

1.1 PURPOSE

- 1.1.1 The purpose of this policy is to ensure the health and safety of TERRY R PITT CONSTRUCTION employees and all others involved in or impacted by TERRY R PITT CONSTRUCTION operations, while at the same time protecting the environment in which we work and conduct our activities.

1.2 SAFE WORK PROCEDURES

- 1.2.1 TERRY R PITT CONSTRUCTION will be responsible for seeking every reasonable means to provide a safe work environment for all workers. TERRY R PITT CONSTRUCTION will do this by employing competent personnel who are equipped to complete their jobs in a safe manner and by using those practices and procedures that meet or exceed regulatory or recognized industry standards. The company will also encourage the active participation and support of its employees in promoting and implementing an effective safety program. TERRY R PITT CONSTRUCTION management and supervisory personnel have a direct responsibility for ensuring that these objectives are met.
- 1.2.2 Frequent and regular inspections of jobsites, materials, and equipment are made by competent persons. TERRY R PITT CONSTRUCTION will designate a competent person(s), as defined by OSHA, to conduct frequent and regular inspections of all job sites, materials, and equipment.
- 1.2.3 TERRY R PITT CONSTRUCTION expects all employees or contract workers will assume responsibility for performing every job in a manner that safeguards themselves and coworkers. Generally, this can be accomplished by exercising sound judgment and common sense, and by ensuring that every worker understands the scope of their job or task and the hazards involved and that they are following safe work practices and procedures.
- 1.2.4 Only qualified employees by training or experience will operate equipment and machinery.
- 1.2.5 It is every worker's responsibility to identify, correct, and immediately report unsafe working conditions, which may include personnel who are inadequately trained or equipped to perform their job safely. No one will ever be required to sacrifice the safety or well-being of personnel for expediency or for any other reason while at a TERRY R PITT CONSTRUCTION jobsite. TERRY R PITT CONSTRUCTION will instruct each company employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his/her work environment to control or eliminate any hazards or other exposures that can contribute to illness or injury.
- 1.2.6 Employees and contract workers are encouraged to offer their suggestions as to how TERRY R PITT CONSTRUCTION can improve its safety program or procedures. With your cooperation and commitment to safety, we can all prevent incidents and injuries for the benefit of our fellow workers, our families, the general public, and the environment.
- 1.2.7 Tools, job made tools, equipment, and materials that do not conform to program requirements or have been identified as unsafe must be tagged or locked to render them inoperable or physically removed from the place of operation.

1.3 HOUSEKEEPING

- 1.3.1 Good housekeeping includes cleanliness and orderliness and is usually the first indicator of a well-run operation. Good housekeeping initiatives can help prevent damage to equipment, loss of process, and physical injury resulting from tripping, slipping, and fires, etc. It can also assist in the early detection of leaks, spills, and other breakdowns and will demonstrate self-respect and respect for TERRY R PITT CONSTRUCTION. Regular inspections should focus on ensuring adequate housekeeping requirements are being maintained.
- 1.3.2 The conditions and requirements of this safe work practice apply to all workers engaged in work-related activities at all jobsites owned or operated by TERRY R PITT CONSTRUCTION.
- 1.3.3 A place is in order when there are no unnecessary items about, and when all necessary items are in their proper places. The following are some good examples for keeping the workplace in order:
- 1.3.3.1 Ensure jobsite and work surfaces are free from clutter and are properly arranged.
 - 1.3.3.2 Keep all doorways and areas of access or escape clear at all times. Make sure emergency vehicles and equipment are not blocked by stored equipment.
 - 1.3.3.3 Store all loose pipes, rods, etc. in a pipe rack. Items that are in excess or that will no longer be needed should be properly disposed of.
 - 1.3.3.4 Ensure tools and equipment are returned to proper locations at completion of their use.
 - 1.3.3.5 Ensure there is no dangerous or untidy piling of materials in storage locations.
 - 1.3.3.6 Empty barrels should be returned to the supplier as soon as reasonably practicable.
 - 1.3.3.7 Store all refuse and dangerous oily waste in the appropriate and approved containers.
 - 1.3.3.8 Empty waste containers on a regular basis.
 - 1.3.3.9 Ensure all forms, files, documents, and blueprints are suitably stored and secured.
 - 1.3.3.10 Ensure all gates, building doors, cabinets, tool chests, etc., are suitably secured against any unwanted entry.
 - 1.3.3.11 Pick up and properly store materials that could be hazardous.

1.4 HYGIENE AND CLEANLINESS

- 1.4.1 Change work clothes on a regular basis, and wash hands before eating, drinking, or smoking and after using the rest room.
- 1.4.2 Stay protected from the elements (ex. heat, cold, rain, snow).
- 1.4.3 Ensure items of food and/or drink are placed in suitable containers and located in a cool/cold environment until ready for consumption.

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- 1.4.4 Ensure domestic garbage is suitably contained and disposed of via an approved carrier or agency.
- 1.4.5 Keep work area free of unwanted oil, grease, mud, and slippery materials.
- 1.4.6 Clean up spills immediately and dispose of hazardous materials via an approved agency or system. Use an environmentally friendly absorbent for containing and recovering spilled oil (not wood shavings or sawdust).
- 1.4.7 Place oily rags and paper in metal containers outside of buildings, at least 20 feet away from production buildings in case material is subject to spontaneous combustion. Spontaneous combustion can occur at any time with combustible materials and a supply of oxygen.
- 1.4.8 Keep walkways and stairways clear of build-up of ice, snow, or dirt. Clear ice build-up and icicles from the eaves of buildings.
- 1.4.9 Special consideration should be given to areas where open flames are evident, such as flare pits and the ground below flare stacks.
- 1.4.10 Ensure overhead and yard lights are in working order.
- 1.4.11 Good housekeeping practices require continuous effort from all personnel to make the program a success. A place is in order when there are no unnecessary items about and when all necessary items are in their proper places.

