DELTA SERVICES
ELECTRICAL COMMUNICATIONS FIRE & SECURITY

Environmental, Health and Safety Policy

Delta Services LLC considers the safety of its employees to be a critical factor in the success of the company. We strive for the highest level of Environmental, Health and Safety performance in all our operations as well as from all our employees and sub-contractors. To reach that goal Delta Services LLC has developed the following safety values and golden rules to guide all work being performed by or for our company.

SAFETY VALUES

Basic expectations of each employee of Delta Services LLC:

- If a task is dangerous, it must not be started or it must be stopped until it can be made safe.
- It is necessary to identify hazards and to assess risks prior to the start of any activity using the Safe Plan of Action (SPA) tool.
- With every change of process, person or scope of work the hazards and risks must be reviewed and re-assessed if necessary via the SPA tool.
- Each employee must work distraction free and will be able to focus on the task to completion.
- Each person must be trained, prepared and able to carry out their duties.
- Personal protective equipment (PPE) must be used according to the risk assessment results and/or requirements of the customer.
- All incidents, including near misses, and unsafe conditions must be reported and investigated to determine cause and identify preventative measures.

RULES TO LIVE BY

The following four items are safety golden rules and as such any failure to follow these items will be considered major violations and any employee not adhering to these requirements will be subject to disciplinary action up to and including termination on the first offense.

1. **Working at Heights –** Falls from heights are the number one cause of fatalities in the construction industry. Working at heights of 4 feet or higher above the ground cannot proceed unless**:**
    1. The work is performed from a fixed platform with guard rails (temporary railing verified by a competent person) or;
    2. The work can safely (per Delta safety policies) be performed from a ladder or;
    3. A fall arrest system is used and has:
        1. A proper anchor point capable of supporting at least 5,000 pounds per employee (preferably mounted overhead),
        2. A full body harness is utilized,
        3. A lanyard connecting the harness to the anchorage point,
    4. 100 percent fall protection is required at all times when working above 4 feet. If necessary to transition from one anchorage point to another multiple lanyards will be required,

5. Passed a visual inspection and any equipment that is damaged or has been activated is taken out of service, and
6. All person(s) are trained and competent to perform the work.

2. Driving a Motor Vehicle – Motor vehicle accidents are the number one cause of work related fatalities for all work places. Before driving a company vehicle or personal vehicle for work purposes:

1. All drivers must be licensed, trained and competent,
2. Only use hands-free device and do not text while driving,
3. No one drivers while impaired (under the influence of drugs or alcohol, fatigued, distracted, ill or physically limited),
4. Ensure the vehicle is safe to operate,
5. The driver and all passengers are wearing seat belts at all times, and
6. Operate the vehicle in a safe manner according to conditions: speed limit, weather, traffic, etc.

3. Working on live Electrical Circuits – Working on live exposed conductors results in over 100 fatalities a year on average. This is one of the most common hazards for Delta Services. Before allowing anyone work on live exposed conductors:

1. Only work live conductors if necessary and there is no way to open the circuit and lock it out,

Remember you can only work something live if it is impossible, infeasible or creates a more sever safety issue to lock it out. <u>Inconvenient or time consuming to lock it out is not an excuse to work something live.</u>

2. Only competent, trained and qualified employees must be allowed to carry out the task, and
3. Wear the proper PPE for the voltage you are working on, inspect PPE prior to use and assure that rubber goods are within required testing dates.

4. Lockout/Tagout – All equipment or machines should be locked and tagged out prior to beginning work unless impossible to do so. Before working on a circuit or machine that is locked out assure:

1. All power sources have been identified and properly locked out for the equipment on which work is about to be performed,

2. All employees working on the equipment have applied their own lock and tag on the equipment,
3. Only the worker placing the lock has a key to their lock. No one can remove anyone else's lock without cutting it off,
4. Verify the circuit is de-energized prior to working on any electrical equipment,
5. Verify the meter or voltage tester used to test the circuit is functioning properly, and
6. Verify that all stored energy has been discharged.

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President & Managing partner

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The health, safety, and environmental guidelines covered in this program are base level. Project/Site and Client rules and regulations will take precedence if more stringent.

DRUG-FREE WORKPLACE POLICY

It is the purpose **Delta Services LLC**, to help provide a safe and drug-free work environment for our clients and our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of **Delta Services LLC**,.
Delta Services LLC, explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment. Notify employees that the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled or illicit substance is prohibited in the workplace.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Company will conduct drug testing under any of the following circumstances utilizing an ten panel urine test:

- **RANDOM TESTING:** Employees may be selected at random for drug testing at any interval determined by the Company.
- **FOR CAUSE TESTING:** The Company may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING**: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Health and safety is given top priority on all Delta Services LLC worksites. Your employer is responsible for providing you with a safe place to work in accordance with federal (in-country), state, and local regulations. However, Delta Services LLC is also concerned about the safety of all vendor and contractor/subcontractor employees.

The success of this project/site safety program rests on the firm commitment of all members of the workforce, including employees of vendors, contractors and subcontractors, such as you, to plan appropriately and practice safety in the workplace. Everyone must accept this responsibility and will be held accountable for the safety of every employee under his/her direction.

Working safely is a condition of continued access to the site. Each worker is accountable for his/her own actions and must observe the health, safety, and environmental rules and instruction applicable to the workplace. All unsafe acts and conditions must be reported promptly to your immediate supervisor.

A safe place to work is the goal of everyone. Through everyone's efforts, we constantly strive to improve safety techniques and reduce hazards.

You are urged to do your part in making the workplace a safe area for yourself and others. The overall HSE program can be improved by properly using the safety equipment provided, by avoiding unsafe parties and acts, by cooperation with your supervisor, and by following these guidelines.

Read and study all of the health, safety, and environmental rules contained in this handbook. If you have any questions regarding these rules, do not hesitate to contact your supervisor or HSE manager.

With participation and commitment, SAFETY WILL WORK FOR YOU!

SAFETY TECHNIQUES

General

Experience has proven that the following "safety tools" contribute dramatically to an incident-free workplace. These safety tools must be applied consistently by supervisor and employee alike. This section provides guidelines for the proper use of these tools.

