



# Safety Handbook

---

1675 East Seminole Street, Suite B

Springfield, MO 65804

(417) 883-8365

[www.thewootenco.com](http://www.thewootenco.com)

# **Safety Handbook**

## **Table of Contents:**

- 1. Introduction**
- 2. Training Policy Statement**
- 3. Safety Through Awareness and Teamwork**
- 4. Office Staff Safety**
- 5. Access to Employee Records**
- 6. Bloodborne Pathogen Exposure Control Plan**
- 7. Compressed Air**
- 8. Disciplinary Policy**
- 9. Driving Safely**
- 10. Electrical Safety Program**
- 11. Emergency Action Plan**
- 12. Fall Protection**
- 13. Fire Protection**
- 14. First Aid**
- 15. Ground Fault Protection GFCI**
- 16. Hand and Power Tools**

# **Safety Handbook**

## **Table of Contents:**

- 17. Hazard Communication – (HAZCOM)**
- 18. Hazard Identification and Assessment**
- 19. Heat Illness Prevention**
- 20. Incident Investigation**
- 21. Incident Reporting**
- 22. Injury/Illness Recordkeeping**
- 23. Ladder Safety**
- 24. Lock Out/Tag Out**
- 25. Manual Lifting**
- 26. Mobile Equipment**
- 27. Pandemic Disease Plan**
- 28. Personal Protective Equipment/Assessments – PPE**
- 29. Risk Assessment**

### **1. INTRODUCTION**

#### **About the Handbook**

The safety of our employees is a strong element to the success and quality of The Wooten Company, LLC. To enjoy productive employment, this handbook offers guidelines to providing our employees with a strong safety program. It is designed to give you quick reference to necessary information. The handbook is a summary in nature and there may be additional policies or practices that apply.

This handbook supersedes previous handbooks, and it will be updated periodically. The company

retains the right to modify, alter or revise any of the published or unpublished policies or practices. These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of an officer of The Wooten Company, LLC.

Please take the time to read this handbook carefully. You are important to us, and it is also important for you to understand how safety is an integral part of our organization.

Remember safety is more than just following the rules, it is an attitude that you, the employee, will not only work safely, but that you will also take the safety of your co-workers as seriously as your own.

## **SAFETY POLICY STATEMENT**

The Wooten Company, LLC recognizes the importance of a healthy and accident-free workplace to making our employees' life more rewarding. We are committed to providing a healthy and accident-free workplace where hazards are controlled, and positive safety attitudes and behavior is promoted.

The philosophy and objectives behind this commitment are:

The safety and health of all employees is our priority

The only acceptable level of safety and health performance is one that prevents all injuries and accidents

Safety and health are integral parts of production and all other business functions

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

The employer accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

Supervisors are responsible for developing the proper attitude toward safety and health in them and in those they supervise. They are also responsible for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

## **TRAINING POLICY STATEMENT**

The Wooten Company, LLC is conscious of the need to achieve and sustain a high quality of services currently provided in a manner that shall continue to satisfy The Wooten Company, LLC quality and business objectives.

The Wooten Company, LLC will provide training for all personnel to keep them up to date with all modern practices.

The Wooten Company, LLC training program has the full authority of the Management team, and all employees are expected to co-operate in its implementation.

The Wooten Company, LLC aims to promote the systematic development of attitude, knowledge, and skill.

The need for specific training will be identified along with any regard for retraining or the reinforcement of training for existing personal and the induction training of new recruits.

The Wooten Company, LLC is aware of its legal duties under The Health and Safety at Work etc. Act 1974 Section 2 (2) (c) to provide adequate information, instruction and training for its employees and its duties under the Management of Health and Safety at Work Regulations 1999, (as amended) regulation 13(2) to provide all employees with adequate health and safety training. The Policy therefore is to provide the necessary training and competent persons to suit the nature of work undertaken.

## **MUTUAL RESPECT AND EQUAL EMPLOYMENT OPPORTUNITY**

Mutual respect for the dignity and fundamental rights of all persons defines The Wooten Company, LLC' culture and is an essential ingredient of our success. We are uncompromising in our commitment to maintain a professional, safe work environment that is free of unlawful discrimination, harassment, and violence. The Wooten Company, LLC will not engage in unlawful discrimination, harassment, or violence, nor will we tolerate those who do. Furthermore, The Wooten Company, LLC expects that all relationships among people in the workplace will be professional and free of bias.

## **LEGAL COMPLIANCE**

The company expects all employees to comply with all applicable laws. You must not commit a dishonest or illegal act even if directed to do so by a supervisor. You must not commit a dishonest or illegal act even if it benefits the company.

## **SAFETY THROUGH AWARENESS AND TEAMWORK**

### **MANAGEMENT COMMITMENT AND INVOLVEMENT**

The management of The Wooten Company, LLC is committed to providing employees with a safe and healthy workplace. It is our policy that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may result in termination of employment.

Management will be actively involved with employees in establishing and maintaining an effective safety program. Our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety meeting participation
- Providing safety and health education and training

- Reviewing and updating workplace safety rules

Procedures and Policies set forth by this company are intended to provide a safe working environment for all employees.

All employees and management are expected to follow all safety rules set forth and work as a team to ensure that the environment they work in is free from all hazards.

Safety is the responsibility of every employee, and each employee is expected to participate in all company safe practices and training.

This policy statement serves to express management's commitment to and involvement in providing our employees with a safe and healthy workplace. This workplace safety program will be incorporated as the standard of practice. Compliance with the safety rules will be required of all employees as a condition of employment.

## **EMPLOYEE RESPONSIBILITIES**

Work safely because it is in your best interest.

Never work in hazardous conditions.

Be concerned about the safety of co-workers.

Accept all safety policies set forth by the company.

Participate in safety training programs.  
Report all hazards to your supervisor.

Take pride in the work you perform.

Respect the rights of co-workers.

Report to work on time & have a positive attitude.

Ask if you do not understand a task.  
Report all injuries to your supervisor immediately.

## **OSHA INSPECTION POLICY**

OSHA may show up unannounced at any time to inspect our facility.

Contact the office **immediately** if OSHA shows up.

**Mid-America Safety & Environmental** is our Safety Compliance Firm. Their representative will handle the inspection. **Contact them immediately @ 417-714-4808.**

You have the right to ask for their identification and ask them to wait until you call the office for instructions. Contact the Quality Manager or a member of management will come and accompany

them during the inspection. Do not refuse them access to the site. If you refuse, they will get a warrant to inspect.

During the inspection if they take pictures, you take pictures; if they find a violation ask if it can be corrected then.

Document everything, they document, be cordial but do not offer information other than answering the questions by the inspector.

If they talk to employees, write the name of the employee and content of conversation.

At the end of the inspection the inspector will make the employer aware of any violations. They may not disclose all violations, but a hearing may be held later.

## **SAFETY MEETINGS**

Toolbox meetings shall be conducted daily, weekly, or monthly. These meetings shall be held in the shop. Each attendee shall sign a roster to document their attendance.

All employees shall be instructed in proper procedures in the event of an OSHA inspection.

## **OFFICE STAFF SAFETY**

### **General Rules:**

Do not stand on furniture to reach high places.

Use a ladder or step stool to retrieve or store items that are located above your head.

Do not jump from ladders or step stools.

Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.

Do not throw matches, cigarettes, or other smoking materials into trash baskets.

Do not tilt the chair you are sitting in. Keep all chair legs on the floor.

Do not kick objects out of your pathway; pick them up or push them out of the way.

### **Doors:**

Keep doors in hallways fully open or fully closed.

Use the handle when closing doors.

### **Files:**

Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.

Put heavy files in the bottom drawers of file cabinets.

Use the handle when closing drawers and files.

**Sharp Objects:**

Store sharp objects, such as pens, pencils, and letter openers or scissors in drawers or with the tips pointing down in a container.

Carry pencils, scissors and other sharp objects with the tips pointing down.

**Paper Cutter/Shredder:**

Position hands and fingers on the handle of the paper cutter before pressing down on the blade.

Keep the paper cutter handle in the closed or locked position when it is not being used.

Do not use paper-cutting devices if the finger guard is missing.

Do not place your fingers in or near the feed of a paper shredder.

**Staplers:**

Point the ejector slot away from yourself and bystanders when refilling staplers.

Keep fingers away from the ejector slot when loading or testing stapling devices.

Use a staple remover, not your fingers, for removing staples.

**Electrical:**

Do not use frayed, cut, or cracked electrical cords.

Do not plug multiple electrical cords into a single outlet.

Do not use extension or power cords that have the ground prong removed or broken off.

Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.

**Fans:**

Do not use fans that have excessive vibration, frayed cords, or missing guards.

Do not place floor type fans in walkways, aisles, or doorways.

**Stairs:**

Use the handrails when ascending or descending stairs or ramps.

Do not store or leave items on stairways.

Do not run-on stairs or take more than one step at a time.

### **Ergonomics:**

Take periodic rest breaks from repetitive or prolonged activities by standing up and stretching.

Use a chair that is padded, is stable, mobile, swivels and allows operator movement.

Adjust your seat height so your knees are about the same level as your hips.

Sit straight up in your chair, and if needed, use a footrest that has an adjustable height.

Keep wrists and hands in a straight position while keystroking by keeping forearms parallel to the floor and elbows at your sides.

Avoid reaching more than 18 inches for work items.

### **Housekeeping:**

Do not place materials such as boxes or trash in walkways and passageways.

Mop up water around drinking fountains and drink dispensing machines immediately.

Do not store or leave items on stairways.

Do not block or obstruct stairwells, exits or access to safety and emergency equipment such as fire extinguishers or fire alarms.

Straighten or remove rugs and mats that do not lie flat on the floor. Ensure non-slip mats are placed correctly and cleaned properly.

### **Lifting Procedures:**

Plan the move before lifting; ensure that you have an unobstructed pathway.

Test the weight of the load before lifting by pushing the load along its resting surface.

If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.

If assistance is required to perform a lift, coordinate, and communicate your movements with those of your co-worker.

Position your feet 6 to 12 inches apart with one foot slightly in front of the other.

Face the load.

Bend at the knees, not at the back.

Keep your back straight.

Get a firm grip on the object using your hands and fingers. Use handles when they are present.

Hold the object as close to your body as possible.

While keeping the weight of the load in your legs stand in an erect position.

Perform lifting movements smoothly and gradually; do not jerk the load.

If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

Set down objects in the same manner as you picked them up, except in reverse.

Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Never lift anything if your hands are greasy or wet.

Wear protective gloves when lifting objects that have sharp corners or jagged edges.

## **ACCESS TO EMPLOYEE RECORDS**

### **Purpose:**

The purpose of this procedure is to ensure the right of access to relevant exposure and medical records to employees and/or their designated representatives.

### **Key Responsibilities-**

#### **The Wooten Company, LLC Safety Manager:**

Develops local medical records practices for all worksites in accordance with this procedure and ensures employees are aware of the requirements of this procedure.

Responsible for the review, implementation, and maintenance of the local worksite medical records procedure.

#### **Project Manager:**

Responsible for the implementation and maintenance of the medical records procedure for their facility and ensuring all assets are made available for compliance with the procedure.

#### **Employees:**

All shall be familiar with this procedure and have access to their records.

**Overview:**

This section applies to all employee exposure and medical record, and analysis thereof, made, or maintained in any manner, including on an in-house or contractual (e.g., fee-for-service) basis.

Trade secret information disclosure must follow requirements as stated in 29 CFR 1910.1020 (f) (8).

Recognized collective bargaining agents who have statutory authority to represent the interests of the employees within the bargaining unit are automatically considered designated representatives. While these representatives do not have the right to secure individual medical records without written consent of the employee, they have the right of access to employee exposure records and analysis without employee consent.

**Definitions:**

Access means the right and opportunity to examine and copy.

Analysis of exposure or medical records means any compilation of data, and research, or other studies based, at least in part, on information collected from individual employee exposure or medical records or other sources including information from health insurance claim forms provided that either the analysis must have been reported to the employer or no further work is being done by the person responsible for preparing the analysis.

Designated representative will mean any individual or organization to which an employee gives written authorization to exercise a right of access. For the purposes of access to employee exposure records and analyses using exposure or medical records, a recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Employee exposure records include either environmental and/or biological monitoring. Employee exposure records include any of the types of information listed below:

Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained.

Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent, or which assess an employee's use of alcohol or drugs.

Safety data sheets indicating that the substance may pose a hazard to human health; or in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.

Employee medical records are records that concern the health status of an employee and are made or maintained by a physician, nurse, or other health care personnel or technician. "Employee medical record" means a record concerning the health status of an employee which is made or maintained by

a physician, nurse or other health care personnel, or technician.

**NOTE:** The following will not be considered a medical record:

Physical specimens, such as blood or urine samples, are routinely discarded.

Health insurance claims, accident investigation reports and other non-medical correspondence if maintained separately from the medical file.

The record of any voluntary employee assistance program (alcohol, drug, etc.) if maintained separately.

Records created solely in preparation for litigation are privileged from discovery under applicable rules of procedure or evidence.

Specific Written Consent means a written authorization containing the following:

The name and signature of the employee authorizing the release of medical information.

The date of the written authorization.

The name of the individual or organization that is authorized to release the medical information.

The name of the designated representative (individual or organization) that is authorized to receive the released information.

A general description of the medical information that is authorized to be released.

A general description of the purpose for release of the medical information.

A date or condition upon which the written authorization will expire (if less than one year).

A toxic substance or harmful physical agent is defined as any chemical substance, biological agent (bacteria, fungus, virus, etc.) or physical stress (noise, heat, cold, ionizing radiation or non-ionizing radiation, hypo, or hyperbaric pressure, etc.) which:

Is regulated under federal law or rule due to a hazard to health.

Is listed in the National Institute of Occupational Safety and Health (NIOSH) Registry of Toxic Effects of Chemical Substances (RTECS).

Shows positive evidence of acute or chronic health hazard in human, animal, or another biological test by or known to the employer.

Has a Safety Data Sheet indicating that the substance may pose hazard to human health.

**Procedure:**

The Safety Manager will maintain applicable medical and exposure records for all employees. All

requests to access medical and exposure records and analysis based on those records must be submitted using the forms provided for that purpose.

Access to records is provided in a reasonable time, place, and manner. Access to records must be provided in a reasonable time, place, and manner. If access to records cannot be provided within fifteen (15) working days, The Wooten Company, LLC shall within the fifteen (15) working days apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available.

Personal identifiers (name, address, social security number, payroll number, etc.) are removed from records before access is granted. Whenever access is requested to an analysis which reports the contents of employee medical records by either direct identifier (name, address, social security number, payroll number, etc.) or by information which could be used under the circumstances indirectly to identify specific employees (exact age, height, weight, race, sex, date of initial employment, job title, etc.), personal identifiers must be removed before access is provided.

The Wooten Company, LLC, upon request, will ensure the prompt access of representatives of the Assistant Secretary of Labor for Occupational Safety and Health to employee exposure and medical records and to analyses using exposure or medical records.

Except for a recognized collective bargaining agent, any designated representative must have the employee's written permission for access to exposure records and analyses. It is necessary, however, for the union representative to specify the occupational need for access to records absent the employees' consent. Union representatives must have the employee's written permission to access medical records.

Copies of medical records are provided at no cost to employees. Whenever an employee or designated representative requests a copy of a record, that record must be provided at no cost.

Any review of medical or exposure records by an employee or union representative shall be done in his or her own time, outside of normal working hours, at a time mutually agreeable to the parties. The review will be conducted in person with the individual requesting access to the records.

The employee is entitled to access to his or her medical records except when a physician determines that this knowledge would be detrimental to the employee's health as in such cases of terminal illness or psychological conditions. However, if the employee provides a designated representative with specific written consent, access to medical records must be provided even if the physician has denied the employee access to the records.

The authorized physician, nurse or other responsible health care personnel maintaining employee's medical records may delete the identity of anyone who has provided confidential information concerning the employee's health status but cannot withhold the information itself.

When an analysis of medical records identifies the employee, a physician may remove direct or indirect personal identification. If this cannot be done, the personally identifiable portions need not be provided to the person seeking such information.

Employees and their designated representatives will be permitted upon request access to past and present exposure data to toxic substances or harmful physical agents.

Copies of exposure records of other employees with past or present job duties or working conditions

like or like those of the employee will also be provided upon request.

Any employee or designated representative is also permitted access to any record of exposure information which pertains to a new workplace or condition(s) to which the employee is being assigned or transferred.

### **Records Retention:**

Medical records must be preserved and retained for the duration of employment plus 30 years.

Employee exposure records must be retained for 30 years.

### **Transfer of Records Should the Company Cease to Do Business:**

Whenever The Wooten Company, LLC ceases to do business, it shall transfer all records subject to this section to the successor employer. Whenever The Wooten Company, LLC either is ceasing to do business and there is no successor employer to receive and maintain the records or intends to dispose of any records required to be preserved for at least thirty (30) years, The Wooten Company, LLC shall transfer the records to the Director of the National Institute for Occupational Safety and Health (NIOSH) if so, required by a specific occupational safety and health standard.

### **Employee Information:**

Employees are informed of the provision of recordkeeping upon initial assignment and annually thereafter. Upon an employee's first entering employment, and at least annually thereafter, information must be given to current employees of the existence, location, availability, and the person responsible for maintaining and providing access to records and each employee's rights of access to these records.

The Access to Employee Exposure and Medical Records Standard (29 CFR 1910.1020) will be readily available for review by employees upon request.

A copy of the employee notice that will be used to comply with the employee information requirements is included in the policy. This notice will be posted on those bulletin boards where other notices normally appear.

## **BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN**

### **Purpose:**

This Bloodborne Pathogen Exposure Control Plan has been established to ensure a safe and healthful working environment and act as a performance standard for all employees. This program applies to all occupational exposure to blood or other potentially infectious materials. The content of this plan complies with OSHA Standard 29 CFR 1910.1030 (Occupational Exposure to Bloodborne Pathogens).

### **Scope:**

This program addresses all occupational exposure to blood or other potentially infectious materials (examples of potentially infectious materials include bodily fluids containing hepatitis B, HIV). OSHA requires that all employers that can "reasonably anticipate exposure" of employees to

infectious material prepare and implement a written exposure control plan.

**Key Responsibilities-**

**Exposure Control Officer: (The Wooten Company, LLC Safety Manager)**

Has overall responsibility for developing and implementing the Exposure Control Procedure for all facilities.

**Site Project Manager and Supervisors:**

Site project manager and supervisors are responsible for exposure control in their respective areas.

**Employees:**

Know what tasks they perform that have occupational exposure.

Plan and conduct all operations in accordance with our work practice controls.

Develop good personal hygiene habits.

**Procedure-**

**Training:**

Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place, and at least annually thereafter. Annual training for all employees shall be provided within one year of their previous training. Training shall include:

What bloodborne pathogens are; how to protect themselves from exposure Methods of warnings (signs, labels, etc.) The OSHA requirements of bloodborne pathogens The Hepatitis B vaccine shall be made available to all employees that have occupational exposure at no cost to the employee(s).	<b>Biohazard Label</b>
---	------------------------

**Availability of Procedure to Employees:**

All employees will have access to a copy of the exposure control plan. Access to a copy of the exposure control plan shall be provided in a reasonable time, place, and manner.

**Reviews and Update of the Procedure:**

The procedure is reviewed annually and updated whenever we establish new functional positions within our facility that may involve exposure to biohazards.

**Exposure Determination:**

There are no job classifications in which some or all employees have occupational exposure to bloodborne pathogens that may result from the performance of their routine duties.

Designated employees are trained to render first aid and basic life support. Rendering first aid or basic life support will expose employees to bloodborne pathogens and will require them to adhere to this program.

In addition, no medical sharps or similar equipment is provided to, or used by, employees rendering first aid or basic life support.

This exposure determination has been made without regard to the Personal Protective Equipment that may be used by employees.

A listing of all first aid and basic life support trained employees in this work group shall be maintained at each work site and at each first aid kit.

### **Methods of Compliance-**

#### **Universal Precautions:**

When differential between body fluids is difficult or impossible, all body fluids will be considered potentially infectious.

#### **Engineering Controls:**

Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Engineering controls should be examined and maintained or replaced on a regular schedule to ensure their effectiveness. Hand washing facilities shall be readily available at all work locations. If provision of hand washing facilities is not feasible, then an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes shall be provided by The Wooten Company, LLC.

Containers for contaminated reusable sharps that our clients provide have the following characteristics: Puncture-resistant; Color-coded or labeled with a biohazard warning label; Leak-proof on the sides and bottom.

Secondary containers which are: Leak-proof; Color-coded or labeled with a biohazard warning label; Puncture-resistant, if necessary.

#### **Work Practice Controls:**

Employees shall wash their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other personal protective equipment.

Following any contact of body areas with blood or any other infectious materials, employees wash their hands and any other exposed skin with soap and water as soon as possible.

Hand washing facilities should be available. If hand washing facilities are not feasible The Wooten Company, LLC will provide either an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes.

Contaminated needles and other contaminated sharps should not be handled if you are not AUTHORIZED or TRAINED to do so. Contaminated needles and other contaminated sharps are not

bent or recapped.

Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is potential for exposure to biohazardous materials.

Food and drink are not kept in refrigerators, freezers, on countertops or in other storage areas where potentially infectious materials are present.

All equipment or environmental surfaces shall be cleaned and decontaminated after contact with blood or other infectious materials.

Specimens of blood or other potentially infectious materials must be put in leak proof bags for handling, storage, and transport.

If outside contamination of a primary specimen container occurs, that container is placed within a second leak proof container, appropriately labeled for handling and storage.

Bloodborne pathogens kits are located on top of first aid kits and are to be used in emergency situations by the caregivers. Once the seal is broken on the kit and any portion has been used it is not to be reused. Pathogen Kits shall be ordered and replaced promptly. Biohazard bags are identified by stickers and located in the first aid area. Contaminated supplies are to be disposed of at once.

### **Personal Protective Equipment:**

When the possibility of occupational exposure is present, PPE is to be provided at no cost to the employees such as gloves, gowns, etc. PPE shall be used unless employees temporarily declined to use it under rare circumstances. PPE shall be repaired and replaced as needed to maintain its effectiveness. All PPE shall be of the proper size and readily accessible.

Our employees adhere to the following practices when using their personal protective equipment:

Any garments penetrated by blood or other infectious materials are removed immediately. All potentially contaminated personal protective equipment is removed prior to leaving the work area.

Gloves are worn whenever employees anticipate hand contact with potentially infectious materials or when handling or touching contaminated items or surfaces.

Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured or otherwise lose their ability to function as an "exposure barrier".

Masks and eye protection (such as goggles, face shields, etc.) are used whenever splashes or sprays may generate droplets of infectious materials.

Any PPE exposed to bloodborne pathogens shall be disposed of properly.

PPE shall be used unless employees temporarily declined to use PPE under rare circumstances.

PPE should be cleaned, laundered & properly disposed of if contaminated.

The Wooten Company, LLC will repair and replace PPE as needed to maintain its effectiveness.

## **Housekeeping-**

### **Our staff employs the following practices:**

All equipment and surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials.

Protective coverings (such as plastic trash bags or wrap, aluminum foil or absorbent paper) are removed and replaced.

All trash containers, buckets, bins, and other receptacles intended for use routinely are inspected, cleaned, and decontaminated as soon as possible if visibly contaminated.

Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongs, forceps, etc.).

### **Post-Exposure Evaluation & Follow-Up:**

If there is an incident where exposure to bloodborne pathogens occurred, we immediately focus our efforts on investigating the circumstances surrounding the exposure incident and making sure that our employees receive medical consultation and immediate treatment.

The Wooten Company, LLC Safety Manager/ Supervisor investigates every reported exposure incident and a written summary of the incident, and its causes is prepared, and recommendations are made for avoiding similar incidents in the future. We provide an exposed employee with the following confidential information:

Documentation regarding the routes of exposure and circumstances under which the exposure incident occurred.

Identification of the source individual (unless not feasible or prohibited by law).

Once these procedures have been completed, an appointment is arranged for the exposed employee with a qualified healthcare professional to discuss the employee's medical status. This includes an evaluation of any reported illnesses, as well as any recommended treatment.

Information Provided to the Healthcare Professional. We forward the following:

A copy of the Biohazards Standard.

A description of the exposure incident.

Other pertinent information.

### **Healthcare Professional's Written Opinion:**

After the consultation, the healthcare professional provides our facility with a written opinion evaluating the exposed employee's situation. We, in turn, furnish a copy of this opinion to the

exposed employee. The written opinion will contain only the following information:

Whether Hepatitis B Vaccination is indicated for the employee.

Whether the employee has received the Hepatitis B Vaccination.

Confirmation that the employee has been informed of the results of the evaluation.

Confirmation that the employee has been told about any medical conditions resulting from the exposure incident which require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be included in the written report.

**Record Keeping:**

All records shall be made available upon request of employees, OSHA's Assistant Secretary and the Director of OSHA for examination and copying. Medical records must have written consent of employee before released. The Wooten Company, LLC shall meet the requirements involving transfer of records set forth in 29 CFR 1910.1020(h).

The respective Human Resources representative shall maintain Bloodborne Pathogen exposure records.

Employee medical records shall be kept confidential and are not to be disclosed without the employee's written consent, except as required by 29 CFR 1910.1030 or other law.

Accurate medical records for each employee with occupational exposure must be maintained for at least the duration of employment plus 30 years and shall include at least the following:

Employee's name, Social Security number and The Wooten Company, LLC employee number.

Employee's Hepatitis B vaccination status, including vaccination dates.

