



# HEALTH & SAFETY MANUAL

JUNE 2013  
DRAFT #1

## Edition & Revision Information:

# **HEALTH & SAFETY MANUAL**

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## **DISTRIBUTION LIST**

Distribution for the HOTWORK-USA Health & Safety Manual is as follows:

1. All Field Service Technicians
2. All Shop Technicians
3. All Company Managers
4. Company President/CEO
5. Customers – upon request
6. Agents – upon request

An annual review of the manual will take place every January to assess its ongoing accuracy. This review process is the responsibility of the Safety Coordinator with input from HOTWORK-USA personnel, who will be given the opportunity to be involved in the annual review process.

All changes and revisions must be approved by HOTWORK-USA's President/CEO before being published.

All revisions will be sent via email to the people on the distribution list to replace the previous version. Revisions will be labeled with the month and year in which the revision took place.

## **HOTWORK-USA HEALTH & SAFETY PROGRAM PURPOSE STATEMENT**

*To incorporate the requirements set forth by Federal legislation under the direction of the Occupational Safety and Health Administration (OSHA), the Mine Safety and Health Administration (MSHA), with its own concern and responsibility for the health, safety, and welfare of its employees, its customers, and the environment as a whole.*

The HOTWORK-USA HEALTH AND SAFETY MANUAL is a tool to uphold this purpose statement by ensuring that all personnel are aware of, and accountable for, the rules, regulations, and expectations concerning HOTWORK-USA's operations. All employees of HOTWORK-USA are responsible for reading, understanding, and abiding by the programs and policies set forth in this manual.

**ACCOUNTABILITY STATEMENT**

As the administrator and executor of this manual, I hereby certify that all information contained within is true and correct to the best of my knowledge, and that all applicable persons – as listed on the distribution list – have been given a copy of this document as well as an opportunity to ask questions and/or state a lack of understanding.

Signed: \_\_\_\_\_  
Safety Coordinator

Date: \_\_\_\_\_

Reviewed and Authorized by:

Signed: \_\_\_\_\_  
President/CEO

Date: \_\_\_\_\_

## 1. CONFINED SPACE PROGRAM

### PURPOSE

To protect employees of HOTWORK-USA from the hazards of entry into permit-required confined spaces.

### SCOPE

This program applies to all employees of HOTWORK-USA whose job requires participation in operations related to permit required confined spaces within client facilities; it also applies to clients of HOTWORK-USA in whose facilities permit required confined spaces are present.

### PROGRAM

#### Training

HOTWORK-USA employees are trained upon initial hire and annually thereafter on proper confined space work practices, and are instructed that they should not proceed with work inside a confined space on client premises unless it is safe to do so.

This training is documented and includes the name of the trained employee, the date they received training, and the signature of their trainer. HOTWORK-USA does not have any permit required confined spaces on any of its operating premises, so employees are only exposed to permit required confined spaces when working in client facilities.

#### Safety Training Points

- Never enter a confined space unless there is a designated attendant on duty. The facility owner must make provisions for a permanent attendant while the space is occupied. Unless the facility owner has a means written into their confined space program that would enable a single attendant to safely monitor more than one space at a time during an emergency situation, HOTWORK-USA employees are not permitted to enter a space that has an attendant who is monitoring multiple space at the same time.
- Duties of an “Entrant” include:
  - Know the hazards associated with the space and the modes, signs, symptoms, and consequences of exposure.
  - Utilize any PPE designated as pertinent for dealing with the known hazards.
  - Keep in frequent communication with the attendant.
  - Alert the attendant if you recognize you are in danger or if you recognize a prohibited condition and exit the space immediately.
  - Immediately exit the space if the attendant or entry supervisor tells you to, or if an evacuation alarm is activated.
- Duties of an “Attendant” include:
  - Know the hazards associated with the space and the modes, signs, symptoms, behavioral effects, and consequences of exposure.
  - Know how many entrants are in the space and ensure that each one has written their name and any other appropriate information on the entry permit.
  - Must continue to monitor the designated space during entry operations until relieved by another authorized attendant.
  - Monitor activities inside and outside the space to determine if it is safe for the entrant to remain in the space.
  - Keep in frequent communication with the entrant to monitor their status and to alert them to immediately evacuate the space if a prohibited condition is detected,

## 1. CONFINED SPACE PROGRAM

behavioral effects of hazard exposure are recognized, an unsafe situation outside the space is taking place that could endanger the entrant, or if they can no longer safely perform the duties of an attendant.

- Summon rescue and/or emergency services if the entrant's safety requires such an action.
- Must not allow unauthorized entrants to enter the space, and if they do, must instruct them to evacuate the space immediately, as well as informing authorized entrants of the situation.
- Performs non-entry rescues if a site specific plan is in place to do so.
- Does not perform any duties that might interfere with their primary focus of monitoring and protecting entrants.
- Duties of "entry supervisors" include:
  - Know the hazards associated with the space and the modes, signs, symptoms, behavioral effects, and consequences of exposure.
  - Verify that all appropriate entries have been documented on the entry permit, all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
  - Terminate entry and cancel permit when the entry operations covered by the permit have been completed, or if a condition that is not allowed under the entry permit arises in or near the permit space.
  - Verify that rescue services are available and can be contacted immediately.
  - Remove any unauthorized entrants, or those who attempt to enter the space.
  - Determine, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.
- Verify that the plant owner has established a means of communicating with rescue services (phone, radio, etc.) and that this means is operable before entering the space.
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### **Client (Host Employer) Responsibilities**

Anytime employees of HOTWORK-USA are working in a client facility that contains permit required confined spaces, it is the responsibility of the client to inform these employees where they might encounter these spaces in the course of duty and to train them on their Confined Space Program. At a minimum, the client's program must make provisions for

- Debriefing entrants and attendants on any known hazards of the spaces and the proper precautions to take to protect their individual life and health.
- Coordinating entry operations between themselves, HOTWORK-USA employees, and any other contractors' onsite who may be involved in entry operations (multi-employer jobsite).
- Protecting entrants and attendants from external hazards (pedestrians, vehicles, etc.) while in or outside of a permit required confined space.
- Providing rescue services to respond to emergency situations and a means of communication to quickly summon their services.
- Entry permits to meet all legal requirements as defined by OSHA: procedures for permit preparation, issuance, use, cancellation or termination, etc.

## 1. CONFINED SPACE PROGRAM

- Must designate an entry supervisor, who is responsible for terminating entry and cancelling a permit when the entry operations covered by that permit have been completed, or if a condition that is not allowed under the entry permit arises in or near the permit space.
- HOTWORK-USA entrants to be given the opportunity to review calibrated air monitoring data before entry, or to request additional monitoring at any time.

Once informed of these provisions, it is the responsibility HOTWORK-USA employees to abide by the client's Confined Space Program. Only employees who have been trained on a site specific program may participate in permit required confined space entry operations.

Note: HOTWORK-USA does not train or authorize its employees to enter permit required confined spaces that are immediately dangerous to life and health (IDLH).