Safe Plan of Action (SPA)

All jobs and tasks can be analyzed for hazards/risks. A properly analyzed job will indicate what safety measures must be taken. SPA instructions provide the needed safety measures.

Site management shall ensure that field superintendents and supervisors incorporate the SPA into their daily field responsibilities. Supervisors shall give SPA instructions to employees prior to work assignments. Providing SPA instructions and encouraging proper SPA development is a requirement.

Distractions

The mind being in one place and the body in another spells DANGER. Distractions can result in incidents that could case injury, illness, death and/or environmental impact. If you have a personal situation persistently bothering you, tell your supervisor or EAP program director.

Safety Meetings

Periodic safety meeting will be held at each site. The purpose of these meeting is to place accident prevention foremost in the mind of each individual and to acquaint you and others with the necessary overall prevention action. The content of the meeting and names of employees attending must be documented.

Inspections

Contractors/subcontractors shall perform documented safety inspections. These documented safety inspections shall be performed weekly, at a minimum. Noted deficiencies shall be corrected in a timely manner.

Lightning

- Avoid exposure at high elevations, such as structural steel.
- Do not group together; huddle under or near tall structures or trees.
- Avoid a depression with standing or running water or stream.
- All crane booms must be lowered to the ground or retracted to the shortest boom length.
- All cranes, derricks, ginpoles, and erection rigs unable to be boomed down must be grounded from their boom to the ground.

HOUSEKEEPING

General

Keeping your area neat encourages safe work habits. Major housekeeping considerations are:

- Keep tools and work materials in proper containers.
- Store trash, waste, and scrap on proper containers and/or receptacles.
- Store materials safely.
- Put cigarette stubs in butt cans.
- Keep small items in boxes or bins.
- Keep floor clear of tools, welding rod stubs, metal debris, shavings, etc.
- Keep walkways clear.
- Ensure that work tables are occupied only by work at hand and the tools required for the work being performed.
- Store or contain material so that fire has no place to start.
- Clean up tools and work areas as our work project progresses.
- Keep cords and hoses at least seven feet overhead or lay them flat outside walkways.
- Keep all material, tools, and equipment in a stable position (tied, stacked, chocked, etc.) to prevent rolling or falling.
- Maintain clear access to all work areas. Keep walkways/stairways clear of debris.

Trash, Waste, and Scrap Disposal

All trash, waste, and scrap (such as scrap metal, oily rags, broken glass, aerosol cans) must be placed in properly identified containers.

Janitorial Services and Grounds Maintenance

Always wear the proper type gloves when performing janitorial and grounds keeping duties, such as but not limited to:

- Pulling trash bags from containers.

Note: Never support the bottom of a trash bag with your hands.

- Cleaning rest rooms and laboratories.
- Handling chemicals.
- Handling tree brush material.
- Any items with sharp or rough edges.

Note: Remember to wash your hands before you eat, apply make-up, or use tobacco products.

Eye and/or Face protection should be worn:

- To prevent chemicals from being splashed onto the eyes or face.
- While using a pressure washer or air hose.
- While using a “weed eater”, leaf blower, grass cutting, or other grounds keeping equipment that may case material to become airborne.
- In designated areas of the site.

Hearing protection should be worn:

- While using a leaf blower, “weed eater”, or lawn mower.
- While using any high-noise-producing equipment.
- In designated areas of the site.

When using electrical and gasoline powered equipment:

- Review instructions and ask question of your supervisor if you are not sure how to operate the equipment.
- Always disconnect, unplug, or shut down equipment before servicing or making adjustments.
- Do not disable or by-pass any safety device or switch.
- Inspect hoses, electrical cords, ground prongs, and leads for damage and excessive wear.
- Do not smoke when refueling equipment.
- Do not fill gas containers in the bed of pickup trucks.
- Tag defective equipment for repairs and make your supervisor aware of it.

Signs and Barricades

Wet floor signs or barricades should be placed at all possible entry and exit routes prior to stripping or mopping a floor.
Remove signs and barricades as soon as they are no longer needed.

Lawn Care

Do not allow passengers on riding lawn mowers.
Use caution when mowing on uneven ground, especially when using a riding lawn mower.
Always stop and shut down lawn equipment when approached by any individual.
Always read the labels or MSDS on chemical, such as fertilizers, week killers, and insecticides before using the product.
Ask questions of your supervisor if you are unsure about the safe handling of a product or how to operate equipment.

Access

Routes leading to and form all work locations must be free of obstructions and properly lighted.

Check with your supervisor for the appropriate route and access to be used in and out of excavations, roofs, equipment areas, buildings, process areas, etc.
Walkways and stairways must be clear of obstructions.
Ladders must not be blocked.
Emergency exits must be identified and clear of obstructions.
Do not block any emergency equipment or electronic disconnect switches.

Slips, Trips/Falls

Practice safe walking skills, particularly in congested areas.
Pay attention to where you are stepping.
Keep your hands free for balance.
Use handrails.

Wear slip resistant shoes rated and designed for the task at hand.
Use walkways and designated accesses where provided.
Keep work areas clean and well lighted.

MATERIAL HANDLING

General

Stack store or spot material so that it can be reached easily by workers and material handling equipment.

By Hand

- Lift with the legs; keep back straight; and do not use your back muscles.
- Know the weight of the object to be handled. If weight is excessive or the size of the object is cumbersome, ask for help or consult your supervisor or safety director.
- Use gloves when working with sharp or abrasive objects or where splinter are possible.

Mechanical Handling

- Obtain rigging and instruction from your supervisor before beginning.
- Know the weight of the object to be handled.
- Know the capacity of the handling device (crane, fork lift, chain fall, come-along, etc.) that you intend to use.
- Utilize tag lines to control the load.
- Only certified employees shall operate material handling equipment.
- No passengers are permitted on material handling equipment.

Material Preparation

- Clean up ragged metal edges.
- Remove or bend all sharp and protruding nails and wires.
- Store on dunnage for ease of handling.

Stability Control

Ensure that your body, materials, tools, and equipment are safe from unexpected movement such as falling, slipping, rolling, tripping blowing, or other uncontrolled motion.