All results from examinations, medical testing, and follow-up procedures, including all health care professional's written opinions.

Information provided to the health care professional.

Any Hepatitis B Vaccine Declinations.

Training records shall be maintained for 3 years from the date on which the training occurred and shall include at least the following:

Outline of training program contents.

Name of person conducting the training.

Names and job titles of all people attending the training.

Date of training.  
Labels and Signs

Biohazard warning labeling shall be used on containers of regulated waste; Sharps disposal containers; contaminated laundry bags and containers; contaminated equipment.

### **Information-**

#### **Information provided to our employees includes:**

The Biohazards Standard itself.

The epidemiology and symptoms of bloodborne diseases.

The modes of transmission of bloodborne pathogens.

Our facility's Exposure Control Procedure (and where employees can obtain a copy).

Appropriate methods for recognizing tasks and other activities that may involve exposure.

A review of the use and limitations of methods that will prevent or reduce exposure.  
Selection and use of personal protective equipment.

Visual warnings of biohazards within our facility include labels, signs, and "color-coded" containers.

Information on the Hepatitis B Vaccine.

Actions to take and people to contact in an emergency involving potentially infectious material.

The procedure to follow if an exposure incident occurs, including incident reporting.

Information on the post-exposure evaluation and follow-up, including medical consultation.

## **COMPRESSED AIR**

### **Purpose:**

The purpose of this program is to prevent injury from using compressed air.

### **Scope:**

This program covers all employees and contractors who handle, transport and/or use compressed gas cylinders.

### **Key Responsibilities- Managers/**

**Supervisors:**

Shall ensure that all employees are aware of the proper handling, storage and use requirements for compressed air cylinders.

Shall ensure that initial training is conducted for all new employees and that retraining is conducted when employee behaviors suggest that retraining is warranted.

**Employees:**

Shall follow all requirements regarding the safe use of compressed air.

**Procedure-****Not Using Compressed Air for Cleaning:**

All employees are prohibited from using compressed air for cleaning unless the pressure is reduced to less than 30 psi. Compressed air shall not be used for cleaning purposes except where the pressure is reduced to less than 30 psi and effective chip guarding and personal protective equipment is implemented.

**Air Receivers and Indicating Pressure Gauge:**

Every air receiver shall be equipped with an indicating pressure gauge. Every air receiver shall be equipped with an indicating pressure gauge, so located as to be readily visible, and with one or more spring-loaded safety valves. The total relieving capacity of such safety valves shall be such as to prevent pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent.

**Safety Valves are Tested:**

All safety valves shall be tested frequently and at regular intervals to determine whether they are in good operating condition. Safety valves, indicating/controlling devices, and other safety appliances need to be constructed, located, and installed so they cannot be rendered inoperative by any means.

**Frequent Draining of the Receiver:**

The drain valve on air receivers shall be opened and the receiver completely drained frequently and at such intervals as to prevent the accumulation of excessive amounts of liquid in the receiver.

**Handling:**

Valve caps must be secured onto each cylinder before moving or storage.

Secure the cylinder in a blanket when being lifted by mechanical means. Slings, ropes, or electromagnets are prohibited to be used for lifting compressed air cylinders.

The preferred means to move compressed air cylinders is with a cart, carrier or with a helper.

Compressed air cylinders must not be allowed to strike each other.

When a cylinder cap cannot be removed by hand the cylinder shall be tagged "Do Not Use" and returned to the designated storage area for return to vendor.

### **Storing:**

All cylinders must be secured upright in a safe, dry, well-ventilated area that limits corrosion and deterioration.

Cylinders must be secured by means that will prevent the cylinder from falling.

When securing the cylinder, the restraints shall not be attached to electrical conduit or process piping.

Empty and non-empty cylinders shall be stored separately. All stored cylinders shall be capped.

### **Use:**

Cylinders must be equipped with the correct regulators. Regulators and cylinder valves should be inspected for grease, oil, dirt, and solvents. Only tools provided by the supplier should be used to open and close cylinder valves.

Never force or modify connections.

Only regulators and gauges shall be used within their designated ratings.

The use of a pressure-reducing regulator is required at the cylinder unless the total system is designed for the maximum cylinder pressure.

Valves must be closed when cylinders are not in use.

Cylinders shall not be used as rollers or supports.

Cylinders shall not be placed where they can meet electrical circuits.

Cylinders must be protected from sparks, slag, or flame from welding, burning, or cutting operations.

Empty cylinders must be returned to designated storage areas as soon as possible after use.

### **Inspection of Compressed Gas Cylinders:**

Compressed air cylinders must be visually inspected. Inspections of compressed gas cylinders must be performed. These inspections must follow the guidelines that apply to their scope of work. These guidelines are found in the Hazardous Materials Regulations of the Department of Transportation and pamphlets C-6 and C-8 from the Compressed Gas Association.

### **Leaking Cylinders:**

Leaking cylinders should be moved promptly to an isolated, well-ventilated area, away from ignition sources. Soapy water should be used to detect leaks. If the leak is at the junction of the cylinder valve and cylinder, do not try to repair it. Contact the supplier and ask for response instructions.

**Transportation:**

Cylinders must be transported in a vertical secured position using a cylinder basket or cart and must not be rolled. Regulators should be removed, and cylinders capped before movement. Cylinders should not be dropped or permitted to strike violently, and protective caps are not used to lift cylinders.

**Empty Cylinder Marking:**

Cylinders should be marked as "MT" and dated when empty. Never mix gases in a cylinder and only professionals should refill cylinders. Empty cylinders must be handled as carefully as when filled.

## **DISCIPLINARY POLICY**

**Purpose:**

The purpose of this program is to establish a firm but fair disciplinary action policy to enforce the safety system.

**Scope:**

This document is applicable to all employees.

**Responsibilities:**

It is the responsibility of each, and every person employed by The Wooten Company, LLC to work in a safe and efficient manner. The safety system provides guidelines and procedures to help ensure that safe work practices are observed. If any employee violates provisions of The Wooten Company, LLC safety system or works in a manner that threatens his own health and safety or the health and safety of the employees around him, he will be subject to disciplinary action, up to and including termination of employment.

The safety manager, operations managers, supervisors, and foremen hold positions responsible for enforcing the safety system and for issuing disciplinary action as required by this section of the safety manual.

The Wooten Company, LLC is committed to safety and senior management holds all supervisory staff responsible and accountable for safety within their respective areas.

Physical inspections by The Wooten Company, LLC officials or insurance representatives shall occur. Company officials must conduct periodic inspections of work areas to ensure compliance with safety rules and policies.

**Requirements:**

Safety is a core value and a condition of employment at The Wooten Company, LLC The following

actions constitute a safety violation:

Not following verbal or written safety procedures, guidelines or rules of The Wooten Company, LLC, or our clients.

Horse play, failure to wear required PPE, and or abuse of PPE.

Being under the influence of drugs or alcohol during work.

Bringing weapons on the job site.

Failure to report incidents or injuries.

Attempted or actual physical force to cause injury, threatening statements, or other actions to cause an employee to feel they are at risk of injury.

**Procedure:**

The following procedures will be following issuing a safety violation notice:

The **first offense** will result in a verbal warning. The employee will be met with and informed that he or she is being issued a verbal warning and informed of the infraction, rule or procedure that was violated and the corrective action to be taken. Proper procedure will be discussed to clarify the situation and allow the employee to correct his behavior. The person making this verbal warning will inform the operations manager of his branch that this warning has been issued so the operations manager may make a written record of the warning.

The **second offense** will result in a written reprimand and additional training. The reprimand will be written on the standard Safety Reprimand form (see below) and will describe the unsafe activity or behavior that needs correction. Refer to the section of the safety program that was violated (when applicable). The employee receiving the reprimand has the right to submit a written rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's employment records.

The **third offense** will result in another written reprimand (using the standard form) and punitive layoff, the duration of which will be decided at the time of the disciplinary action and is to be weighed by the severity of the offense. Again, the employee may submit a written rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's employment records.

The **fourth offense** may result in the termination of the offending employee.

The above actions are to be taken against a sliding twelve-month scale. If an employee receives a reprimand on January 1 and commits his fourth offense on or before December 31st of the same year, he is terminated. The employee does not have to commit the same violation each time to receive further reprimands. He could receive a verbal reprimand for smoking in a no smoking area on his first offense and get a written reprimand for his second offense which might be a forklift violation and yet another for failing to use proper personal protective equipment. He will be terminated upon his fourth offense in the last twelve months.

In the case of serious safety violations such as by-passing guarding or other unsafe activities that put the violator or other employees at serious risk of injury, the manager may move the violator directly to the second or third warning level. If the violator's actions put him or others at risk of death or dismemberment the manager has the option to terminate him with no further warning.

## **DRIVING SAFETY**

### **Purpose:**

This program is written to follow local regulatory requirements and provide directives to managers, supervisors, and employees about their responsibilities in the operations and management of The Wooten Company, LLC vehicle safety.

### **Key Responsibilities-**

#### **The Wooten Company, LLC Safety Manager:**

The designated Safety Manager is responsible for developing and maintaining the program and related procedures. These procedures are kept in the designated safety manager's office.

#### **Site Manager:**

Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available for compliance with the plan.

#### **Employees:**

All shall be familiar with this procedure and the local workplace vehicle safety program.

Follow all requirements, report unsafe conditions, and follow all posted requirements.

Only authorized employees will drive a motor vehicle in the course and scope of work or operate a company owned vehicle.

The driver of a The Wooten Company, LLC vehicle will have a valid and current license to operate the vehicle. Drivers will be appropriately assessed, licensed, and trained to operate the vehicle they have been authorized to operate.

Authorized drivers are not allowed to operate a motor vehicle while under the influence of alcohol, illegal drugs, certain medications, prescription or over-the counter medications that might impair their driving skills.

### **Vehicle and Transportation Related-**

#### **Driving Safety:**

No passengers shall be on trucks used to deliver goods.

Backing is prohibited whenever practicable. Where backing is required, drivers, when parking, should make every effort to park the vehicle in a manner that allows the first move when leaving the parking space to be forward.

Drivers must have either a reversing alarm, use a spotter or walk around the truck/trailer prior to backing.

Passenger compartments are to be free from loose objects that might endanger passengers in the event of an incident. Any vehicle with non-segregated storage shall be equipped with a cargo net or equivalent to separate the storage area.

Vehicles (light vehicles, heavy vehicles, and trailers) may not be modified without the endorsement of the manufacturer.

Signs, stickers, or labels are to be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls.

Reporting of Traffic Violations and Vehicle Accidents - Authorized drivers will report any collision or traffic violation while driving on company duties to the appropriate personnel.

### **Safe Driver Behaviors/Practices:**

Authorized drivers will follow The Wooten Company, LLC Safe Driver Behaviors/Practices.

Obey all federal and local driving laws or regulations as well as requirements of clients.

Immediately report any restriction or change to their driving privileges to the supervisor.

Drivers and all passengers must wear seatbelts. Seatbelts shall always be worn by all occupants whenever a vehicle is in motion.

Defensive drivers continually assess conditions and hazards and remain prepared for any challenge that may approach them.

When speaking with a passenger, always keep your eyes on the road.

Both hands on the wheel.

Use of cell phones, hands-free cell phones, manipulating radios or other equipment which may cause distraction while driving any vehicle is prohibited. Vehicles must be safely parked prior to using a cell phone or 2-way radio.

Drivers shall not exceed the posted speed limit.

Drivers shall maintain a safe distance between other vehicles.

Slow down around construction, large vehicles, wildlife, fog, rain, snow, or anything else that adds a hazard to your driving.

Alcohol or illegal drugs are not allowed to be in a company, client, or leased vehicle at any time.

Drivers are to be prepared before leaving:

- Perform 360 walk around – report new damage.

- Check windshield for cracks that could interfere with vision.

- Inspect for vehicle damage and immediately report any damage to the supervisor if not previously observed.

- Make sure dirt or snow is removed from lights on all sides of the vehicle.

- Brush or clean off snow or ice on all windows to ensure complete vision.

- Check fuel level to be certain the destination can be reached.

- Check to ensure the license plates and inspection tag on vehicle are current.

- Ensure that there is a first aid kit and inspected fire extinguisher in the company vehicle.

- Ensure the driver is rested and alert for driving.

Employees are not to perform repairs or maintenance other than routine fluid additions.

### **Vehicle Requirements:**

Vehicles shall be maintained in safe working order.

Vehicles are of the correct size and designed for intended use. The vehicle shall be fit for the purpose.

Tires, including spares if full size, are to be of same type, profile, and tread pattern, except when the vehicle or tire Manufacturer recommends a different type for certain axles.

Tire type and pattern is to be recommended by the vehicle or tire manufacturer for use on the vehicle in operation.

Vehicles are to be fitted with a spare wheel and changing equipment to safely change a wheel, or a suitable alternative.

All seats are to be fitted with headrests

All light duty vehicles (including buses) are to be equipped with an adjustable left, right and central rear-view mirrors

Loads shall be secured and within the manufacturer and legal limits and shall not exceed the manufacturer's specifications and legal limits for the vehicle.

All vehicles are to be equipped with a multipurpose fire extinguisher with a capacity of at least 0.9 kg/2 lb. The fire extinguisher should be securely mounted on a bracket and located so that it is easily accessible in an emergency without becoming a hazard in case of an incident.

All light vehicles shall be equipped with a securely stowed first aid kit.

All drivers of light vehicles should carry a high visibility jacket for use in case of emergency stops.

All light duty vehicles carry a minimum of one collapsible hazard warning triangle.

Rollover protection will be installed in any vehicle to address high risk environments. The rollover protection engineered will conform to recognized regulatory standard and industry preferred practices.

All light equipment vehicles shall be outfitted with two red high-intensity lights located as high, as far apart, and as far back as practical, wired to the headlight switch, but also with an override switch, if permitted by local regulations.

### **Transportation:**

If workers are required to travel in a worker transportation vehicle, The Wooten Company, LLC must ensure that reasonable measures are taken to evaluate road, weather, and traffic conditions to ensure the safe transit of the workers.

The operator of a worker transportation vehicle must ensure that the worker transportation vehicle has been inspected by a qualified person before first use on a work shift.

Seated workers must wear seat belts while being transported in a vehicle equipped with seat belts.

A worker must not ride in a vehicle in a standing position, unless protected from being thrown off balance.

A worker must not ride in a vehicle with any part of the body outside the vehicle unless essential to the work process and then only if the worker is adequately restrained.

Materials, goods, tools, or equipment carried in a portion or compartment of a vehicle in which workers are riding must be located and secured to prevent injury to the operator or workers.

Any enclosed portion or compartment of a vehicle in which workers are transported must have

effective ventilation, independent of doors, providing clean air, adequate lighting and means for heating and cooling,

an effective means of communication between the operator and passengers, and more than one means of exit.

## **ELECTRICAL SAFETY PROGRAM**

### **Purpose:**

The purpose of the Electrical Safety program is to set forth procedures for the safe use of electrical equipment, tools, and appliances at The Wooten Company, LLC.

### **Scope:**

This program applies to all The Wooten Company, LLC employees, temporary employees, and contractors. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers The Wooten Company, LLC employees and contractors and shall be used on owned premises, or when an operator's program does not exist or is less stringent.

### **Definitions:**

Affected Personnel - Personnel who normally use and work with electrical equipment, tools, and appliances, but who do not make repairs or perform lock out/tag out procedures.

Appliances - Electrical devices not normally associated with commercial or industrial equipment such as air conditioners, computers, printers, copiers, coffee pots, microwave ovens, toasters, etc.

Circuit Breaker - A device designed to open and close a circuit by non-automatic means and to open the circuit automatically on a predetermined overcurrent without injury to itself when properly applied within its rating.

Disconnecting Means - A device, or group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

Disconnecting Switch - A mechanical switching device used for isolating a circuit or equipment from a source of power.

Double Insulated Tool - Tools designed of non-conductive materials that do not require grounded, three wire plugs.

Ground - Connected to earth or some conducting body that serves in place of the earth.

Grounded Conductor - A conductor used to connect equipment or the grounded circuit of a wiring system to a grounding electrode or electrodes.

Ground Fault Circuit Interrupter (GFCI) - A device whose function is to interrupt the electric circuit to the load when a fault current to ground exceeds some predetermined value that is less than that required to operate the over current protective device of the supply circuit. The Wooten Company,

LLC shall use GFCIs in lieu of an assured grounding program.

Insulated - A conductor encased within material of composition and thickness that is recognized as electrical insulation.

Premises Wiring - That interior and exterior wiring, including power, lighting, control, and signal circuit wiring together with all its associated hardware, fittings, and wiring devices, both permanently and temporarily installed, which extends from the load end of the service drop, or load end of the service lateral conductors to the outlet (s). Such wiring does not include wiring internal to appliances, fixtures, motors, controllers, motor control centers, and similar equipment.

Qualified Person - One that has been trained in the repair, construction and operation of electrical equipment and the hazards involved.

Strain Relief - A mechanical device that prevents force from being transmitted to the connections or terminals of a cable or extension cord.

Class I Locations - Are those in which flammable gases or vapors are or may be present in the air in quantities sufficient to produce explosive or ignitable mixtures.

Class 1 Division 1 - Is a location (a) in which hazardous concentrations of flammable gases or vapors may exist under normal operating conditions; or (b) in which hazardous concentrations of such gases or vapors may exist frequently because of repairs or maintenance operations or because of leakage; or (c) in which a breakdown or faulty operation or equipment or processes might release hazardous concentrations of flammable gases or vapors, and might also cause simultaneous failure of electrical equipment.

Class 1 Division 2 - Is a location (a) in which volatile flammable liquids or flammable gases are handled, processed, or used, but in which the hazardous liquid, vapors, or gases will normally be confined within closed containers or closed systems from which they can escape only in case of accidental rupture or breakdown of such containers or systems, or in of abnormal operation of equipment or (b) in which hazardous concentrations of gases or vapors are normally prevented by positive mechanical ventilation, and which might become hazardous through failure or abnormal operations of the ventilating equipment; or (c) that is adjacent to a Class 1, Division 1 location, and to which hazardous concentrations of gases or vapors might occasionally be communicated unless such communication is prevented by adequate positive-pressure ventilation from a source of clean air, and effective safeguards against ventilation failure are provided.

Class II locations - Class II locations are those that are hazardous because of the presence of combustible dust. Class II locations include the following:

Class II, Division 1 - A Class II, Division 1 location is a location (a) in which combustible dust is or may be in suspension in the air under normal operating conditions, in quantities sufficient to produce explosive or ignitable mixtures; or (b) where mechanical failure or abnormal operation of machinery or equipment might cause such explosive or ignitable mixtures to be produced, and might also provide a source of ignition through simultaneous failure of electric equipment, operation of protection devices, or from other causes, or (c) in which combustible dusts of an electrically conductive nature may be present.

**NOTE: This classification may include areas of areas where metal dusts and powders are**

**produced or processed, and other similar locations that contain dust producing machinery and equipment (except where the equipment is dust-tight or vented to the outside).**

These areas would have combustible dust in the air, under normal operating conditions, in quantities sufficient to produce explosive or ignitable mixtures.

Combustible dusts that are electrically nonconductive include dusts produced in the handling and processing produce combustible dusts when processed or handled.

Dusts containing magnesium or aluminum are particularly hazardous and the use of extreme caution is necessary to avoid ignition and explosion.

Class II, Division 2 - A Class II, Division 2 location is a location in which: (a) combustible dust will not normally be in suspension in the air in quantities sufficient to produce explosive or ignitable mixtures, and dust accumulations are normally insufficient to interfere with the normal operation of electrical equipment or other apparatus; or (b) dust may be in suspension in the air as a result of infrequent malfunctioning of handling or processing equipment, and dust accumulations resulting there from may be ignitable by abnormal operation or failure of electrical equipment or other apparatus.

**NOTE: This classification includes locations where dangerous concentrations of suspended dust would not be but where dust accumulations might form on or in the vicinity of electric equipment. These areas may contain equipment from which appreciable quantities of dust would escape under abnormal operating conditions or be adjacent to a Class II Division 1 location, as described above, into which an explosive or ignitable concentration of dust may be put into suspension under abnormal operating conditions.**

#### **Responsibilities- Managers/Supervisor/**

##### **Employees:**

The HSE Manager will develop electrical safety programs and procedures in accordance with OSHA requirements and/or as indicated by events and circumstances.

Operations Managers and Supervisors are responsible for ensuring that only qualified employees and or qualified contractors perform electrical repairs or installations.

Operations Managers are also responsible for ensuring all applicable electrical safety programs are implemented and maintained at their locations.

Employees are responsible to use electrical equipment, tools, and appliances according to this program, for attending required training sessions when directed to do so and to report unsafe conditions to their supervisor immediately.

Electrical work may only be performed by qualified people. Only qualified people may work on electric circuit parts or equipment that have not been deenergized. Such people shall be familiar with the use of special precautionary techniques, PPE, insulating and shielding materials and insulated tools.

#### **Safe Work Practices to Prevent Electric Shock:**

Safe work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contact when work is performed near or on equipment or circuits which are or may be energized.

### **Inspections:**

Electrical equipment, tools, and appliances must be inspected prior to each use.

The use of a hard fixed GFCI or a portable GFCI adapter shall be used with all portable hand tools, electric extension cords, drop lights and all 110-volt equipment.

Faulty equipment, tools, or appliances shall be removed from service immediately and tagged "Out of Service," dated, and signed by the employee applying the tag.

### **Repairs:**

Only Qualified Personnel, who have been authorized by the department supervisor or manager, may make repairs to supply cords on electrical tools and to extension cords.

The names of employees authorized to make repairs will be posted in the workplace.

Only certified electricians shall be allowed to make repairs to electrical equipment and wiring systems.

The supervisor obtaining the services of a certified electrician is responsible for verifying the electrician's credentials.

Employees shall not enter spaces containing exposed energized parts unless qualified and proper illumination exists to enable employees to work safely.

If employees are subject to handle long dimensional conductor objects (ducts or pipes), steps for safe work practices shall be employed to ensure the safety of workers.

### **Extension Cords:**

Use only three-wire, grounded, extension cords and cables that conform to a hard service rating of 14 amperes or higher, and grounding of the tools or equipment being supplied.

Only commercial or industrial rated-grounded extension cords may be used in shops and outdoors.

Cords for use other than indoor appliances must have a rating of at least 14 amps.  
Cords must have suitable strain relief provisions at the plug the receptacle ends.

Work lamps (drop light) used to power electrical tools must have a 3 wire, grounded outlet, unless powering insulated tools.

Adapters that allow three wire, grounded prongs, connected to two wire non-grounded outlets are prohibited.

Cords must have a service rating for hard or extra-hard service and have S, AJ, ST, SO, SJO, SJT, STO, or SJTO printed on the cord.

Cords may not be run through doorways, under mats or carpets, across walkways or aisles, concealed behind walls, ceilings, or floors, or run through holes in walls, or anywhere where they can become a tripping hazard.

High current equipment or appliances should be plugged directly into a wall outlet whenever possible.

All extension cords shall be plugged into one of the following:

- A GFCI outlet.

- A GFCI built into the cord.

- A GFCI adapter used between the wall outlet and cord plug.

All extension cords and or electrical cords shall be inspected daily or before each use, for breaks, plug condition and ground lugs, possible internal breaks, and any other damage. If damage is found, the extension cord or electrical cord shall be removed from service and repaired or replaced.

Extension cords shall not be used on compressor skid to operate heat tapes or any other type of equipment on a temporary basis. Heat tapes or other equipment shall be hard wired per applicable electrical codes.

### **Outlets:**

Outlets connected to circuits with different voltages must use a design such that the attachment plugs on the circuits are not interchangeable.

### **Multiple Outlet Boxes:**

Multiple outlet boxes must be plugged into a wall receptacle.

Multiple outlet boxes must not be used to provide power to microwave ovens, toasters, space heaters, hot plates, coffeepots, or other high-current loads.

### **Double Insulated Tools:**

Double insulated tools must have the factory label intact indicating the tool has been approved to be used without a three-wire grounded supply cord connection.

Double insulated tools must not be altered in any way, which would negate the factory rating.

### **Switches, Circuit Breakers, and Disconnects:**

All electrical equipment and tools must have an on and off switch and may not be turned on or off by plugging or unplugging the supply cord at the power outlet.

Circuit breaker panel boxes and disconnects must be labeled with the voltage rating.

Each breaker within a breaker panel must be labeled for the service it provides.

Disconnect switches providing power for individual equipment must be labeled accordingly.

### **Portable Ladders:**

Only approved, non-conductive ladders may be used when working near or with electrical equipment, which includes changing light bulbs.

Ladders must be either constructed of wood or fiberglass

Portable ladders shall have non-conductive side rails

Wood ladders should not be painted, which can hide defects, except with clear lacquer

When using ladders, they shall be free from any moisture, oils, and grease

### **Overhead Lines:**

When working near overhead lines, a clearance distance of 10' must be maintained or the lines will be de-energized and grounded. The lines shall be deenergized and grounded or other protective measures shall be provided before work is started.

When working near overhead lines, unqualified people must maintain a clearance distance of 20 feet. When an unqualified person is working in an elevated position near overhead lines, the location shall be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than the following distances:

For voltages to ground 50kV or below - 10 feet (305 cm).

For voltages to ground over 50kV - 10 feet (305 cm) plus 4 inches (10 cm) for every 10kV over 50kV.

