Comments:

Signature_____ Date_____

# List of all Lockout/Tagout Procedures

| Procedure Number | Equipment Machinery or Process |
|---|---|
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# Training Documentation for Hazard Communication Program

I understand how to read the Safety Data Sheets (SDS) and container labels regarding hazardous products.

I understand that I am required to review SDS's for any material I am using for the first time.

I know where the SDS's are for my work area are kept and understand that they are available for my review.

I understand that I am required to follow the necessary precautions outlined in the Hazard Communication Policy and SDS's, including use of personal protective equipment and/ or apparel.

I know the location of emergency phone numbers and communications system, and the location of medical, fire, and other emergency supplies.

I am aware of my right to obtain copies of the written Hazard Communication Policy and SDS's at my request.

Associate Name: _____

Signature: _____ Date: _____

Job location: _____

# New Associate Safety Checklist

Associate Name: _____ ID:_____
Date Employed: _____ Date Checklist Completed: _____
Checklist completed by: _____
Department Assigned: Type of Work: _____
Summary of Work
Experience:_____

Supervisor: _____

Did the associate have a pre-employment drug test? Yes No Physical? Yes No

Any work restrictions indicated from the
physical?_____

**The supervisor and the new associate should review the following safety concerns. Check & discuss all that apply. Provide the associate with a copy of the Safety Manual for review.**

- ☐ **Company safety policies & programs**
- ☐ **Safety rules (general & specific to job)**
- ☐ **Safety rule enforcement**
- ☐ **Use of tools & equipment**
- ☐ **Proper guarding of equipment**
- ☐ **Proper clothing & personal protective equipment**
- ☐ **Materials handling**
- ☐ **Accident & hazard reporting procedures**
- ☐ **Housekeeping Special hazards of the job**
- ☐ **Emergency procedures**
- ☐ **Associate responsibilities/accountability**
- ☐ **Overview of worker's compensation**
- ☐ **Location of first aid kits**
- ☐ **Vehicle safety**
- ☐ **Where to go for medical treatment**
- ☐ **Other: Drug-Free Workplace, Return-to-Work, Lock-Out/Tag-out, etc.**

Probationary period is from: _____ To_____

Performance (including safety) will be reviewed formally on _____

Associate agrees to cooperate fully with the safety efforts of the employer, follow all safety rules, and use go judgment concerning safe work behavior. Yes No

Comments:_____
_____
_____

Signed:_____ Signed: _____
Trainer Associate

# Safety Violation Notice

Associate Name: _____

Department: _____ Violation Date: _____

**A safety and health survey of your operation has revealed non-compliance of certain safety rules, procedures, programs, and/or local, state, or federal regulations. As a condition of the company's safety policy, you are required to maintain a safe work environment and to prevent unsafe actions of yourself, co-workers, and/or associates.**

This warning is for your protection and safety. The violations) noted and corrective action(s) are indicated below.

| Rule Violated | Violation Description | Correction Action Required* |
|---|---|---|

1.
_____
_____
_____

2.
_____
_____
_____

3.
_____
_____
_____

**Corrective Action Required .**

**1 = Cease operation until corrective action is complete**
**2 = Warn personnel and instruct them on proper safety procedures**
**3 = Provide proper equipment**
**4 = Change procedure/work method**
**5 = Initiate and complete corrective action (include date)**
**6 = Other (specify above)**
**Comments:**

**Disciplinary Action Imposed**
**Verbal reprimand along with this notice**
**Written reprimand with a last chance warning**

Suspension (**from**_____ **to**_____**)**

Termination of employment

Date: _____ Supervisor:_____

## Acknowledgment Form

**The rules, programs, and procedures stated above in the Company's safety manual are not intended to cover all the possible situations you will be faced with on the job. The Company encourages you to act in a safe and responsible manner at all times, both on and off' the job.**

**I have read the Company's Safety Manual, understand it, and agree to abide by it. I understand that violation of these-rules may lead to dismissal.**

**Print Name:**_____

**Signature:** _____

**Date:**_____

# HOT WORK PERMIT

No.

**THIS PERMIT MUST BE POSTED ON JOB SITE**

**DIAL 911 FOR FIRE AND EMERGENCY SERVICES**

**PERMIT BECOMES VOID UNDER THE FOLLOWING CONDITIONS:**

- **IF THE FIRE/EMERGENCY ALARM SOUNDS**
- **IF THE BLDG/AREA MUST BE EVACUATED**
- **AT THE END OF THE PRODUCTION SHIFT ON WHICH PERMIT IS ISSUED**
- **IF DEPT. SUPERVISOR DEPARTS PLANT SITE**
- **IF AUTHORIZED DURATION TIME EXPIRES**

***IF THE SAFE CONDITIONS FOR WHICH THIS PERMIT IS BASED ARE NOT MAINTAINED, HOT WORK MUST STOP IMMEDIATELY.***

## SECTION I - GENERAL INFORMATION

| | | |
|---|---|---|
| DEPARTMENT / LOCATION: | | |
| DATE: | START TIME: AM/PM | END TIME: AM/PM |
| ISSUED TO: | SCOPE OF WORK: | |
| SPECIFY TOOLS TO BE USED: | | |