- Use safety harnesses as required.
- Protect the area below you.
- Salt or sand icy walk areas immediately.
- Immediately put an absorbent on and clean all grease and oil spills.
- Once rigging has been released, do not move trucks, hauling equipment, or materials.
- Chock all material and equipment (i.e., pipe, drums, tanks, reels, trailers, wagons, etc.) as necessary to prevent rolling.
- When working at heights, secure tools, equipment and wrenches against falling.
- Do not store materials or tools on girts, ducts, conveyors, lighting fixtures, beam flanges, hung ceilings or similar elevated locations.

Rigging

- Know the proper use of chain falls, chokers, come-alongs, shackles, and clamps.

- Never raise a load over people.
- Use tag lines to control the load.
- Know the capacities of rigging equipment and the weights of loads.
- Always perform a visual inspection of rigging equipment and method prior to use.

Miscellaneous Tools and Equipment

Hooks, Shackles, Beam Clamps, and Chokers

- Only ONE (1) eye in a hook. Use a shackle to hold two (2) or more eyes.
- All hooks must have a safety latch. Steel erection and shake-out hooks are exceptions.
- Always place the load at the center of the hook and not at the point.
- Get approval from your supervisor prior to rigging from any structural member to ensure that it will support the load being raised.
- Never use plate grips, tongs, pipe clamps, etc., as substitutes for beam clamps.
- Hooks, shackles, and beam clamps should be inspected before use. Do not exceed the capacity marked on the equipment under any circumstance.

Chain Falls and Hoists

- A chain hoist must be used in its rated capacity.
- Make sure that the capacity is marked on the equipment.
- Chain falls are designed so one person can operate the hand chain to lift the maximum load for the chain hoist.
- Do not leave an unsecured or unattended load hanging on a hoist or chain fall.
- Do not stand on or have any part of the body below a load suspended on a chain hoist.
- Do not wrap the load chain around the load to be lifted.
- Each chain hoist should be inspected before making a lift. A visual check of the hooks should be done for any irregularities of the chain for wear or damage and of the housing and sheaves for any signs of damage fro abusive treatment.
- During rigging operation. Use softeners to protect rigging equipment and the material being rigged.

Ropes and Slings

- Wire: inspect for frays, kinks, broken wires, birdcaging, and worn spots before using.
- Fiber: Inspect for excessive broken fibers, wear, burns from burning and cutting operations, and deteriorated inner and outer strands before use.

Note: IF SLING HAS WEAR INDICATOR THREAD (RED) SHOWING, REMOVE SLING FROM SERVICE.

PERSONAL PROTECTIVE EQUIPMENT

Clothing

All clothing worn must comply with general work and safety practices.

- Do not wear clothing or jewelry that could get caught in machinery or otherwise cause an accident. (dragging pants, baggy shirts, torn or loose long sleeves, torn clothing etc.).
- A shirt with a minimum of a four inch sleeve and covers the upper body.
- Long pants must be worn at all times.
- Overalls or pants must not have loose, torn, or dragging fabric.
- Pant legs without cuffs are recommended.

Head

During work hours, where required, employees must wear hard hats. Hard hats must be in good condition and meet applicable in country (USANSI Z 89.1 and ANSI Z 89.2) regulatory requirements and site-specific requirements.

The bill of the hard hat must face forward unless a safety device is attached.

- Hair must be contained in a manner that will not cause danger to an employee from fire or entanglement in machinery.

Eye Protection

All employees must wear approved safety glasses with side shields during work hours in all work areas except offices.

- Additional eye and face protection such as goggles, face shields, and welding shields are required at all times when engaged in operations such as welding , burning, grinding, chipping, drilling, driving nails, or ring concrete, as well as when handling chemicals, corrosive liquids or molten materials.
- Wearing of contact lenses is addressed in the site specific safety rules. And corporate HSE protocol.
- Visitors' goggles are required for all visitors unless they are wearing ANSI approved safety glasses with side shields.
- Employees engaged in welding operations must use filter lenses or plates of not less than No. 10 shade.
- Employees engaged in helping welders should not look directly at the welding process and must use approved eye protection at all times.
- Burning goggles with a minimum No.4 density and plastic cover plate on both sides of the filter lens are required for all gas welding and burning.
- Employees engaged in operations using lasers must use laser safety goggles suitable for the density of the beam being used. Such goggles will be marked showing the visible light transmission, the laser wave length for which such goggles are intended, and their optical density.

Precautions

Know the location of the nearest eyewash stations and safety showers **(chemical or industrial plants, refineries, etc.).**
Flush eyes with water for fifteen minutes if contact with chemicals is suspected. Seek immediate medical treatment.
Never try to remove foreign matter yourself. Seek immediate medical treatment if you suspect you have something in your eye.
Keep hands away from eyes.
Report all incidents to you supervisor.

Ear Protection

Approved hearing protection must be worn as specified in posted areas and while working with or around high noise level producing machines, tools, or equipment.

Face and Neck

Face shields must be worn under the following circumstances:

- When working with tar pots.
- When working with molten metals, caustics acids, etc.
- When performing grinding operations.
- When using tools/equipment that could discharge solid material.

Welding may cause arc burns. Keep your neck and face appropriately protected.

Loose and/or frayed clothing, neckties, and jewelry are not to be worn around machinery.

Fingers, Hands, and Wrists

Gloves

Suitable gloves should be worn when handling materials and equipment.

- Leather gloves should be used for general purposes.
- Plastic or rubber-coated gloves are to be used for special types of work.
- Dielectrically treated rubber gloves are to be used on all power line work and where the possibility of contact with energized circuits exists.
- Kevlar gloves should be used to protect hands from injury when handling sheet metal or other similar materials.
- Always inspect gloves before using.
- Check with your supervisor for proper storage methods.

Tag Lines

Tag lines are used to control loads and to keep individuals at a safe distance from all lifts made by mechanical equipment. **KEEP HANDS OFF THE LOAD!**

Do not wrap tag lines around your hands or body!

Restrictions

- Materials should be secured when using power tools. Do not depend on your ability to hold material against the power of a machine.
- Rings and other jewelry are discouraged in the project site work areas and should be removed while using power tools and working with electrical components, welding equipment, electronic equipment, or other equipment machinery that has the potential to cause injury.

Back

- Use your legs when lifting objects. Do not use back muscles. Keep back straight.
- Never try to lift more than you can handle safely; consider size, shape, and weight. GET HELP and/or consult your supervisor.
- Where possible, use a mechanical means for lifting heavy objects.