Vehicles and/or mechanical equipment must maintain a clearance distance of 10 feet (or greater) from energized overhead lines. Any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines shall be operated so that a clearance of 10 ft. (305 cm) is maintained. If the voltage is higher than 50kV, the clearance shall be increased 4 in. (10 cm) for every 10kV over that voltage.

When possible, power lines shall be de-energized and grounded or other protective measures shall be provided before work is started.

The minimum approach distance to energized high power voltages lines for unqualified employees is 20 feet.

Minimum approach distance for qualified employees shall be followed per 29 CFR 1910.333(c)(3)(i) Qualified – Table S5 Selection and Use of Work Practices - Approach Distances for Qualified Employees – Alternating Current). Approach distances are 10' for 50kV plus 4" for every additional

10kV.

### **Confined or Enclosed Workspaces:**

When an employee works in a confined or enclosed space that contains exposed energized parts, the employee shall isolate the energy source and turn off the source and lock and tag out the energy source (Only qualified electricians can work on an exposed energy source).

Insulating shields/barriers are used where necessary. Protective shields, protective barriers, or insulating materials as necessary shall be provided.

### **Enclosures, Breaker Panels, Illumination and Distribution Rooms:**

A clear working space must be maintained in the front, back and on each side of all electrical enclosures and around electrical equipment for safe operation and to permit access for maintenance and alteration.

A minimum of two-foot working floor space in front of panels and enclosures shall be painted yellow.

Proper illumination before employees is permitted to enter work areas containing exposed energized parts. Employees may not enter spaces containing exposed energized parts unless illumination is if enables the employees to work safely.

Housekeeping in distribution rooms must receive high priority to provide a safe working and walking area in front of panels and to keep combustible materials to the minimum required to perform maintenance operations.

All enclosures and distribution rooms must have “Danger: High Voltage – Authorized Personnel Only” posted on the front panel and on entrance doors.

Flammable materials are prohibited inside distribution rooms (Boxes, rags, cleaning fluids, etc.)

### **Lock Out/Tag Out:**

Lockout/Tagout is used before performing electrical work. While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts shall be locked out or tagged or both.

No work shall be performed on or near exposed energized parts. This applies to work performed on exposed live parts (involving either direct contact or by means of tools or materials) or near enough to them for employees to be exposed to any hazard they present.

If any employee is exposed to contact with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts shall be locked out or tagged or both.

Conductors and parts of electrical equipment that have been deenergized but have not been locked or tagged out shall be treated as live parts.

Only authorized personnel may perform lock out/tag out work on electrical equipment and will

follow The Wooten Company, LLC's Control of Hazardous Energy – Lock out/Tag Out Program.

Authorized personnel will be trained in lock out/tag out procedures.

Affected personnel will be notified when lock out/tag out activities are being performed in their work area.

**Contractors:**

Only approved, certified, electrical contractors may perform construction and service work on The Wooten Company, LLC, or client property.

It is the Manager/Supervisors responsibility to verify the contractor's certification.

**Fire Extinguishers:**

Approved fire extinguishers must be provided near electrical breaker panels and distribution centers.

Water type extinguishers shall not be located closer than 50 feet from electrical equipment.

**Electric Shock-CPR:**

If someone is discovered that has received an electric shock and is unconscious, first check to see if their body is in contact with an electrical circuit. Do not touch a person until you are sure there is no contact with an electrical circuit.

When it is safe to contact the victim, begin CPR if the person's heart has stopped or they are not breathing.

Call for help immediately.

**Electric Welders:**

A disconnecting means shall be provided in the supply circuit for each motor-generator arc welder, and for each AC transformer and DC rectifier arc welder which is not equipped with a disconnect mounted as an integral part of the welder.

A switch or circuit breaker shall be provided by which each resistance welder and its control equipment can be isolated from the supply circuit. The ampere rating of this disconnecting means may not be less than the supply conductor ampacity.

**Equipment Grounding:**

All gas compressors, air compressors, separators, vessels, etc. shall be grounded by means of using a lug and ground strap, nominal in size to a 1/2" bolt or larger, attached to a ground rod six feet or longer.

Equipment for bonding jumpers shall be of copper or another corrosion-resistance material.

The transfer of hazardous or flammable material from a metal or plastic container with a flash point

of 100 degrees F or less shall have a ground strap from the container and attached to the skid or a ground rod placed in the ground.

**Assured Grounding:**

OSHA requires that employees use either ground fault circuit interrupters (GFCI) or an assured equipment grounding conductor program to protect personnel from electrical shock while working.

The Wooten Company, LLC shall use GFCI's in lieu of an assured grounding program.

**Ground Fault Circuit Interrupters:**

All 120-volt, single-phase 15 and 20 ampere receptacle outlets on construction or maintenance sites, which are not part of the permanent wiring of the building or structure, and which are in use by employees, shall have approved ground fault circuit interrupters for personnel protection.

All hand portable electric tools and extension cords shall use a GFCI.

Additionally, approved GFCI's shall be used for 240-Volt circuits in the same service as described above.

GFCI's must be used on all 120 volt, single-phase 15 amp and 20-amp receptacles within 6 feet of a sink, damp areas or on installed outdoor equipment.

The GFCI must be the first device plugged into a permanent receptacle.

The GFCI must be tested before each use.

**Training:**

All employees are provided Electrical Awareness training.

Employees who face the risk of electric shock but who are not qualified people shall be trained and familiar with electrically related safety practices. All employees shall be trained in safety related work practices and clearance distances that pertain to their respective job assignments.

Qualified employees must adhere to the approach distances in Table S5 of CFR 1910.333 (below). The Wooten Company, LLC only has unqualified employees.

<b>Voltage Range (phase to phase)</b>	<b>Minimum Approach Distance</b>
Over 300V, not over 750V	1 ft. 0 in. (30.5 cm).
Over 750V, not over 2kV	1 ft. 6 in. (46 cm).
Over 2kV, not over 15kV	2 ft. 0 in. (61 cm).
Over 15kV, not over 37kV	3 ft. 0 in. (91 cm).
Over 37kV, not over 87.5kV	3 ft. 6 in. (107 cm).

Over 87.5kV, not over 121kV      4 ft. 0 in. (122 cm).

Over 121kV, not over 140kV      4 ft. 6 in. (137 cm).

### **Personal Protective Equipment & Safeguards for Personnel Protection:**

Conductive apparel shall not be worn unless it is rendered non-conductive by covering, wrapping or other insulating means. Conductive items of jewelry or clothing shall not be worn unless they are rendered non-conductive by covering, wrapping or other insulating means.

Employees working in areas where there are potential electrical hazards shall be provided with, and shall use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed.

Equipment shall be maintained in a safe, reliable condition. Such protective equipment shall be periodically inspected and/or tested.

If the insulating capability of protective equipment may be subject to damage during use, the insulating material shall be protected. (An example might be an outer covering of leather used for the protection of rubber insulating material.)

Employees shall wear nonconductive head protection wherever there is a danger of head injury from electric shock or burns due to contact with exposed energized parts.

Employees shall wear protective equipment for the eyes or face wherever there is danger of injury to the eyes or face from electric arcs or flashes or from flying objects resulting from electrical explosion.

Each employee shall use insulated tools or handling equipment if they might contact conductors or parts. The program shall state that if the insulating capability of insulated tools or handling equipment is subject to damage, the insulating material shall be protected.

Ropes and handlines used near exposed energized parts shall be nonconductive.

Protective shields, protective barriers, or insulating materials shall be used to protect each employee from shock, burns, or other electrically related injuries while that employee is working near exposed energized parts. When normally enclosed live parts are exposed for maintenance or repair, they shall be guarded to protect unqualified persons from contact with the live parts.

Alerting techniques used to warn and protect employees from hazards which could cause injury due to electric shock, burns or failure of electric equipment parts can take the form of safety signs and tags, barricades & attendants).

## **EMERGENCY ACTION PLAN**

### **Purpose:**

Each The Wooten Company, LLC location shall have a written Emergency Action Plan, appropriate to the hazards of the workplace, to respond to an emergency that may require rescue or evacuation.

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

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

### **Emergency Response Planning, Issuing and Annual Review Guidelines:**

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

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

#### **Client Emergency Services Department Requirements:**

##### **The Wooten Company, LLC Safety Staff and Management:**

The requirement to ensure the plan is up to date reflects current circumstances at the workplace.

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

### **Reviewing the Emergency Action Plan with Employees:**

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

When the plan is developed, or the employee is assigned initially to a job.

When the employee's responsibilities under the plan change.

When the plan is changed.

### **Procedures for Emergency Evacuation Planning:**

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

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

Notify staff, including the first aid attendant of the nature and location of the emergency

Evacuate employees safely and procedures to account for all employees after evacuation

Check and confirm the safe evacuation of all employees  
Notify the fire department or other emergency responders

Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace. Notification of the public must be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies.

### **List of Potential Emergencies:**

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

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

Examples include

Fire

Gas Leaks/Chemical Spills

Bomb Threats

Medical Emergencies

Explosion

Workplace Violence

### **Guidance Procedures for Potential Emergencies-**

#### **Fire:**

Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio. and pull the nearest fire alarm if present.

If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.

One blast from the air horn and our voice command indicates evacuation due to fire. Evacuate the premises via the nearest exit and proceed to the nearest Parking Lot.

Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

#### **Gas Leaks/Chemical Spills:**

Upon smelling or noticing a gas leak or unusual vapors, or a chemical spill:

Pull fire alarm (if present) or sound warning and evacuate the premises via the nearest exit

One blast from the air horn and our voice command indicates evacuation. Proceed to the Parking Lot.

Contact local emergency response personnel by phone or radio  
Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

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

Adequate written safe work procedures and documented training.

Appropriate personal protective equipment which is readily available to employees and is maintained, and

Material or equipment necessary for the control and disposal of hazardous substances.

### **Bomb Threats:**

If a threat is received by phone, mail, or other means, get as much information as possible.

If the threat is received by phone, try to keep the person on the line for as long as possible. Do not hang up the phone, even after the call has been terminated.

Contact local emergency response personnel by phone or radio.

If a suspicious device is identified, evacuate the immediate area, and notify local emergency response personnel.

### **Medical Emergencies:**

Call for assistance by phone or radio. Give the exact location and details of the medical emergency.

If qualified, provide basic first aid, and keep the person comfortable. Do not move the person. Do not leave him/her unattended.

Arrange for emergency medical transportation based on the medical planning portion of the site's Emergency Action Plan.

### **Explosions:**

Get down on the floor, take shelter under tables or desks, and protect your face and head against flying glass and debris.

Once it is safe to do so, evacuate the premises via the nearest exit and proceed to the Assembly Area.

Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

## **Workplace Violence:**

Notify security immediately by phone or radio and report the occurrence.

Do NOT attempt to physically intervene. Protect yourself first at all costs.

## **Cold Weather Safety/Severe Winter Storms:**

While the danger from winter weather varies across the region, severe winter weather may impact the HWS community. Winter storms can range from a moderate snow over a few hours to a blizzard with blinding, wind-driven snow that lasts for several days.

Many winter storms are accompanied by dangerously low temperatures and sometimes by strong winds, ice, sleet, and freezing rain.

## **Winter Weather Advisories:**

Should a winter storm impact the local community in a manner that necessitates closing the facility or job. The Wooten Company, LLC will utilize the appropriate communication methods (e.g., EMNS [text message, phone, email], web updates, verbal instructions, etc.) to keep you informed. Remain aware and monitor local radio and television stations, the Internet and social media for winter weather and storm information updates. Please be familiar with the following winter weather advisory terms:

**Winter Storm Outlook:** Winter storm conditions are possible in the next two to five days.

**Winter Weather Advisory:** Winter weather conditions are expected to cause significant inconveniences and may be hazardous. When caution is used, these situations should not be life threatening.

**Winter Storm Watch:** Winter storm conditions are possible within the next 36 to 48 hours. People in a watch area should review their winter storm plans and stay informed about weather conditions.

**Winter Storm Warning:** Life-threatening, severe winter conditions have begun or will begin within 24 hours. People in a warning area should take precautions immediately.

## **Cold Weather Safety Information-**

### **Dress for the season:**

Wear loose, lightweight, warm clothes in layers. Trapped air insulates.

Remove layers if necessary to avoid perspiration and subsequent chill.

Outer garments should be tightly woven, water repellent and hooded.

Wear a hat. Half your body heat loss can be from the head.

Cover your mouth to protect your lungs from extreme cold.

Mittens, snug at the wrist, are better than gloves.

Wear appropriate footwear for conditions.

Try to stay dry.

**When walking on campus:**

Watch for ice on sidewalks, in parking lots and when crossing roads.

Do not walk in the roadways utilize our sidewalks.

Wear footwear appropriate for conditions.

**When driving:**

Minimize travel based on weather advisories.

If travel is necessary, keep cold weather supplies in your vehicle.

For information on car safety and how to make an emergency kit for your car, go online to <http://www.ready.gov/car>.

Drive appropriately for weather conditions. Do not hesitate to contact The Wooten Company, LLC if you need assistance.

**Severe Weather:**

Emergency Coordinator will announce severe weather alerts (such as tornados) by public address system or other means of immediate notification available at the facility. All employees will immediately retreat to the designated safe area, men's restroom located in the breakroom, until the threat of severe weather has passed as communicated by the Emergency Coordinator.

**Emergency Response Equipment-**

**Listing of Types of Emergency Equipment:**

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

Living areas with an audible alarm and a fire hose cabinet.

Emergency lighting, exit doors, dampers, and fire stop flaps.

First aid kits are located throughout the facility and in vehicles.

Portable fire extinguishers being located throughout the facility and clearly marked.

Only authorized and trained personnel will operate emergency equipment.

**Inspection & Maintenance Records:**

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

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

The Wooten Company, LLC designated representative will perform and maintain The Wooten Company, LLC Emergency Inspection Checklist Form quarterly. The checklist shall be maintained for retention in active files for two years and in on-site archives for seven years.

**Training:**

The Wooten Company, LLC shall ensure training for Emergency Action Plan is delivered, documented, and prepares the staff and facility for emergency conditions. The Wooten Company, LLC will designate and train employees to assist in the safe and orderly evacuation of other employees. Requirements include:

All employees must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace.

A designated site representative shall provide the Emergency Action Plan orientation to all new/transferred personnel before they begin work.

All personnel shall receive a review/update orientation at least annually, or whenever any new/revised information is to be provided.

The Emergency Action Plan Orientation Check List shall be completed after orientation and the record maintained in the individual's training records.

The Wooten Company, LLC management shall ensure that contractors/consultants working in areas under the supervision of The Wooten Company, LLC also receive the Emergency Action Plan orientation upon arrival to the area.

Employees expected to perform duties under the Emergency Action Plan will be trained prior to assuming their roles. This will include simulated rescue or evacuation exercises and regular retraining, appropriate to the type of rescue or evacuation being provided, and training records must be kept.

A list of trained staff responders shall be posted and maintained indicating their name, response function, their work location and what type of equipment they have been trained in.

**Location and Use of Emergency Facilities:**

The Wooten Company, LLC shall ensure each Emergency Action Plan lists the location and how to use emergency facilities for each work site. For off-site locations, outside services that can aid in the

event of an emergency should be identified and reviewed with workers prior to commencing work activities. A list shall be posted in a conspicuous area showing local emergency facilities and how to contact. Examples include:

Client Emergency Response Department (Initial Responder for All Emergencies If Applicable)

Local Police, Local Hospital, Poison Center (Poison Response) 1-800-332-1414, etc.

### **Fire Protection & Response:**

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

#### **Protection:**

Smoking is not permitted except in designated ‘SMOKING’ areas.

Facilities shall be designed and maintained in accordance with local fire code and regulations.

Portable fire extinguishers shall be stationed, inspected, and maintained in accordance with local fire code and regulations. The Wooten Company, LLC personnel shall be trained in their use.

Flammable and combustible liquids shall be safely stored.

Employees shall report all fire safety issues to their immediate supervisor.

Facilities shall be inspected by use of The Wooten Company, LLC Emergency Inspection Checklist

#### **Response:**

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

Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.

If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.

Evacuate the premises via the nearest exit and proceed to the nearest Parking Lot.

Re-enter only after the Emergency Coordinator has given an ALL CLEAR.  
Roads are designated as fire lanes. Vehicles can stop there for unloading, but no parking will be allowed.

## **Alarm & Emergency Communication:**

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

## **Alarm System:**

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

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

One blast from the air horn or by verbal command will indicate the need to evacuate the building and assemble at the Parking Lot.

Two blasts from the air horn or by verbal command will indicate the need to shelter in the facility due to a weather or unknown event.

## **Communications:**

The Wooten Company, LLC responders and security use telephones, cell phones and radios in conjunction with emergency response.

## **Rescue and Evacuation Procedures:**

### **Procedures for Rescue and Medical Services:**

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

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

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

### **Procedure for Evacuation-**

**Preparation for Evacuation:**

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

The Wooten Company, LLC Designated Emergency Coordinator will maintain an active list of all The Wooten Company, LLC and contract emergency responders.

**Critical Plant Operations Personnel:**

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

**Evacuation Drills:**

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

**Coordination Within a Facility:**

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

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

**Procedures to Account for All Employees After Evacuation:**

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

**Emergency Evacuation Notification and Routes:**

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

Advise all personnel of the emergency.

Activate the emergency notification sequence to alert the appropriate responders and initiate emergency notification within the building.

Evacuate all persons to the identified assembly area and account for everyone including visitors and clients.

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

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

### **Sweep Check by The Wooten Company, LLC Designated Responders:**

The Wooten Company, LLC trained responders will establish a pattern that will permit covering the area in the shortest time, with a minimum of backtracking.

When the evacuation alarm rings, stop work immediately, and conduct a sweep of the area. Ask everyone to leave the premises immediately and proceed to the identified emergency assembly area for their location.

If you encounter smoke or flames, leave that section immediately, finish your sweep and evacuate the building by activating fire alarm pull stations. Remember, if in doubt get out.

If anyone refuses to leave, note their name and location, and advise the client emergency services personnel.

Meet the client emergency services personnel and advise them of your sweep or an area of smoke or flame that you were unable to check. Assist with head count and evacuation if required.

Ensure that everyone stays at the emergency assembly area until the Emergency Coordinator has given an all clear to re-enter the building.

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

### **Evacuation or Drill Evaluation:**

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

### **Emergency Response Program Management:**

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

For this Emergency Action Plan guidance, The Wooten Company, LLC site manager will designate the Emergency Coordinator. His/her alternate will be The Wooten Company, LLC Site Safety Supervisor or otherwise designated by the site manager.

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

### **Duties-**

## **The Wooten Company, LLC Emergency Coordinator:**

The Wooten Company, LLC Emergency Coordinator ensures that:

Evacuation drills are conducted on an annual basis.  
Inspections of facilities are performed monthly.

All necessary repairs of components for evacuation paths are completed.

Plans for the modification of any part of an evacuation path are reviewed.

An up-to-date list of Fire Wardens is maintained.  
Radios and reflective vests and other response equipment are available.

During an evacuation or evacuation exercise, The Wooten Company, LLC Emergency Coordinator:

Coordinates activities in accordance with either local authorities or the client Security and ERT as required.

Coordinates Fire Wardens and informs them of the nature of the emergency via handheld radios.

Following an evacuation or evacuation exercise, The Wooten Company, LLC Emergency Coordinator:

Notifies Fire Wardens that it is safe to re-enter the building.

Prepares a report following an evacuation (actual or drill).

Reports to management for follow-up or corrective actions.

## **The Wooten Company, LLC Site Safety Supervisor:**

Assist The Wooten Company, LLC Emergency Coordinator when requested.

## **Residents, Contractors & Visitors:**

All employees, users, contractors, and visitors will follow the instructions of the Security, ERT, Safety Personnel, managers and supervisors when asked to evacuate the building.

Know the two safest and most direct evacuation routes from their work area(s).

Know the designated evacuation assembly point for the building.

**FALL PROTECTION**

**Purpose:**

The purpose of this program is to provide fall protection procedures to prevent injury to employees while performing work assignments at elevated levels.

**Qualifications of the Person or Position That Prepares Plans:**

Any changes to this Fall Protection Program must be approved by the Safety Manager, who is designated the Qualified Person to prepare plans for specified work sites. This is based on training received in fall protection planning and has demonstrated skills and knowledge in the preparation of fall programs, plans and the hazards involved.

**Scope:**

Applies to all The Wooten Company, LLC employees who have work assignments at work levels that exceed 6 feet in height where guardrails or nets are not utilized. This includes work near and around excavations. Guardrails, safety nets, or personal fall arrest systems shall be used where feasible. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers The Wooten Company, LLC employees and shall be used on owned premises, or when an operator's program does not exist or is less stringent.

**Definitions:**

"Anchorage" means a secure point of attachment for lifelines, lanyards, or deceleration devices.

"Body belt (safety belt)" means a strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

"Body harness" means straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with means for attaching it to other components of a personal fall arrest system.

"Buckle" means any device for holding the body belt or body harness closed around the employee's body.

"Carabineer" - see Snap hook

"Connector" means a device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabineer, or it may be an integral component of part of the system (such as a buckle or D-ring sewn into a body belt or body harness, or a snap-hook spliced or sewn to a lanyard or self-retracting lanyard).

"Deceleration device" means any mechanism, such as a rope grab, rip-stitch lanyard, specially woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

"Deceleration distance" means the additional vertical distance a falling employee travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration

device begins to operate. It is measured as the distance between the location of an employee's body belt or body harness attachment point now of activation (at the onset of fall arrest forces) of the deceleration device during a fall, and the location of that attachment point after the employee comes to a full stop.

"Equivalent" means alternative designs, materials, or methods to protect against a hazard which the employer can demonstrate will provide an equal or greater degree of safety for employees than the methods, materials or designs specified in the standard.

"Failure" means load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

"Free fall" means the act of falling before a personal fall arrest system begins to apply force to arrest the fall.

"Free fall distance" means the vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

"Guardrail system" means a barrier erected to prevent employees from falling to lower levels.

"Infeasible" means that it is impossible to perform the inspection work using a conventional fall protection system (i.e., guardrail system, safety net system, or personal fall arrest system) or that it is technologically impossible to use any one of these systems to provide fall protection.

"Lanyard" means a flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.

"Leading edge" means the edge of a floor, roof, or formwork for a floor or other walking/working surface (such as the deck) which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed. A leading edge is an "unprotected side and edge" during periods when it is not actively and continuously under construction.

"Lifeline" means a component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

"Lower levels" means those areas or surfaces to which an employee can fall. Such areas or surfaces include, but are not limited to, ground levels, floors, platforms, ramps, runways, excavations, pits, tanks, material, water, equipment, structures, or portions thereof.

"Personal fall arrest system" means a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt, or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

"Positioning device system" means a body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

"Rope grab" means a deceleration device which travels on a lifeline and automatically, by friction, engages the lifeline and locks to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.

"Safety Nets...Safety nets shall be provided when workplaces are higher than 25 feet above ground or water surfaces or other surfaces where the use of ladders, scaffolds, catch platforms, temporary floors, safety lines or safety belts are impractical.

Nets shall extend 8 feet beyond the edge of the work surface where employees are exposed and shall be installed as close under the work surface as practical but in no case more than 25 feet below the work surface. Nets shall be positioned in a manner to prevent the user from contact with below surfaces or structures. Proper clearance positioning of nets shall be determined by impact load testing. Work procedures shall not begin until the nets are in place and have been thoroughly tested.

New nets shall meet accepted performance standards of 17,500-foot pounds minimum impact resistance as determined and certified by the manufacturers and shall bear a label of proof test. Edge ropes shall provide a minimum breaking strength of 5000 pounds.

"Self-retracting lifeline/lanyard" means a deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

"Snap hook" means a connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snap hooks are generally one of two types: (1) The locking type with a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection; or (2) The non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection. As of January 1, 1998, the use of a non-locking snap hook as part of personal fall arrest systems and positioning device systems is prohibited.

"Unprotected sides and edges" mean any side or edge (except at entrances to points of access) of a walking/working surface, e.g., floor, roof, ramp, or runway where there is no wall or guardrail system at least 39 inches (1.0 m) high.

"Walking/working surface" means any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork, and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located to perform their job duties.

"Work area" means that portion of a walking/working surface where job duties are being performed.

### **Drawing of Components**

## **Responsibilities-**

### **Operations Manager:**

It is the responsibility of the local operations manager (designated competent person) to implement this Fall Protection Program. Continual observational safety checks of work operations and the enforcement of the safety policy and procedures shall be regularly enforced. All jobs shall be pre-planned prior to the start of work.

### **Supervisor:**

The Supervisor shall ensure that all persons assigned to work at elevated levels, exceeding 6 feet in height or more above lower level and where guardrails or nets are not utilized, be protected by personal fall protection equipment.

Supervisors shall make exposure determinations and shall discuss with their employees the extent to which scaffolds, ladders or vehicle mounted work platforms can be used.

Ensure that fall protection equipment is available and in safe working condition.

Provide emergency rescue in the event of a fall. Pre-plan the job to ensure that employees have been trained in the use, limitations, inspections and rescue procedures and that training records are on file.

### **Employees:**

Employees shall ensure they have and use the fall protection equipment as required by this program and:

Understand the potential hazards of working at elevated levels as well as gaining access to and from the work location.

Understand the use and limitations of such equipment.

Pre-plan the job with his/her supervisor to agree that the job can be done safely.

Inspect such equipment before each use and report defective equipment immediately to their supervisor.