Note: HOTWORK-USA's Safety Coordinator will review this program every January and will make revisions as necessary.

### **References:**

29 Code of Federal Regulation (CFR) 1910.146



## 2. ELECTRICAL PROGRAM

### PURPOSE

To provide guidance in the performance of work on electrical systems, wiring, and equipment when working on or near live parts, or when making any modifications or repairs to equipment.

### SCOPE

This program applies to all employees of HOTWORK-USA who are or may be exposed to electrical shock, burns, or related injuries during the course of their job functions, and it is applicable on HOTWORK-USA premises as well as within client facilities.

### PROGRAM

#### Employee Training

All employees who may be exposed to electrical hazards receive training on safe electrical work practices as pertinent to their respective job assignments.

Shop Technicians working solely on HOTWORK-USA premises are given an electrical awareness course upon initial hire and annually thereafter. They are alerted to any and all potential electrical hazards they may be exposed to during a typical work day. The shop is a company-controlled environment and has been engineered to reduce or eliminate risks. Specialized equipment training is administered when deemed appropriate for specific tasks that are to be performed by the employee. Qualified employees may only work with live parts if approved by their supervisor.

Field Service Technicians working within client facilities are also given an electrical awareness course upon initial hire and annually thereafter. All high voltage work they may encounter, such as making electrical connections between plant sources and HOTWORK-USA's own high voltage combustion fans, is solely the responsibility of plant electricians and is not to be handled by Field Service Technicians.

The shop manager has been designated by HOTWORK-USA as the competent person designated to be responsible for the overall execution of this electrical program.

The following program contains safe work practices employed by HOTWORK-USA to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment or circuits which are or may be energized.

#### Approach Boundaries to Live Parts

A properly trained employee shall not approach or attempt to handle any conductive object closer to exposed live parts than the Restricted Approach Boundary in the table below unless the employee is insulated or guarded from the live parts and no un-insulated part of the employee's body crosses the Prohibited Approach Boundary.

Voltage - Alternating Current	Limited Approach Boundary – Exposed Movable Conductor	Limited Approach Boundary – Fixed Circuit	Restricted Approach Boundary	Prohibited Approach Boundary
< than 50	None	None	None	None
50 – 300	10 feet	3 feet 6 inches	Avoid Contact	Avoid Contact
301 – 750	10 feet	3 feet 6 inches	1 foot	1 inch
751 – 15,000	10 feet	5 feet	2 feet 2 inches	7 inches

## 2. ELECTRICAL PROGRAM

In addition, vehicular and mechanical equipment must not approach within 10 feet of the live parts unless there is some type of protective measure in place.

### **Work On or Near Energized Electrical Equipment**

Electrical work should be performed by qualified technicians only, when the equipment is in a de-energized state. Equipment and circuits must be isolated. Reference must be made to HOTWORK-USA Lockout/Tagout Program for instructions on locking out and tagging out the energy source. This program and subsequent training are made available to specific employees on an annual basis. If an employee is to be working on or near exposed de-energized parts that are not locked or tagged, they shall treat the situation as if the parts were energized.

When working in a confined or enclosed space where electrical hazards may exist, protective shields, barriers, or insulating materials are utilized.

### **Work Near Overhead Lines**

Overhead lines shall be grounded and de-energized when work is to be performed near them, unless adequate clearance is provided. For work to be performed by unqualified personnel, power lines with a maximum voltage of 50,000 volts require a minimum clearance of 10 feet. For every 10,000 volts above 50,000 volts, 4 inches of clearance are to be added.

### **General Precautions**

#### **Alertness**

1. Hazardous situations- Employees shall be instructed to be alert at all times when they are working near live parts operating at 50 volts or more and in work situations where unexpected electrical hazards might exist.
2. Impaired situations- Employees shall not knowingly be permitted to work in areas containing live parts operating at 50 volts or more or other electrical hazards while their alertness is recognizably impaired due to illness, fatigue, or other reasons.

#### **Illumination**

1. General – Employees shall not enter spaces containing live parts unless illumination is provided that enables the employees to perform the work safely.
2. Obstructed view – Where lack of illumination or an obstruction inhibits observation of the work to be performed, employees shall not perform any task near live parts or where an electrical hazard exists. Employees shall be instructed not to reach blindly into areas that might contain exposed live parts where a hazard exists.

#### **Conductive Materials**

1. Clothing articles – Conductive articles of clothing and jewelry shall not be worn where they present an electrical contact hazard with exposed live parts.
2. Parts, materials, and tools – Equipment that is in contact with any part of an employee's body shall be handled in a manner that prevents accidental contact with live parts.

## 2. ELECTRICAL PROGRAM

Ladders being used near electrical parts shall have railings constructed of a non-conductive material.

### **Ground Fault Circuit Interrupter (GFCI) Program**

#### **Grounding Connections**

For a grounded system, a grounding electrode conductor shall be used to connect the equipment grounding conductor and the grounded circuit conductor to the grounding electrode. Both the equipment grounding conductor and the grounding electrode conductor shall be connected to the grounded circuit conductor on the supply side of the service disconnecting means, or on the supply side of the system disconnecting means or over-current devices if the system is separately derived.

The path to ground from circuit's equipment and enclosures shall be permanent and continuous.

Tools such as portable hand lamps likely to be used in wet and conductive locations need not be grounded if supplied through an isolating transformer with an underground secondary of not over 50 volts. Portable tools supplied through flexible cords shall be equipped with a non-conductive handle approved for the purpose and substantial guard shall be attached to the tool or its handle.

#### **Ground Assurance Testing**

1. Procedure - Ground assurance testing is performed by a qualified employee on all HOTWORK-USA equipment, such as hand-held power tools (if not double-insulated), extension cords, and pigtail adapters after every use upon their return to the shop. Tests consist of visual inspection as well as functionality testing. Qualified employees will confirm equipment is grounded with a handheld multi-meter or similar device. Extension cords are inspected upon each job completion with a GFCI test probe with visual indicators. Record logs are kept of all work and inspections performed on HOTWORK-USA equipment.
2. Restrictions - Any equipment failing a ground assurance test or found to be defective for any another reason is quarantined until necessary repairs can be made. If repair is not possible, equipment is decommissioned.

#### **References:**

- 29 Code of Federal Regulations (CFR) 1910.301-305
- 29 Code of Federal Regulations (CFR) 1910.331-335

### 3. ELEVATED WORK PROGRAM

#### **PURPOSE**

To prevent or minimize injury associated with work performed above the ground on scaffolds, aerial lifts, and ladders.

#### **SCOPE**

This policy applies to all employees of HOTWORK-USA who may be required to work off of the ground during the course of duty.