Legs, Thighs, Knees, Shins, and Ankles

- Overalls and pants must not have loose, torn, or dragging fabric. Pant legs without cuffs are recommended.
- Pointed tools must not be carried in pockets. A canvas or leather tool sheath hung from the belt is acceptable.
- Shin guards, chaps, spats, etc., are to be considered or brush hoods, and where snake bites are possible.
- Consider stability before stepping onto spots where material could shift.

Feet and Toes

Substantial footwear is required on all project/sites.

- You are encouraged to wear safety boots or shoes. American National Standard Institute (ANSI) (or other applicable regulatory agency) approved safety footwear is required on most project sites.
- Sneakers, sandals, and other shoes of this description are not to be worn at any time on the project/site.
- The wearing of low quarter shoes is discouraged.
- Rubber boots with safety toe protection will be provided on jobs subject to chemically hazardous conditions.
- Metatarsal foot guards must be worn when using jack hammers, tamers, or similar equipment.

Safety Harnesses

Safety harnesses must be worn and tied off when working any of the following:

- Sloping roofs.
- Flat roofs without guardrails within ten feet of the edge of roof opening.
- Any suspended platform or stage.
- Any scaffold with incomplete guardrails or decking.
- Ladders near the edge of roofs or floor opening.
- In the area of roof or floor openings.
- In areas more than four feet above any adjacent working surface.
- When placing and tying reinforcing steel in walls, piers, or columns.
- When removing floor planks, floor grading, floor one covers, etc.
- In areas exposed to protruding reinforcing steel.

- When assembling and disassembling scaffolding.
- When using mechanical aerial lifts requiring fall protection.

Safety harnesses must be arranged so that the support point is in the rear.

Excess lanyard length must be arranged to avoid tripping hazards.

Lanyards must be secured to a substantial overhead object capable of supporting a minimum of five thousand (5,000) pounds of dead weight.

Maximum fall distance allowed is four (4) feet.

Life Jackets or Buoyant Work Vests

Employees working over or near hazards such as clarifiers, structures, setting ponds, bridge construction, reservoirs, etc., shall be provided with U.S. Coast Guard (or applicable in country agency) approved life jackets or work vests.

- Life jackets or buoyant work vests shall be inspected for defects witch would alter their strength or buoyancy.
- Always wear a life jacket or buoyant work vest properly adjusted with buckles and straps properly fastened.

Respirators

Appropriate respirators will be provided by your employer and are to be used for protection against excessive concentrations of dust, mists, fumes, vapor or gases, or oxygen deficiency.

- Respiratory protection devices will be provided for the hazardous material involved and the extent and nature of the work being performed.
- Any employee whose job entails a reasonable expectation of having to wear a respirator must maintain and clean shaven face in the seal area.
- If you are required to use a respiratory protection device, make sure you have been fitted, tested and received instructions on its use.
- Make sure that all respiratory protection equipment is inspected regularly and is maintained in good condition.
- Respiratory equipment must be cleaned and stored in a dust proof container between uses.

TOOLS

General

- Only qualified persons are to use tools and equipment.
- Do not operate any tool without proper instructions.
- Some activities will require permits before starting work.
- Tools and equipment must be in good condition.
- Tools or guards must not be altered.
- Tools are to be used ONLY for their intended designed purpose.
- Personal hand tools are subject to inspection at any time.
- Job or home made tools are prohibited on the project/site.

Hand Tools

- Every tool was designed to do a certain job. Use a tool only for its intended purpose.
- Every tool needs care. Keep your hand tools in peak condition. Sharp, clean, oiled, dressed, and not abused.
- Worn tools are dangerous. "Teeth" in a pipe wrench can slip if worn smooth, an adjustable wrench can slip if the jaws are sprung, loose hammer heads can fly off hammers.
- Tools subject to impact (chisels, star drills, caulking irons, etc.) tend to mushroom. Tools should be dressed by a qualified person to avoid flying fragments.
- Use tool holders.
- Don't force tools beyond their capacity or use cheaters to increase the capacity.
- Don't use tools as pry bars.

Portable Power Tools

Restrictions

Operation of portable power tools without instruction from your supervisor is prohibited.

Note: some activities require permits and training before starting work.

Major Hazards

- Torque is the circular or rotating motion in tools such as drills, impact wrenches and saws that result in a strong twisting force. Be prepared in case of jamming.
- Have a good footing, use two hands, obtain assistance when needed and be ready to release the power switch or trigger.
- Flying objects can result from operation of almost any power tool. You should always warn people around you and use the proper eye protection.
- Contact with moving parts can be hazardous. Keep moving parts directed away from your body. Never touch a power part unless the cord is disconnected.
- Beware of swinging around with the tool running; someone may be beside you.
- Tool condition should be monitored. Examine power tools before each use. Look for damaged parts, loose fittings, and frayed or cut electrical cords. Tag and return defective tools for repair.
- Air must be shut off or the electrical cord unplugged before replacement or disconnection.

- Powder actuated tools should only be used by qualified persons.

Guarding

Proper guards or shields must be installed on all power tools before use. Do not use improper tools or tools without guards in place. No homemade handles or extensions are permitted.

Power Tools –Shop Type

Some power machines may only be run by qualified operators after completing proper training. Training at a minimum will include basic rules of operation.

Adjustments, Servicing, and Repairs

- Shut down machines and take the necessary action(s) to prevent accidental starting. This may require a completed lock and tag procedure or simply unplugging the power cord.
- Replace all guards before start-up. Remove cranks, keys, or wrenches used in service work.
- Do not attempt field repairs on electrical power tools. Return to the tool crib or shop for proper repairs and testing.
- Some machines use both air and electrical power. Both must be shut off prior to making repairs or adjusting moving parts. Perform a bleed down to remove any air left in the system.

Operating Practices

- Loose clothing, rings, and other jewelry must not be worn around operating machines. Keep sleeves buttoned or rolled up.
- Keep fingers away from moving parts. Shut off machines to remove waste. Use a brush for cleaning up after ensuring the machine has completely stopped.
- Always inspect machines prior to start up use. Look for loose or damaged parts, adequate lighting, lubrication, and abandoned tools or materials that could vibrate and create a struck by hazard.
- Use clamps or vises to hold work wherever possible.
- Many machines have safety interlocking devices. Be sure they are operational. NEVER BYPASS AN INTERLOCK DEVICE.
- Fire hazards exist in many areas from such things as oil; rags, hot chips, etc. Keep machine areas clean and know where the nearest fire extinguisher is located.