### **Procedure:**

Fall protection is required whenever employees are potentially exposed to falls from heights of six feet or greater to lower levels. This includes work near and around excavations. Use of guard rails, safety net, or personal fall arrest systems should be used when the standard methods of protection are not feasible, or a greater hazard would be created.

### **Industry or Regulatory Standards:**

Fall protection equipment meets industry or regulatory standards. Fall protection equipment meets the requirements of applicable ANSI Z 359.1, ASTM, or OSHA requirements. When purchasing equipment and raw materials for use in fall protection systems all applicable ANSI and ASTM

requirements should be met.

### **Minimum Standards:**

Fall protection must be provided to employees working at heights that exceed applicable regulatory thresholds.

### **The Height at Which Fall Protection is Required:**

Fall protection is required whenever employees are potentially exposed to falls from heights that exceed applicable regulatory thresholds. Guard rails, safety nets or personal or fall arrest systems should be used. Some applicable regulatory thresholds may include:

General Industry 1910.23(b) - Protection for wall openings and holes. Every wall opening from which there is a drop of more than 4 feet shall be guarded.

Construction Industry 1926.501(b)(1) - Unprotected sides and edges. Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet (1.8 m) or more above a lower level shall be protected from falling using guardrail systems, safety net systems, or personal fall arrest systems.

Marine Terminals 1917.112(b)(1) - Guardrails shall be provided at locations where employees are exposed to floor or wall openings or waterside edges, including bridges or gangway-like structures leading to pilings or vessel mooring or berthing installations, which present a hazard of falling more than 4 feet (1.22 m) or into the water.

Shipyard Industry 1915.73(d) - When employees are exposed to unguarded edges of decks, platforms, flats, and similar flat surfaces, more than 5 feet above a solid surface, the edges shall be guarded by adequate guardrails.

Steel Erection 1926.760(a)(1) - Each employee engaged in a steel erection activity who is on a walking/working surface with an unprotected side or edge more than 15 feet (4.6 m) above a lower level shall be protected from fall hazards by guardrail systems, safety net systems, personal fall arrest systems, positioning device systems or fall restraint systems.

The following are minimum standards for The Wooten Company, LLC employee personal fall protection systems:

All D-rings must be a minimum of 2¼ inches (inside diameter).

All snap hooks shall not allow pressure to be applied to the gate in the opening direction.

No pelican hooks on lanyards should be used as a primary connection.

Connectors shall be dropped forged, pressed, or formed steel, or made of equivalent materials.

Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.

D-rings and snap hooks shall have a minimum tensile strength of 5,000 pounds.

D-rings and snap hooks shall be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.

Snap hooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snap hook. Only a locking type of snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook keeper by the connected member shall be used.

Horizontal lifelines shall be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.

Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds. Where vertical lifelines are used, each employee shall be attached to a separate lifeline.

Lifelines shall be protected against being cut or abraded.

Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet or less shall be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.

Self-retracting lifelines and lanyards which do not limit free fall distance to 2 feet or less, rip stitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.

Anchorage used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached, or shall be designed, installed, and used as part of a complete personal fall arrest system which maintains a safety factor of at least two and under the supervision of a qualified person.

Systems used by an employee having a combined person and tool weight more than 310 pounds shall be modified to provide proper protection for such heavier loads.

The attachment point of the body harness shall be in the center of the wearer's back near shoulder level, or above the wearer's head, except when climbing.

Body harnesses and components shall be used only for employee protection and not to hoist materials.

Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.

Provide for prompt rescue of employees in the event of a fall or shall assure the employees are able to rescue themselves.

Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service.

Personal fall arrest systems shall not be attached to guardrail systems, nor shall they be attached to hoists unless prior approval is obtained from a competent person.

If a personal fall arrest system is used at hoist areas, it shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

### **Stopping a Fall:**

The arresting force on an employee stopped by a fall shall be limited to a maximum arresting force of 1,800 pounds when wearing a body harness.

The fall arrest system shall be rigged such that an employee can neither free fall more than 6 feet, nor contact any lower level.

The fall arrest system shall bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet.

The fall arrest system shall have sufficient strength to withstand twice the potential impact energy of an employee free falling 6 feet, or the free fall distance permitted by the system, whichever is less.

### **Protection from Falling Objects:**

When employees are required to work in the near vicinity of others working with materials, tools, or equipment at elevated levels, Barricades around the immediate area of the overhead work shall be erected to prohibit employees from entering the barricaded area.

Employees performing work at elevated levels shall keep tools, materials, and equipment away from the edge to keep potential objects from falling over the side. Where practical, tools, etc. shall be secured with rope, wire, etc. to keep them from falling.

### **Portable Ladders:**

Three-point climbing is required while ascending/descending ladders. While on ladders, both hands and one foot, or both feet and one hand shall always be in contact with the ladder.

Tools required to perform a task shall be transported by a mechanical carrier such as a tag line, suspended bucket, or tool belt.

Tools shall not be carried by hand while climbing.

Hands must be free to grip the ladder.

Tools shall not be carried in clothing pockets.

Tools shall be pulled up to the job site only after reaching the area of work.

When work is to be performed from straight/extension ladders, fall protection shall be utilized when heights exceed 6 feet.

Straight ladders shall be tied off at the top to prevent them from moving. A second person shall steady the ladder at the base while it is being tied off at the top by another employee. Do not tie off fall protection equipment to the ladder.

**Storage:**

A dedicated storage area shall be provided for the storage of fall protection equipment and all components. The storage area shall keep the equipment clean, dry, and free from oils, chemicals, paints, and excessive heat.

**Inspections:**

Fall protection equipment shall be inspected before each use for wear, damage, other deterioration, or other defects.

**Elevated Personnel Platforms:**

Work performed, regardless of the nature of the work, from personnel platforms raised by forklifts, cranes, scissor lifts, etc., shall require the use of a full body harness and shall be connected to the platform.

**Prompt Rescue of an Employee in the Event of a Fall:**

The Wooten Company, LLC shall provide for prompt rescue of employees in the event of a fall or shall assure the employees are able to rescue themselves.

The pre-planning stage prior to the beginning of each elevated work assignment shall be evaluated by the supervisor to provide rescue of employees involved in a fall.

**Fall Protection Plan:**

This option is available only to employees engaged in leading edge work who can demonstrate that it is infeasible, or it creates a greater hazard to use conventional fall protection equipment. The fall protection plan shall conform to the following provisions:

The fall protection plan shall be prepared by a qualified supervisor and developed specifically for the site where the leading-edge work is being performed.

The fall protection plan shall document the reasons why the use of conventional fall protection systems (guardrail systems, personal fall arrest systems, or safety net systems) are infeasible or why their use would create a greater hazard.

The fall protection plan shall identify each location where conventional fall Protection methods cannot be used.

These locations shall then be classified as controlled access zones.

**Site Specific Fall Protection Plan:**

A site-specific Fall Protection plan is developed by a qualified person. The fall protection plan shall be prepared by a qualified person for the specified work site.

### **Controlled Access Zones:**

When used to control access to areas where leading edge or other operations are taking place the controlled access zone shall be defined by a control line or by any other means that restricts access.

When control lines are used, they shall be erected not less than 6 feet (1.8 m) nor more than 25 feet (7.7 m) from the unprotected or leading edge.

The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.

The control line shall be connected on each side to a guardrail system or wall.

Control lines shall consist of ropes, wires, tapes, or equivalent materials.

Each line shall be flagged or otherwise clearly marked at not more than 6-foot (1.8 m) intervals with high-visibility material.

Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches (1 m) from the walking/working surface and its highest point is not more than 45 inches (1.3 m).

Each line shall have a minimum breaking strength of 200 pounds.

Only employees engaged in the related work shall be permitted in the controlled access zone.

### **Safety Monitoring System:**

When the use of conventional fall protection equipment is deemed infeasible, or the use of this equipment creates a greater hazard a Fall Protection Plan which includes a safety monitoring system shall be implemented by the supervisor.

Supervisors shall designate a competent person to monitor the safety of other employees. The competent person shall be assigned to:

### **Recognize fall hazards:**

Warn employees if they are unaware of fall hazard or are acting in an unsafe manner.

Be on the same working surface and in visual contact with working employees.  
Stay close enough for verbal communication; and

Not have other assignments that would take his/her attention from the monitoring function.

### **Incidents Involving a Fall are Investigated:**

Incident investigations shall be conducted to evaluate the fall protection plan for potential updates to

practices, procedures, or training to prevent reoccurrence.

Changes to the fall protection program shall be implemented if deemed appropriate from incident corrective actions.

### **Training:**

Employees are provided training on fall protection. A training program shall be provided for each employee who might be exposed to fall hazards. Training shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to follow to minimize these hazards.

The employee will be trained in the use and operation of fall arrest systems, inspections, and maintenance procedures.

Retraining is performed as necessary. Retraining shall be provided when the following are noted:

Deficiencies in training,  
Workplace changes

When fall protection equipment is modified.

Fall protection training is documented. Written certification records showing participants, training dates and signatures of instructors must be maintained.

Training records shall be retained in the corporate office.

## **FIRE PROTECTION**

### **Purpose:**

The purpose of this program is to provide fire extinguisher procedures to ensure equipment is operable and employees have the knowledge to safely operate in case of a fire incident.

### **Scope:**

Applies to all The Wooten Company, LLC employees and all The Wooten Company, LLC locations.

### **Responsibilities:**

The Safety Manager is responsible for developing procedures for the use and care of fire extinguishers and for developing a training program for the proper use of these devices. The Manager is responsible for implementing fire extinguisher training at his location. The shop foremen are responsible for enforcing the provisions of this section of the safety manual. All employees are responsible for following these provisions.

### **Procedure-**

### **Selection and Distribution:**

Portable fire extinguishers shall be provided for employee use, selected, and distributed based on the classes of anticipated workplace fires and on the size and degree of the hazard which would affect their use. Fire extinguishers used by this company are for four classes of fires:

**Class A Fire Extinguishers.** Use ordinary combustibles or fibrous material, such as wood, paper, cloth, rubber, and some plastics. Travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.

**Class B Fire Extinguishers.** Use flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners and propane. Travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.

**Class C Fire Extinguishers.** Use energized electrical equipment, such as appliances, switches, panel boxes and power tools. Travel distance from the Class C hazard area to any extinguishing agent is 50 feet (15.2 m) or less.

**Class D Fire Extinguishers.** Use on combustible metals, such as magnesium, titanium, potassium, and sodium. Travel distance from the combustible metal working area to any extinguishing agent is 75 feet (22.9 m) or less.

### **Labeling of Fire Extinguishers:**

Fire extinguishers are to be mounted in easily accessible locations that are indicated by a sign that reads "Fire Extinguisher". Fire extinguishers are to be located so that no employee will ever be more than 75 feet from an extinguisher. No equipment, boxes or product may be placed (even temporarily) in the way of a fire extinguisher.

Each fire extinguisher will be assigned a unique number.

### **Maintenance:**

All fire extinguishers shall be mounted no higher and no lower than four (4) feet from the floor. All fire extinguishers shall be maintained as follows:

Numbered to identify their proper location

Fully charged and in operable condition

Clean and free of defects  
Readily accessible always

### **Inspection, Maintenance and Testing:**

All fire extinguishers are to be visually inspected by The Wooten Company, LLC employees monthly. All fire extinguishers are to receive an annual maintenance check by certified personnel from a fire extinguisher dealer. Fire extinguishers are to be inspected and re-charged by certified personnel after any use.

Any fire extinguisher that shows a loss of pressure during the monthly inspection will be inspected

and re-charged by certified personnel. Completed fire extinguisher inspection logs will be maintained in the safety files and become a part of the safety records. They are to be maintained for 5 years.

### **Use:**

In the event of a fire, one employee will get the nearest fire extinguisher and use it to attempt to put the fire out. All other employees in the immediate area will prepare to evacuate if needed. All other employees in the building need to be advised that a fire is in progress.

The employee attempting to extinguish the fire will break the safety seal on the handle and pull the pin. He will then aim his extinguisher at the base of the fire and discharge it with a sweeping motion from side to side; continuing until the fire is out or the extinguisher is emptied.

Remember that a standard fire extinguisher will be emptied in about 10 to 15 seconds. If the fire is not out when the extinguisher has been completely discharged, the employees must evacuate the area.

### **Training and Education:**

The purpose of this section is to establish training procedures which are necessary for the proper use and understanding of a fire extinguisher and incipient stage firefighting. Training will occur prior to initial assignment and at least annually thereafter.

On even numbered years this training will be conducted by a member of the local fire department (where possible) and will include "live fire" hands on use of the extinguisher. On odd number years this training will be conducted by the Safety Manager and will include a demonstration of the use of a fire extinguisher, without discharging the unit.

New employees will be given the odd number of years' training upon hire.

### **Initial Training Outline:**

General principles of a fire

Hazards employed with an incipient stage fire(s)

When to "back off" (evacuate) of an incipient stage fire(s)

General fire principles of a fire extinguisher

Hazards employed with the use a fire extinguisher

Use of a fire extinguisher

### **Retraining:**

Retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary. Retraining shall be provided for all authorized and affected employees whenever there is:

An annual basis or

A change in job assignment or

The Wooten Company, LLC has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of fire extinguishers or fire prevention procedures.

**Training Documentation:**

All training will be documented, and each employee's understanding will be subject to a "hands-on" test.

Documentation will consist of; as a minimum, the employee's name, the trainer's name, the date of the training, and an outline of training provided.

**FIRST AID**

**Purpose:**

The purpose of this program is to establish the minimum first aid supplies, equipment, and actions to properly respond to injuries.

**Scope:**

This program is applicable to all The Wooten Company, LLC employees while engaged in work at The Wooten Company, LLC facilities and/or facilities operated by others.

**Responsibilities:**

It is the responsibility of the site manager to ensure that first aid kits are provided and maintained.

All employees are responsible for using first aid materials in a safe and responsible manner. The HSE Manager is responsible for corresponding with the Red Cross or an equivalent to keep employee training levels current.

**Requirements-**

**Planning:**

The site manager will:

Ensure that a minimum of one employee, with a valid certificate, shall always be present to render first aid work is being performed if medical assistance is not available within 3-4 minutes.

Ensure that provisions shall have been made prior to commencement of a project for prompt medical attention, including transportation, in case of serious injury.

Ensure adequate first aid supplies and equipment are easily accessible when required.

Ensure that in areas where 9-1-1 is not available, the telephone numbers of the physicians, hospitals, or ambulances to be used shall be conspicuously posted.

### **Medical Response:**

All minor first aid is to be self-rendered. Because of the risks presented by certain bloodborne pathogens, no one can tend the minor injuries of another.

In the absence of an infirmary, clinic, hospital, or physician, which is accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first aid shall be available at the worksite to render first aid. A valid certificate in first-aid training must be obtained from the U.S. Bureau of Mines, the American Red Cross or equivalent training that can be verified by documentary evidence.

Employees authorized to render first aid will always observe universal precautions. (Universal Precautions means that the aid giver treats all bodily fluids as if they were contaminated).

If 911 is not available refer to the list of posted phone numbers for prearranged medical response providers. All The Wooten Company, LLC authorized first responders shall have a cell phone as a means of communication; otherwise, hand-held radios or telephones shall be used as a means of communication.

### **Supplies and Equipment:**

First aid supplies shall be easily accessible when required. Always follow the manufacturer's instructions when using the materials in the first aid kit.

All The Wooten Company, LLC first aid kits contain appropriate items determined to be adequate for the environment in which they are used and if on a construction site are stored in a weatherproof container with individual contents sealed from the manufacturer for each type of item.

The Wooten Company, LLC is responsible for ensuring the availability of adequate first aid supplies and to periodically reassess the availability of supplies and to adjust its inventories. First Aid kits are to be inspected:

On the first working day of each week to verify that they are fully stocked and that no expiration dates have been exceeded, and

Before being sent out to each job, and

Replace any items that have exceeded their expiration dates or that have been depleted.

Where the eyes or body of any person may be exposed to injurious corrosive materials, a safety shower and/or eye wash (suitable facilities) or other suitable facilities shall be provided within the work area. Ensure expiration dates are checked and water used in storage devices is sanitized.

An assessment of the material or materials used shall be performed to determine the type flushing/drenching equipment required. At client job sites, portable or temporary stations must be established prior to the use of corrosive materials.

### **Transportation:**

Based on the first responder's assessment of the injuries involved, decide whether the injured requires to be taken directly to a hospital's emergency room, occupational medicine provider or administer first aid on location.

Examples of serious injuries that result in the injured being transported to a medical provider are those resulting in severe blood loss, possible permanent disfigurement, head trauma, spinal injuries, internal injuries, and loss of consciousness. Keep in mind that the needs and wellbeing of the injured are the priority.

Proper equipment for prompt transportation of the injured person to a physician or hospital or a communication system for contacting necessary ambulance service shall be provided.

Choices to consider include private automobile, company vehicle, helicopter, crew boat, EMS vehicles including medic-vac helicopters, or any other transportation that can provide safe transportation to the hospital or doctor's office to provide medical attention to the injured in the quickest manner without any additional complications or injuries to the injured employee.

Transportation needs must be preplanned and coordinated with the transportation provider prior to an incident requiring such service.

### **Training:**

Volunteers or selected employees are trained by the American Red Cross or equivalent in CPR and first aid. Each of these trained and certified employees is equipped with protective gloves and other required paraphernalia.

## **GROUND FAULT PROTECTION / GFCI**

### **Purpose:**

The purpose of this program is to provide The Wooten Company, LLC employees procedures and guidelines to eliminate all injuries resulting from malfunctions, improper grounding, and/or defective electrical tools. This program applies to all sites, employees and contractors and shall be used on owned premises.

### **Definitions:**

Competent Person - one who can identify existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Ground Fault Circuit Interrupter - a device for the protection of personnel that functions to de-energize a circuit or portion thereof within an established period when a current to ground exceeds some predetermined value that is less than that required to operate the overcurrent protective device of the supply circuit. All 120-volt, single-phase 15- and 20-ampere receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure, and which are in use by employees, shall have approved ground-fault circuit interrupters for personnel protection. Receptacles on a two-wire, single-phase portable or vehicle-mounted generator rated not more than 5kW, where the circuit conductors of the generator are insulated from the generator frame and all other grounded surfaces, need not be protected with ground-fault circuit interrupters.

## **Responsibilities:**

Supervisors are designated as competent people for the Assured Equipment Grounding Conductor Program and oversee the program and are responsible for program implementation. One or more competent persons must be designated (as defined in 1926.32(f)) to implement and execute the program.

Employees are responsible for following the requirements of this program, to perform visual inspections and to take defective equipment out of service.

## **Procedures and Guidelines to Eliminate Injuries**

The following procedures and guidelines are designed to eliminate all injuries resulting from malfunctions, improper ground, and/or defective tools.

## **Assured Equipment Grounding Conductor Program Requirement:**

An Assured Equipment Grounding Conductor program is in place. An assured grounding conductor program must be implemented on sites covering all cord sets, receptacles which are not part of the building or structure and equipment connected by cord and plug which are available for use or used by employees.

## **Ground Fault Circuit Interrupters:**

All 120-volt, single-phase 15 and 20 ampere receptacle outlets on construction or maintenance sites, which are not part of the permanent wiring of the building or structure, and which are in use by employees, shall have approved ground fault circuit interrupters for personnel protection.

All hand portable electric tools and extension cords shall use a GFCI.

Additionally, approved GFCI's shall be used for 240-Volt circuits in the same service as described above.

GFCI's must be used on all 120 volt, single-phase 15 amp and 20-amp receptacles within 6 feet of a sink, damp areas or on installed outdoor equipment.

The GFCI must be the first device plugged into a permanent receptacle.

The GFCI must be tested before each use.

## **Assured Equipment Grounding Conductor Program:**

The Assured Equipment Grounding Conductor Program shall cover all cord sets, receptacles not a part of the permanent wiring of a structure and equipment connected by cord and plug on all construction and maintenance sites.

This written description of the program shall be kept at the jobsite for inspection and copying by OSHA and any affected employee.

## **Defective Electrical Equipment is Removed from Service:**

Any equipment which has not met the requirements of this program shall not be available or permitted to be used. Damaged items shall not be used until repaired.

## **Inspections:**

Cords and equipment are inspected daily before use. Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, shall be visually inspected before each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage. Equipment found damaged or defective shall not be used until repaired.

## **Types of Testing Performed When Testing is Done and How Tests are Recorded**

All equipment grounding conductors shall be tested for continuity and shall be electrically continuous.

Each receptacle & attachment cap or plug shall be tested for correct attachment of the equipment grounding conductors.

The equipment grounding conductor shall be connected to its proper terminal:

Before each use.

Before equipment is returned to service following any repairs

Before equipment is used, such as when a cord has been run over.

At intervals not to exceed three (3) months,

Cord sets & receptacles which are fixed and not exposed to damage shall be tested at intervals not exceeding six (6) months.

Tests performed as required by this program shall be recorded as to the identity of each receptacle, cord set, and cord and plug connected equipment that passed the test and shall indicate the last date tested or interval for which it was tested. This record shall be kept by means of logs, color coding, or other effective means and shall be maintained until replaced by a more current record. These records shall be made available at the job site for inspection by the Assistant Secretary and any affected employees.

## **HAND AND POWER TOOLS**

### **Purpose:**

The purpose of this program is to provide establish requirements for the safe operation of hand and power tools and other portable tools, including proper guarding. All hand and power tools shall be maintained in a safe condition.

This program applies to all The Wooten Company, LLC employees who use hand and power tools.

**Scope:**

This program is applicable to all The Wooten Company, LLC employees while engaged in work at The Wooten Company, LLC facilities and/or facilities operated by others.

**Responsibilities:**

Any tool which is not in compliance with any applicable requirement of this plan is prohibited and shall either be identified as unsafe by tagging or locking the controls to render them inoperable or shall be physically removed from its place of operation.

**Managers/Supervisors:**

Ensure that all employees using portable tools have been trained and fully understand the operations and maintenance procedures of such tools, including their proper use.

Provide and train employees with all additional PPE that may be needed for the safe operation of portable tools.

**Employees:**

Shall ensure they have and safely use the correct tool for each task.

Shall follow manufactures safety and operating instructions before using

**Requirements:****General:**

All tools, regardless of ownership, shall be of an approved type and maintained in good condition.

Tools are subject to inspection at any time.

All employees have the authority and responsibility to condemn unsafe tools, regardless of ownership.

Unsafe tools shall be tagged with a "DO NOT USE OR OPERATE" tag to prevent their use.

Employees shall always use the proper tool for the job to be performed. Makeshift and substitute tools shall not be used.

Hammers with metal handles, screwdrivers with metal continuing through the handle, and metallic measuring tapes shall not be used on or near energized electrical circuit or equipment.

Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool bags/buckets attached to hand lines.

Tools shall never be placed unsecured on elevated places.

Impact tools such as chisels, punches, and drift pins that become mushroomed or cracked shall be

dressed, repaired, or replaced before further use.

Chisels, drills, punches, ground rods, and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.

Shims shall not be used to make a wrench fit.

Wrenches with sprung or damaged jaws shall not be used.

Tools shall be used only for the purposes for which they have been approved.

Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. They shall not be carried in pockets unless suitable protectors are in use to protect the edge. They shall not be carried in pockets unless suitable protectors are in use to protect the edge.

Wooden handles that are loose, cracked, or splintered shall be replaced. The handle shall not be taped or lashed with wire. The handle shall not be taped or lashed with wire.

Tools shall not be left lying around where they may cause a person to trip or stumble.

When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present, or the danger area shall be barricaded or guarded.

The insulation on hand tools shall not be depended upon to protect users from high voltage shock (except approved live line tools).

### **Portable Electric Tools:**

The non-current carrying metal parts of portable electric tools such as drills, saws, and grinders shall be effectively grounded when connected to a power source unless:

The tool is an approved double-insulated type, or

The tool is connected to the power supply by means of an isolating transformer or other isolated power supply.

All powered tools shall be examined prior to use to ensure general serviceability and the presence of all applicable safety devices.

Powered tools shall be used only within their design and shall be operated in accordance with manufacturer's instructions. The use of electric cords for hoisting or lowering tools shall not be permitted.

All tools shall be kept in good repair and shall be disconnected from the power source while repairs or adjustments are being made.

Electrical tools shall not be used where there is a hazard of flammable vapors, gases, or dust without a valid Hot work Permit.

Ground fault circuit interrupters or use of an Assured Grounding Program shall be used with portable electric tools. This does not apply to equipment run off portable or truck mounted generators at 5kw or less that are isolated from ground or to equipment ran directly off secondaries.

### **Pneumatic Tools:**

Pneumatic tools shall never be pointed at another person.

Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.

Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

Compressed air shall not be used for cleaning purposes, except were reduced to less than 30 psi and then only with effective chip guarding and personal protective equipment.

Compressed air shall not be used to blow dust or dirt from clothing.

The manufacturers stated safe operating pressure for hoses, pipes, valves, filters, and other fittings shall not be exceeded.

The use of hoses for hoisting or lowering tools shall not be permitted.

Before adjusting or changing air tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.

Compressed air tools, while under pressure, must not be left unattended.

All connections to air tools shall be made secure before turning on air pressure.

Air at the tool shall not be turned on until the tool is properly controlled.

All couplings and clamps on pressurized air hose shall be bridged (pinned) with suitable fasteners.

Hose and hose connections used for conducting compressed air to utilization equipment shall be designed for the pressure and service to which they are subjected.

Use only approved end-fitting clamps (screw type heater hose clamps are not acceptable).

While blowing down hose, do not point it toward people.

Power tools are to be operated only by competent people who have been trained in their proper use.