#### **PROGRAM**

##### **Scaffolds**

It is the strict policy of HOTWORK-USA that no scaffolds shall be constructed by its employees to support human weight. Scaffolds are not used on HOTWORK-USA premises. However, employees who work within client facilities and who may be required to use already constructed and inspected scaffolds are trained on an annual basis on scaffold safety. This training includes understanding associated hazards, such as fall hazards, electrical hazards, falling object hazards, etc, as well as the proper use of fall protection from a scaffold, proper use of a scaffold, and an understanding of scaffold load capacity. In the event that an employee is found to have improper knowledge of scaffold safety, re-training may be required before the annually scheduled training for that employee.

When the height of a scaffold is required to complete a job task while in a client's facility, it is the responsibility of the client to train and authorize competent employees to construct scaffolding. These competent employees must also provide inspections prior to use and periodically throughout the shift. These inspections must be accompanied by the use of appropriate tags, stating whether or not the scaffold is safe to work on. In the event that a scaffold is found by a competent inspector to be defective or unsafe, it is the responsibility of that person to decommission the use of the scaffold and properly tag it. HOTWORK-USA employees are trained only to work on a scaffold that has been inspected prior to use and contains a green tag approving the scaffold for use.

##### **Tags**

- Red Tag – STOP: SCAFFOLD IS NOT TO BE USED
- Yellow Tag – CAUTION: SCAFFOLD IS BEING MODIFIED. THE FOLLOWING PROVISIONS FOR USE ARE IN PLACE \_\_\_\_\_.
- Green Tag – APPROVED: SCAFFOLD CAN BE USED WITH NO RESTRICTIONS

##### **Aerial Lifts**

HOTWORK-USA does not own any aerial lifts, nor does it train or authorize any of its employees to operate any type of aerial lifts. However, all employees who work within client facilities and who may be required to work in the basket of an aerial lift are trained to stand with their feet firmly planted on the floor of the lift and to attach their personal fall arrest system to the boom or the basket of the lift (see HOTWORK-USA's Fall Protection Program for use and training details). In the event that an employee is found to have improper knowledge of the safety practices required for working in an aerial lift, re-training may be required for that employee.

### 3. ELEVATED WORK PROGRAM

When the height of an aerial lift is required to complete a job task while in a client's facility, it is the responsibility of the client to train and authorize competent operators to safely handle the machinery. Only these authorized persons are allowed to operate the equipment. Operators must be trained in all aspects of aerial lift operation safety, which must (at a minimum) address the following:

- Modifications to the equipment shall not be made without written approval from the manufacturer
- Lift controls and equipment must be tested/inspected before each use
- Load limits must not be exceeded for any reason
- Equipment must have a working backup alarm or operator must use a spotter when backing
- Minimum clearance between electrical lines and any part of the equipment must be at least 10 feet

All of these requirements for training and operation of aerial lifts by client designated employees must be met before HOTWORK-USA employees enter the basket.

#### **Ladders**

All portable ladders provided by HOTWORK-USA for use by employees in the shop and to be used in client facilities are approved by ANSI and meet OSHA specifications (including uniformly spaced rungs), insuring that they are safe when used under normal conditions. In addition, ladders purchased by HOTWORK-USA - both step ladders and extension ladders - are made of fiberglass to protect against potential electrocution hazards.

Employees are trained in ladder safety practices on an annual basis and may be subject to immediate retraining if proven to have an improper knowledge of safe ladder use. This training includes, but is not limited to:

- Following the manufacturer recommended load capacity
- Using ladders only for the purpose the manufacturer intended
- Visual inspection before each use and periodically
- Red tagging defective ladders until they can be decommissioned
- Extending extension ladders at least 3 feet above a landing
- Positioning extension ladders at a 4:1 ratio

In addition, employees are trained to read manufacturer labels before use to ensure that they understand the proper use and load capacity for each individual ladder. Also, when a ladder is found to be defective or does not meet safety standards, it is to be red tagged and decommissioned by the Safety Coordinator. Ladders with red tags attached must not be used.

Ladders must be kept clean and free of grease or other substances that may create slipping hazards. They must also be placed on level surfaces, must not be moved while in use, must be faced while climbing and the climber must maintain at least three points of contact at all times.

#### **References:**

- 29 Code of Federal Regulation (CFR) 1910.28
- 29 Code of Federal Regulation (CFR) 1910.26
- 29 Code of Federal Regulation (CFR) 1910.66

## 4. EMERGENCY ACTION PLAN

### **PURPOSE**

To ensure that all applicable HOTWORK-USA employees know what to do in the case of any emergency situation that may arise, in order to assure the health and safety of employees, prevent or minimize the loss of property, and satisfy the rules and standards set forth by protective agencies.

### **SCOPE**

This plan encompasses all HOTWORK-USA employees who work in the Lexington, KY shop/office facility.

### **PROGRAM**

#### **Reporting a Fire or Other Emergency:**

- When a fire or other emergency is spotted, any employee may activate the nearest alarm and then notify the Safety Coordinator, who will notify the fire department. In the absence of the Safety Coordinator, the employee may contact the fire department or notify another member of the emergency response team to do so.
- When called, the fire department needs to be provided with the type of emergency, company name, address, location of the emergency in the building, and the suggested entrance door.
- NOTE: When calling from phones inside HOTWORK-USA you must dial 9 first to get an outside line. So the emergency number is 9-911.

#### **Emergency Evacuation & Post Evacuation Accounting:**

- The evacuation alarm is to be activated if an emergency condition exists. An emergency condition exists if there is a fire, explosion, excessive fumes, vapors or smoke, or other serious hazardous conditions.
- Upon hearing the alarm, ALL personnel are to stop what they are doing, turn off machines, properly park forklifts, and WALK out the nearest exist door. Everyone is to assemble in the grass on the far side of the side parking lot entrance from the street (lawn of neighboring building).
- Report to the safety team member responsible for you for a head count and stay put until released by the Safety Coordinator.
- Computers and lights do not need to be shut off. The only doors that must be closed are the three fire doors. They are located, (1) in the hall between the front offices and the shop, (2) between the Operations Manager's office and the safety office, and (3) the paint storage room located in the paint room. The Safety Coordinator will verify that all three are closed.

#### **Employees Remaining to Operate Critical Plant Operations:**

Since no critical plant operations exist in this facility, there should be no employees remaining. Once the evacuation alarm sounds, every employee should participate in the evacuation plan listed above.

## 4. EMERGENCY ACTION PLAN

### **Employees Performing Rescue or Medical Duties:**

- All rescues are to be done by the fire department only.
- Medical first-aid can be performed by trained first-aid responders. All other medical attention should be given by EMT's upon their arrival in response to the initial 911 call.

### **Program Responsibilities:**

The success of this program is dependent upon all personnel. Everyone must be aware of their responsibilities and the role they play in any emergency.

### **ALL PERSONNEL**

- Report a fire or other emergency regardless of size or severity.
- Know and adhere to the rules and policies pertaining to emergency evacuation and safety plans.
- Familiarize themselves with the location of fire extinguishers and exits. Only employees who have been properly trained to use extinguishers may do so.
- Know the locations of the Safety Data Sheets (SDS) as this information could aid in extinguishing specific types of fires, as well as assist in the handling of chemicals or other materials in an emergency situation.