MOBILE EQUIPMENT

General

Your employer must provide you with equipment before each work shift. It the equipment becomes defective in any way, notify your supervisor at once and place a "DEFECTIVE- DO NOT USE" tag on it.

Know the limitations and specifications of the equipment you use. Do not exceed those limits. Do not use the equipment for other than its intended purpose.

Work must not be done on equipment belts drive conveyors or vehicles while they are in operation unless your employer has reviewed the plan and has received plan approval from Delta Service LLC. Site Management. The equipment, belts, drives, conveyors, or vehicles must shut down, locked and tagged, or otherwise immobilized.

Cranes

Crane operators must be licensed per OSHA or applicable federal in-country agencies for each make and model crane to be operated.

- The operator must conduct and document inspection of his/her assigned crane prior to each work shift.
- The operator is solely responsible for the safely operation of his/her assigned crane.
- The operator has full responsibility for the safety of a lift and must not execute any lift until it can be completed safely.
- A copy of the manufacturer's operators' manual for each crane must be reviewed and understood by the assigned crane operator.
- The operator must understand and be able to determine the cranes capacity.
- A legible copy of the cranes load chart must be in the crane cab whenever it is being operated.
- Accessible areas within the swing radius of the rotating superstructure counterweight of a crane must be barricaded to prevent employees and equipment form being struck or crushed by the counterweight.
- The load shall not be swung over any person(s).
- Crane outriggers must be leveled and fully extended when making a lift.
- No part of the crane, load, hoist (load and boom) lines, or boom and tag line shall be allowed to come within fifteen feet of energized electrical lines.
- For pick and carry operations, consult the manufacturers operator manual and operation notes.

Material Handling Equipment

- All material handling machines must have back alarms, horns, rollover protection structure, and seat belt.
- The operator shall be licensed by the project/site on each make and model machine.

Material Hoists

- Hoists are to be operated only by a qualified operator.
- Passengers are not permitted – hoists are for material only.
- Know the weight of the material and the capacity of the elevator or hoist.
- Materials must be secured so they cannot shift and must not extend beyond the cage limits.

- Follow instructions and use a signal system posted at each landing.
- Keep hands and body clear of all landings and openings.

Motor Vehicles and Power Equipment

- Vehicles and mobile equipment are to be operated only by authorize qualified employees.

Cars, Trucks, and Scooters

The driver is responsible for the safety of all passengers and the stability of any materials being hauled. Use the following guidelines:

- Wear safety restraint devices (i.e. seat belts).
- Obey all speed limit and other regulatory signs.
- Pedestrians have the right-of-way.
- Look to the rear and sound your horn before backing.
- Shut off the engine before refueling.
- Inspect the vehicle prior to each use.
- Mount and dismount only when the vehicle is stopped.
- Keep hands, arms, feet, legs, and bodies inside.
- All personnel must be seated.
- Personnel may not ride in the bed of any vehicle being used to haul equipment or materials unless the personnel's immediate supervisor approves, and then only after he/she checks the stability of the equipment and/or materials.
- Personnel may not ride in the bed of a dump vehicle.
- A flagman should direct the backing of a vehicle in congested areas.
- No more than three (3) persons may ride on the front seat of any vehicle.
- Unless the vehicle has approved cab protection, truck drivers must dismount from the cab and remain clear while the truck is being loaded by power equipment.

SIGNS AND BARRICADES

Signs

Use signs when necessary and remove them promptly when no longer required.

- Numerous warning and instruction-type signs are available.
- Signs are to be placed on barricade stands, posts, or other suitable locations.
- Before work starts, signs must be placed where they will be most effective and removed to proper storage when no longer needed.
- Signs must be legible.

Danger Tags

Danger tags are placed on switches and valves that must not be operated. They are printed with the words "**DO NOT OPERATE**" or equivalent.

Danger tags (with lockout device) are used to prevent operation of a switch, valve, or piece of equipment in cases where someone may get hurt or equipment may be damaged.

All employees engaged in lock and tag operations must be properly trained.

Observe the following guidelines for danger tags:

- Place the locked down tag personally – do not have someone else do it.
- Sign, date, and include your badge number on the tag.
- Have a qualified electrician lock and tag all electrical switches before you place your tag. All tags placed by electricians must be accompanied by their lock.
- Use only the standard danger tag.
- Try the switch after locking and tagging and prior to starting work to ensure you have locked out the correct one.
- Remove your lock and tag when you have completed your work.
- A lock removal procedure and form must be used to remove the lock of any person who is not on-site only with the approval of the Site Manager.
- Do not remove someone else's tag or operate a valve, switch, or device that has another person's danger tag attached. **DOING SO MAY RESULT IN IMMEDIATE REMOVAL FROM THE JOBSITE.**
- Do not lock and tag a device unless specifically instructed to do so by your supervisor.

Permits

Permits are site specific. If required, they must be properly authorized before work may begin.

All permits must be posted at a designated spot at the work site. Read the applicable permit and follow instructions.

Confined Space Permit

A confined space is normally considered an enclosure having limited means of access and egress (i.e., tanks, vessels, bin, silos, boilers, pits, septic tanks, sewers, underground utilities, pipelines, or similar structures not designed for continuous human occupancy).

Do not enter a tank or confined space in operation areas until a valid Confined Space Permit, signed by the responsible supervisor, is posted at the work site and you are in compliance with this permit.

Work Permit – Hazardous and Non-Hazardous

Required for work of any type in some operating areas.

Hot Work Permit

Required for flame or spark producing activity in certain operating areas and in some construction areas (i.e., welding, cutting, mobile equipment, etc.).

Excavation Permit

Required for excavating, concrete breaking, or drilling inside and outside buildings where potential dangers may exist in operation areas.

Operator's Permit

Required for mobile equipment and powder actuated tool use in operation areas.

Barricades

Barricades are required around most excavations, holes, or openings in floor or roof areas, edges of roofs and elevated platforms, around certain types of overhead work, and wherever necessary to warn people against falling in, through, or off.