Conductive hose should not be used near energized equipment.

Foot protection shall be worn while operating paving breakers, tampers, rotary drills, clay spades, and similar impactor-type tools or at other times when instructed by supervision.

All pneumatically driven nailery, staplers, and other similar equipment provided with automatic fastener feed, which operate at more than 100 psi. pressure at the tool shall have a safety device on the muzzle to prevent the tool from ejecting fasteners unless the muzzle is in contact with the work surface.

Airless spray guns of the type which atomize paints and fluids at high pressures (1,000 pounds or more per square inch) shall be equipped with automatic or visible manual safety devices which will prevent pulling of the trigger to prevent release of the paint or fluid until the safety device is manually released.

In lieu of the above, a diffuser nut (which will prevent high pressure), high velocity release (while the nozzle tip is removed), plus a nozzle tip guard (which will prevent the tip from encountering the operator), or other equivalent protection, shall be provided.

### **Powder Actuated Tools (Tools actuated by an explosive charge):**

Only those employees who have been certified in their use shall operate these tools.

Explosive charges shall be carried and transported in approved containers.

Operators and assistants using these tools shall be protected by means of eye, face, and hearing protection.

Tools shall be maintained in good condition and serviced regularly by qualified persons. The material upon which these tools are to be used shall be examined before work is started to determine its suitability and to eliminate the possibility of hazards to the operator and others.

Prior to use, the operator shall ensure that the protective shield is properly attached to the tool.

Before using a tool, the operator shall inspect it to determine to his satisfaction that it is clean, that all moving parts operate freely, all guards and safety devices are in place, and that the barrel is free from obstructions.

Before using tools, the operator shall read and become familiar with the manufacturers operating guidelines and procedures.

When a tool develops a defect during use, the operator shall immediately cease to use it, until it is properly repaired in accordance with the manufacture's specifications.

Tools shall not be loaded until just prior to the intended firing time, nor shall an unattended tool be left loaded. Empty tools are not to be pointed at any workmen.

In case of a misfire, the operator shall hold the tool in the operating position for at least 30 seconds. He shall then try to operate the tool a second time. He shall wait another 30 seconds, holding the tool in the operating position; then he shall proceed to remove the explosive load in strict accordance with the manufacturer's instructions.

A tool shall never be left unattended in a place where it would be available to unauthorized persons.

Fasteners shall not be driven into extremely hard or brittle materials including, but not limited to, cast iron, glazed tile, surface hardened steel, glass block, live rock, face brick, or hollow tile.

Driving into materials easily penetrated shall be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.

Tools shall not be used in an explosive or flammable atmosphere.

### **Hydraulic Power Tools:**

The fluid used in hydraulic powered tools shall be fire-resistant fluids approved under Schedule 30 of the U.S. Bureau of Mines, Department of the Interior, and shall retain its operating characteristics at the most extreme temperatures to which it will be exposed.

The manufacturer's safe operating pressures for hoses, valves, pipes, filters, and other fittings shall not be exceeded.

All hydraulic tools, which are used on or around energized lines or equipment, shall use non-conducting hoses having adequate strength for the normal operating pressures.

### **Hydraulic Jacks-**

#### **Loading and Marking:**

The operator shall make sure that the jack used has a rating enough to lift and sustain the load.

The rated load shall be legibly and permanently marked in a prominent location on the jack by casting, stamping, or other suitable means.

#### **Operation and Maintenance:**

In the absence of a firm foundation, the base of the jack shall be blocked. If there is a possibility of slippage of the cap, a block shall be placed in between the cap and the load.

The operator shall watch the stop indicator, which shall be kept clean, to determine the limit of travel. The indicated limit shall not be exceeded.

After the load has been raised, it shall be cribbed, blocked, or otherwise secured at once.

Hydraulic jacks exposed to freezing temperatures shall be supplied with adequate antifreeze liquid.

All jacks shall be properly lubricated at regular intervals.

Each jack shall be thoroughly inspected before each use. Jacks, which are in unsafe condition, shall be tagged accordingly, and shall not be used until repairs are made.

#### **Abrasive Blast Cleaning Nozzles:**

The blast cleaning nozzles shall be equipped with an operating valve, which must be held open manually. Support shall be provided on which the nozzle may be mounted when it is not in use.

#### **Fuel Powered Tools:**

All fuel-powered tools shall be stopped while being refueled, serviced, or maintained, and fuel shall be transported, handled, and stored in accordance with the Flammable and Combustible Liquids Program.

When fuel powered tools are used in enclosed spaces, the applicable requirements for concentrations of toxic gases and use of personal protective equipment shall be adhered to.

### **Guarding Portable Tools:**

Guards shall always be in place and operable while the tool is in use. The guard may not be manipulated in such a way that will compromise its integrity or compromise the protection in which it is intended. Guarding shall meet the requirements set forth in ANSI B15.1.

### **Portable Circular Saws:**

All portable, power-driven circular saws having a blade diameter greater than 2 in. shall be equipped with guards above and below the base plate or shoe.

The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts.

The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work.

When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to the covering position.

All cracked saw blades shall be removed from service.

### **Switches and Controls**

All handheld powered tools, circular saws, drills, tappers, fastener drivers, horizontal or vertical angle grinders, etc., shall be with a constant pressure switch or control, and may have a lock-on control if turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.

All hand-held powered circular saws having a blade diameter greater than 2 inches, electric, hydraulic, or pneumatic chain saws, and percussion tools without positive accessory holding means shall be equipped with a constant pressure switch or control that will shut off the power when the pressure is released. All hand-held gasoline powered chain saws shall be equipped with a constant pressure throttle control that will shut off the power to the saw chain when the pressure is released. The operating control on hand-held power tools shall be so located as to minimize the possibility of its accidental operation if such accidental operation would constitute a hazard to employees.

Grounding of portable electric powered tools shall meet the electrical requirements that can be found in the Electrical Safety Program. All electric power tools shall be equipped with a three-prong plug.

### **Portable Abrasive Wheels:**

## Safety Guards Exceptions

Wheels used for internal work while within the work being ground.

Mounted wheels used in portable operations 2 inches and smaller in diameter.

Types 16, 17, 18, 18R, and 19 cones, plugs, and threaded hole pot balls where the work offers protection.

Guards shall be made of steel or other material with adequate strength.

A safety guard shall cover the spindle end, nut, and flange projections. The safety guard shall be mounted to maintain proper alignment with the wheel, and the strength of the fastenings shall exceed the strength of the guard.

Exception: safety guards on all operations where the work provides a suitable measure of protection to the operator may be so constructed that the spindle end, nut, and outer flange are exposed. Where the nature of the work is such as to entirely cover the side of the wheel, the side covers of the guard may be omitted.

Exception: the spindle end, nut, and outer flange may be exposed on portable machines designed for, and used with, type 6, 11, 27, and 28 abrasive wheels, cutting off wheels, and tuck-pointing wheels.

### **Mounting and Inspection of Abrasive Wheels:**

Immediately before mounting, all wheels shall be thoroughly inspected, and a ring test performed, to make sure they have not been damaged in transit, storage, or otherwise.

Ring test – “tap” wheels about 45 degrees each side of the vertical centerline and about 1 or 2 inches from the periphery; then rotate the wheel 45 degrees and repeat the test; a sound and undamaged wheel will give a clear metallic tone - If cracked, there will be a dead sound and not a clear “ring.”

The spindle speed of the machine shall be checked before mounting the wheel to be certain that it does not exceed the maximum operating speed marked on the wheel.

Grinding wheels shall fit freely on the spindle and remain free under all grinding conditions.

A controlled clearance between the wheel hole and the machine spindle (or wheel sleeves or adaptors) is essential to avoid excessive pressure from mounting and spindle expansion.

The machine spindle shall be made to nominal (standard) size plus zero minus .002 inch, and the wheel hole shall be made suitably oversized to assure safety clearance under the conditions of operating heat and pressure.

All contact surfaces of wheels, blotters, and flanges shall be flat and free of foreign matter.

When a bushing is used in the wheel hole it shall not exceed the width of the wheel and shall not contact the flanges.

### **Portable Grinders:**

Special "revolving cup guards" which mount behind the wheel and turn with it shall be used. They shall be made of steel or other material with adequate strength and shall enclose the wheel sides upward from the back for one-third of the wheel thickness. It is necessary to maintain clearance between the wheel side and the guard. The clearance shall not exceed one-sixteenth inch.

Vertical portable grinders, also known as right angle grinders, shall have a maximum exposure angle of 180 degrees and the guard shall be located between the operator and the wheel during use. Adjustment of the guard shall ensure that pieces of an accidentally broken wheel will be deflected away from the operator.

### **Other Portable Grinders:**

The maximum angular exposure of the grinding wheel periphery and sides for safety guards used on other portable grinding machines shall not exceed 180 degrees and the top half of the wheel shall always be enclosed.

### **Personal Protective Equipment:**

Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists, vapors, or gases shall be provided with the PPE necessary to protect them from the hazard.

## **HAZARD COMMUNICATION – (HAZCOM)**

### **Purpose:**

The purpose of this program is to ensure the safe use of hazardous chemical substances and to comply with the requirements of OSHA HCS 2012.

### **Introduction:**

In 2012, OSHA revised the Hazard Communication Standard (HCS) to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). As a result, this Hazard Communication Program (HCP) has been revised to comply with the requirements of the OSHA HCS 2012.

It spells out how The Wooten Company, LLC will inventory chemicals stored and used, obtain, and use Safety Data Sheets, maintain labels on chemical substances and train employees about the hazards of chemicals they are likely to encounter on the job.

Preparation of this program indicates our continuing commitment to safety among our employees in all our locations.

Each facility is expected to follow this program and maintain its work areas in accordance with these requirements.

Employees, their designated representatives, and government officials must be provided with copies of this program upon request.

In addition to the program, other information required as part of our hazard communication effort is available to workers upon request.

Asking to see this information is an employee's right.

Using this information is part of our shared commitment to a safe, healthy workplace.

### **Scope:**

This program is applicable to all The Wooten Company, LLC employees who may be exposed to hazardous chemical substances. When work is performed on a non-owned or operated site, the operator's program shall take precedence; however, this document covers The Wooten Company, LLC employees and contractors and shall be used on owned premises, or when an operator's program does not exist or is less stringent.

### **Responsibilities:**

The Wooten Company, LLC has a written Hazard Communication program. A written hazard communication program shall be developed, implemented, and maintained at each workplace that describes how labels and other forms of warning, safety data sheets, and employee information will be met.

### **Safety Manager or Designee:**

The Safety Manager, or designee, is responsible for administering the hazard communication program. This person is also responsible for:

- Reviewing the potential hazards and safe use of chemicals.

- Maintaining a list of all hazardous chemicals and a master file of SDSs.

- Ensuring that all containers are labeled, tagged, or marked properly.

- Providing new-hire and annual training for employees.

- Maintaining training records.

- Identifying hazardous chemicals used in nonroutine tasks and assessing their risks.

- Informing outside contractors who are performing work on The Wooten Company, LLC property about potential hazards.

- Reviewing the effectiveness of the hazard communication program and making sure that the program satisfies the requirements of all applicable federal, state, or local hazard communication requirements.

### **Employees:**

Employees are responsible for following the requirements in the Hazard Communication Program.

Any employee who transfers any material from one container to another is responsible for labeling

the new container with all required information.

All employees are responsible for learning the requirements of this section and for applying them to their daily work routine.

Identifying hazards before starting a job.

Reading container labels and SDSs.

Notifying the supervisor of torn, damaged, or illegible labels or of unlabeled containers.

Using controls and/or personal protective equipment provided by the company to minimize exposure.

Following company instructions and warnings pertaining to chemical handling and usage

Properly caring for personal protective equipment, including proper use, routine care and cleaning, storage, and replacement.

Knowing and understanding the consequences associated with not following The Wooten Company, LLC policy concerning the safe handling and use of chemicals.

Participating in The Wooten Company, LLC training.

## **Procedure-**

### **List of Hazardous Chemicals:**

An inventory/list of hazardous chemicals is maintained. An inventory of all hazardous chemicals used by The Wooten Company LLC should be maintained. Each chemical on the list should have the same name as shown on its corresponding Safety Data Sheet (SDS).

The Hazardous Chemical List is updated as necessary and at least annually by the Safety Manager or their designer. The Hazardous Chemical List must be available for review upon request.

### **Safety Data Sheets (SDS)**

Safety Data Sheets (SDS) are obtained for all hazardous chemicals. Chemical manufacturers are responsible for developing SDSs. The Wooten Company, LLC shall have an SDS for each chemical used.

The purchasing of any potentially hazardous chemical products from any supplier that does not provide an appropriate Safety Data Sheet in a timely fashion is prohibited.

Safety Data Sheets (SDS) are readily available to employees. SDSs shall be maintained and readily accessible in each work area. SDSs can be maintained at the primary work site. However, they should be available in case of an emergency. SDS must be made available, upon request, to employees, their designated representatives, the Assistant Secretary, and the Director.

The Safety Data Sheet must be kept in the SDS library for as long as the chemical is used by the

facility.

Electronic access (telephone, fax, internet, etc.) may be used to acquire and maintain SDS libraries and archives.

The Manager is responsible for seeing that the Chemical Inventory List inventory is maintained, is current and is complete. He/she will review the Chemical Inventory List at least annually. When a hazardous material has been permanently removed from the workplace, its SDS is to be removed from the Chemical Inventory List.

SDS' for hazardous materials to which The Wooten Company, LLC employees have been exposed must be maintained after the employee leaves the employment of The Wooten Company, LLC.

### **Outside Substances:**

Employees must not bring any product into the workplace that does not have an accompanying SDS.

Any new substance must be approved by the Safety Manager prior to purchase and the SDS must be delivered to the Safety Manager for inclusion in the SDS management system and the Hazardous Chemical List.

### **Methods to be Used to Inform Employees of the Hazards of Non-Routine Tasks:**

The methods that The Wooten Company, LLC will use to inform employees of the hazards of non-routine tasks (i.e., the cleaning of reactor vessels, etc.) and the hazards associated with chemicals contained in unlabeled pipes in their work areas include:

### **Conducting a Job Hazard Assessment (JSA):**

Employees will be advised of methods and special precautions, PPE and the hazards associated with chemicals and the hazards associated with chemicals contained in unlabeled pipes in their work areas.

In the unlikely event that such tasks are required, the supervisor, or designee, will provide an SDS for the involved chemical.

### **The Use and Care of Labels and Other Forms of Warning:**

Containers of hazardous chemicals are labeled. Container labels should contain the following information:

Product identifier

Signal word

Hazard statement

Pictogram(s)

Precautionary statement(s), and

Name, address and telephone number of the chemical manufacturer, importer, or other responsible party.

The Manager will ensure that all hazardous chemicals used or stored in the facility are properly labeled.

Damaged labels or labels with incomplete information should be reported immediately.

Workplace labels or other forms of warning will be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift.

If employees speak languages other than English, the information in the other language(s) may be added to the material presented if the information is presented in English as well.

The Wooten Company, LLC will use the GHS labeling system for secondary containers.

Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the employee who performs the transfer do not require a label.

If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled.

Received from vendors that are not properly labeled must be rejected.

## **Pictograms and Hazards**

### **Example Label**

#### **Multi-Employer Job Sites and/or Multi Work Site:**

Chemical information is provided to employees on multiple worksites or multiple employer worksites.

The following specific methods for providing other employer information concerning hazardous chemicals at job sites, methods of providing SDS sheets, methods of precautionary measures to be taken and methods of providing information on labeling systems:

#### **Multi-Work Sites:**

Where employees must travel between workplaces during a work shift (multi job sites), the written program may be kept at a primary job site. If there is no primary, then the program should be sent with employees.

#### **Multi-Employer Job Sites:**

A pre-job briefing shall be conducted with the contractor prior to the initiation of work on the site.

During this pre-job briefing, contractors shall notify The Wooten Company, LLC and present current copies of Safety Data Sheets and label information for every hazardous chemical brought on-site.

The Wooten Company, LLC shall notify and provide required SDS and label information for all hazardous chemicals the contractor may encounter on the job.

The facilities labeling system and any precautionary measures to be taken by the contractor during normal conditions and emergencies shall be addressed.

By providing such information to other employers, The Wooten Company, LLC does not assume any obligations that other employers have for the safety of their employees.

**Training:**

Employees are provided with information and training on the hazardous chemicals they may be exposed to. Employees shall be provided with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

Additional training will be provided whenever a new chemical hazard is introduced into the work area. To reinforce the importance of handling chemicals properly when performing new or non-routine tasks supervisors will conduct supplementary training as needed.

Formal training will be conducted by facility employees or individuals who are knowledgeable in the Hazard Communication program.

The Hazard Communication Program documented training shall, as a minimum, include:

Requirements of the OSHA Hazard Communication Standard 29 CFR 1910.1200 (General Industry) or 29 CFR 1926.59 (Construction Industry).

Operations in the work area where hazardous chemicals are present.

Location and availability of the hazard communication program, chemical inventory list and SDSs.  
Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, visual appearance or odor of hazardous chemicals when being released.

Explanation of the labels received on shipped containers.

Explanation of the workplace labeling system.

Explanation of the SDS, including order of information and how employees can obtain and use the appropriate hazard information.

The Manager shall ensure records of employee training are maintained.

## **HAZARD IDENTIFICATION AND ASSESSMENT**

**Purpose:**

To provide guidelines for identifying, assessing, and controlling workplace hazards.

To ensure the potential hazards of new processes and materials are identified before they are introduced into the workplace.

To identify the jobs/tasks which require risk assessment.

### **Key Responsibilities-**

#### **As specified within this program:**

The Wooten Company, LLC must assess a work site and identify existing or potential hazards before work begins at the work site or prior to the construction of a new work site

#### Hazard and Risk Identification

The hazard identification process is used for routine and non-routine activities as well as new processes, changes in operation, products, or services as applicable.

The Safety Manager shall conduct a baseline worksite hazard assessment which is a formal process in place to identify the various tasks that are to be performed, and the accompanying identified potential hazards. The results are included in a report of the results of the hazard assessment and the methods used to control or eliminate the hazards identified. The hazard assessment report must be signed and have the date on it.

Inputs into the baseline hazard identification include but are not limited to:

Scope of work.

Legal and other requirements.

Previous incidents and non-conformances.

Sources of energy, contaminants and other environmental conditions that can cause injury.

Walk through of work environment.

Hazards identifications (as examples) are to include

Working Alone

Thermal Exposure

Isolation of Energy

Hearing Protection

Musculoskeletal Disorders

Bloodborne Pathogens

Confined Spaces

Driving

General Safety Precautions

And any other established policy or procedure by The Wooten Company, LLC

Any other site-specific work scope

The Wooten Company, LLC has a formal process for identifying potential hazards. Processes are in place to identify potential hazards using JSA's, JHA's, facility wide or area specific analysis/inspections.

All identified hazards are assessed for risk and risk controls are assigned within the worksite hazard assessment for that specific hazard.

Employees and/or subcontractors are actively involved in the hazard identification process. The Wooten Company, LLC program provides processes to ensure employees and/or subcontractors are actively involved in the hazard identification process and hazards are reviewed with all employees concerned.

Employees are trained in the hazard identification process. Employees will be trained in the hazard identification process including the use and care of proper PPE.

Unsafe hazards must be reported immediately and addressed by the supervisor. The supervisor discusses the worksite hazard assessment with employees at the respective work location during the employee's documented orientation.

#### **Review of Hazard Assessment:**

Existing worksite hazard identifications are formally reviewed annually or repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions and specifically updated when new tasks are to be performed that have not been risk assessed, when a work process or operation changes before the construction of a new site or when significant additions or alterations to a job site are made.

The respective supervisor or project manager advises the Safety Manager when additional hazards are introduced into the workplace to revise planning and assessment needs.

#### **Risk Assessment:**

Hazards are classified and ranked based on severity. The program identifies hazards that are classified/prioritized and addressed based on the risk associated with the task. (See the risk analysis matrix outlining severity and probability).

#### **The Wooten Company, LLC Risk Assessment Matrix**

<b>CONSEQUENCE</b>	<b>PROBABILITY</b>
--------------------	--------------------

Severity	People	Assets	Environment	Reputation	A	B	C	D	E
					Not Done	Rarely	Once a week	Several Times in a Week	Multiple Times in a Day
0	No health effect	No damage	No effect	No impact					
1	Slight health effect	Slight damage	Slight effect	Slight impact					
2	Minor health effect	Minor damage	Minor effect	Limited impact					
3	Major health effect	Localized damage	Localized effect	Considerable impact					
4	Single fatality	Major damage	Major effect	National impact					
5	Multiple fatalities	Extensive damage	Massive effect						
Key	Manage for continuous improvement (Low)		Incorporate risk reduction measures (Medium)						

able gh)

**Risk Controls/Methods to Ensure Identified Hazards Are Addressed and Mitigated**

**The following describes how identified hazards are addressed and mitigated:**

Risk assessed hazards are compiled with and addressed and mitigated through dedicated assignment, appropriate documentation of completion, and implemented controls methods including engineering or administrative controls and PPE required into the worksite hazard assessment of the site specific HSE plan. No work will begin before the worksite assessment is completed. Additionally, no risk

assessed as High (Intolerable) shall be performed.

If an existing or potential hazard to workers is identified during a hazard assessment, The Wooten Company, LLC must take measures to eliminate the hazard, or if elimination is not reasonably practicable, control the hazard. If reasonably practicable, The Wooten Company, LLC must eliminate or control a hazard with engineering controls. If a hazard cannot be adequately controlled using engineering controls, The Wooten Company, LLC must use administrative controls that control the hazard to a level as low as reasonably achievable. If the hazard cannot be adequately controlled using engineering and/or administrative controls, The Wooten Company, LLC must ensure that the appropriate personal protective equipment (PPE) is used by workers affected by the hazard. The Wooten Company, LLC may use a combination of engineering controls, administrative controls, and personal protective equipment if there is a greater level of worker safety because a combination is used.

### **Emergency Control of Hazards:**

Only those employees competent in correcting emergency controls of hazards may be exposed to the hazard and only the minimum number of competent employees may be exposed during hazard emergency control. An example is a gas leak in a building. Only those personnel with training in fire safety, gas supply shut off and other related controls will attempt to resolve the emergency control of a hazard. The Wooten Company, LLC will make every effort to control the hazard while the condition is being corrected or under the supervision of client emergency response personnel in every emergency.

### **Certification of Hazard Assessment:**

The Safety Manager completes and signs the certification of hazard assessment for the worksite hazard assessment (also see PPE Program) and includes it within the site specific HSE plan. Hazard assessments are reviewed annually and updated when new tasks are to be performed that have not been risk assessed.

### **Job Safety Analysis (JSA):**

For those jobs with the highest injury or illness rates, jobs that are new to our operation, jobs that have undergone major changes in processes and procedures or jobs complex enough to require written instructions will have a Job Safety Analysis performed. Completed JSAs are available from the Safety Manager.

### **Site Specific HSE Plan (SSSP):**

Each work location has a site specific HSE plan. Each employee reporting to a location shall receive a documented orientation from a The Wooten Company, LLC supervisor that includes the SSSP for that site. The SSSP contains The Wooten Company, LLC Health and Safety Policy, site specific safety requirements as well as a PPE matrix and a signed site-specific worksite hazard assessment for that location, which The Wooten Company, LLC has a responsibility to provide.

### **Review Process:**

The hazard assessment program will be reviewed to ensure no new hazards derived from the corrective measures. The review shall include a management of change consideration as well.

The safety committee shall be involved in the review process as well.

## **HEAT ILLNESS PREVENTION**

### **Purpose:**

This program is designed to reduce the risk of work-related heat illnesses.

### **Scope:**

This procedure applies to all work being performed in hot environments.

### **Definitions:**

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

"Heat Illness" means a serious medical condition resulting from the body's inability to cope with a heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

"Preventative recovery period" means a period to recover from the heat to prevent heat illness.

"Shade" means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is enough is when objects do not cast a shadow in blocked sunlight. Shade is not adequate when heat around shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

### **Requirements:**

All managers and supervisors are responsible for implementing and maintaining the Heat Illness Program in their work areas.

### **Provision of Water:**

Employees shall have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it shall be provided in enough quantity at the beginning of the work shift.

### **Access to Shade:**

Employees will be provided with access to shade. Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling. Such access to shade shall always be permitted. See definition of "Shade."

### **Control Measures:**

Each work location involved in working in hot environments shall implement measures that must be in place to control the effects of environmental factors that can contribute to heat related illnesses.

The most common environmental factors are air temperature, humidity, radiant heat sources and air circulation.

Physical factors that can contribute to heat related illness shall be taken into consideration before performing a task. The most common physical factors that can contribute to heat related illness are type of work, level of physical activity and duration, clothing color, weight, and breathability.

Supervisors must ensure personal factors that contribute to heat related illness are taken into consideration before assigning a task where there is the possibility of a heat-related illness occurring. The most common personal factors that can contribute to heat related illness are age, weight/fitness, drug/alcohol use, prior heat-related illness, etc.

Each work site shall develop site specific procedures but shall include the minimum:

Bring at least 2 quarts per employee at the start of the shift and the supervisors/designated persons will monitor water containers every 30 minutes, and employees are encouraged to report to supervisor/designated person low levels or dirty water.

Supervisors will provide frequent reminders to employees to drink frequently.

Every morning there will be short tailgate meetings to remind workers about the importance of frequent consumption of water throughout the shift during hot weather.

Place water containers as close as possible to the workers.