### **MANAGEMENT PERSONNEL**

- Responsible for the safe conduct and evacuation of their employees.
- Responsible for general housekeeping throughout the office and shop. This includes proper handling and storage of materials and equipment, as well as keeping the areas around doors, fire extinguishers, and related emergency equipment clear and accessible.

### **EMERGENCY SERVICE TEAM**

- Receive annual training as to the procedure for performing and reporting head count following an evacuation.
- Receive annual training on the fire and evacuation program.

### **RECEPTIONIST**

- Maintain a visitor's log that is to be completed by all persons entering the building. It will include visitor's name, time of arrival and departure, and personnel being visited. The Receptionist shall deliver the log to the Safety Coordinator who will ensure all visitors have been safely evacuated from the building.

### **SAFETY COORDINATOR**

- Conduct periodic training for employees serving on the Emergency Service Team. Training will include evacuation procedure and the taking and reporting of head counts.
- Provide a written emergency action plan that is to be kept in the workplace and made available to all employees to review.
- Review the fire evacuation program with individual employees who are new to their job, or who undergo a change in position that requires them to perform a new action within the plan.
- Review the fire and evacuation program with ALL employees anytime the plan is changed or revised.



#### 4. EMERGENCY ACTION PLAN

- Conduct OSHA required annual evacuation drills.
- Coordinate annual visits and inspections by the fire department and certified third party companies for the sprinklers, alarm system, and fire extinguishers.
- In the event of an emergency, secure the emergency. Then follow up with an incident investigation and submit a written report outlining the corrective action to be taken to prevent a reoccurrence.

##### **Severe Weather Emergency:**

- The weather is monitored at all times in the Safety Coordinator and Operation Manager offices. If a severe weather **WATCH** is issued, an announcement will be made over the PA system advising all employees of the situation and to be prepared to move immediately to a safe room should it become a warning.
- If a severe weather **WARNING** is given for our area, an announcement will be made on the PA system for all personnel to move to the severe weather safe rooms. At this time the receptionist will forward the switchboard to extension 231 and ALL employees are to stop what they are doing, shut down machinery, and move quickly to their assigned safe room. All front office personnel are to report to room #13 (Safety Coordinator's office) as indicated on the evacuation maps, and shop and back office personnel are to report to the shop break room. After the Emergency Service Team members get their head count, they are to report to the Safety Coordinator's office, where weather will be monitored. Once the warning passes, the Operations Manager will announce the return to work as described below in the resumption of work section.

##### **Resumption of Work:**

- Security measures to protect employee records and property will be arranged by the Safety Coordinator and the Operations Manager.
- Upon termination of the emergency or drill, the Operations Manager or someone appointed by him/her will determine what operations may resume and oversee the start up of all equipment and utilities.
- Damaged equipment, utilities, and inventory will be assessed and repairs planned to expedite the return to full and normal operations.
- If fire extinguishers were used, the Safety Coordinator will gather them up and arrange to have them refilled.

##### **Fire Extinguishers:**

- A certified third party company will do an annual inspection and report any problems to the Safety Coordinator. The Safety Coordinator will do monthly inspections and keep the proper records. The Safety Coordinator will take the proper corrective actions to fix any problems. An annual and monthly inspection tag will be attached to each extinguisher. Extinguishers will be mounted on approved hangers and clearly labeled with a "FIRE EXTINGUISHER" label above them.
- All Hotwork employees provided with portable fire extinguishers in the workplace are trained upon hire and annually thereafter in the general principles of fire extinguisher safety, the hazards associated with incipient stage fire fighting, the proper use of portable fire extinguishers, and their personal responsibilities in the event of a fire.



## 4. EMERGENCY ACTION PLAN

### **Emergency Contacts:**

Primary Response Agency (fire, medical, or other applicable types of emergencies):

Lexington Fire Department  
Station #12  
339 Southland Drive  
9-911 or 9-254-1120

Emergency Service Team Members:

- Safety Coordinator – Evacuation Coordinator (ext. 228)
- Administrative Assistant – for Personnel in lower/front offices (ext. 223)
- Equipment Manager – for Shop & Operations upstairs offices (ext. 227)
- Operations Manager – Alternate Coordinator (ext. 234)

After Hours Emergency:

1. Duty Phone Officer (859) 806-1570
2. Irish Cobane (859) 296-9560
3. Larry Drake (859) 863-2435
4. Kari Evely (859) 227-1780

For Additional Information Regarding Program:

- Kari Evely – Safety Coordinator (859) 227-1780  
(859) 313-7228  
Extension 228

### **Attachments:**

Evacuation Map for 223 Gold Rush Rd. – Form #1

### **References:**

29 Code Federal Regulations (CFR) 1910.38  
29 Code Federal Regulations (CFR) 1910.157

**PURPOSE**

To prevent or minimize injuries (both immediate and long term) caused by inappropriate lifting techniques and practices, as well as harmful repetitive motion.

**SCOPE**

This policy applies to all employees of HOTWORK-USA, including office staff, shop technicians, and field technicians. These practices are to be adhered to while working in HOTWORK-USA facilities, as well while performing work in client facilities.

**PROGRAM****Ergonomics**

Ergonomics is the science of fitting the workplace to the worker to aid in the prevention of occupational injuries. HOTWORK-USA encourages its employees to report uncomfortable/painful task methods and offer suggestions for improvements to their supervisors. Further, supervisors periodically evaluate work station configurations and employees' work techniques to assess the potential for and prevention of injuries.

Costs associated with making ergonomic improvements to work stations must be approved by area supervisors. If an ergonomic improvement suggestion is assessed by the area supervisor and is found to be beneficial and reasonable, HOTWORK-USA will cover the cost of the improvement.

**Manual Lifting**

Equipment and materials should undergo a hazard assessment by individual employees before lifting to ascertain whether or not the load can safely be lifted by one person, or whether additional help is required. If after being assessed, a load is found to be too much for one person to handle, HOTWORK-USA provides its employees with manual lifting equipment within its own facilities, such as dolly carts. Also provided in the Lexington, KY shop is an overhead hoist and forklifts, which require operator training and certification. When the use of lifting equipment is impractical, two-man lifts are performed.

Whenever possible, HOTWORK-USA incorporates engineering controls - such as designing heavy equipment with wheels on the bottom - to reduce the need for manual lifting.

Employees who are expected to perform hazard assessments and manual lifting in the course of their job are required to complete pre-employment and annual safety training focused on proper lifting techniques and avoidance of musculoskeletal injuries. This training is documented and kept on file in the Lexington, KY office.

**Powered Industrial Trucks**

Company owned forklifts may only be operated by employees who have demonstrated competence through successful completion of company training. This training involves a classroom element, which culminates in a written test verifying a clear understanding of course material. Employees must then successfully complete a road test on the forklift they will be authorized to operate. Operator performance evaluations will then be conducted at least every 3

years, and may be required sooner if operator does not demonstrate appropriate operating skills. Operators are only certified to drive forklifts they have been trained on.