Types of Barricades

Warning barricades call attention to a hazard but offer no physical protection (i.e., synthetic tape – yellow/black = caution, red/black or red/white = danger, and yellow/magenta = radiation).

Protective barricades warn and provide physical protection (i.e., wood post and rail, cable, or wood post and chain).

Use

ANYONE WHO MAKES A HOLE OR OPENING IS RESPONSIBLE FOR PHYSICAL PROTECTION.

Erection

- Barricades must be forty-two (42) inches high and must be square and level.
- Barricades should be erected before a hole or opening is cut or extended as the excavation progresses.
- The barricade should be returned to the storage rack when no longer needed.
- Numerous excavations in the same area may be barricaded effectively by erecting a barricade around the general area.
- Blinking lights must be used on roadblocks after dark.

- A three (3) foot opening should be placed for personnel entrances.
- Stepping over or ducking under barricades is not allowed.

Floor and Wall Openings

Hole Covers

- Hole covers or standard railing must be provided for all holes or openings through floors or walls.
- Do not store material or equipment on a hole cover.
- Standard railing and toeboards shall guard stairway floor openings, with the exception of the entrance.
- All wall openings from which there is a drop of more than four (4) feet and the bottom of the opening is less than three (3) feet above the working surface shall be guarded.
- A standard railing or the equivalent shall guard all open-sided floors or platforms four (4) feet or more above adjacent floor or ground level.

Placement

- Hole covers must have a sign reading, "**WARNING – TEMPORARY COVER. DO NOT REMOVE UNLESS AUTHORIZED**" or otherwise identified.
- Covers must be cleated, wired, or otherwise secured to prevent displacement.
- Covers must extend adequately beyond the edge of the hole.

Material

- Three-quarter (3/4) inch plywood may be used provided that one dimension of the opening is less than eighteen (18) inches; otherwise, two (2) inch lumber is required.

LADDERS AND SCAFFOLDS

Ladders

- Straight and extension ladders must be tied off.
- Stepladders must be fully opened and set level. Work facing the ladder with both feet on the rungs.
- Always face the ladder when climbing or descending.
- Do not stand on the top platform of stepladders.
- Inspect ladders before use.
- Ladders are not to be painted except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- If it is necessary to place a ladder in nor over a doorway, barricade the door an post warning signs.
- While ascending or descending a ladder, do not carry anything that will prevent holding on with both hands. Use a hand line.
- Keep both feet on the ladder rungs.
- Do not reach out too far. Keep feet on the ladder at all times. Keep your belt buckles between the siderails of the ladder. Change the position of the ladder as often as necessary.
- Face a ladder when working from it.
- Metal ladders must not be used for electric welding or near any electric lines or service.
- When not in use, the ladder should be returned to the proper storage area.
- Report damaged ladders to your supervisor for repair or disposal.

Straight and Extension Ladders

- Place the ladder so that the distance from the base of the supporting object to the base of the ladder is one-fourth (1/4) the distance of the base of the ladder to the top of the supporting object.
- Ladders must be equipped with a tie-off rope and non-skid safety feet or be secured at the base, and must be adequately tied off.
- The top of the ladder must extend at least three (3) feet beyond the supporting object when the ladder issued for access to an elevated work area.
- After an extension section has been raised to the desire height, check to see that safety dogs or latches are engaged and that the extension rope is secured to a rung at the base section of the ladder.
- Extension ladders must be overlapped a minimum of three (3) rung.
- Do not take extension ladders apart to use either section separately.

Stepladders

- Stepladders should always be opened and set level on all four (4) feet, with spreaders locked in place.
- Stepladders should never be used like a straight ladder.
- Never stand on top of a stepladder (on the platform) or one step down from the platform.
- Never place tools or materials on the steps or platform of a stepladder.
- Obtain specific safety assignments before using two-man stepladders.
- Stepladders must be tied off under certain conditions. Check with your supervisor.

Scaffolds

- Before starting work on a scaffold, insect it to determine that guardrails, toeboards, and decking are in place, that all wheels are locked on moveable scaffolds, and that locking pins are in place.

- When working on any scaffold platform not equipped with standard guardrails or complete decking, personnel must wear safety harnesses with the lanyard properly tied off to a substantial object capable of supporting at least five thousand (5,000) pounds of dead weight.
- When working on any scaffold (rolling, stationary, suspended) in the vicinity of energized electrical lines or equipment, employees must ensure that no part of the scaffold or his/her body can come in contact with the electrical lines or equipment. (A minimum separation distance of fifteen (15) feet is recommended.)
- Do not change or remove scaffold members unless qualified and authorized to do so.
- Scaffolds deemed incomplete must be tagged and proper personal protective equipment worn should they be used.
- No one is allowed to ride on a rolling scaffold when it is being moved. Remove or secure all tools and materials on the deck before moving.
- Rolling scaffolds shall be used only on level, smooth surfaces, or the wheels must be contained in wooden or channel iron runners.
- Watch overhead clearance when moving a scaffold.
- Do not climb on or work on any scaffold guardrails, midrails, or brace members.
- Use a designated ladder to ascend and descend from the scaffold.
- The erection of a scaffold exceeding fifty (50) feet above the base plates must be reviewed and approved by Delta Services Safety site management after first being approved by your employer.
- All scaffolds must be erected level and plumb on a firm base.
- Scaffolds must be tied off or stabilized with outriggers when the height is more than four (4) times the smaller base dimension.
- Scaffolds must be tied off horizontally every thirty (30) feet.
- Scaffolds must be as complete as possible. All scaffold platforms must be equipped with standard forty-two (42) inch high guardrails rigidly secured (not wired) and standard twenty-one (21) inch high midrails, completely decked with safety plank r manufactured scaffold decking and rigidly secured toeboards on all four (4) sides.
- Adjusting or leveling screws must not be used on scaffolds equipped with wheels. Adjusting screws must not extend more than twelve (12) inches of thread.
- All scaffolds must be able to support four (4) times their maximum intended load. Check with your supervisor for safe working loads on all scaffolds.
- Do not alter any scaffold member by welding, burning, butting, drilling, or bending.
- Do not rig from scaffold guardrails, midrails, r braes.