1.5 SITE-SPECIFIC ORIENTATION

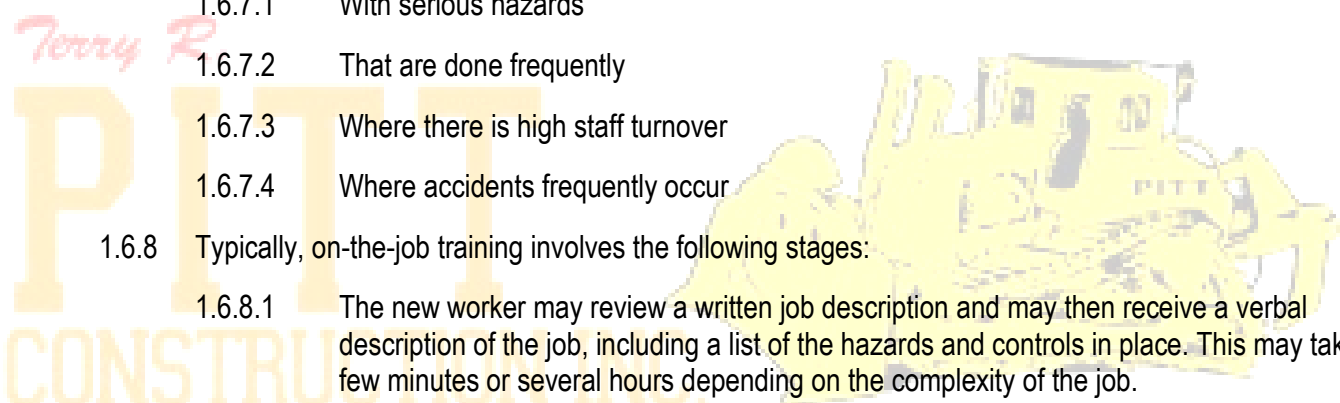
- 1.5.1 Orientation training does not preclude the necessity for all workers to participate in a site orientation for each and every jobsite that they encounter to ensure they have been informed of the hazards specific to that jobsite.
- 1.5.2 In addition to the above, a jobsite walk-through, with further commentary by the supervisor, may be required depending upon the complexity of the jobsite or tasks. Additional orientation may be scheduled at the supervisor's discretion.
- 1.5.3 A checklist will be provided to avoid missing any topics during the orientation. This checklist should be signed off by the worker and kept on file permanently. Successful completion of the new worker orientation should also be recorded on the safety training record.

1.6 TRAINING

- 1.6.1 Workers are trained on the recognition and avoidance of unsafe conditions and applicable regulations to the work environment to control or eliminate any hazards or other exposure to illness or injury.
- 1.6.2 Workers must be made aware of the hazards associated with the jobs that they are to perform and must demonstrate competency to perform the jobs safely. On-the-job training should be provided to all workers new to a job or to a jobsite. It should also be conducted when work procedures or requirements are changed.

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- 1.6.3 TERRY R PITT CONSTRUCTION will train each company employee in their right and obligation to stop work that is unsafe and inform each company employee that he/she may stop work without fear of retribution or retaliation.
- 1.6.4 Training should be conducted by workers familiar with the jobsite and competent in the particular job for which they are providing training.
- 1.6.5 If work endangers a worker, TERRY R PITT CONSTRUCTION will ensure that work is done:
 - 1.6.5.1 By a worker who is competent to do the work.
 - 1.6.5.2 By a worker who is working under the direct supervision of a worker who is competent to do the work.
- 1.6.6 A competent worker is one who is adequately qualified, suitably trained, and has sufficient experience to safely perform the work without, or with only a minimal degree of, supervision.
- 1.6.7 All jobs require some level of training, but the jobs with the highest priority for training are those:
 - 1.6.7.1 With serious hazards
 - 1.6.7.2 That are done frequently
 - 1.6.7.3 Where there is high staff turnover
 - 1.6.7.4 Where accidents frequently occur
- 1.6.8 Typically, on-the-job training involves the following stages:
 - 1.6.8.1 The new worker may review a written job description and may then receive a verbal description of the job, including a list of the hazards and controls in place. This may take a few minutes or several hours depending on the complexity of the job.
 - 1.6.8.2 A new worker is teamed up with a competent operator or mentor who has demonstrated his or her ability to train new workers. The new worker observes as the mentor performs his or her duties. The mentor stops and describes parts of the job throughout the day.
 - 1.6.8.3 The new worker then takes over the role of the operator and performs the necessary tasks in the presence of the mentor.
 - 1.6.8.4 The new worker starts working on his or her own with occasional visits from mentor.
 - 1.6.8.5 The new worker may receive a test to confirm knowledge of the new job. Upon successful completion, the new worker proceeds to perform the job on his or her own.
 - 1.6.8.6 The mentor checks back with the new worker in a couple months to confirm that all is going well and that there are no questions.
- 1.6.9 Depending on the complexity of the job, the training process can take a few hours to several months. As a special note, many companies have workers who have English as a second language. It is



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extremely important that, during all forms of training, the mentor is sure that the worker understands what is required of him or her.

- 1.6.10 In addition to this formal training, the ongoing monitoring and coaching of the worker is a major duty and responsibility of a good supervisor. The supervisor is responsible for the adequate safety training of his or her workers.
- 1.6.11 Records of the on-the-job training must be kept on file and company training records must be updated.