Employees of HOTWORK-USA are not authorized to operate any client owned powered industrial trucks. When powered industrial trucks are needed for materials handling on client worksites, it is the responsibility of the client to provide competent operators.

### **Overhead Cranes**

HOTWORK-USA owns and operates one overhead crane, located in the Lexington, KY shop. This crane is rated for 2-tons and is serviced/inspected by a company which specializes in crane operations on a “frequent” and “periodic” (as defined by OSHA) basis. Only employees designated by the Shop Supervisor are authorized to operate this crane.

Employees of HOTWORK-USA are not authorized to operate any client owned overhead cranes. When overhead cranes are needed for materials handling on client worksites, it is the responsibility of the client to provide competent operators.

### **Incident Investigation**

Any injuries caused by improper lifting/materials handling or ergonomic stress are thoroughly investigated by the Safety Coordinator. Procedural changes (as authorized by HOTWORK-USA’s CEO) based on investigative findings are announced to all employees companywide and incorporated into routine activities to aid in the prevention of future injuries of a similar nature.

### **Attachments:**

Incident Investigation Report (template) – Form #2

### **References:**

29 Code of Federal Regulation (CFR) 1910.178  
29 Code of Federal Regulation (CFR) 1910.179

## 6. FALL PROTECTION

### **PURPOSE**

To properly protect employees against a fall by means of guardrail systems or personal fall arrest systems in case engineering or design measures fail to reduce fall hazards.

### **SCOPE**

All employees of HOTWORK-USA that may be exposed to fall hazards above 4 feet while working in a HOTWORK-USA facility or within client facilities.

### **PROGRAM**

#### **Training**

Under no circumstances shall an employee work in areas of high fall hazards, do work requiring fall protection devices, or use fall protection devices until they have successfully completed Hotwork's Fall Protection training. This training is done upon initial hire and annually thereafter, and is the responsibility of the Safety Coordinator. Retraining may be required sooner if an employee fails to follow a provision of this Fall Protection policy. All training is documented and kept on file at the Lexington, KY office. Training records include the name of the individual, date of training, and person/entity providing the training.

Elements of training shall include: hazard recognition and elimination, company fall protection procedures, industry height requirements (HOTWORK-USA is subject to General Industry requirements CFR 1910, which specify that fall protection must be used for falls hazards of 4 feet or greater), application limits of the equipment and proper hook-up anchoring, tie-off techniques, proper use/inspection/storage of equipment, and OSHA regulations pertaining to appropriate railing systems.

#### **General Guidelines**

It is the responsibility of the Industry Manager or other qualified Hotwork professional to assess what type of fall protection (if any) will be required on a site specific basis in the pre-job planning stage, and to ensure that the proper equipment is included on the load list for each job.

It is the responsibility of the Job Supervisor/Lead Technician On-Site to ensure that the appropriate guardrailing system meets all OSHA safety requirements and that fall protection is worn by the employees when required. Further, anytime fall protection is used on a customer site, the Lead Technician must discuss a rescue plan with the client so that in the event of a fall, the employee will be rescued promptly.

It is the responsibility of the employee to maintain and inspect their own fall protection equipment before each use.

In the event of a fall, near miss, or other serious incident, it is the responsibility of the Safety Coordinator to investigate the incident and give training information to employees based the findings of the investigation to prevent a reoccurrence.

#### **Guardrail Systems**

The standard requires protection when employees working above 4 feet, encounter walking and working surfaces with unprotected sides and edges, suspended walkways, and wall openings. Whenever possible, guardrail systems are utilized on HOTWORK-USA's job sites.

## 6. FALL PROTECTION

The criteria for guardrails include a top rail (42 inches nominal above the walking or working surface), mid-rail (halfway between the top rail and the floor), and toe board (4 inches nominal in vertical height). The guardrails must be able to withstand a 200-pound force applied in any direction at any point on the rail.

Guardrails should be designed to protect against punctures or lacerations, and to prevent clothing from being snagged. Rails will not extend past the end posts.

All rails should be frequently inspected to ensure that they continue to meet strength requirements.

### **Personal Fall Arrest Systems**

All body harnesses must meet OSHA 1910.66 regulations via ANSI Z359.1, ANSI A10.14 and CSA Z259.10 standards. It is the responsibility of the Safety Coordinator to ensure that these standards are being met when purchasing new personal fall arrest system equipment.

An assembly connecting the harness to an anchorage must be selected which will satisfactorily limit total fall distance and allow for dynamic elongation and activation distance of the assembly. In short the employee is to be tethered to an object capable of supporting the force of the fall and must be tethered in such a way that they can not come in contact with any other object if they should fall.

Any adjustments to the harnesses should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position.

### **Inspection, Maintenance, and Storage**

Prior to each use, employees must inspect personal fall arrest equipment for mildew, wear, damage and other deterioration, and defective components must be red tagged and sent to the Safety Coordinator for decommissioning.

Inspections are done by the Safety Coordinator after each job completion or every 6 months, whichever comes first, and a sticker is placed on each piece of equipment with the inspector's initials and date of inspection.

All fall protection equipment is stored on hooks in a dry, indoor storage area when not in use.

All fall protection equipment found to be out dated based upon manufacturer recommendation, torn, burned, frayed, rusted, broken, or otherwise damaged is red tagged and later decommissioned by the Safety Coordinator.

### **References:**

- 29 Code of Federal Regulations (CFR) 1910.66
- 29 Code of Federal Regulations (CFR) 1910.23

## 7. HAZARD RECOGNITION, AVOIDANCE, AND COMMUNICATION

### **PURPOSE**

To educate employees on chemical hazards and to prevent injury, illness, and property damage due to unrecognized hazards in the workplace.

### **SCOPE**

This program applies to all employees of HOTWORK-USA and is to be observed within HOTWORK-USA facilities, as well as HOTWORK-USA client facilities.

### **PROGRAM**

#### **Training**

HOTWORK-USA requires all of its field technicians to be trained upon initial hire and annually thereafter in the practice of workplace hazard recognition, avoidance, and communication. This training identifies the following:

- Primary methods of controlling hazards
- Mobile equipment hazards
- Mechanical hazards
- Electrical hazards
- “Struck by” incidents
- Unsafe ground conditions
- Slip, trip, and fall hazards
- Environmental hazards
- Chemical hazards

In addition to these specific topics, field technicians are also trained to look for and abide by any signs or barriers pertaining to hazards in client facilities, which include warnings for toxic and hazardous substances, specific PPE requirements, industrial traffic hazards, and any other hazards present at the facility.

Principles for observing and complying with signs and barriers (both hard and soft) that identify known hazards at client facilities are especially pertinent in the area of operating railroad tracks. HOTWORK-USA employees are made aware that it is acceptable to cross rails at designated crossings only. In the event that a designated crossing is unavailable, employees will not cross tracks within 10 feet of the end of a parked rail car or cross between uncoupled cars. Before proceeding across the tracks, they will stop, look, and listen for oncoming rail traffic, as well as avoid stepping directly on the tracks, to avoid potential slip hazards.