Patented Metal Scaffolding

Parts and sections of scaffolding made by one manufacturer are not to be used with those of another manufacturer.

Suspended Scaffolding

- Swinging stages, spider bassets, boatswain chairs, floats, and needle beams require special approval by your employer, and the request must then be approved by Delta site management.
- Attach and secure safety harnesses before stepping on scaffolds and do not remove them until clear of the scaffold. Tie off to an independent lifeline or building structure. Use one lifeline per person.

EXCAVATION AND TRENCHING

- A competent person must be designated and trained in the recognition of trenching and excavation hazards.
- Appropriate documentation to meet the OSHA (or other applicable in-country regulatory agency) trenching and excavation standards are to be kept on site at all times.
- Excavations must be barricaded to alert pedestrians and vehicle operators. Proper access must be provided.
- Spoil dirt may be used to barricade one side of a ditch or similar excavation.
- Wheel chocks and timbers (stop logs) should be used to prevent vehicles from inadvertently rolling over the excavation edge.
- All dirt must be piled at least two (2) feet from the edge of the excavation and must be at least three (3) feet high when used as a barricade.
- Barricade excavation areas before the hole is opened.
- Excavations must be sloped or shored when deeper than five (5) feet.
- The maximum legal slope without soil classification is thirty-four (34) degrees or one and one half (1-1/2) feet horizontal to one (1) foot vertical.
- Check all excavation walls before entering and after a heavy rain or thaw.
- Check shoring daily or more often in extremely wet weather.
- An excavation permit is required before digging in some areas (i.e. pavement breaking, etc.).
- No one is permitted in an excavation when equipment is working next to the edge.
- At a minimum, each trench or excavation for (4) feet or deeper must be tested daily, prior to employees entering the trench/excavation. In locations where employees are subjected to hazardous dusts, gases, fumes, or an atmosphere deficient of oxygen, Delta site management will provide you with proper respirator protection, instructions on its use, and require that you use the equipment. Rescue equipment will be immediately available in such circumstances for use by competent personnel.
- Excavations must be provided with a ladder for access and egress in intervals of twenty-five (25) feet. The ladder(s) must extend three (3) feet above the edge of the excavation and must be secured.
- Employees are not allowed to ride in the bucket of excavating equipment.

WELDING AND CUTTING

General

- Do not look at the welding arc even if you have tinted lenses. The ultraviolet rays from the welding operation may burn your eyes.
- Keep welding leads and burning hoses clear of passageways and doorways. Protect them from damage as necessary.
- Inspect all leads, grounds, clamps, welding machines, hoses, gauges, torches, and cylinders daily before use.
- Be sure that all fittings, couplings, and connections are tight.
- Avoid breathing fumes. Use the exhaust system in the shop, a blower, or a respirator.
- No welding burning is to be done on a closed vessel or tank, or on any vessel or tank that has not been decontaminated.
- Before striking an arc or lighting a torch, check with your supervisor to see if a welding and burning permit is required. This permit is required in most plant operating areas.
- Each welder is responsible for containing sparks and slag and/or removing combustibles to prevent fire.
- All combustibles within 35 feet of the hot work shall be moved farther than 35 feet or covered with fire proof covering prior to initiation of welding or other hot work.
- A five pound or larger, dry chemical fire extinguisher must be within twenty feet from any welding cutting and/or other open flame work. Be sure you know how to properly operate the extinguisher.
- A "Firewatch" is required if the following conditions exist:
    - Appreciable combustible material, in building construction or contents, closer than 35 feet (10.7 m) to the point of operation
    - Appreciable combustibles are more than 35 feet (10.7 m) away but are easily ignited by sparks
    - Wall or floor openings within a 35-foot (10.7 m) radius expose combustible material in adjacent areas including concealed spaces in walls or floors
    - 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
- Proper barriers or screen should be erected in operating areas to prevent inadvertent exposure of employees to the arc (FLASH BURN).
- Welders are to wear hard hats whenever working in construction are maintenance areas or where potential overhead hazards exist.

Protective Clothing

Protective clothing required for welding and burning varies with the size, nature, and location of the work to be performed.

- Only cotton, woolen, or special fire retardant synthetic clothing should be worn. Generally, synthetics are very flammable and melt, causing more serious burns when exposed to flames and high temperature.
- All welders should wear flameproof gauntlet gloves.
- Clothing should be few from oil and grease.

- Flameproof leather (or suitable material) aprons should be considered if long term exposure to radiant heat or sparks is anticipated. Consider using fire resistant leggings, high boots, or equivalent for heavy work.

Welding (Electric)

- All work must have a separate and adequate ground. The ground lead must be pulled from the machine to the work location.
- Do not leave a rod in the electrode holder when you lay it down or leave it untended.
- Put sub ends in proper container not on the floor.
- You are responsible for turning your machine off at the end of your shift.
- An approved welding helmet must be worn. Use no less than No. 10 filter plate, with safety plate on both sides of the filter late.
- Never do electric welding from metal ladder.
- Don't weld, butt, or burn near or over aerosol cans or other flammables.

Burning (Gas)

- Before connecting regulators to cylinders, carefully open the cylinder valve a crack to blow out any foreign particles. After the regulator is connected, stand to one side of the gauge while the cylinder valve is opened. Open the cylinder valve slowly. Be certain that the second stage of the regulator is closed before opening the cylinder valve.
- Open valves on fuel gas cylinders (i.e., propane, acetylene, natural gas, etc.) a quarter turn only. Open oxygen cylinder valves wide open. The valve wrench must be kept in place during use.
- Do not exceed fifteen PSI on the torch side of the gauge when using acetylene.
- When lighting a torch, open the fuel gas valve on the torch before opening the oxygen valve. Use an approved spark lighter. Do not use matches, cigarettes, butane or gas cigarette lighters, or hot work to light a torch.
- All compressed gas cylinders should be kept on bottle carts while in transit or n use.
- All burning rigs must be broken down at the end of the shift, with regulators removed and protective caps screwed down hand tight on compressed gas cylinder bottles.
- Compressed gas cylinders must be tied off vertically to an adequate support while in storage, transit, or use.
- Keep oil and grease away from oxygen regulator hoses grease covered tools in the same compartment with oxygen equipment.
- Do not use compressed gas to clean your clothing, blow out anchor holes, or otherwise clean your work area.
- All hoses, gauges, and torches must be inspected regularly.
- Approved burning goggles must be worn. Use at least a no. 4 filter with a safety lens on both sides of the filter.
- Never leave a torch in a vessel, tank, or other closed container because of the potential hazard of gas leakage.
- Never use oxygen in pneumatic tools to pressurize a container, to low out lines or as a substitute for compressed air or other gases.
- Place cylinders and hoses where they will not be exposed to sparks and slag form a burning operation. Handle cylinders with care, as follows;
- Lift to upper levels with approved cages only.
- Do not strike an arc on cylinders.
- Do not use cylinders as rollers.
- Do not lift with slings or by protective cap.
- Anti-flashback arrestors shall be installed on all gas cylinders or built into the regulators.