## SECTION II - HOT WORKER PREPARATION

| YES | N/A | | YES | N/A | |
|---|---|---|---|---|---|
| | | 1. | | | 10. |
| | | 2. | | | 11. |
| | | 3. | | | 12. |
| | | 4. | | | 13. |
| | | 5. | | | 14. |
| | | 6. | | | 15. |
| | | 7. | | | 16. |
| | | 8. | | | 17. |
| | | 9. | | | |

**ORIGINATOR SIGNATURE:**

## SECTION III - HOT WORK CREW

| HOT WORKER: | FIRE WATCH: | POST FIRE WATCH: |
|---|---|---|
| | | |
| | | |
| | | |

## SECTION IV - AREA PREPARATION

**LIST MATERIAL PREVIOUSLY IN EQUIPMENT OR LINES:**

| YES | N/A | | | YES | N/A | | |
|---|---|---|---|---|---|---|---|
| | | 1. | | | | 8. | |
| | | 2. | | | | 9. | |
| | | 3. | | | | 10. | |
| | | 4. | | | | 11. | |
| | | 5. | | | | 12. | |
| | | 6. | | | | 13. | |
| | | 7. | | | | 14. | |

| **TIMES & READINGS:** | | am/pm: % | am/pm: % | am/pm: % | am/pm: % | am/pm: % |
|---|---|---|---|---|---|---|

**SPECIAL PRECAUTIONS:**

## SECTION V - APPROVAL

**DEPARTMENT SUPERVISOR/DESIGNEE SIGNATURE:**

## SECTION VI - CANCELLATION

***IMPORTANT: FLUSH SEWERS FOR 15 MINUTES & MAINTAIN A POST WATCH FOR 30 MINUTES AFTER WORK IS COMPLETED OR AFTER PERMIT IS VOIDED.***

**THIS PERMIT HAS BEEN CANCELLED BECAUSE (check one):**

☐ TASK HAS BEEN COMPLETED

☐ VOID CONDITION OCCURRED AT _____ AM/PM.

Identify condition that voided the permit: _____

**RETURN COMPLETED PERMIT TO THE MAIINTENANCE OR SAFETY DEPARTMENT AFTER JOB COMPLETED OR PERMIT VOIDED**

# Tool and Equipment Safety Checklist

**Job Name** _____ **Job Number** _____

| 1. Inspection Items: Material Handling and Storage | Yes | No | N/A |
|---|---|---|---|
| 1. Manual material handling Equipment in good condition? | | | |
| 2. Powered material handling Equipment in good condition? | | | |
| 3. Wheel chocks and restraint devices available and functioning properly for Vehicles? | | | |

| 2. Inspection Items: Hand and Portable Tools General | Yes | No | N/A |
|---|---|---|---|
| 4. Proper tools or equipment used for the job, clean and in good condition? | | | |
| 5. Employees trained in tool use, how to inspect and when to remove from use? | | | |
| 6. All tools checked daily and damaged or unsafe tool removed from service? | | | |

| 3. Inspection Items: Hand Tools | Yes | No | N/A |
|---|---|---|---|
| 7. Correct tools provided and in use, for each operation? | | | |
| 8. Hand tools in good condition? | | | |
| 9. Tool handles in good condition, no splits or cracks and wedged tight to tool? | | | |
| 10. No mushroomed heads on impact tools, hammers or chisels? | | | |
| 11. Tools stored in dry, secure place to avoid damage and tampering? | | | |

| 4. Inspection Items: Power Actuated Tools (PATs) | Yes | No | N/A |
|---|---|---|---|
| 12. PATs in good condition? | | | |
| 13. PAT inspected and cleaned as required? Tool always attended? | | | |
| 14. PAT used by trained and valid operator card users? | | | |
| 15. PAT containers lockable, labeled, with manual, load chart and service record? | | | |
| 16. PAT loaded only when ready for use and unloaded when work interrupted? | | | |
| 17. PAT operating requirements known and followed by workers? Signs posted? | | | |

| 5. Inspection Items: Portable Electric Tools | Yes | No | N/A |
|---|---|---|---|
| 18. Correct tools provided and in use, for each operation? | | | |
| 19. Power tools in good condition? | | | |
| 20. Operational switches functioning properly? | | | |
| 21. Constant contact switches on drills, sanders, grinders, saws, etc. as required? | | | |
| 22. Warning labels or markings showing hazardous areas intact? | | | |
| 23. Power tools double insulated or properly grounded? | | | |
| 24. GFCI or assured grounding program in place when using temporary power? | | | |
| 25. Electrical cords in good condition, no cuts, no tape and ground pin in place? | | | |
| 26. Power tools kept away from wet locations? | | | |
| 27. Power tools not lifted or lowered by electrical cord? | | | |
| 28. Tools stored in dry, secure place to avoid damage and tampering? | | | |
| 29. Circular saws guarded and no tie back or wedging open of the guard? | | | |
| 30. Blades and cutting edges sharp to prevent binding or skipping? | | | |