Further, employees are made aware that crawling under or walking in front of moving equipment is an unsafe work practice and must be avoided, along with positioning any part of their body in a potential pinch point. Finally, in the event that work must be performed in an area that is within 6 feet of railroad tracks, client permission must be obtained before the onset of work.

If any unsafe behaviors by a HOTWORK-USA employee are observed, that employee will be subject to retraining at the discretion of the Safety Coordinator.

All training is documented and records for every Hotwork technician are kept on file at the Lexington, KY office, and proof of training can be presented to clients upon request.

## 7. HAZARD RECOGNITION, AVOIDANCE, AND COMMUNICATION

### **Hazard Identification & Mitigation**

To identify potential hazards on each job site, the HOTWORK-USA Industry Manager or Sales Person responsible for planning the job is also responsible for completing a Job Safety Analysis (JSA) worksheet. This worksheet identifies each job step, any hazards associated with that step, controls & checks of those hazards, and the party responsible for enacting the controls & checks.

The JSA worksheet was developed by using past job knowledge of hazards, and is modified on a site specific basis when necessary to accommodate varied hazards. Each JSA participant is listed on the worksheet and is responsible for reading the JSA to ensure that they understand the pre-identified hazards they will be facing onsite.

Although the JSA identifies standard job site hazards and offers controls & checks for those hazards, there may exist hazards above and beyond those formally identified. For this reason, all HOTWORK-USA technicians are trained on how to identify, assess, and mitigate hazards in all types of environments, and are further trained in good housekeeping practices to ensure that after the identification process, hazards are addressed and mitigated. Technicians classify and rank hazards based on severity so that appropriate action can be taken to address every hazard. This is a constant and ongoing process in which all employees are active participants, and it is used for routine and non-routine tasks, as well as for new processes and setups on each job site.

To ensure all identified hazards are mitigated, HOTWORK-USA employees are responsible for wearing appropriate PPE and enacting safe work practices at all times. Further, they are responsible for reporting hazards that are out of their control to their supervisor or lead technician on-site, who is responsible for finding a solution, whether it be changing the job set up, or communicating hazards to the client contact or to HOTWORK-USA upper management. Work must not continue until all hazard concerns are addressed and resolved. Upon each job completion, technicians fill out a job data sheet on which they can write any concerns for future jobs at that particular work site so that similar site specific hazardous situations can be mitigated during job setup.

### **Personal Protective Equipment (PPE)**

To avoid common workplace hazards, each HOTWORK-USA field technician is given training upon initial hire concerning the purpose, proper use, care and maintenance, and limitations of PPE. In the event that an employee does not demonstrate appropriate use and/or understanding of PPE, retraining may be conducted at the discretion of the Safety Coordinator. Retraining may also be required when new or different PPE is required to accommodate changing work environments, or when PPE type changes. All PPE training is documented and kept on file at the Lexington, KY office.

All necessary PPE is provided by HOTWORK-USA (PPE meets federal and industry regulations), and the following is specified to be worn (at a minimum) on all job sites:

- Issued hard hat
- Issued uniform pant/shirt combo or coveralls
- Steel toe boots with metatarsal protection
- Safety glasses
- Orange high visibility jacket (FR)



## 7. HAZARD RECOGNITION, AVOIDANCE, AND COMMUNICATION

- Ear plugs
- Gloves

It is the responsibility of the Industry Manager or Sales Person planning the job to perform a pre-job hazard assessment and to document any PPE that is necessary above and beyond the above listed minimum requirements. These requirements are listed on the job's Load List, which is initialed by the responsible party. Additional PPE may include FR9B coveralls, nomex hoods, nomex arm guards, secondary hearing protection, air-purifying respirator (see HOTWORK-USA's RESPIRATORY PROTECTION program), FR7 green jacket/pants, face shield, hot gloves, aluminized suit, personal fall protection, personal gas monitors, etc.

Required PPE is provided by HOTWORK-USA and issued to employees in a sanitary and reliable condition. Selected PPE must be fitted to each affected employee. After PPE has been issued, it is the responsibility of each individual employee to maintain his/her PPE in a sanitary and reliable condition. Only PPE that has been issued by HOTWORK-USA or that has been approved by the Safety Coordinator (must be found adequate for the task, well maintained, and sanitary) may be used by employees of HOTWORK-USA. It is the responsibility of the Safety Coordinator to ensure that employees are appropriately maintaining their PPE. Any equipment that is found to be defective or damaged shall not be used.

### **Hazard Communication**

All employees of HOTWORK-USA have a right to know what types of chemicals they may encounter in the course of their work, what effects those chemicals may have on their health, and how to protect themselves and their coworkers against chemical hazards. This is accomplished by the use of container labeling and other forms of warning, Safety Data Sheets (SDS), and proper training, as specified in the Globally Harmonized System.

### **Container Labeling and Other Forms of Warning:**

The Safety Coordinator works jointly with the Equipment Manager to ensure that all hazardous chemicals on HOTWORK-USA premises or those used by HOTWORK-USA employees on a client's premises are properly labeled and updated as necessary according to industry standards. Labels are legible, in English (in the event that a non English speaking employee is hired, language labeling provisions would be made), list the chemical identity and appropriate hazard warnings, as well as the name and address of the manufacturer, importer or other responsible party.

No container will be released for use until the aforementioned data is verified, and containers that are shipped from the Lexington shop will be checked by the Equipment Manager to ensure proper labeling.

### **Safety Data Sheets (SDS):**

The Safety Coordinator maintains a binder in the Lexington, KY office in which all chemicals used by HOTWORK-USA are listed in a table of contents and are represented by an SDS. This binder is accessible to all employees and is identified to every employee upon initial hire. Any chemicals sent onto a client jobsite are accompanied by their appropriate SDSs, contained within the job supply box, which is accessible to all technicians on both shifts.



## 7. HAZARD RECOGNITION, AVOIDANCE, AND COMMUNICATION

The Safety Coordinator is responsible for acquiring and updating SDSs, which at a minimum, must contain the following information: the name/identity of the chemical (both the chemical name and the “common” name), physical and chemical characteristics, physical hazards, health hazards, primary route of entry in the body, the OSHA permissible exposure limit (PEL) and the limit listed by the manufacturer, information relating to any official carcinogen reports, precautions for safe handling and use, applicable control measures, emergency and first aid procedures, the sheet’s date of preparation or latest revision, and the name, address and phone number for chemical manufacturer.