When drinking water levels within a container drop below 50%, the water shall be replenished immediately, or water levels should not fall below the point that will allow for adequate water during the time necessary to effect replenishment.

Disposable/single use drinking cups will be provided to employees or provisions will be made to issue employees their own cups each day.

Supervisors will set up an adequate number of umbrellas, canopies, or other portable devices at the start of the shift and will relocate them to be closer to the crew, as needed.

Non-agricultural employers can use other cooling measures if they demonstrate that these methods are as effective as shade.

Working hours will be modified to work during the cooler hours of the day, when possible.

When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.

Supervisors will continuously check all employees and stay alert to the presence of heat related symptoms.

Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called and check that these are functional at the worksite prior to each shift.

Every morning, workers will be reminded about address and directions to the worksite to inform

medical responders and emergency procedures.

All newly hired workers will be assigned a buddy or experienced coworker to ensure that they understand the training and follow the company procedures.

### **Training:**

Training in the following topics shall be provided to all supervisory and non-supervisory employees:

The environmental and personal risk factors for heat illness.

The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the performance of their duties.

The importance of acclimatization.

The different types of heat illness and the common signs and symptoms of heat illness.

The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms, or signs of heat illness in themselves, or in co-workers.

The Wooten Company, LLC procedures for responding to symptoms of heat illness, including how emergency medical services will be provided should they become necessary.

The Wooten Company, LLC procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.

The Wooten Company, LLC procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

Supervisors must receive training in the prevention of heat related illnesses prior to supervising employees working in heat. Supervisors will be trained in The Wooten Company, LLC heat illness emergency response procedures to prevent heat illness and procedures to follow when an employee exhibits symptom consistent with heat illness, including emergency response procedures.

Communication for employees shall be in a form readily understandable by all affected employees.

The Wooten Company, LLC shall ensure all contractors, subcontractors, staffing companies, etc. employees (including temporary) working outdoors have been trained in heat illness prevention.

## **INCIDENT INVESTIGATION**

### **Purpose:**

The purpose of this program is to have effective procedures for reporting and evaluating/investigating incidents and non-conformances to prevent further occurrences.

### **Responsibilities:**

Responsibilities for incident investigation will be assigned prior to occurrence of an incident. Individual responsibilities for reporting and investigation must be pre-determined and assigned prior to incidents.

**The Wooten Company, LLC Safety Manager:**

Ensures investigations are conducted and assists in identifying corrective actions.

**Site Manager and Supervisors:**

Investigates (or assists in) incident investigations

Corrects non-conformances

Accompany injured employees to the medical provider for initial treatment.

**Employees:**

Immediately report any injury, job related illness, spill, or damage to any property to their immediate supervisor. If their immediate supervisor is not available, the employee is then to immediately notify the project manager. Employees who could be first responders will be trained and qualified in first aid techniques to control the degree of loss during the immediate post-incident phase.

**Procedure:**

After immediate rescue or response, actions to prevent further loss will occur if the scene is safe. For example, maintenance personnel should be summoned to assess integrity of buildings and equipment, engineering personnel to evaluate the need for bracing of structures, and special equipment/response requirements such as safe rendering of hazardous materials or explosives employed.

**Investigations of Incidents & Non-conformances:**

Investigation is an important part of an effective safety program in that it determines the root cause and corrective actions necessary to prevent similar incidents or non-conformances.

The following must be reported to the employee's supervisor immediately. If that person is not available, then The Wooten Company, LLC Safety Manager shall be immediately notified for:

Near miss incidents with the potential to harm people, the environment, or assets

Work related injuries or illnesses; Property damage including vehicle incidents

Hazardous chemical spillage, loss of containment and contamination

Non-conformance to safety or environmental rules, policies, or standards

The supervisor shall make the necessary notifications and begin the incident investigation process.

In the case of a major injury or incident the scene of the event should be closed off and kept "as is" at the

time of the incident. This is vital for effective incident investigation.

Incident investigation occurs as soon as possible, while the facts are still fresh within the minds of those involved (i.e., witnesses). Take the opportunity to talk to all of those involved before they become unavailable or memory fades. An incident investigation must be thorough and concerned only with cause and prevention and must be separate from administrative disciplinary action.

**Equipment:**

Proper equipment will be available to assist in investigating. Equipment may include some or all the following items: writing equipment such as pens/paper, measurement equipment such as tape measures and rulers, cameras, small tools, audio recorder, PPE, flags, equipment manuals, etc. The Safety Manager shall have an incident investigation kit prepared in advance.

**Incident Reporting Matrix:**

The Incident Reporting Matrix identifies, based on type of incident, who within corporate management shall be verbally notified and when. It also specifies which type of report from the field shall be completed based on the type of incident.

Reporting of the incident must occur in a specified manner based on site specific requirements and the reporting sequence shall be posted.

**INCIDENT NOTIFICATION MATRIX**

<b>TYPE OF INCIDENT</b>	<b>WHO TO NOTIFY VERBALLY</b>	<b>WHEN</b>	<b>INCIDENT REPORT</b>
<b>Minor First Aid</b>	<b>Safety Manager</b>	<b>24 hours</b>	<b>Yes</b>
<b>Clinic or Doctor Visit</b>	<b>Safety Manager</b>	<b>ASAP</b>	<b>Yes</b>
<b>In-patient Hospitalization</b>  <b>Amputation</b> <b>Loss of an Eye</b>	<b>President then Safety Manager, OSHA</b>	<b>Within 24 hours to State or Federal OSHA</b>	<b>Yes</b>
<b>Fatality</b>	<b>President, then Safety Manager, OSHA</b>	<b>Within 8 hours to State or Federal OSHA</b>	<b>Yes</b>
<b>Reportable Spill</b>	<b>Safety Manager</b>	<b>ASAP</b>	<b>Yes</b>
<b>Non-conformance</b>	<b>Safety Manager</b>	<b>24 hours</b>	<b>Verbally Initially</b>
<b>Workman's Comp</b>	<b>Workman's Comp Carrier</b>	<b>1 business day</b>	<b>Employer's Report of Injury</b>

OSHA defines “in-patient hospitalization” as a formal admission to the in-patient service of a hospital or clinic for care or treatment. Treatment in an emergency room only is not reportable.

OSHA defines “amputation” as the traumatic loss of all or part of a limb or other external body part. This would include fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; and amputations of body parts that have since been reattached. When there is a health care professional’s diagnosis available, the employer should rely on that diagnosis.

Results of incident investigations are communicated to employees via the Incident Notice form.

### **Time Elements of When Incidents Should Be Reported to Applicable Regulatory Agency(s) and the Host Facility/Client:**

Required incidents must be reported to applicable regulatory agency(s) within 8 hours of their discovery. Incidents must also be reported to the client (host facility) as soon as possible, or in a timely manner (within 24 hours of incident).

### **Incident Review Team and Incident Investigation Report:**

All incidents will be investigated to the appropriate level with regards to incident severity. While all incidents should be investigated, the extent of such investigation shall reflect the seriousness of the incident utilizing a root cause analysis process or other similar method determined by The Wooten Company, LLC Safety Manager. They will form an Incident Review Team that participates in the determination of the final root cause investigative incident report. The team consists of representatives of management or other designers as assigned by The Wooten Company, LLC Safety Manager.

### **Initial Identification/Assessment of Evidence:**

Initial identification of evidence immediately following the incident might include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and physical factors such as fatigue, age, and medical conditions.

### **Collection/Preservation and Security of Evidence:**

Evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment. All shall be dated.

### **Witness Interviews and Statements:**

Witness interviews and statements must be collected. Locating witnesses, ensuring unbiased testimony, obtaining appropriate interview locations, and use of trained interviewers should be detailed. The need for follow-up interviews should also be addressed. All items shall be dated.

The final incident investigation report consists of findings with critical factors, evidence, corrective actions, responsible parties, and timelines for corrective action completion.

Results of incident investigations are communicated to employees via the Incident Notice form.

### **Preparation of the Written Incident Report:**

Written incident reports will be prepared and include the Field Incident Report Form and a detailed narrative statement concerning the events. The format of the narrative report may include an introduction, methodology, summary of the incident, Incident Review Team member names, narrative of the event, findings, and recommendations. Photographs, witness statements, drawings, etc. should be included.

The supervisor completes The Wooten Company, LLC Field Incident Report and takes the below steps when beginning an incident investigation.

Provide emergency assistance, as needed

Secure the area as quickly as possible to retain area in the same condition at the time of the incident

Notify management by phone according to the Incident Notification Matrix  
Identify potential witnesses

Use investigation tools, as needed (camera, drawings, video, etc.)

Tag out for evidence any equipment that was involved  
Interview witnesses (including the effected employee) and obtain written, signed statements and fax to The Wooten Company, LLC Safety Manager

Prepare The Wooten Company, LLC Field Incident Report, sign the form, fax it to The Wooten Company, LLC Safety Manager

Implement any immediate corrective actions needed

### **Incident Notice Form:**

The Wooten Company, LLC shall provide documentation and communication of lessons learned and review of similar operations to prevent reoccurrence. Lessons learned are reviewed and communicated. Changes to processes must be placed into effect to prevent reoccurrence or similar events.

To communicate incident information and lessons learned from incidents The Wooten Company, LLC Safety Manager shall send the Incident Notice to all work sites. The form shall be posted on employee bulletin boards and shall be discussed in weekly safety meetings until all employees at the job site have been informed of the incident.

### **Corrective Actions Resulting from Incident Investigations:**

Incident investigations should result in corrective actions, individuals should be assigned responsibilities relative to the corrective actions, and these actions should be tracked to closure.

Site Managers are held accountable for closing corrective actions. Corrective actions for safety improvement input are posted at each site and tracked by The Wooten Company, LLC Safety Manager to ensure timely follow up and completion.

Corrective actions are also used as needed for revisions to site specific safety plans and The Wooten Company, LLC Safety and Health Management System.

### **Injury Classifications:**

Injuries shall be classified per the following:

**First Aid** – Dressing on a minor cut, removal of a splinter, typically treatment for household type injuries.

**Lost Workday Case (LWDC)** – An injury that results in an employee being unfit to perform any work on any day after the occurrence of an occupational injury.

**Number of Lost or Restricted Workdays** – The number of days, other than the day of occupational injury and the day of return, missed from scheduled work due to being unfit for work or medically restricted to the point that the essential functions of a position cannot be worked.

**Occupational Injury** – An injury which results from a work-related activity.

**Occupational Illness** – Any abnormal condition or disorder caused by exposure to environmental factors while performing work that resulted in medical treatment by a physician for a skin disorder, respiratory condition, poisoning, hearing loss or other disease (frostbite, heatstroke, sunstroke, welding flash, diseases caused by parasites, etc.). Do not include minor treatments (first aid) for illnesses.

**Recordable Medical Case (RMC)** – An occupational injury more severe than first aid that requires advanced treatment (such as fractures, more than one stitch, prescription medication of more than one dose, unconsciousness, removal of foreign body embedded in eye (not flushing), admission to a hospital for more than observation purposes) and yet results in no lost work time beyond the day of injury.

**Restricted Workday Case (RWDC)** – An occupational injury which results in a person being unfit for essential functions of the regular job on any day after the injury but where there is no time lost beyond the day of injury. An example would include an injured associate who is kept at work but not performing within the essential functions of their regular job.

**Work or Work-Related Activity** – All incidents that occur in work related activities during work hours, field visits, etc. are reportable and are to be included if the occupational injury or illness is more serious than requiring simple first aid. Incidents occurring during off hours and incidents while in transit to or from locations that are not considered an employee's primary work are not reportable.

The following are examples of incidents that will not be considered as recordable:

The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.

The injury or illness results solely from voluntary participation in a wellness program or in flu shots, exercise class, racquetball, or baseball.

The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.

The illness is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work).

**Training:**

The Wooten Company, LLC shall train personnel in their responsibilities and incident investigation techniques. Personnel must be trained in their roles and responsibilities for incident response and incident investigation techniques. Training requirements relative to incident investigation and reporting are described below:

Training frequency will be based on the specific area of responsibility but shall not exceed once every two years.

Training requirements relative to incident investigation and reporting shall include

- Awareness
- First Responder Responsibilities

- The Initial Investigation at the Accident Scene

- Managing the Accident Investigation

- Collecting Data
- Analyzing Data

- Developing Conclusions and Judgments of Need

- Reporting the Results

**INCIDENT REPORTING**

**Purpose:**

The purpose of this program is to have effective procedures for reporting incidents to follow OSHA requirements.

**Responsibilities:**

Individual responsibilities for reporting incidents to OSHA must be pre-determined and assigned prior to incidents.

**The Wooten Company, LLC Safety Manager:**

Ensures incidents are reported to OSHA as required by regulation.

Site Manager and Supervisors

Ensures incidents are reported to OSHA as required by regulation.

**Employees:**

Immediately report any actual or suspected injury, job related illness, spill, or damage to any property to their immediate supervisor. If their immediate supervisor is not available, the employee is then to immediately notify the project manager.

**Procedures:****Incident Reporting Matrix:**

The Incident Reporting Matrix identifies, based on type of incident, who within corporate management shall be verbally notified and when. It also specifies which type of report from the field shall be completed based on the type of incident.

**Incident Notification Matrix:**

Type of Incident	Who to Notify Verbally	When	Incident Report form
Minor First Aid	Safety Manager, Project Manager, Client If Required	ASAP	Yes
In-patient Hospitalization Amputation Loss of an Eye	President then Safety Manager, OSHA	Within 24 hours to OSHA	Yes
Fatality	President, then Safety Manager, OSHA	Within 8 hours to OSHA	Yes
Workman's Comp	Workman's Comp Carrier	1 business day	Employer's Report of Injury

OSHA defines "in-patient hospitalization" as a formal admission to the in-patient service of a hospital or clinic for care or treatment. Treatment in an emergency room only is not reportable.

OSHA defines "amputation" as the traumatic loss of all or part of a limb or other external body part. This would include fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; and amputations of body parts that have since been reattached. When there is a health care professional's diagnosis available, The Wooten Company, LLC should rely on that diagnosis.

**Main Guidelines of OSHA Reporting:**

OSHA is notified within 8 hours of a work-related fatality. Within eight (8) hours after the death of any employee because of a work-related incident, The Wooten Company, LLC must report the fatality to the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.

All work-related incidents involving severe injuries are reported to OSHA within 24 hours. Within twenty-four (24) hours after the in-patient hospitalization of one or more employees or an employee's amputation or an employee's loss of an eye, because of a work-related incident, The Wooten Company,

LLC must report the in-patient hospitalization, amputation, or loss of an eye to OSHA.

What severe injuries and/or fatalities are reported to OSHA - The Wooten Company, LLC must report severe injuries and/or fatalities using one of the following methods:

By telephone or in person to the OSHA Area Office that is nearest to the site of the incident,

By telephone to the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742),

Or by electronic submission using the reporting application located on OSHA's public web site at [www.osha.gov](http://www.osha.gov).

### **Initial Identification/Assessment of Evidence:**

Initial identification of evidence immediately following the incident could include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc.

### **Collection/Preservation and Security of Evidence:**

Evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment. Everything shall be dated.

### **Witness Interviews and Statements:**

Witness interviews and statements must be collected. Locating witnesses, ensuring unbiased testimony, obtaining appropriate interview locations, and use of trained interviewers should be detailed. The need for follow-up interviews should also be addressed. All items shall be dated.

The final incident investigation report consists of findings with critical factors, evidence, corrective actions, responsible parties, and timelines for corrective action completion.

### **Preparation of the Written Incident Report:**

Written incident reports will be prepared and a detailed narrative statement concerning the events. The format of the narrative report may include an introduction, methodology, summary of the incident, Incident Review Team member names, narrative of the event, findings, and recommendations.

Photographs, witness statements, drawings, etc. should be included.

The supervisor takes the following steps following an injury incident.

Provide emergency assistance, as needed, and qualified for

Secure the area as quickly as possible to retain area in the same condition at the time of the incident

Notify management by phone per the Incident Notification Matrix  
Identify potential witnesses

Use investigation tools, as needed (camera, drawings, video, etc.)

Tag out for evidence any equipment that was involved

Interview witnesses (including the effected employee) and obtain written, signed statements and email/fax to The Wooten Company, LLC Safety Manager

Implement any immediate corrective actions needed

**Training:**

The Wooten Company, LLC shall train personnel in their responsibilities for incident reporting. Training requirements relative to incident reporting are described below:

Training frequency will be based on the specific area of responsibility but shall not exceed once every two years.

Training requirements relative to incident investigation and reporting shall include:

- Awareness
- First Responder Responsibilities

- The Initial Investigation at the Accident Scene

- Managing the Accident Investigation

- Collecting Data
- Analyzing Data

- Developing Conclusions and Judgments of Need

- Reporting the Results

## **INJURY/ILLNESS RECORDKEEPING**

**Purpose:**

The purpose of this program is to define the requirements for recording job related injuries and illnesses for The Wooten Company, LLC.

**Scope:**

This policy shall cover all The Wooten Company, LLC operations within the United States. Specific guidelines are available at the following website link:

<http://www.osha.gov/recordkeeping/index.html>.

## **Key Responsibilities-**

### **Safety Manager:**

Shall ensure all job-related injuries and illnesses are recorded properly in accordance with OSHA requirements.

Shall ensure all required postings are conducted in accordance with recordkeeping guidelines

Shall maintain all required records.

Shall determine the proper classification of job-related injuries or illnesses based on OSHA recordkeeping guidelines.

### **Supervisors:**

Shall ensure that all job-related injuries and illness are reported promptly to The Wooten Company, LLC Safety Manager.

### **Employees:**

Shall promptly report any actual or suspected job-related injury or illness.

### **Procedures:**

If The Wooten Company, LLC is required to keep records of fatalities, injuries, and illnesses it must record each fatality, injury, and illness that:

Work-related

Is a new case

Meets one or more of the general recording criteria

The Wooten Company, LLC must enter each recordable injury or illness on an OSHA 300 Log and 301 Incident Report, or other equivalent form, within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.

The OSHA 300A Summary will be signed by a company official. A The Wooten Company, LLC executive must certify that he or she has examined the OSHA 300 Log and that he or she believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

### **Posting:**

The Wooten Company, LLC must post a copy of the annual summary in each establishment in a conspicuous place or places where notices to employees are customarily posted. The Wooten Company, LLC must ensure that the posted annual summary is not altered, defaced, or covered by other material.

The annual summary must be posted no later than February 1st of the year following the year covered by the records and the posting kept in place until April 30th.

The Wooten Company, LLC must save the OSHA 300 Log, the privacy case list (if one exists), the annual summary and the OSHA 301 Incident Report forms for five (5) years following the end of the calendar year that these records cover.

## **LADDER SAFETY**

### **Purpose:**

The purpose of the program is to prescribe rules and establish minimum requirements for the construction, care, and use of the common types of ladders.

All ladders that are purchased and placed into service; or any ladders that are engineered, manufactured, and installed on any The Wooten Company, LLC equipment shall follow the requirements set forth by this program.

### **Scope:**

This program is applicable to all employees who may utilize ladders. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers The Wooten Company, LLC employees and contractors and shall be used on owned premises, or when an operator's program does not exist or is less stringent.

### **Definitions:**

Ladder - an appliance usually consisting of two side rails joined at regular intervals by cross-pieces called steps, rungs, or cleats, on which a person may step in ascending or descending.

Stepladder - a self-supporting portable ladder, nonadjustable in length, having flat steps and a hinged back. Its size is designated by the overall length of the ladder measured along the front edge of the side rails.

Single ladder - a non-self-supporting portable ladder, nonadjustable in length, consisting of but one section. The overall length of the side rail is designated as its size.

Extension ladder - a non-self-supporting portable ladder adjustable in length. It consists of two or more sections traveling in guides or brackets so arranged as to permit length adjustment. Its size is designated by the sum of the lengths of the sections measured along the side rails.

Fixed ladder - a ladder permanently attached to a structure, building, or equipment.

Individual-rung ladder - a fixed ladder each rung of which is individually attached to a structure, building, or equipment.

Cage - a guard that may be referred to as a cage or basket guard, which is an enclosure that is fastened to the side rails of the fixed ladder or to the structure to encircle the climbing space of the ladder for the safety of the person who must climb the ladder.

### **Key Responsibilities-**

**Managers and Supervisors:**

Managers and supervisors are responsible for ensuring that all employees and/or contractors have been trained in the use and inspection of ladders in accordance with the manufacture's guidelines.

Managers and supervisors are responsible for ensuring that all employees and contractors are aware that if an inspection discovers a defect, the ladder shall not be used and taken out of service.

**Employees:**

Employees shall inspect ladders prior, during and at the completion of each use to ensure the condition of the ladder and the safety of its occupants.

Employees are responsible for following this program and reporting any damage or repairs that may be needed to their supervisor.

**Procedure:**

Inspection, Care and Safe Work Practices of Ladders

**Inspection:**

Ladders must be inspected periodically. Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.

Ladders used by The Wooten Company; LLC employees must meet OSHA/ANSI specifications.

Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use.

Defective ladders are tagged and/or removed from service. Portable and fixed ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, shall either be immediately marked in a manner that readily identifies them as defective, or be tagged with "Do Not Use" or similar language, and shall be withdrawn from service until repaired.

If a ladder is tipped over, it shall be inspected by a competent person for side rail dents or bends, or excessively dented rungs; check all rung to side rail connections; check hardware connections; check rivets for shears.

Ladders with broken or missing steps, rungs, or cleats, broken side rails, or other faulty equipment shall not be used; improvised repairs shall not be made.

All wood parts shall be free from sharp edges and splinters; sound and not painted.

**Care:**

Ladders shall always be maintained in good condition, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached, and the movable parts shall operate freely without binding or undue play.

Metal bearings of locks, wheels, pulleys, etc., shall be frequently lubricated.

Frayed or badly worn rope shall be replaced. Safety feet and other auxiliary equipment shall be kept in good condition to ensure proper performance.

Rungs shall be kept free of grease and oil.

Ladders shall be stored in a well-ventilated area in a manner to prevent sagging and warping.

### **How to Safely Use Ladders:**

Ladders shall be used only for the intended purpose for which they were designed. Never use ladder in a horizontal position or as scaffolding and do not place ladders on top of boxes, barrels, crates, etc.

The ladder shall be secured at the top or held by another person at the base.

The footing of the ladder shall be placed on a stable and level surface.

Extension ladders are placed against the top support at a 4:1 incline. Ladders shall be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder. (The distance along the ladder between the foot and the top support.)

When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect.

Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.

Ladders shall not be used by more than one man at a time.

Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.

If a ladder is used in a high traffic area, barricades shall be placed to avoid accidental displacement due to collisions.

Do not stand on the top two rungs or top of step ladder.

On two-section extension ladders the minimum overlap for the two sections in use shall be as follows:

<b>Size of Ladder (feet)</b>	<b>Overlap (feet)</b>
<b>Up to and including 36'</b>	<b>3</b>
<b>Over 36 up to and including 48'</b>	<b>4</b>
<b>Over 48 up to and including 60'</b>	<b>5</b>

The upper supports of ladders used to access elevated work areas must extend a minimum of three (3) feet above the elevated surface. The ladder side rails shall extend at least three (3) feet (.9m) above the upper landing surface. When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect.

Ladders shall extend a minimum of three (3) feet above the top of upper landing surface. The ladder side rails shall extend at least three (3) feet (.9m) above the upper landing surface. When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect.

The employee shall always maintain a three (3)-point grip on the ladder and carry tools/equipment on a belt or hoist up. Do not carry anything in your hands that could cause injury in case of fall.

The employee shall face the ladder while ascending or descending.

The bracing on the back legs of stepladders is designed solely for increasing stability and not for climbing.

The ladder shall not be moved while occupied.

### **Portable Ladders:**

Stepladders shall not be longer than 20 feet. Single ladders shall not be longer than 30 feet. Two (2) section extension ladders shall not be longer than 60 feet. All ladders of this type shall consist of two sections, one to fit within the side rails of the other and arranged in such a manner that the upper section can be raised and lowered.

Keep all ladders at least 20 feet away from power lines.

Load limits for ladders may not be exceeded. Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond the manufacturer's rated capacity.

Weight includes the combined weight of the climber and his tools/equipment. Ladders are rated as the following:

I (Holds 250 lbs.)

I-A (Holds 300 lbs.)

II (Holds 225 lbs.)

III (Holds 200 lbs.)

### **Fixed Metal Ladders:**

Ladders shall be constructed to withstand a minimum of 200 pounds.

All metal rungs shall have a minimum diameter of  $\frac{3}{4}$  inches and wooden rungs shall have a minimum diameter of 1  $\frac{1}{8}$  inches.

Rungs shall not be more than 12 inches apart and shall be uniform throughout the length of the ladder.

Rungs shall be a minimum length of 16 inches and provide protection so a foot cannot slip off the end.

Rungs shall have a minimum of seven (7) inches between themselves and the structure behind it.

A fall restraint system must be provided for all fixed ladders greater than six feet in length.

A Cage is required when the fixed ladder is at least 20 feet tall.

Cages on fixed ladders shall not begin at a point less than seven (7) feet nor greater than 8 feet from the walking surface below the cage.

Cages shall provide a clear width of 15 inches in each direction of the rung's centerline.

Cages shall not extend less than 27 inches, but not greater than 28 inches from the centerline of the rung.

A climbing fall restraint system may be substituted for a ladder cage.

## **LOCKOUT/TAGOUT**

### **Purpose:**

The purpose of this program is to establish procedures for affixing appropriate lockout/tagout equipment to energy isolating devices and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy to prevent injury or incident.