| 6. Inspection Items: Portable Equipment | Yes | No | N/A |
|---|---|---|---|
| 31. Portable Equipment is in safe operating condition? | | | |
| 32. Operational switches functioning properly? | | | |
| 33. Guards are in place, properly adjusted and in good condition for all moving parts and drives? | | | |
| 34. Operators properly attired (no loose clothing or jewelry)? | | | |
| 35. Point of operation safeguarding provided and functioning properly? | | | |
| 36. Portable equipment in good condition? | | | |
| 37. Jackhammer operator wearing foot, eye and hearing protection? | | | |
| 38. Laser equipment used by qualified person with eye protection/warning signs? | | | |
| 39. Are welding and cutting equipment used by qualified person with welding personal protective equipment and warning signs? | | | |
| 40. Pneumatic nailers/staplers equipped with muzzle safety and securing die clips? | | | |
| 41. Air supply disconnected when tool not in use? | | | |
| 42. Portable Equipment stored in dry, secure place to avoid damage and tampering? | | | |
| **6. Inspection Items: Maintenance** | **Yes** | **No** | **N/A** |
| 43. Proper tools provided for cleanup and adjustments? | | | |
| 44. Tools unplugged prior to adjustment, tool changes, and maintenance? | | | |
| 45. All machinery on a scheduled maintenance program (lubrication, belts, servicing, etc.) and records are kept.? | | | |

| 7. Inspection Items: Personal Protective Equipment (PPE) | Yes | No | N/A |
|---|---|---|---|
| 46. Safety glasses/face shields used when grinding, chipping, sawing, etc.? | | | |
| 47. Gloves worn as needed to prevent vibration and lacerations using tools? | | | |
| 48. Hearing protectors worn when using noisy tools? | | | |
| 49. Respiratory protection worn to protect against airborne hazards? | | | |
| 50. Appropriate footwear used? | | | |
| 51. PPE stored in dry, secure place to avoid damage and tampering? | | | |

| Item # | Corrective Action | Date Comp. |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**Inspected by**_____ **Date** _____

# Drug-Free Workplace Program: Consent Form

I hereby acknowledge receipt of the Company's Substance-Abuse Policy regarding drugs and alcohol.

My signature acknowledges my understanding and concurrence with the procedures outlined in the above reference policy. It is my consent to submit to medical testing, including but not limited to giving urine, breath, blood, hair sample and/or saliva sample(s) to be used for drug and alcohol analysis under the conditions outlined in the policy.

In the connection with the consistent with the provisions of the Substance-Abuse Policy:

1. I authorize the release of any urine, breath, blood, and/or saliva sample(s) and the results of any tests and examinations performed thereon to the Company and any doctor, medical personnel, hospital, medical center, clinic, etc., or any representatives with whom they may choose to consult regarding the sample tests or examination results. I will be given an opportunity to explain a positive test result to the branch manager before the test result is reported to the Company as a verified positive test result.

2. I understand that the test results may be released by the Company to applicable state unemployment agencies and to the Company's worker's compensation insurer(s), where permitted or required by law. I understand that if I test positive for drugs or alcohol following and on-the-job accident I may be ineligible for workers' compensation benefits.

3. I understand that refusal to submit to any test required by this policy, a positive test result, or refusal to authorize the release of the results is grounds for disciplinary action up to and including termination of employment.

I recognize that the Company's policy on drugs and alcohol does not constitute an expressed or implied contract of employment.

**ASSOCIATE NAME:** _____
**(printed)**

**ASSOCIATE SIGNATURE:** _____**DATE:** _____

**WITNESS SIGNATURE:** _____**DATE:** _____

## ***Safety Guidelines in Selecting Extension Cords***

Virtually every utility operator must occasionally use an extension cord at work or at home. The US Consumer Products Safety Commission estimates that about 4,000 people are injured every year by extension cord related accidents. About half of these injuries involve lacerations, contusion, fractures or sprains caused by people tripping over cords. Use extension cords only when necessary, and only as a temporary measure.

· Use polarized extension cords with polarized appliances. A polarized extension cord has one blade that is wider than the other, so it can only be inserted one way into a receptacle.

· Replace cracked or worn cords with new, #16 gauge or larger cords. Throw away any old #18 gauge cords.

The Following are guidelines to help select the safe and proper extension cord for the tools or equipment that are to be used on the job:

Use the right extension cord. The size of wire in an extension cord must be compatible with the amount of current the cord will be expected to carry. The amount of current depends on the equipment plugged into the extension cord.

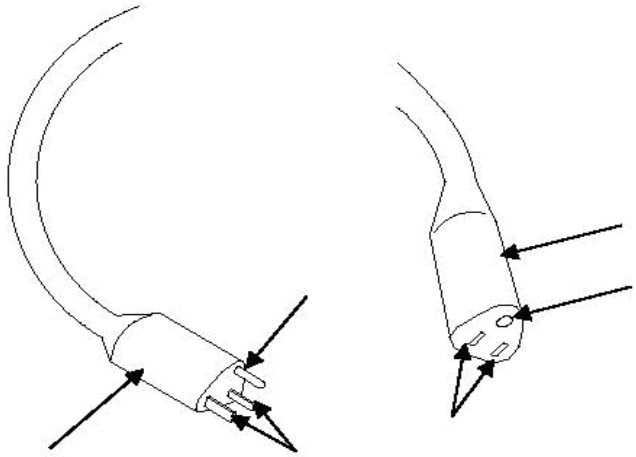
Current ratings (how much current a device needs to operate) are often printed on the nameplate. If a power rating is given, it is necessary to divide the power rating in watts, by the voltage, to find the current rating. A 1,000-watt heater plugged into a 120-voltcircuit will need almost 10 amps of current. A 1-horsepower electric motor uses electrical energy at the rate of almost 750 watts, so it will need a minimum of about 7 amps of current on a 120-volt circuit. Electric motors need additional current as they startup, or if they stall, requiring up to 200% of the nameplate current rating. Therefore, the motor would need 14 amps.