### Information & Training:

Upon initial hire and at least annually thereafter (and if new chemicals are assigned to job task), each employee is given training concerning hazard communication. This training includes being shown where to find the binder containing a list of chemicals used at the HOTWORK-USA facility accompanied by their SDSs, how to read/understand SDSs, the importance of understanding the physical and health hazards associated with each chemical they handle, the importance of taking the appropriate measures to protect themselves from those hazards, how to properly label portable containers, the importance of understanding hazard labels and signs and the importance of taking manufacturer recommended precautions, methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, and the details of HOTWORK-USA’s written policy.

In the event that employees are required to complete non-routine job tasks, they will be provided with information relative to any hazardous chemicals to which they may be exposed while in a hazardous environment, including what the associated hazards are and how they can protect themselves against them.

### Multi-Employer Job Sites

Since all work accomplished within a client facility results in a multi-employer job site situation, it is the owner/client’s responsibility to coordinate SDSs between companies. Any hazardous chemicals that HOTWORK-USA employees may be exposed to on a client site that is supplied by the client or by another contractor in the same work proximately must be identified to the HOTWORK-USA employee and its hazards and precautions communicated to that employee, who must be allowed access to the chemical’s SDS. HOTWORK-USA is in turn responsible for supplying the same information to the client for any chemicals they bring onsite. SDSs for any chemical brought on site by HOTWORK-USA can be found inside the job supply box.

### Stop Work Authority

Upon initial hire each employee is given documented training concerning stop work authority rights and responsibilities (Employees are responsible to initiate a Stop Work Intervention when warranted and management is responsible to create a culture where Stop Work Authority is exercised freely.), which includes the following information: All HOTWORK-USA employees are given the authority to stop work when the control of the HSE risk is not clearly established or understood, and no work will resume until all issues and concerns have been addressed.

In the event that a Stop Work Intervention is necessary, the appropriate steps include: stop, notify, correct, and resume. In no way will an employee be reprimanded for issuing a Stop Work

## **7. HAZARD RECOGNITION, AVOIDANCE, AND COMMUNICATION**

Intervention, and all Interventions are documented and reviewed by the Safety Coordinator, who is responsible for doing an investigation and follow-up after a Stop Work Intervention has been initiated and closed. It is the responsibility of the Safety Coordinator to train all affected employees on each of these points, and it is the responsibility of each affected employee to acknowledge that they understand this training and to abide by its principles in the event that a Stop Work Intervention is necessary during the course of their work.

### **Safety Audits**

Periodically, Safety Audits are conducted by the Safety Coordinator on a random basis to identify actual and potential hazards on job sites and to take corrective actions when appropriate. These audits are documented via HOTWORK-USA's Safety Audit document.

### **Attachments:**

- JSA (template) – Form #4
- Safety Audit – Form #8

### **References:**

- 29 Code of Federal Regulations (CFR) 1910.1200
- 29 Code of Federal Regulations (CFR) 1910.132-140

## 8. HEARING CONSERVATION PROGRAM

### **PURPOSE**

To prevent hearing loss due to occupational noise exposure.

### **SCOPE**

This policy applies to all employees of HOTWORK-USA who may be subjected to noise levels that equal or exceed a 12-hour time-weighted average sound level (TWA) of 82.5 decibels, or an 8-hour TWA of 85 decibels, measured on the A scale (slow response).

### **PROGRAM**

Because most work accomplished by HOTWORK-USA involving hazardous noise levels takes place in customer facilities, it is not possible for HOTWORK-USA to implement engineering safeguards to decrease the risk of hearing loss. Therefore, it is standard practice to send hearing protection (foam earplugs with a Noise Reduction Rating [NRR] of 32) in every job supply box to every worksite. This hearing protection has been assessed using industry standard noise level and attenuation factors to ensure that its usefulness is applicable on a standard worksite, and is made available to employees at no cost. In the event that an employee is not able to wear the hearing protection provided, they are given the opportunity to select another form of hearing protection that is suitable for the worksite and has been assessed and approved by the Safety Coordinator.

It is the responsibility of each individual employee to wear the hearing protection that has been provided to them when appropriate.

In cases of extremely hazardous noise levels, two forms of hearing protection may be required to prevent hearing loss. This second form of protection is a pair of noise reducing ear muffs, which attach to the employee's hard hat.

It is each employees responsibility to wear hearing protection anytime they are subjected to noise levels that equal or exceed a 12-hour time-weighted average sound level (TWA) of 82.5 decibels, or an 8-hour TWA of 85 decibels, measured on the A scale (slow response).

Because hazardous noise exposure occurs most often within customer facilities, HOTWORK-USA utilizes the monitoring results (within the last year) provided by the customer to calculate the work area's TWA sound level in order to determine whether exposure limits exceed the established level, and if they do, whether the standard 32 NRR hearing protection is adequate. When exposure limits exceed the established level, hazard warning signs are posted in these specific areas and it is the responsibility of each individual employee to observe the warning signs by wearing the appropriate hearing protection provided by HOTWORK-USA.

When industry standard earplugs with an NRR of 32 are insufficient to attenuate noise levels within a client's facility containing extraordinary noise hazards to a TWA of 82.5 decibels over a 12-hour period, the client is required to inform HOTWORK-USA that standard hearing protection is insufficient and that a second form of hearing protection is necessary. In these cases, HOTWORK-USA provides its' employees with ear muffs that clip onto the hard hat that they must wear overtop of the standard foam earplugs.

## 8. HEARING CONSERVATION PROGRAM

### **Training**

Employees that will encounter noise hazards are trained upon initial hire and annually thereafter concerning the risks and precautions associated with industrial noise. This training is updated to be consistent with changes in the PPE and work processes that include instruction on the proper use and fit of hearing protection.

Pre-employment and annual training include (at a minimum) the following topics:

- Information on the effects and symptoms of exposure to noise
- Ways in which noise may be reduced or avoided
- Ways of reducing the employee's exposure to noise
- The use of noise control equipment and hearing protectors
- Care and maintenance of hearing protectors

Initial training is accompanied by a pre-employment audiogram (at least 14 hours without exposure to workplace noise must be observed prior to hearing test) that is used to document each employee's baseline hearing, which is followed by an annual audiogram to ensure that hearing loss has not occurred since the baseline assessment.

If during an annual audiogram an employee's standard threshold is found to have experienced a shift, that employee will be notified in writing within 21 days of this determination. Also, when a threshold shift is found to have occurred, appropriate measures are taken to prevent further hearing loss, such as a re-evaluation or refitting of hearing protection, re-training to ensure employee understands how to use hearing protection and in what areas it is necessary, and if necessary, the employee may even be required to submit to a medical evaluation.

All training and medical records related to HOTWORK-USA's Hearing Conservation Program are kept on file in the Lexington, KY office. Audiometric test records include:

- Name and job classification of the employee
- Date of the audiogram
- The examiner's name
- Date of the last acoustic or exhaustive calibration of the audiometer
- Employee's most recent noise exposure assessment

### **References:**

29 Code of Federal Regulation (CFR) 1910.95

**PURPOSE**

To prevent or minimize injury, illness, and/or property damage due to improper housekeeping practices.