NOTE: Check valves inside torches are not a substitute or snit-flashback arrestors.

Compressed Air

- Check hoses and couplings daily before use.
- Use only hoses designated to handle compressed air.
- Never crimp. Couple, or uncouple pressurized hoses.
- Shut off the valve and bleed down the hose first.
- All hose couplings must be provided with appositive locking device.
- Compressed air for cleaning work benches and machinery must not exceed thirty PSI.
- Keep hoses off the ground or floor wherever hey interfere with walkways, roads, etc.
- Horseplay with compressed air is strictly forbidden.
- Hoses exceeding one half inch inside diameter shall have a safety device at the source of the compressed air to reduce pressure in case of hose failure.

ELECTRICAL

General

Any employee working in the vicinity of energized power distribution lines must ensure that no part of his or her body, tools, or equipment shall come within fifteen feet of the power lines. If the job requirements do not permit this then specific safety precautions must be taken to ensure employee safety.

Electrical crafts must take the necessary precautions and refer to a hot work permit procedure if work is to be accomplished inside the referenced radius.

Electrical Circuitry and Apparatus

Hot work means working on or near energized electrical lines or equipment and is not to be done unless a request is reviewed and approved by Delta Services LLC management.

- **Only authorized qualified electricians are allowed to perform electrical work.**
- **Employees engaged in electrical work must have adequate tools and protective equipment.**
- **Wiring and cords shall be at least seven feet above the ground or floor level.**
- **All disconnects for motors and apparatuses, and each service feeder or branch circuit at the point where it divides, must be marked to include what it controls.**
- **All energized electrical panels and outlets must be covered against accidental contact with conductive material.**
- **Never run cords or hoses through water.**

FIRE PROTECTION

General

"Strike anywhere" matches and butane lighters are not allowed. Permits are required for welding, burning, or other open flames on some projects/sites. Check with your supervisor.

Alarms

Know the location of the nearest fire alarm box and how to turn on the alarm. Know the alarm, evacuation, and disaster signals for your area, the proper exit route, and your designated assembly area.

Extinguishers

Know the location of the nearest fire extinguisher and how to operate it. Know the type of fire on which it should be used. Check the label. Be aware that a fire may generate toxic fumes.

Fire extinguishers of the proper type and size must be within twenty (20) feet of each open-flame operation being performed. Return extinguishers for servicing promptly after use.

Combustibles

Combustible material must be kept away from steam lines, radiators, heaters, and hot process and service lines. Combustible material under or near welding and burning operations must be moved a safe distance away or covered with fire-retardant material. Where this is not possible, all sparks and slag must be contained in an approved spark catcher.

Refueling

Portable power equipment must not be refueled while running or when hot. Attach the ground wire before refueling.

Smoking

Smoking is allowed only in designated smoking areas. Discard butts in approved containers, never in waste baskets or trash cans.

Flammables

Store flammables in properly labeled containers and in designated areas. Keep flammables away from smoking, welding, burning, or other sources of heat.

Liquids – Flammable

Take precautionary measures when using any flammable liquid (i.e., review MSDS, product label, etc.). Spraying of liquids increases the fume and vapor problem, and creates fire and explosion hazards. Do not use any of the following liquids until told specifically to do so. Do not mix different liquids or chemicals unless specifically told to do so. Obtain a complete Safety Task Assignment (STA) including respirator, ventilation, and skin-protection requirements.

- Petroleum Fuels
- Solvents
- Thinners
- Degreasers
- Protective Coatings
- Acids
- Caustics

HAZARDOUS MATERIALS

Corrosive Liquids (Acids and Caustics)

- Do not store, handle, apply, or use acids or caustics unless you have been trained to do so and have received a detailed Safety Task Assignment (STA).
- When disconnecting flanges, expect to encounter pressurized corrosive liquid and protect yourself accordingly. Check contents through a bleed or drain valve, etc., before beginning work.
- Where required, use acid coat, hood, boots, and gloves; barricade the area; and have standby and emergency water immediately available.
- Never add water to acid. If dilution is needed, add acid to water.
- Dispose of chemically soaked material in the proper container.
- **ALL LIQUID CONTAINERS MUST BE PROPERLY IDENTIFIED AS TO CONTENTS.**

Hazardous Waster

Flammables, corrosives, toxic materials, and highly reactive materials require special disposal. See your supervisor or hazardous waste coordinator for the proper container for these materials.

Radioactive Material

Keep clear of all radioactive material and areas where work is being done with radioactive material. These areas are to be barricaded with yellow and magenta tape and posted with a radiation hazard sign.

HAZARD COMMUNICATION

(Right to Know)

If you are working with hazardous chemicals, or may come in contact with them, your employer must provide you information and training concerning these hazardous chemicals. This training should include, but not be limited to:

- An explanation of the Hazard Communication Standard.
- Notification of the training requirements of the Hazard Communication Standard.
- An explanation of the project/site Hazard Communication Program and its location.
- Detailed information on applicable in-country, state, and local regulatory standards.
- Notification of the locations of the hazardous chemicals.
- A description of the hazard rating labeling system.
- A description of the Material Safety Data Sheets (MSDS) their use, and location.

If you have any concerns or desire any information concerning chemicals in your workplace, ask your supervisor for information.

INCIDENT INJURY REPORTING AND FIRST AID

Report all injuries, accidents and near misses immediately to your supervisor and to the site first aid provider no matter how slight. All injuries, accidents and near misses will be investigated using the accident/incident procedure.