### **Scope:**

This program covers the servicing and maintenance of machines and equipment where the unexpected energization or startup of the machine or equipment, or the release of stored energy could cause an incident. This program establishes minimum performance requirements for the control of such hazardous energy. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers The Wooten Company, LLC employees and contractors and shall be used on owned premises, or when an operator's program does not exist or is less stringent.

### **Definitions:**

**Affected employee** - An employee whose job requires them to operate or use a machine or equipment on which servicing, and maintenance is being performed under lockout/tagout, or whose job requires the employee to work in an area in which such servicing or maintenance is being performed.

**Authorized employee** - A person that performs lockout/tagout procedures on machines or equipment to perform servicing or maintenance on that machine or equipment. An affected employee becomes authorized when that employee's duties include performing servicing or maintenance covered under this program.

**Capable of being locked out** - An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

**Energized** - Connected to an energy source or containing residual or stored energy.

**Energy isolating device** - A mechanical device that physically prevents the transmission or release of energy including, but not limited to, the following:

A manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors and no pole can be operated independently, a line valve, a block and any similar device used to block or isolate energy.

Push buttons, selector switches and other control circuit type devices are not isolating devices.

**Lockout** - The placement of a lockout device on an energy isolating device in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Lockout device** - A device that utilizes a positive means, such as either a key or combination type lock, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

**Normal operation** - The utilization of a machine or equipment to perform its intended operation.

**Potential Energy Sources** - Any source of gas, electrical, mechanical, hydraulic, pneumatic, chemical, gravity, steam, thermal, tension or other energy sources.

**Servicing and/or maintenance** - Workplace activities such as constructing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines and equipment, where the employee may be exposed to an unexpected energization or startup of the equipment or release of a hazardous energy source.

**Setting up** - Any work performed to prepare a machine or equipment for performing its normal operation.

**Tagout** - The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**Tagout device** - A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until tagout device is removed.

## **Key Responsibilities-**

### **Managers and Supervisors:**

Responsible to control and enforce this plan and to see that all their employees and contractors that are affected by lockout/tagout procedures, have the knowledge and understanding required for safe application, usage, and removal of all energy controls and devices.

Ensure employees are trained and comply with the requirements of this program.

### **Employees:**

Employees who are affected by this program are required to attend training on an annual basis.

Are required to follow the provisions of this program.

**Procedure-**

**General:**

Only an authorized employee or employees performing the servicing or maintenance shall perform lockout or tagout.

**Devices:**

Lockout Device - If an energy source can be locked out a device that utilizes a lock to hold an energy isolating device in a safe position shall be used. Each site shall have the same type of lock as specified by The Wooten Company, LLC.

Tagout Device – If an energy source cannot be locked out with a lockout device, then a tagout device shall be used. Tagout devices are a warning only level of protection and shall be weather and chemical resistant, standardized in color with clear written warning of hazardous energy, i.e. Do Not Operate, Do Not Start, Do Not Energize, etc. Each site shall have the same style of tags specified by The Wooten Company, LLC.

**Specific Energy Control Procedures:**

Each manager or supervisor is responsible for developing specific step-by-step shutdown and startup procedures for a machine or piece of equipment in their respective area.

A written, step-by-step isolation procedure for shutdown and startup shall be prepared for each type of machine or piece of equipment.

This procedure shall include:

Equipment number if assigned

Equipment location

Energy Source(s) (i.e., electrical, hydraulic, gas pressure, etc.)

Location of isolating controls (i.e., breaker switches, valves, etc.)

Quantity of isolating controls

Quantity of locks required to isolate the equipment

Other hardware is required to isolate the equipment (i.e., chains, valve covers, blocks, etc.)

List any residual energy required to be dissipated before work begins

**Specific Sequence for Application of Energy Control-**

**1. Notification:**

Authorized employees must notify all other affected employees of the application and removal of lockout/tagout devices. Notification shall be given before the controls are applied and before they are removed from the machine or equipment.

## **2. Preparation for Shutdown:**

Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled and the methods or means to control the energy.

## **3. Machine or Equipment Shutdown:**

The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees because of the equipment stoppage.

## **4. Machine or Equipment Isolation:**

All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source.

## **5. Lockout/Tagout Devices and Application:**

Each authorized employee shall have the proper number of locks and devices to be able to perform proper lockout/tagout procedures for machines or equipment that they may be working on.

Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.

Lockout and tagout devices shall include the name of individual placing device. Devices shall indicate the identity of the employee applying the device.

Lockout devices shall be affixed in a manner to hold the energy isolating devices in a safe or off position.

Tagout devices shall be affixed in a manner that will clearly indicate the operation or movement of isolating devices from the safe or off position.

Tagout devices used with energy isolating devices with the capability of being locked out shall be fastened at the same point at which the lock would have been attached. If a tag cannot be directly attached to the energy isolation device, it shall be located as close as safely as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

Each energy source shall be locked out completely isolating the equipment.

Isolating machines or equipment shall include, but are not limited to:  
Pumps, compressors, generators, electric distribution, storage tanks, etc.

Each type of equipment to be isolated shall have specific procedures for isolation, i.e., for compressors:

suction, discharge, power, starting, fuel, dumps shall be closed, locked, and tagged out properly. The blow-down valve shall be opened, locked, and tagged out properly. (NOTE): If compressor has a side stream hooked up, the side stream shall be closed, locked, and tagged out properly.

## **6. Stored Energy and the Possibility of Reaccumulating:**

Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

If there is a possibility of re-accumulation of stored energy, verification of isolation shall be continued until the servicing or maintenance operation is completed, or until the possibility of such accumulation no longer exists.

## **7. Verification of Isolation**

Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employee shall verify that isolation and de-energization of the machine or equipment have been accomplished.

### **Procedures for Handling Multiple Groups of Workers Involved in a Group Lockout:**

A crew of authorized employees may use a group lockout or tagout device. This will afford the group of employees a level of protection equal to that provided by a personal lockout or tagout device.

Procedures include:

A tailgate meeting shall be conducted to review the lockout procedures and other information as required for safe work to continue – all crafts and affected departments shall be involved.

An authorized employee will isolate the equipment and ascertain the exposure status of individual group members.

All workers will then place their individual locks on the device's group lockout or tagout device after they have verified the procedure.

An authorized employee has primary responsibility for a set number of employees working under the protection of a group lockout or tagout device. The authorized employee should ascertain the exposure status of individual group members. Each The Wooten Company, LLC employee or contractor shall attach a personal lockout or tagout device to the group's device while he/she is working and then removes it when finished.

During shift change or personnel changes, there are specific procedures to ensure the continuity of lockout or tagout procedures. These include:

In the event shift or personnel changes occur during maintenance and/or repair activities, the designated The Wooten Company, LLC employee in charge shall take the necessary steps to maintain the continuity of the lockout/tagout protection. This includes maintaining that all provisions in this procedure are adhered to and the transfer of lockout/tagout devices between authorized employees is accomplished.

No work shall be allowed to proceed following personnel or shift change unless these requirements are met. The job supervisor must observe that all personnel or shift change locks or tags are properly transferred during the process.

Before the last outgoing person is allowed to leave, they must remove their lock (or warning tag) and the incoming The Wooten Company, LLC person shall affix their lock or (warning tag) to prevent the lock out device or tag warning device from ever not being locked or warning if a lock out device is not practicable.

This also applies to all group lockout tagout situations.

This also applies to all contract personnel working on The Wooten Company, LLC or client projects.

If any outgoing person leaves the site and their lock/tag is still attached, then follow Removal of Locks guidelines below.

### **Release from Lockout/Tagout:**

When servicing or maintenance is completed or when Lockout / Tagout devices must be temporarily removed, the equipment requires testing and the machine or equipment is ready for testing or to return to normal operating conditions, the following steps shall be taken, in this order:

Check the machine or equipment and the immediate area surrounding the machine or equipment to ensure that all nonessential items such as tools have been removed and that the machine or equipment components are operationally intact.

Check the work area to ensure that all personnel have been safely positioned or removed from the area.

Remove the Lockout/Tagout device

Energize and proceed with testing.

Deenergize and reapply control methods including Lockout / Tagout devices

Document the procedure by use of the completed isolation log and provide it to supervisor for filing.

### **Removal of Locks:**

The authorized employee who applied for the lock shall be the one to remove their lock. However, after all the work has been completed, certain conditions may arise which prohibit this person from being present to remove the lock.

The following procedures shall be followed to allow for the removal of a lock that another person has applied:

Every effort shall be made to contact the authorized employee who applied for the lock to obtain the key(s).

If the key(s) cannot be made available, the employee who requests removal of the lock shall

contact their supervisor.

The supervisor shall verify that every effort was made to contact the original authorized employee who applied the lock and to obtain the key(s).

The employee removing the lock shall note in the Service Report that the lock(s) were removed with permission by supervisor.

All reasonable efforts will be made by the supervisor to notify that employee their lock has been removed, ensuring that the authorized employee has this knowledge before they return to work.

If the equipment is client owned, the supervisor or employee requesting to remove the lock(s) shall contact the client to get the lock removed. Clients must remove their lock(s).

**NOTE: The Wooten Company, LLC employees shall not remove any client locks.**

**Contractors:**

Contractors performing lockout procedures on The Wooten Company, LLC property shall comply with this procedure. Contractors shall supply their own locks. The Wooten Company, LLC shall initially lockout The Wooten Company, LLC machines and equipment before the contractor will be allowed to apply their own lock in addition to The Wooten Company, LLC'.

**Periodic Inspections of the Energy Control Procedure:**

Periodic inspections of the energy control procedure are conducted and documented at least annually to ensure procedures and requirements are being followed. Periodic inspections of the energy control procedure must be conducted at least annually to ensure that the procedure is being followed.

The Wooten Company, LLC Safety Manager or their designer performs the inspection (it must be someone other than those using the lockout/tagout in progress). The inspector will produce a certified review of the inspection including date, equipment, employees, and the inspection shall be documented. They will verify that:

Each authorized and/or affected employee has been trained as required.

Any new equipment added has specific lockout procedures developed and documented.

Current procedures are adequate for performing complete isolation of equipment and resulting in a zero-energy state.

A copy of the audit is maintained on file at the manager's/supervisor's office.

**Employee Training:**

The training must include recognition of hazardous energy source, type, and magnitude of energy available, methods and means necessary for energy isolation and control.

Each authorized employee shall receive adequate training.

All affected employees are instructed in the purpose and use of the energy control procedure.

Any other employees whose work operations are or may be in an area where energy control procedures may be utilized are instructed in the purpose and use of the energy control procedure.

Additional training includes:

The purpose and use of energy control procedures.

When tagout systems are used, employees shall also be trained in the following limitations of tags:

Tags are warning devices affixed to energy isolating devices, and do not provide physical restraint on those devices that is provided by a lock.

When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated in any way.

Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, to be effective.

Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

### **Retraining:**

Retraining shall be conducted whenever a periodic inspection reveals, or whenever The Wooten Company, LLC has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

Retraining is required when there is a change in job assignments, in machines, a change in the energy control procedures, or a new hazard is introduced.

The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

### **Training Documentation:**

The Wooten Company, LLC shall certify that employee training has been carried out and is being kept up to date. All training and/or retraining must be documented, signed, and certified.

## **MANUAL LIFTING**

### **Purpose:**

The Wooten Company, LLC is committed to providing a safe and healthy working environment for all employees. Musculoskeletal disorders (MSD) account for most reported injuries and we must minimize the risk and incidence of MSDs. To achieve this goal, The Wooten Company, LLC requires each worksite to establish and maintain an MSD, Lifting and Handling Loads Program with the following elements:

Ongoing training of management, supervisors, and employees (including new hires) on MSD awareness hazards and control measures

Training of specialized staff (designated The Wooten Company, LLC Representative, JHSC members) on MSD hazard assessment and control measures

### **Tracking of MSD Statistics:**

MSD hazard identification and assessment (see MSD Hazard Identification form)

Control of MSD hazards through the application of engineering and/or administrative controls

Proactively integrating ergonomics principles into workplace design and work techniques  
A realization that personal protective equipment may only be used as a substitute for engineering or administrative controls if it is used in circumstances in which those controls are not practicable.

### **Key Responsibilities:**

#### **The Wooten Company, LLC Safety Manager:**

Develops local Lifting and Handling Loads Programs for all worksites in accordance with this procedure and ensures all employees are aware of the requirements of the local Lifting and Handling Loads Program.

Communicate, promote, and support the MSD, Lifting and Handling Loads Program.

Conduct MSD training sessions and/or provide MSD training materials.

Maintain records of MSD training that they provide in a manner that supports accuracy and ease of access for monitoring purposes.

Monitor corrective actions taken as identified on incident reports.

Support supervisors and the worksite JHSC in the Lifting and Handling Loads Program process.

Assist in the investigation of MSD incidents to address injury hazards.

Bring to the attention of The Wooten Company, LLC management any MSD hazards identified during their investigations, audits, or inspections.

Ensure distribution and awareness of MSD Hazard Identification Forms.

Provide input into purchasing specifications for new tools, equipment and furniture as needed to reduce

MSD hazards.

Provide input into the development of safe work procedures to reduce MSD hazards.

**Worksite Manager:**

Responsible for the implementation and maintenance of the Lifting and Handling Loads Program for their facility and ensuring all assets are made available for compliance with the procedure. He or she will also:

Ensure that all worksite departments implement and maintain the provisions of the Lifting and Handling Loads Program.

Seek regular reports to ensure that their worksite follows the Lifting and Handling Loads Program.

Manual lifting equipment such as dollies, hand trucks, lift-assist devices, jacks, carts, hoists must be provided for employees. Other engineering controls such as conveyors, lift tables, and workstation design should be considered.

The use of provided manual lifting equipment by employees must be enforced.

**Employees:**

Shall attend all MSD related training for the task they are performing.

Practice MSD prevention strategies as per MSD training.  
Comply with safe work procedures.

Use the equipment provided by The Wooten Company, LLC, according to manufacturers' recommendations.

Report to the supervisor any unsafe acts, unsafe tasks, unsafe conditions, or equipment problems that create MSD hazards.

Report any MSD incidents to the supervisor and cooperate in the investigation process.

**Procedure-**

**Worksite Assessment:**

Before manual lifting is performed, a hazard assessment must be completed. The assessment must consider size, bulk, and weight of the object(s), if mechanical lifting equipment is required, if two-man lift is required, whether vision is obscured while carrying and the walking surface and path where the object is to be carried. The assessment shall also include:

Use of the MSD Hazard Identification form contained within this procedure  
Physical Demands

Neck Back, Shoulder Wrist

Hand

Knee / Ankle

Feet

Force Required and Working Distance

Do employees push, pull, lift, lower, or carry objects that are too heavy or require too much force, away from the center of the body or in a jerky or twisting manner?

**Work Postures:**

Is the back curved too much or in a stooped position?

Is the back twisted during movements?

Is the neck bent or twisted?

Are the arms away from the body?

Are the wrists flexed, extended, or pinched positions?

**Repetitive Use of Similar Muscles:**

Do employees perform movements over and over in the same way

Static Muscle Use and Duration

Do employees hold any of the above work postures for 20 seconds?

Stand for long periods with their knees locked?

Stand in one position without moving or stretching?

**Contact Stress:**

Do employees put localized pressure on any part of their body?

**Workspace Layout and Conditions:**

Are there working heights, reaches in workspace, equipment, tool design, storage conditions, etc., that cause or contribute to employees experiencing any of the physical demands risk factors?

Also consider seating, floor surfaces, the characteristics of objects handled, including size and shape, load condition and weight distribution, and container as well as tool and equipment handles.

**Organization of Work:**

Are there work processes, monotonous job tasks, work recovery cycles, task variability, work rate, machine paced tasks, or peak activity demands that cause or contribute to rushing, frustration, fatigue, or other visible signs of stress?

**Environmental Conditions:**

Are employees exposed to poor lighting, vibration, cold or hot air/wind/water?

**Work Controls:**

The Wooten Company, LLC must ensure based on the assessment, implement control measures to eliminate, minimize or reduce, so far as is reasonably practicable, the risk of musculoskeletal injury to the worker.

**Handling Heavy or Awkward Loads:**

The Wooten Company, LLC will take all practicable means to adapt the heavy or awkward loads to facilitate lifting, holding, or transporting by workers or to otherwise minimize the manual handling required. Those include:

Where use of lifting equipment is impractical or not possible, two-man lifts must be used.

All loads carried on handcarts shall be secured.

All awkward type loads shall be secured to prevent tipping.

**Additional methods include:**

Reducing the weight of the load by dividing it into two or more manageable loads

Increasing the weight of the load so that no worker can handle it and therefore mechanical assistance is required

Reducing the capacity of the container

Reducing the distance, the load must be held away from the body by reducing the size of the packaging

Providing hand holds

Team lifts the object with two or more workers

Improve the layout of the work process to minimize the need to move materials

Reorganize the work method(s) to eliminate or reduce repeated handling of the same object

Rotate workers to jobs with light or no manual handling

Use mobile storage racks to avoid unnecessary loading and unloading.

## **Incidents and Injuries:**

If an employee reports symptom of an MSI The Wooten Company, LLC will:

Musculoskeletal injuries caused by improper lifting must be investigated and documented. Incorporation of investigation findings into work procedures must be accomplished to prevent future injuries.

Injuries must be recorded and reported as required by 29 CFR Part 1904.

## **Review & Updating Lifting and Handling Loads Program:**

Supervision must periodically evaluate work areas and employees' work techniques to assess the potential for and prevention of injuries. New operations should be evaluated to engineer out hazards before work processes are implemented.

## **Training:**

The Wooten Company, LLC shall ensure that a worker who may be exposed to the possibility of musculoskeletal injury is trained in specific measures to eliminate or reduce that possibility. Our training shall include:

General principles of ergonomics

Recognition of hazards and injuries

Procedures for reporting hazardous conditions

Methods and procedures for early reporting of injuries

Additionally, job specific training will be given on safe lifting and work practices, hazards, and controls.

## **MOBILE EQUIPMENT**

### **Purpose:**

This program is written to follow local regulatory requirements and provide directives to managers, supervisors, and employees about their responsibilities in the operations and management of The Wooten Company, LLC mobile equipment.

### **Key Responsibilities:**

The Wooten Company, LLC Safety Manager

The designated Safety Manager is responsible for developing and maintaining the program and related procedures. These procedures are kept in the designated safety manager's office.

### **Site Manager:**

Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available for compliance with the plan.

## **Employees:**

All shall be familiar with this procedure and the local workplace vehicle safety program.

Follow all requirements, report unsafe conditions, and follow all posted requirements.

## **Mobile Equipment:**

The following requirements apply for all The Wooten Company, LLC locations:

The Wooten Company, LLC must develop and implement safe work procedures for the use of powered mobile equipment in the workplace and must train workers in those safe work procedures.

The equipment operator of mobile equipment shall be solely responsible for the safe operation of that equipment and shall comply with all laws and regulations governing the operation of the equipment.

Maintenance records for any service, repair or modification which affects the safe performance of the equipment must be maintained and be available to the operator and maintenance personnel during work hours

All mobile equipment shall be maintained in safe operating condition and operation, inspection, repair, maintenance, and modification shall be carried out in accordance with manufacturer's instructions or, in the absence of the instructions, in accordance with good engineering practice.

Servicing, maintenance, and repair of mobile equipment shall be done when the equipment is not in operation, except that equipment in operation may be serviced if the continued operation is essential to the process and a safe means is provided.

Only authorized employees shall be allowed to operate mobile equipment. Authorization to operate mobile equipment will be issued to employees qualifying under appropriate training and proficiency testing. The person must also have in possession of an applicable operator's license and an airbrake certificate where required and be familiar with the operating instructions pertaining to the equipment and be authorized to operate the equipment. Authorization will be issued after these requirements are met.

A supervisor must not knowingly operate or permit a worker to operate mobile equipment which is, or could create, an undue hazard to the health or safety of any person or is in violation of any local or federal regulations.

Mobile equipment in which the operator cannot directly or by mirror or other effective device see immediately behind the machine must have an automatic audible warning device which activates whenever the equipment controls are positioned to move the equipment in reverse, and if practicable, is audible above the ambient noise level.

Unauthorized personnel shall not be permitted to ride on equipment unless it is equipped to accommodate riders safely.

At the beginning of each shift, the operator shall inspect and check the assigned equipment, reporting immediately to his/her supervisor any malfunction of the clutch or of the braking system, steering, lighting, or control system and locking/tagging out the equipment if necessary.

The operator shall immediately report defects and conditions affecting or likely to affect the safe operation of the equipment to his or her immediate supervisor or other authorized person and confirm this by a written report as soon as possible. If an inspection of powered mobile equipment identifies a defect or unsafe condition that is hazardous or may create a risk to the safety or health of a worker The Wooten Company, LLC must ensure that the powered mobile equipment is not operated until the defect is adjusted, repaired or the unsafe condition is corrected.

The operator of mobile equipment must not leave the controls unattended unless the equipment has been secured against inadvertent movement such as by setting the parking brake, placing the transmission in the manufacturer's specified park position and by chocking wheels where necessary.

No operator shall leave unattended a suspended load, machine or part or extension of it unless it has been immobilized and secured against inadvertent movement.

Powered equipment shall not be left unattended unless forks, buckets, blades, and similar parts are in the lowered position or solidly supported.

Before a worker starts any powered mobile equipment, The Wooten Company, LLC shall ensure that the worker makes a complete 360-degree visual inspection of the equipment and the surrounding area to ensure that no worker, including the operator, is endangered by the start-up of the equipment. No worker shall start any powered mobile equipment until the inspection is completed.

All powered mobile equipment is inspected by a competent person for defects and unsafe conditions as often as is necessary to ensure that it is capable of safe operation. A written record of the inspections, repairs and maintenance carried out on the powered mobile equipment is kept at the workplace and made readily available to the operator of the equipment. As soon as is reasonably practicable the defect must be repaired, or the unsafe condition is corrected.

All mobile equipment shall be equipped with a working signal alarm for backing up. The operator shall make sure the warning signal is operating when the equipment is backing up.

The operator shall use access provided to get on or off equipment. Do not jump to the ground.

No operator shall operate mobile equipment without the protection of an enclosed cab or approved eye protection for the type of hazards to the eye.

Where there is a danger to the operator of a unit of powered mobile equipment or any other worker who is required or permitted to be in or on a unit of powered mobile equipment from a falling object or projectile The Wooten Company, LLC requires that the powered mobile equipment be equipped with a suitable and adequate cab, screen, or guard.

Every forklift will be equipped with a seat belt for the operator if the forklift is equipped with a seat and the operator of a forklift is required to use the seatbelt. Before starting the engine, the driver shall fasten seat belts and adjust them for a proper fit.

Each mobile equipment vehicle used for lifting must be provided with a durable and clearly legible load rating chart that is readily available to the operator. The operator shall not load the vehicle/equipment beyond its established load limit and shall not move loads which because of the length, width, or height that have not been centered and secured for safe transportation.

Mobile equipment used for lifting or hoisting or similar operations shall have a permanently affixed notation stating the safe working load capacity of the equipment and the notation must be kept legible and clearly visible to the operator.

The operator shall not use or attempt to use any vehicle in any manner or for any purpose other than for which it is designated.

The operator's manual for powered mobile equipment must be readily available to the worker who operates the equipment.

An employer must ensure that a competent person services, inspects, disassembles, and reassembles a tire or tire and wheel assembly of powered mobile equipment in accordance with the specifications of both the tire manufacturer and the manufacturer of the powered mobile equipment.

All mobile equipment must be equipped with (a) an audible warning signal; (b) a means of illuminating the path of travel at any time and taillights when, because of insufficient light or unfavorable atmospheric conditions, (c) adequate illumination of the cab and instruments; and (d) a mirror providing the operator with an undistorted reflected view to the rear of the mobile equipment.

Adequate and approved fire suppression equipment shall be provided on mobile equipment.

The operator of a gasoline or diesel vehicle shall shut off the engine before filling the fuel tank and shall see that the nozzle of the filling hose contacts the filling neck of the tank. No one shall be on the vehicle during fueling operations except as specifically required by design. There shall be no smoking or open flames in the immediate area during fueling operation.

When a worker is required to work beneath elevated parts of mobile equipment including trucks, the elevated parts shall be securely blocked.

Materials and equipment being transported shall be loaded and secured in a manner to prevent movement which could create a hazard to workers or another person. This includes keeping the cab, floor, and deck of mobile equipment free of material, tools or other objects which could create a tripping hazard, interfere with the operation of controls or be a hazard to the operator or other occupants in the event of an accident.

Where the operator of a vehicle, mobile equipment, crane, or similar material handling equipment does not have a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment or its load, the vehicle, mobile equipment, crane, or similar material handling equipment shall only be operated as directed by a signaler who is a competent person.

The signaler shall be stationed, in full view of the operator and with a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load, and clear of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load.

Where a vehicle, crane or similar equipment is operated near a live power line carrying electricity at more than 750 volts, every part of the equipment shall be kept at least the minimum distance from the live power line for the voltage as required by local or federal law.

Under no circumstance will a worker be directed, required, or permitted to work under or remain in the range of a swinging load or part of unit of powered mobile equipment due to the inherent danger.

# PANDEMIC DISEASE PLAN

## **Purpose:**

Business continuity means ensuring that essential business functions can survive a natural disaster, technological failure, human error, or other disruption. Many existing business continuity plans anticipate disruptions such as fires, earthquakes, and floods. These events are restricted to certain geographic areas and the time frames are well defined and limited. Pandemic disease, however, demands a different set of continuity assumptions since it will be widely dispersed geographically and potentially arrives in waves that could last several months at a time.