Choose a wire size that can handle the total current. Add to find the total current needed to operate all the appliances supplied by the cord. The length of the extension cord needs to be considered when selecting the wire size. Voltage drops over the length of a cord.

When a cord is too long, the voltage drop can be enough to damage the equipment. The larger the size of the wire, the longer the cord can be without causing a voltage drop that could damage tools and equipment. Grounding paths must be kept intact to keep you safe.

**A typical extension cord grounding system has four components:**

- A third wire in the cord, called a ground wire.
- A three-prong plug with a grounding prong on one end of the cord.
- A three-wire, grounding-type receptacle at the other end of the cord.
- A properly grounded outlet.



High voltage is present on this equipment. Do not perform maintenance function with power connected. Serious injury or death to personnel may result if safety precautions are not observed.

## ***Inspection and Tests for Extension Cords***

All extension cords and electric hand tools over 50 volts are required to be tested annually per MSHA and OSHA regulations. Only equipment that has been checked, tested and marked during the past twelve months can be used or operated on Company property. However, some Mine Operations require Quarterly Testing. Arnold Machinery Company will comply with all sites that require the Quarterly inspection/testing.

**MSHA ELECTRICAL COLOR CODE**
**QUARTERLY**

| | |
|---|---|
| **Jan – Feb – Mar** | **Blue** |
| **Apr – May – Jun** | **White** |
| **Jul – Aug – Sept** | **Red** |
| **Oct – Nov – Dec** | **Green** |

## **Extension cords should be inspected regularly using the following procedure:**

- Remove the cord from the electrical power source before inspecting.
- Make sure the grounding prong is present in the plug.
- Make sure the plug and receptacle are not damaged.
- Wipe the cord clean with a diluted detergent and examine for cuts, breaks, abrasions, and defects in the insulation.

• Coil or hang the cord for storage. Do not use any other methods.

• Coiling or hanging is the best way to avoid tight kinks, cuts, and scrapes that can damage insulation or conductors.

Test extension cords regularly for ground continuity using a continuity tester as follows:

• Connect one lead of the tester to the ground prong at one end of the cord.

• Connect the second lead to the ground wire hole at the other end of the cord.

• If the tester lights up or beeps, the cord's ground wire is okay. If not, the cord is damaged and should not be used. Always Tag/label the power cord with the date & time to confirm you have completed the test. Using a color code system is the best.

• Do not pull on cords; always disconnect a cord by the plug.

• Use electrical plugs and receptacles that are right for your current and voltage needs. Connectors are designed for specific currents and voltages so that only matching plugs and receptacles will fit together. This safeguard prevents a piece of equipment, a cord, and a power source with different voltage and current requirements from being plugged together. Standard configurations for plugs and receptacles have been established by the National Electric Manufacturers Association (NEMA).

• Use locking-type attachment plugs, receptacles, and other connectors to prevent them from becoming unplugged.

Conclusion: Ground fault circuit interrupter (GFCI) protection is required on construction sites.

Remember, 1/10 of an ampere (amp) of electricity going through the body for just 2 seconds is enough to cause death. Select the proper extension cord for safety on the job.

# Section 4: Accident Management

## A. Accident & Near Miss Reporting Procedures

If you have a near-miss situation while working, notify your safety supervisor immediately. The situation will be investigated and corrective action implemented to prevent future injury. Associates and witnesses must fully cooperate in the investigation.

**If you are injured on the job:**

a. Contact your supervisor, or the nearest co-worker (who should notify the Service Writer) if you are unable to contact your supervisor due to the severity of your injury.

b. An associate who is trained in first-aid and/or CPR should be immediately notified to assist in the situation.

c. First aid kits, which are prominently displayed throughout the workplace, should be made available and medical supplies promptly refilled (by the medical supply company).

d. If needed, the safety supervisor or his designee should transport the injured worker to the company's designated medical facility to receive appropriate medical attention. A post-accident drug and/or alcohol test will be conducted in accordance with the company's Drug-Free Workplace Policy.

e. Your direct Supervisor or designee will fill out the First Report of Injury Form and submit this form via Fax or fill out the appropriate forms on-line. Also, associates injured at a mine site while conducting work at the mines will be required to fill out the MSHA form 7000 as required by MSHA Code of Federal Requirements, Title 39. **All accident must be reported within 24 hours.**

f. If rescue personnel are summoned, the safety supervisor should delegate an individual to wait for the rescue team and escort them to the injured associate.

g. All witnesses to the accident should be available to speak with the Safety Director and/or safety supervisor and cooperate in all accident investigations.

h. The Branch Manager or Supervisor should see to it that the insurance company is notified of the accident and a workers' compensation claim is filed if necessary.