## **Assignment of Ownership of the Pandemic Disease Plan:**

A pandemic disease plan or disease containment plan is developed for The Wooten Company, LLC and a coordinator appointed. We have identified a workplace coordinator who will be responsible for dealing with disease issues and their impact at the workplace. This may include contacting local health departments and health care providers in advance and developing and implementing protocols for response to ill individuals.

## **Assumptions:**

A pandemic disease will spread rapidly and easily from person to person, affecting all businesses due to absenteeism. Businesses that are relied upon by other businesses will be facing the same massive absentee rates and will be unable to provide essential components to maintain the daily operations.

Risk assessments to identify the essential/critical components of our business operation need to be conducted.

Recognize that a pandemic includes:

Healthcare services not being available (they are already full at present with the usual ailments).

Schools, churches, and other public places are not open.

Borders are partially or fully closed, especially airports, leaving people (our families, employees, business partners, customers, and suppliers) “stranded.”

Essential materials and supplies may be limited due to distribution chains that are affected by the travel restrictions or absentee workers supporting those transportation means.

Essential services around utilities, food distribution/access and banking systems may not be at “normal levels;” access to cash flow could be tight.

People may not be willing to or able to come to work.

## **Effective Internal/Employee Communication Procedure:**

Communications during a pandemic involves both internal communications and external communications. Internal communication will be provided between employees to educate them about pandemic diseases and measures they can take to be prepared.

Key contacts, a chain of communications and contact numbers for employees, and processes for tracking business and employee's status should be developed.

Risk communication is critical to inform employees regarding changes in the pandemic status. The following is one method for providing such information.

**Alert:** conveys the highest level of importance; warrants immediate action or attention.

**Advisory:** provides key information for a specific incident or situation; might not require immediate action.

**Update:** provides updated information regarding an incident or situation; unlikely to require immediate action.

**Provide continuous updates through internal & external communications when a pandemic is imminent:**

Notification to employees of operational changes

Provide frequent updates about the pandemic status

Provide advisories and alerts as conditions change

Ensure vendors and suppliers have available a dedicated communication contact

Monitor local, state, and federal pandemic updates

We will use our phone systems that can perform automatic dialing from a database with each employee contact number to send notifications and messages about alerts. The use of the company website will also serve as a portal for sharing information with employees and vendors.

**Effective External/Customer Communication Procedure:**

A procedure must be developed to notify key contacts, including both customers and suppliers in the event an outbreak has impacted our ability to perform services. This procedure must also include notification to customers and suppliers when operations resume.

**Business Continuity Planning:**

Business continuity plans should be prepared so that if a large or significant absenteeism of personnel become ill or changes in business practices are required business operations can be effectively maintained.

<b>Command Staff:</b>	
<b>Incident Commander: (President/CEO)</b>	<b>Organizes and directs all aspects of the incident response:</b>
<b>Public Information Officer (Media/Public Relations)</b>	<b>Creates and releases upon approval from the incident commander all information to the staff, media and public.</b>

<b>Liaison Officer (Vice President)</b>	<b>Establishes and maintains relationships with outside organizations</b>
<b>Safety Officer (Safety Manager)</b>	<b>Ensures the safety of all persons involved with the pandemic</b>
<b>Operations Section:</b>	
<b>Operations Section Chief (Director of Operations)</b>	<b>Initiates and manages ongoing operations throughout a pandemic</b>
<b>Logistics Section:</b>	
<b>Logistics Section Chief (Purchasing/Inventory Manager)</b>	<b>Meets the goods, services, and staffing needs of the operation during the pandemic</b>
<b>Planning Section:</b>	
<b>Planning Section Chief (Lead Administrator)</b>	<b>Collects information and resources potentially relevant to the pandemic and company operations</b>
<b>Finance Section:</b>	
<b>Finance Section Chief (Purchasing/Accounting Manager)</b>	<b>Monitors all expenditures and ensures fiscal resource availability during the pandemic</b>

### **Pandemic Response by Pandemic Phase**

Currently the WHO has created various phases for a pandemic but does not always relate to events locally.

**Level 0 (WHO Phase 3)** - Novel virus alert- not human-to-human transmission.

**Level 1 (WHO Phase 4)** - Confirmed cases of human-to-human transmission of novel disease virus.

**Level 2 (WHO Phase 5)** - Suspected/confirmed cases in the local area.

**Level 3 (WHO Phase 5)** - Numerous suspected/confirmed cases in the local area.

### **Work at Home or Stay at Home Policy:**

Flexible work policies should be developed as much as possible. Workers should be encouraged to stay at home when ill, when having to care for ill family members, or when caring for children when schools close, without fear of reprisal. Tele-commuting or other work-at-home strategies should be developed.

### **Infection Control Measures:**

Guidelines for infection control are important to clarify the routes of transmission and the ways to interrupt transmission through measures of hygiene. Infection control is an essential component of pandemic management and a component of public health measures. Essential measures include:

Hand washing and use of hand sanitizers should be encouraged by The Wooten Company, LLC supervision. Hand washing facilities, hand sanitizers, tissues, no touch trash cans, hand soap and disposable towels should be provided by The Wooten Company, LLC.

Workers are encouraged to obtain appropriate immunizations to help avoid disease. Granting time off work to obtain the vaccine will be considered when vaccines become available in the community.

Limiting large or crowded gatherings of personnel if an outbreak or increased level of disease is in progress - Social distancing including increasing the space between employee work areas and decreasing the possibility of contact by limiting large or close contact gatherings should be considered.

Equipment and/or working surfaces shall be cleaned periodically. Clean all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) periodically and when visibly soiled. Work surfaces should also be cleaned frequently using normal cleaning products.

Additional examples of infection control measures include:

Stay at home when you are sick. If possible, stay away from work, school and from running errands. You will help others from catching your illness.

Cover your coughs and sneeze into tissue, or cough into your shirt sleeve.

Enhance existing housekeeping service by wiping down and disinfecting work areas (i.e., keyboards, telephones, desks, etc.) frequently.

Enhance housekeeping services for public use areas several times throughout the work period.

Use personal protective equipment where appropriate to minimize exposure (i.e., gloves- for handling money, masks- for ill employees)

### **Implementation, Testing, and Revision of the Plan:**

The Pandemic Plan is reviewed and/or tested. The plan and emergency communication strategies should be periodically tested to ensure it is effective and workable.

Testing the plan will be accomplished by conducting exercises. Exercises range from low stress to full-scale, hands-on drills. A tabletop exercise is the easiest way to begin testing the plan. This type of exercise involves having discussions regarding a scenario that challenges the plan and the decision makers during an emergency. Functional exercises take on an additional level of complexity, in that they require participants to conduct functional components of the plan. This usually involves planning specific scenarios, creating pretend data, and presenting issues that target an area within the plan to be tested.

Each of these methods of testing the plan requires extensive planning for the exercise and the evaluation. The evaluation is critical to revising the plan, by capturing actual responses during the exercise or drill objectively. Once this data is captured, an after-action report with recommendations for revising the plan should be completed within a few weeks of the exercise.

### **Process for Implementing Lessons Learned Following a Pandemic Event:**

Following a pandemic event, the person responsible for implementation of the plan will identify learning opportunities and take action to implement any corrective actions.

A review of the plan's-initiated actions completed will identify all action items that were taken versus

and when the action items were to be completed via a gap analysis indicating when specific action items were to occur, and when actual completion dates were completed.

Input will be asked from our staff and management regarding what went well and what could be improved during the event. All findings that indicate where improvements can be made will be used as a Lessons Learned process to modify this plan as required. Corrective actions will be assigned to specific management representatives as required. Implementation of the Lessons Learned will be communicated to all employees and a revised plan issued.

### **Training:**

Employees will be trained in health issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Disease containment plans and expectations should be shared with employees. Communicating information with non-English speaking employees or those with disabilities must be considered.

Documentation of all training is required.

## **PERSONAL PROTECTIVE EQUIPMENT/ASSESSMENTS – (PPE)**

### **Purpose:**

The purpose of the Personal Protective Equipment section is to set forth the procedures for the use, care, and maintenance of personal protective equipment required to be used by employees for the prevention of injuries.

### **Scope:**

Applies to all The Wooten Company, LLC employees. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers The Wooten Company, LLC employees and contractors and shall be used on owned premises, or when an operator's program does not exist or is less stringent.

### **Key Responsibilities-**

#### **HSE Manager:**

Assists in the selection of appropriate PPE. If a task exposes an employee to hazards which cannot be eliminated through engineering or administrative controls, the HSE Manager assists the supervisor and project manager to identify and select PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure. Employees need to give feedback to the supervisor about the fitness, comfort, and suitability of the PPE being selected. Employees are provided reasons for selection of PPE.

Assists supervisor and site managers in assuring all PPE obtained meets regulatory and this procedure's requirements.

Ensures a certified hazard assessment is completed. The hazard assessment must indicate a determination if hazards are present or are likely to be present, which necessitates the use of PPE. The

certifier's name, signature, date(s) should be present on the assessment documents. Sources of hazards include but are not limited to hazards from impact/motion, high/low temperatures, chemicals, materials, radiation, falling objects, sharp objects, rolling or pinching objects, electrical hazards, and workplace layout. Certifies in writing the tasks evaluated, hazards found, and PPE required to protect employees against hazards and ensures exposed employees are made aware of hazards and required PPE before they are assigned to the hazardous task. Certificate shall include certifier's name, signature, dates, and identification of assessment documents.

### **Managers and Supervisors:**

Supervisors and managers shall regularly monitor employees for correct use and care of PPE and obtain follow-up training if required to ensure each employee has adequate skill, knowledge, and ability to use PPE.

Supervisors and managers shall enforce PPE safety rules following the guidance of the The Wooten Company, LLC progressive disciplinary procedures and ensure Required PPE Poster is posted properly.

### **Employees:**

Complying with the correct use and care of PPE.

Reporting changes in exposure to hazardous conditions that might require a follow-up assessment of the task for PPE.

Reporting and replacing defective or damaged PPE, which shall not be used.

Wearing the required PPE is a condition of employment.

### **Procedure-**

#### **General:**

PPE is maintained in a sanitary or clean condition. Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, must be provided, used, and maintained in a sanitary and reliable condition.

The Wooten Company, LLC is responsible for employee-owned equipment. Where employees provide their own protective equipment, The Wooten Company, LLC must assure its adequacy, including proper maintenance and sanitation of such equipment.

Employee-owned equipment is NOT permitted, except for safety toe footwear and prescription safety glasses. The Wooten Company, LLC is still responsible for the assurance of its adequacy, maintenance, and sanitation of those two items.

All PPE issued shall be at no cost to the employee. All employees will know and follow the procedures outlined in this Program.

### **Eye Protection:**

Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids or chemical gases or vapors. Eye and

Face PPE must comply with ANSI Standard Z87.1-2003 (Z87+), Occupational and Educational Personal Eye and Face Protective Devices.

### **Safety Glasses:**

Safety glasses, with side shields, which meet ANSI Z-87.1-2003 standards with “high Impact lenses” are required to be worn by all employees, subcontractors, and visitors while on The Wooten Company, LLC property, always, as described below:

At field locations, in shops and warehouses, except in approved, designated, striped safety zones.

In all yard work zones or by everyone when in the vicinity of loading or unloading equipment, performing mechanic or maintenance work, test stand operations, operating equipment such as forklifts, welding, or any type of work which has the potential to inflict an eye injury.

In any office, restroom, or any other building while performing any type of work where a potential eye injury may be present.

Visitors will be provided with visitor glasses. In the absence of approved prescription safety glasses, “Over the glass” type safety glasses or goggles, must be worn over the non-safety glasses until approved prescription safety glasses are obtained.

Workers assisting welders must wear absorbent safety glasses that protect the wearer from ultra-violet (UV) and/or infrared rays (IR).

Dark shaded lens (sunglasses) darker than a # 1 shade is prohibited to be worn indoors unless welding or assisting a welder.

A doctor must support “exceptions for medical reasons” in writing to exempt safety eyewear requirements.

### **Safety glasses are not required:**

Inside offices.

Parking lots when traveling from vehicles to and from office buildings by way of main doors that do not pass through shops.

### **Goggles:**

Chemical splash proof goggles shall be worn when handling or mixing liquid chemicals, solvents, paints, etc., and/or as recommended on the Material Safety Data Sheet of the material being handled.

Dustproof goggles shall be worn when blowing equipment down with air or while performing other jobs where safety glasses are not adequate to prevent airborne particles from entering the openings around the lenses and side shields.

### **Face Shields:**

Full face shields shall be worn over safety glasses when operating handheld or stationery grinders with

abrasive or wire wheels, while chipping paint or concrete or, performing jobs where there is the potential for flying objects striking the face and safety glasses or goggles would not provide adequate protection.

### **Head Protection:**

Employees must wear protective helmets when working in areas where there is a potential for injury to the head from employee-initiated impact or impact from falling or other moving objects. Helmets must comply with ANSI Standard Z89.1-1997 Class E, American National Standard for Industrial Head Protection for Type II head protection or be equally effective.

Employees must wear protective helmets when working in areas where there is a potential for injury to the head from falling objects.

Hardhats are to be worn at all fields, shops, and warehouse locations, or were deemed necessary as per each location's PPE Hazard Assessment.

Hardhats will not be altered in any way

Do not paint or apply unauthorized stickers, name plates, etc.

Do not drill, cut, bend, or apply heat

Do not alter the suspension system

Hardhats will be inspected by the employee regularly for cracks, chips, scratches, signs of heat exposure (sun cracks), etc.

Defective hardhats will be replaced immediately

Hardhats shall not be placed in rear windows of vehicles where they will be exposed to the sun or become projectiles during an accident

A supply of hardhats must be made available to visitors

The Wooten Company, LLC shall provide hardhats

Employees will be trained in the use, care, and maintenance of head protection equipment

### **Hearing Protection:**

Hearing protection is required to be worn by all employees, subcontractors, and visitors while in posted "High Noise" areas. Refer to The Wooten Company, LLC Hearing Conservation Program for more information.

Warning signs will be posted in areas known or suspected to have noise levels exceeding 85 dBA either constantly or intermittently.

When signs are not posted, employees shall wear hearing protection when noise caused by machinery, tools, etc., prevents normal conversations from being heard clearly.

Rule of thumb: If you must yell to be heard, hearing protection is required

## **Types:**

Molded Inserts (ear plugs)

Canal Caps (Head band type)

Muff, either headband or hard hat mounted Earmuffs and earplugs shall be provided to the employee in sizes and configurations that will be comfortable to the employee.

## **Care and Maintenance:**

Inspect hearing protection prior to each use.

Hearing protection must be kept clean to prevent ear infections.

Most earplugs used today are disposable and must be discarded when they become dirty, greasy, or cracked.

Earmuffs that have deteriorated foam inserts, cracked seals or are defective must be replaced.

## **Fit:**

Due to individual differences, not everyone can wear the same type of hearing protection. A variety of styles may have to be tried before one is found to be comfortable and provide adequate protection.

Employees shall be instructed how to obtain the proper fit.

## **Hand Protection:**

### **Gloves:**

Gloves are required to be worn when performing work, which may expose the hands to extreme temperatures, cuts and abrasions, or exposure to chemicals.

**Welding:** Welding gloves made of leather or other heat-resistant materials shall be worn when performing arc welding or oxy/gas cutting.

**Chemical:** Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify gloves as personal protection equipment when handling.

Refer to the specific chemical's Safety Data Sheet for the correct glove type.

Persons assigned to working with chemicals, i.e., solvent vats, shall be issued their own individual gloves for hygiene purposes.

**Leather:** Leather gloves should be worn when working with sharp materials or when handling rigging equipment.

**Cloth:** Cloth gloves should be worn when handling objects or materials, which could cause blisters,

splinters, cuts, etc.

Heat Resistant: Heat resistant gloves shall be worn when handling hot bearings, races, or other materials or objects that have been heated beyond ambient temperatures.

Insulated: Insulated gloves shall be worn to prevent frostbite in extreme cold climates.

### **Glove Inspections:**

Gloves shall be inspected before each use for holes, tears, and worn areas.

Chemical gloves shall be periodically air tested for pinholes by twisting the cuff tightly, apply low air pressure to expand the glove, and then submersing in water to check for bubbles.

Defective gloves shall be discarded immediately. Exception: machinists are exempt from wearing gloves while working with rotating machinery.

### **Foot Protection:**

Safety footwear shall be worn by all employees with regularly assigned duties at field locations, in shops and warehouses.

Office workers and visitors who enter these areas on an infrequent basis will not be required to wear foot protection provided they stay clear of the work being performed.

If required to be in proximity to the work, the work will be stopped while visiting the area or safety footwear will be worn.

Shops, Field Locations, Warehouses and Parts Departments: Leather or equivalent boots, either lace up or pull up, shall be worn.

The boot must provide ankle protection and have soles designed to protect from punctures with defined heels for climbing ladders.

Metatarsal guards will be worn when duties present a hazard of equipment or material crushing the foot.

All safety footwear must meet ANSI Z41-1999 standards.

Client locations may require safety footwear to be worn by everyone; check with the local supervisor for client requirements before visiting field locations.

### **Fall Protection:**

Personal fall protection is required when performing certain elevated jobs more than six feet. Consult The Wooten Company, LLC Fall Protection Program.

### **Electrical Protection:**

Consult The Wooten Company, LLC Electrical Safety Program.

## **Worksite Hazard Assessment:**

A written hazard assessment shall be carried out. During the hazard assessment a determination if hazards are present or are likely to be present, this necessitates the use of PPE. The following sample hazard sources will be identified:

High or low temperatures; Chemical exposures (use SDS for guidance)

Flying particles, molten metal or other eye, face, or skin hazards

Falling objects or potential for dropping objects; employee falling from a height of 6' or more

Sharp objects: Rolling or pinching that could crush the hands or feet.

## **Electrical Hazards:**

Where these hazards could cause injury to employees, personal protective equipment must be selected to eliminate the injury potential. Employees will be notified for the selection and reason.

The results of this assessment shall be communicated to each affected employee and kept at the local office.

## **Proper Fitting or Sizing of PPE:**

Consideration must be given to comfort and fitness. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are available in a variety of sizes. Care should be taken to ensure that the right size is selected.

## **Defective Equipment is Not Used:**

Procedures must be in place to ensure defective or damaged PPE is not used. PPE that is in disrepair must be discarded or removed from service until repaired.

## **Monitoring:**

Supervisors and site managers monitor worksite tasks for changes in, or the introduction of new hazards. If new hazards are discovered, they advise the HSE Manager who then conducts a hazard assessment for appropriate PPE. The HSE Manager monitors the effectiveness of the PPE Procedure and makes recommendations to management to improve the procedure.

## **Training on the Use of PPE:**

Training should be given to employees concerning when to wear PPE, what PPE should be worn, how to put on and take off and adjust PPE. The limitations of the PPE and its use, care, and maintenance should also be included in the training.

## **Retraining on the Use of PPE:**

Each affected employee must demonstrate an understanding of the training received and the ability to use PPE properly. When there is a reason to believe that any employee who has been trained does not have the required understanding and skill or there are changes in the workplace, the employee must be

retrained.

### **PPE Training is Documented:**

Training shall be documented, and records kept at the local office. The training certification shall include:

Name of employee(s) trained.

The dates of training.

The training contents.

## **RISK ASSESSMENT**

### **Purpose:**

The purpose of this procedure is to provide guidelines for identifying, assessing, and controlling workplace risks/hazards and to ensure the potential risks/hazards of new processes and materials are identified before they are introduced into the workplace.

### **Key Responsibilities and Involvement:**

Unsafe risks/hazards must be reported immediately by all employees and addressed by their supervisor. The supervisor discusses the worksite hazard assessment with employees at the respective work location during the employee's documented orientation.

The Wooten Company, LLC must assess a work site and identify existing or potential risks/hazards before work begins at the work site or prior to the construction of a new work site.

Affected employees and/or subcontractors participate in the risk identification process. Employees must be actively involved in the risk identification process. If subcontractors are performing work at the location, they should be included. Identified hazards and risks must be reviewed with all affected employees.

The respective supervisor or project manager advises the Safety Manager when additional hazards are introduced into the workplace to revise planning and assessment needs.

### **When the Risk Assessment Process is Used:**

Risk assessments should be performed before work begins to formally identify and assess hazards. A Job Safety Analysis (JSA), or Job Hazard Analysis (JHA), should be developed for all routine tasks. Formal workplace inspections should be performed on a regular basis. Risk assessments and JSAs/JHAs should be updated whenever changes occur to processes, equipment, and/or facilities.

The hazard identification and risk assessment process should be used for routine and non-routine activities as well as new processes, changes in operation, products, or services as applicable.

The Safety Manager shall conduct a baseline worksite risk/hazard assessment which is a formal process in place to identify the various tasks that are to be performed, and the accompanying identified potential

risks/hazards.

The results are included in a report of the results of the risk/hazard assessment and the methods used to control or eliminate the risks/hazards identified. The risk/hazard assessment report must be signed and have the date on it.

Inputs into the baseline risk/hazard identification include but are not limited to:

Scope of work

Legal and other requirements

Previous incidents and non-conformances

Sources of energy, contaminants and other environmental conditions that can cause injury

Walk through of work environment

**Risks/Hazards identifications (as examples) are to include:**

Working Alone

Thermal Exposure

Isolation of Energy

Hearing Protection

Musculoskeletal Disorders

Bloodborne Pathogens

Confined Spaces

Driving

General Safety Precautions

And any other established policy or procedure by The Wooten Company, LLC

Any other site-specific work scope

All identified risks/hazards are assessed for risk and risk controls are assigned within the worksite hazard assessment for that specific hazard.

**Review of Risk/Hazard Assessment:**

Existing worksite risk/hazard identifications are formally reviewed annually or repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions and specifically updated when new tasks are to be performed that have not been risk assessed, when a work process or operation changes before the construction of a new site or when significant additions or

alterations to a job site are made.

**Certification of Risk/Hazard Assessment:**

The Safety Manager completes and signs the certification of risk/hazard assessment for the worksite risk/hazard assessment (also see PPE Program) and includes it within the site specific HSE plan. Risk/hazard assessments are reviewed annually and updated when new tasks are to be performed that have not been risk assessed.

**Job Safety Analysis (JSA):**

For those jobs with the highest injury or illness rates, jobs that are new to our operation, jobs that have undergone major changes in processes and procedures or jobs complex enough to require written instructions will have a Job Safety Analysis performed. Completed JSAs are available from the Safety Manager.

**Process for Identifying Hazards:**

The Wooten Company, LLC must establish procedures to identify existing and potential workplace hazards and assess the risk of associated workers injury and illness.

This program must identify processes that are in place to identify potential hazards using Job Safety Analysis (JSA), daily hazard assessments, or pre-job hazard assessments, hazard workplace inspection.

**Hazards are Classified and Ranked According to Risk:**

The Wooten Company, LLC shall establish a formal system for classifying and ranking hazards according to risk.

Risk may be determined by analyzing the probability of the hazard causing harm, the frequency the hazard is encountered, and the potential consequences of impact with the hazard.

A risk matrix should be developed to assist employees with risk assessment.

**Risk Assessment Matrix**

CONSEQUENCE					PROBABILITY				
S e v e r i t y	Peop le	Asset s	Environ ment	Reputation	A	B	C	D	E
					Not Don e	Rarely	Onc e a wee k	Sever al Time s in a Week	Multipl e Times in a Day
0	No health effect	No damage	No effect	No impact					

1	Slight health effect	Slight damage	Slight effect	Slight impact					
2	Minor health effect	Minor damage	Minor effect	Limited impact					
3	Major health effect	Localized damage	Localized effect	Considerable impact					
4	Single fatality	Major damage	Major effect	National impact					
5	Multiple fatalities	Extensive damage	Massive effect	Global impact					
	Key	Manage for continuous improvement (Low)		Incorporate risk reduction measures (Medium)			Intolerable (High)		

**Hierarchy of Controls is Used to Reduce the Risk of Harm:**

The program must demonstrate how identified hazards are mitigated. The hierarchy of controls should be used to mitigate hazards.

When a hazard is identified, first attempt to eliminate the hazard. If elimination is not practicable, use engineering controls.

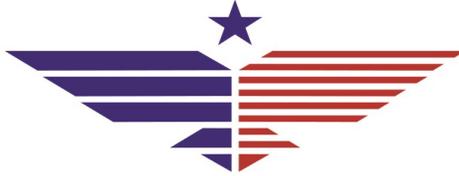
If engineering controls are not practicable, implement administrative controls.

If the hazard cannot be adequately controlled using engineering and/or administrative controls, employees must use Personal Protective Equipment.

A combination of engineering controls, administrative controls, and Personal Protective Equipment is usually best.

**Training:**

Employees are provided with training in hazard identification and risk assessment. All employees should be trained in the hazard identification and risk assessment process.



# **MID-AMERICA**

## **SAFETY & ENVIRONMENTAL**

**Copies of this handbook are available at an additional cost by contacting:**

Mid-America Safety & Environmental  
2259 N Burton Ave  
Springfield, MO 65803  
(417) 714-4808  
**[www.midamsafety.com](http://www.midamsafety.com)**

2259 N Burton Ave  
Springfield, MO 65803  
(417) 714-4808  
**[www.midamsafety.com](http://www.midamsafety.com)**