Every accident or near-miss situation should be reported immediately within **24 hours**. Injured associates and witnesses to the accident will assist the safety supervisor in completing an accident investigation. Injured associates must comply with the medical treatment provided by the treating physician, cooperate with the insurance company and its designees, and abide by the company's return-to-work policy.

## B. Accident Investigation

When an accident occurs, it is an indication that something has gone wrong. Accidents don't just happen, they are caused. The basic cause(s) of accidents are unsafe acts and/or conditions. The safety supervisor must investigate every accident to determine the cause and to initiate corrective action to assure that similar type accidents will not recur from the same causes.

Supervisors should complete the "Accident investigation" form and submit a copy to the Safety Director for review. The Safety Director should evaluate the corrective action taken or suggested by the supervisor and instruct if additional changes should be made.

**Tips on accident investigations:**

1. Almost every accident is caused.

2. An accident investigation is not a trial to find fault or to place blame. Its purpose is to find accident causes so that corrective measures may be taken to prevent future accidents.

3. Most accidents result from a combination of human error (unsafe behavior) and a physical hazard (unsafe condition). Do not overlook the possibility of multiple errors and hazards.

4. Don't stop at the obvious answer. For instance, a missing machine guard does not cause an accident. The accident happened because the operator entered the point of operation. Determine why the operator did this and why the guard was off the machine. Only by correcting both problems can you prevent future accidents.

5. The accident investigation should be conducted as soon after the accident as possible Facts should be gathered while the accident is fresh in the minds of those involved. If possible, question every associate who was involved, or witnessed, the incident. Delay interviewing injured associates until after medical treatment has been received.

6. Other associates who did not witness the accident but work in the area may contribute information regarding the injured workers' activities prior to the accident and conditions at the time of the accident.

7. The accuracy and completeness of the information received from the injured worker(s) and witnesses depends on how well the interview is conducted. Supervisors should:

a. Put associates at ease.
b. Ask what happened and how it happened.
c. Permit associates to answer without interruptions.
d. Show concern.
e. Remember, nothing is gained with criticism or ridicule.
f. Ask why questions only to clarify the story.
g. Repeat the story as you understand it.
h. Give the associate the chance to correct any misunderstandings that you have.
i. Photographs of the conditions as they exist immediately following the accident, including photos so the damaged equipment, are very helpful.
j. Damaged equipment should be removed or secured for future testing and used as evidence.
k. Take immediate action to correct any obvious unsafe conditions. Determine the basic accident causes and correct or recommend action to prevent reoccurrence.

### C Return-to-Work Policy

It is the Company's policy to return injured workers to productive work, although not necessarily to their pre-injury duties, as early as possible during their recovery. This type of work is often referred to as "modified-duty work." The Company has adopted this policy because associates who remain off work for long periods of time not only affect the Company's productivity and workers' compensation costs, they often experience slow healing and a loss of self-esteem. Within the requirements of their treating medical providers, the limitations of the law, and the economic and physical limitations of our own properties, the Company will make every effort to provide meaningful work wherever and whenever possible. Any recovering associate who is offered a physician-approved, modified-duty position will be required to accept the offer.

As part of the safety supervisor's responsibilities, and in conjunction with the Safety Director and/or Safety Committee, a Job Safety Analysis (JSA) will be completed for all safety-sensitive and non-routine tasks. The safety supervisor should identify a modified-duty position to offer the associate that is within their physician's restrictions.

## Section 5: Workers' Compensation

By law our company is required to obtain workers' compensation insurance. The company pays for this insurance. Our insurance premiums are not government funded in any way. Because workers' compensation is a substantial cost of doing business, our goal is to prevent and manage accidents.

### A. What benefits are, you entitled to?

When an associate is injured during the course of employment, workers' compensation insurance provides payments to the injured worker or the treating physician's) for medical treatment, disfigurement, death benefits, and indemnity (lost wages) payments. The scope and amount of these payments are determined by state law. Attorneys are not needed for you to get what you are entitled to. Attorneys, when hired, typically earn one-third of your benefits. If you report injuries immediately to your supervisor and cooperate with your treating physician and the insurance company, the system will work with you to get you healthy and back to work.

All workers' compensation insurance payments may be denied if 1) the associate tests positive for drugs or alcohol following the accident, 2) a pre-existing injury or non-work related injury was the cause of the accident, or 3) fraud exists.

**Medical treatment:** Medical care, services, and supplies as necessary to cure or relieve the effects of an injury sustained on-the-job.

**Indemnity Payments:** Wage replacement while recovering from an industrial injury.

### B. Workers' Compensation Fraud

Filing false workers' compensation claims is punishable with a substantial fine and imprisonment. Any associate who knows of a coworker who is abusing the workers' compensation system or has filed a false workers' compensation claim should call 1-800-241-5689. You will not be asked to identify your name and the call will not be recorded. This is an anonymous call to our insurance company.

The insurance company has many red flags to identifying workers' compensation fraud and will investigate any accident they suspect may be fraudulent. They can deny or reduce benefits whenever they suspect a fraudulent claim was filed or an associate is abusing the workers' compensation system.

**The following is considered workers' compensation fraud or abuse:**

1. Faking an accident or injury.
2. Exaggerating the seriousness of an accident or injury.
3. Taking more time off than is really needed to recover.
4. Attempting to collect benefits for an injury that is not job-related.
5. Submitting false or exaggerated medical bills for payment.
6. Working at another, equally demanding job while collecting workers' compensation benefits.
7. Conspiring with, or being persuaded by, another person to do any of the above.

When people abuse workers' compensation benefits, we all pay. Your company is charged higher insurance premiums, which increases expenses and lowers profitability. The best way to safeguard against fraud is to prevent accidents from happening. If you are aware of fraud, speak up by calling the Fraud Hotline: (800) 826-6762

## Purpose

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

## Scope

Associates are permitted to participate in BBS initiatives already in place at customer sites/locations if required by the customer. Associates are requested to participate in Behavior Based Safety process and follow the process guidelines. **Please be aware that MSHA and Mine Sites are required to conduct a JHA-Job Hazard Analysis of each step by step process of the Assembly work. MSHA's JHA will take presence over BBS as required. The JHA has a more detailed plan for corrective Actions.**

## Requirements

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

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

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

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

### Observation and Feedback

The process starts with the observation of workers - fellow associates, other contractor employees and customer employees as they perform their tasks. Observers collect information about worker performance and provide feedback via the observation card. The emphasis is not on who was observed but rather what behavior was observed. Observations provide direct, measurable information on employee work practices identifying both safe and unsafe behaviors. During the observation the observer records their findings on the BBS Observation Form. Items to be observed include but are not limited to:

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

After the observation is made the observer will review the observation with the observed associate(s) the following:

- Start with positive comments.
- Reinforce safe behaviors observed first.
- Describe and discuss what was unsafe.
- Solicit from observed employee explanation of his/her unsafe behavior with open-ended questions.
- Re-emphasize no consequence to observed employee.

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

### Data Management

BBS Observation Forms are forwarded to the corporate safety manager for input into the BBS database. Reports are generated and forwarded to management. Arnold Machinery will compare measurements and track results by an acceptable method for the individual departments and organization overall so a continual trend analysis and statistical comparison of associates safety behavior can be made over time.

### Analysis and Action Planning

Once trend analysis is complete, appropriate action plans are developed by the safety manager to address unsafe behaviors. Action planning will include:

- Evaluating unsafe behaviors from trend analysis and prioritize.
- Developing an action plan for unsafe behaviors based on comments and feedback from observations.
- Designating responsible parties and timeframes within the action plan.
- Defining who is responsible for action planning.
- Ensuring management support.

### Action Plan Follow Up

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

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

## Responsibilities

### Oversight

The manager/supervisor has these oversight responsibilities:

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

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

### Person being observed

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

### Person performing the observation

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

### Manager

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

### Supervisor

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

### Safety Manager

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

## Training

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

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

Types of training shall include:

- Management training
- New Associates training
- Refresher (annual) training for all participants

Training elements will include:

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

**BBS Safety Observation Form**

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

## Improvement Input

| ☐ BBS Observation | ☐ Unsafe Act | ☐ Unsafe Condition | ☐ Recognition | ☐ Environmental |
|---|---|---|---|---|

Associate/Observer Input :

Associates Action Taken or Recommendation:

Supervisor or Management Action Taken:

## Safety Observation S=Safe C=Concern Critical Factors

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

Observer's feedback given to other employee:

Location: Observer Name: Date:

*Promptly after observation give this form to your supervisor who will review it and who must then forward it to the Arnold Machinery Company Safety Manager for action.*

**Job Hazard Analysis Instructions**

**Use the JHA Checklist as a tool to assist in identifying the Safety, Health, Physical, and Biological Hazards and the Engineering, Administrative, PPE, and Training controls.**

**Section 1**

- **Footer:** List the JHA # in the footer. The page numbering and date is completed automatically by the Word software.
- **Facility Name:** List the proper name of the facility and its address
- **JHA#:** This is a unique number assigned by the facility to the JHA to identify it.

**Section 2**

- **Job Task Description:** The name of the job tasks to be performed by associates.
- **Task:** Verbally describe the complete job task to be performed by employees.
- **Personnel:** Identify by the Job Title personnel authorized to complete the job task.
- **Equipment:** Identify all pieces of equipment required to complete the job task. Ensure equipment description includes unique characteristics if necessary (e.g., intrinsically safe radios).
- **Duration:** List in a range the amount of time it takes to complete the job task (e.g., 1-2 hours).

**Section 3**
**Hazard Identification: Occupational Health Concerns**

- **Chemical Agents:** List all of the Chemical Hazards (a.k.a. Health Hazards) which are or could be present during the performance of the job task (see JHA Checklist for assistance).
- **Physical Agents:** List all of the Physical Hazards which are or could be present during the performance of the job task (see JHA Checklist for assistance).
- **Biological Agents:** List all of the biological organisms which are or could be present during the performance of the job task.
- **Health Hazard Evaluation:** Summarize the health hazards which are or could be present during the performance of the job task.

**Section 4**
**Hazard Identification: Safety Concerns**

- **Actions:** Describe the unsafe acts which could occur during the performance of the job task.
- **Conditions:** Describe all Safety Hazards which are or could be present during the performance of the job task (see JHA Checklist for assistance).
- **Vehicle:** Describe unsafe acts concerning vehicles (i.e., trucks, trailers, etc.) or the mode by which the unsafe act could occur.
- **Property:** Based upon the unsafe acts, conditions, or vehicles, describe the property which could be affected and how it could be affected.

**Section 5**
**Hazard Identification: Environmental Concerns**

- **Release to Air:** Describe any releases to the air, if applicable, which could occur during the performance of the job task.
- **Release to Soil:** Describe any releases to the soil, if applicable, which could occur during the performance of the job task.
- **Release to Water:** Describe any releases to the water, if applicable, which could occur during the performance of the job task.
- **Other:** Describe any releases, if applicable, which could occur to other media (i.e., asphalt, concrete, etc.) during the performance of the job task.

**Section 6**
**Job Hazard Controls**

- **Engineering:** Describe each specific Engineering control to be employed and how it will be implemented (i.e., ventilation will be employed to remove chemical hazards).
- **PPE:** Describe in detail all of the minimum PPE to be worn by the employees during the performance of the job task.
- **Training:** Describe the minimum job training qualification (i.e., minimum of Operator C training) to be completed by an employee prior to participating in the job task.
- **Other:** Describe the specific Administrative hazard control methods to be employed by supervision or management (e.g., signs will be posted to advise Hearing Protection Devices must be worn).

**Section 7**
**Summarization**

- **Personnel Responsible for Controls:** List the Job Title of the employee responsible for the safe completion of the job task.
- **Job Hazard Analysis Summary & Action Required:** Describe each action to be taken to ensure safe completion of the job task.
- **Job Hazard Analysis Completed by and Date:** List the name and job title of the employee completing the Job Hazard Analysis and the date the JHA was completed.
- **Reviewed by and Date:** List the name of the immediate supervisor/manager of the employee who completed the Job Hazard Analysis and the date of review approval.
- **Reviewed by and Date:** List the name of the assigned Health and Safety Manager and the date of their review approval.
- **Next Review Date:** One year from the date of the Health and Safety review approval, list the Month and Year for the next review to be completed.

## 8.0 ELECTRICAL SAFETY

8.1 Arnold Machinery or the Customer Site SOP shall be responsible for implementing all electrical safety requirements in accordance with OSHA and MSHA Regulations.

8.2 Work on “live” electrical components at 50v (ac or dc) or higher is prohibited. Requests for exceptions must be submitted in writing to the Company Director of Safety and approved prior to the commencement of any “electrical hot work”.

8.3 The associate shall identify all overhead power lines with signage. When it is determined that electrical lines may be affected, the associate shall take steps to elevate, cover or otherwise protect such cables from incidental contact. The Contractor shall advise their employees of the location of any power lines, the hazards involved and the protective measures to be taken.

8.4 The associate shall contact the local utility company and be aware of any special requirements. Contractor shall maintain the clearance to the power line facilities in accordance with 29 CFR 1926.550(a) (15).

8.5 associate shall clearly mark all lifting or boom type equipment to show the maximum height or extension possible as measured from the ground level. If the work cannot be performed while maintaining the proper working clearances, a detailed work planning meeting shall be held with the Company Representatives, Contractor and utility company.

8.6 In addition to federal, state and local EHS laws, regulations and requirements, where applicable the Contractor shall meet the following general guidelines:

- National Electric Safety Code – NESC
- National Association of Corrosion Engineers – NACE – Standard RP-01-77
- National Fire Protection Association – NFPA – 70E (Latest Edition)

8.7 In work areas where the exact locations of the underground electrical power lines are unknown, the Contractor shall locate and clearly identify all such lines prior to beginning excavation. Power cable systems within the work area shall be de-energized during excavation whenever there is doubt about cable location.

8.8 The associate shall protect employees from electric shock while using power tools, appliances and related equipment. The Contractor shall install a Ground Fault Interrupter ("GFI") on all power outlets/sources that will be used during construction and maintenance or receive a variance from the Company's contractor safety group prior to the project starting.

8.9 For Company equipment operating on 440 volts or higher Contractors shall use caution around all electrical equipment, especially in wet weather. In addition to the following safety precautions, applicable laws, regulations and operating procedures shall be followed when work is performed with or around electrical equipment:

- Always follow the Company's Lockout/Tagout procedures.
- Only qualified and authorized employees shall work on electrical equipment.
- All electrical equipment shall be properly grounded and/or bonded.
- Reconnect all grounding/bonding cables that were removed before energizing the equipment.

- All electrical equipment will be treated as if it were energized.

- The Contractor shall not leave cover plates off of electrical connection boxes, pressure switches or similar small electrical equipment. Replace all cover plate bolts or screws when work is completed and equipment energized. Do not leave the door or front panel open on any motor controller or other electrical enclosure.

- Guards and barriers shall be used to prevent accidental contact with exposed circuits.

## A. Emergencies & Evacuation

### 1. Emergency Procedures

Our goal is to provide prompt and immediate action in any emergency to protect life, property, and equipment. In case of an emergency, the associate nearest the stricken. person should call 911 (or the emergency phone number posted in your area) and direct a fellow associate to:

a. Notify the nearest supervisor to come to the scene

b. Simultaneously dispatch available associates to quickly retrieve the first aid kit.

c. If an individual trained in first-aid is available, they should perform emergency rescue procedures until medical assistance arrives.

The supervisor should be notified. Safety Director or supervisor (in that order) or their designees will decide whether or not to evacuate, inspect or shut down a facility.

### 2. Evacuation Procedures

a. Each area will be assigned by the supervisor or his alternate evacuation coordinator. They will be responsible for the effective evacuation of all persons. If neither are available, each department manager is then responsible for evacuation.

b. When alerted by alarm or by the Safety Supervisor to evacuate, associates should:

1. **Proceed to the nearest exit and assemble in the designated area.** See the attached building layout with exit routes clearly marked. These are also posted throughout the building.
2. Remain in the designated area until instructions are provided.

## FIRE PREVENTION AND PROTECTION

A. Arnold Machinery Company shall be required to provide fire prevention protection in accordance with the requirements outlined in 29 CFR 1910 Subpart L and 1926 Subpart F and/or MSHA and/or any environmental regulatory requirements. Fire extinguishers shall be used only for the control of incipient stage fires.

B. A *Fire Watch* is an individual who has been designated for monitoring the hot work site where open flames are present, where work on in-service equipment is being performed or where sparks have the potential for landing on adjacent in-service equipment. This individual is capable of evaluating unsafe conditions and initiating emergency action in the event of a fire. The fire watch can have no other assigned duties while conducting this task, and will remain on site for no less than 30 minutes after work is complete.

C. As a Contractor we shall supply firefighting equipment and ensure a fire watch is present while performing any hot work within 35 feet of combustible material or as requested by the Company.

D. Firefighting equipment and a fire watch supplied by the Contractor shall be present while performing any hot work. Access to firefighting equipment shall be maintained at all times.

E. Fire response equipment shall be inspected Monthly with maintenance checks performed annually. All fire extinguishers will be rated at a minimum of 2AB40BC.

F. Fire Extinguisher Training will be conducted to technicians prior to assignment of job task with annual refresher training. The training will consist of the following:

- List four parts of a fire.
- Use a fire extinguisher using the NFPA acronym **P.A.S.S.**

  P = Pull (the pin)
  A = Aim (the nozzle)
  S = Squeeze (the handle)
  S = Sweep (the base of the fire)
- Inspections of Fire Extinguishers.
- Identifying Fire Types and determine proper extinguishing for each type of fire.
- Identify fire hazards using approved labeling systems
- Use bonding and grounding to reduce ignition hazards
- Determine the type of electrical equipment used near flammable liquids, vapors or gases

G. Smoking is allowed only in designated areas. Designated smoking areas will be identified during the project pre-job construction meeting.

H. "Strike Anywhere" matches or uncovered and trigger-type lighters are not allowed where potentially hazardous atmospheres may exist.

## WELDING SAFETY (29 CFR 1926.350 - .354 & 1910.253)

28.1 The Contractor shall meet all OSHA/MSHA requirements as it relates to welding safety and compressed gas cylinders. All gas cylinders will be stored properly; all gas cylinders will have protective covers when not in use. All gas cylinders will have appropriate gauge protection.

28.2 Arnold Machinery Supervisors, and associates performing welding and cutting shall be qualified and trained in accordance with applicable codes and shall be thoroughly familiar with potential hazards of the operation and precautions necessary to ensure safety.

28.3 Grinder guards shall be required on all abrasive grinding wheels.

28.4 Contractors shall ensure all equipment being used is in proper working condition or work will be stopped and reported to company management or safety department. Work can commence only when equipment has been repaired or replaced.

## FIRST AID & BLOODBORNE PATHOGENS

A. The following are the minimum first aid requirements for Contractors working at Company facilities:

- First Aid Trained Personnel: Arnold Machinery shall have personnel trained and immediately available to provide first aid treatment at the job site. All trained personnel shall possess a current first aid certificate.
- Certification: First-aid/CPR /AED/Bloodborne Pathogen is trained by the National Safety Council in which certifies all our Technicians for 2 years unless a change in regulations which will require an annual training. Only the American Red Cross has a one (1) YEAR Certification. Each of our associate is required to attend a recertification annually with the MSHA refresher course. On-Line courses are not acceptable. Each employee has to go through a live instructor base hands on training prior to initial assignment and for control and post sanitation procedures.
- First Aid Kit: As Contractors, we shall supply each job site with a first aid kit supplies for potential exposures and number of employees at the job site.
- Emergency Procedures: Each Contractor shall post a copy of the Company's and/or Contractor's emergency medical procedures at the job site or have a copy immediately available, at all times, to all employees. The procedure shall include:
    - The name of the hospital or emergency care center where employees are to be transported for treatment of non-life-threatening injuries;
    - Travel route to the hospital or emergency care center and emergency telephone numbers;
    - The statement "IN CASE OF SERIOUS INJURY CALL 911" (or a specified emergency number).

B. The following are the minimum bloodborne pathogens requirements for Contractor's working at Company facilities: and must have a refresher at least one a year. As per all MSHA and OSHA requirements.

- The Associates shall be properly trained in basic bloodborne pathogen exposure, control and post-accident sanitation procedures. "See part A Certifications"

- The Arnold Machinery shall provide bloodborne pathogen supplies in a location accessible to all Contractor employees.