**SCOPE**

This policy applies to all employees of HOTWORK-USA within HOTWORK-USA owned facilities as well as customer facilities.

**PROGRAM**

Good housekeeping is an essential factor when it comes to safety, efficiency, and professionalism. A messy work area can cause slip, trip, fall, and fire hazards, which can lead to serious injury, or even death.

Further, poor housekeeping practices detract from the level of professionalism that HOTWORK-USA's clients have come to expect and appreciate. Therefore, HOTWORK-USA trains its employees upon initial hire and annually thereafter in proper housekeeping habits, spill prevention and response procedures, and proper waste disposal methods. Details on these procedures are represented by, but not limited to, the following:

- All project waste, trash, and/or scrap materials must be taken into consideration before work begins and properly disposed of or sorted/stacked and set aside from any walkways and maintained for the duration of the job.
- Any waste or scrap material must be handled, organized, and stored in an appropriate fashion to minimize the potential environmental impact.
- Employees will be made aware of the proper method to dispose of wastes at each job site, and when possible, employees are trained and expected to segregate waste ie use recycling receptacles for applicable waste.
- Anytime chemicals are used, they must be properly stored to minimize spill potential.
- All spill response materials must be adequate with regard to the types of chemicals being used.
- Best management practices as they relate to good housekeeping must be performed to prevent spills.
- Proper communication measures must be activated in the event of a spill or release of hazardous materials.
- Job supplies should be kept organized to help keep track of each item, and well as to allow quick access to each item. Organization will also help ensure that no items are left behind upon job completion.
- Keep all job supplies in a central location.
- Cleanup personal trash and empty drink containers on a regular basis.
- Keep tools stored in proper gear bags when not in use.
- Regularly check to make sure there are no air hoses, power cords, TC wires, etc laying in aisles ways or in areas in which they may create trip hazards.
- When possible, wire hoses and cords above floor level to help prevent unnecessary trip hazards.

### **PURPOSE**

To properly manage, report, document, investigate, and record all accidents, injuries, illnesses, and near miss occurrences in order to minimize each situations severity, remain in compliance with government regulations, and to prevent future reoccurrence.

### **SCOPE**

This policy applies to all employees of HOTWORK-USA within HOTWORK-USA owned facilities as well as customer facilities.

### **PROGRAM**

An occupational incident is any instance in which a specific event results in the injury or illness of an employee, or in any type of property damage. In the event of an incident, or a “near miss”—an instance in which an incident almost occurred, but the event did not actually cause harm to an employee or to company property – HOTWORK-USA goes to great lengths to find the root cause of the issue, and make procedural changes to prevent future reoccurrence.

### **Incident Reporting**

All occupational incidents, no matter how slight, must be verbally reported to HOTWORK-USA’s Safety Coordinator ASAP. This includes any occupational injury, vehicle damage, near miss, job related illness, and damage to property incidents. When applicable, the employee or employees involved in each incident are required to completed an Injury Report form or a Vehicle Accident Driver’s Report form and forward it to the Safety Coordinator in Lexington by fax or email within 24 hours of the event.

If the incident occurred on a customer’s plant site, a report must also be made to the plant contact or project supervisor as soon after the incident as is possible. All Injury Report forms must be forwarded to the owner client as soon as possible or within a maximum of 24 hours.

In the event of an incident which results in either a fatality, or of three or more employees being admitted into the hospital, the Safety Coordinator must report the incident to OSHA within 8 hours of the discovery.

The HOTWORK-USA supervisor presiding over the involved employee is responsible for insuring the Safety Coordinator is informed of the incident as soon as possible after it occurs. The supervisor must insure that any person who is injured or becomes ill at work seeks medical attention and verifies that medical clearance to return to work has been received.

The customer must also be notified of any occupational accident or illness and appropriate forms completed.

Any employee witnessing an accident at work is to call for emergency help or whatever assistance appears to be necessary. In addition, the employee is to report the accident immediately to his supervisor/crew leader and take part in answering questions related to the accident or illness.

**Steps to Reporting an Injury Incident**

- 1) If the injury is a serious life threatening injury, contact and activate the Emergency Medical System (EMS) for the job site. How to activate the EMS should be explained to in site-specific training. Post this information on the Job Data Blue sheet and keep it handy at the recorder. Axiom Medical Consulting must be contacted as soon as the EMTs arrive and start treating the injury.
- 2) Minor and non-life threatening injuries, contact Axiom as quickly as possible.
- 3) HOTWORK-USA must be notified as quickly as possible after Axiom by the injured or another in the event the injured cannot. Contact the Safety Coordinator or whomever is on the duty phone.
- 4) Notify the plant contact as soon as possible.
- 5) Have copies of all papers and documents sent the HOTWORK-USA Safety Coordinator.

**AXIOM MEDICAL CONSULTING, Phone: (281) 419-7063**

Axiom is a consulting firm that works with employees, employers, and doctors to make sure injuries are treated correctly. Their staff is made up of Doctors and Registered Nurses who specialize in industrial accidents and injuries. Employees of HOTWORK-USA are required to follow the directions of Axiom representatives.

**Vehicle Incident**

In the event that an incident occurs which involves a company vehicle, either owned, rented, or leased by HOTWORK-USA, the driver of the damaged vehicle must verbally report the incident to the Safety Coordinator ASAP, and complete a Vehicle Accident Drivers Report form and return the completed form to the Safety Coordinator with 24 hours of the incident.

**Incident Investigation**

Once the incident has been reported, it is the responsibility of HOTWORK-USA's Safety Coordinator to conduct a detailed incident investigation that appropriately reflects the severity of the incident that took place. Upon initial hire, new employees receive training on incident investigation procedures and their individual responsibilities within the overall process.

Investigations include identification, collection, assessment, and preservation/security of any evidence, as well as collecting verbal and/or written witness interviews and statements. Proper equipment is available to assist in conducting investigations, such as a camera, paper and pen, and incident form templates to aid in asking the appropriate questions and obtain all necessary information.

After obtaining all evidence and witness statements involved in the incident, the Safety Coordinator is responsible for writing a detailed report and determining a root cause and identifying appropriate corrective actions and/or procedural changes that are discussed and agreed upon by upper management. All corrective actions and/or procedural changes will then be documented and communicated to every employee to prevent a similar reoccurrence.



**First Aid & Bloodborne Pathogens**

In the absence of medical assistance that is reasonably accessible in terms of time and distance to a worksite, a plant designated person who has a valid certificate in first aid shall be available to render first aid. This certificate must be issued by an accredited organization, such as the American Red Cross, the U.S. Bureau of Mines, the American Heart Association, etc. HOTWORK-USA employees may also call Axiom Medical Consulting to receive medical advice and first aid from a certified medical nurse.

HOTWORK-USA technicians receive basic first aid training upon initial hire and annually thereafter, but this training is not a certification and does not equip them to handle medical emergencies. This basic initial and annual first aid training includes a section on bloodborne pathogens, but it does not serve as a means of dealing with bloodborne pathogen exposures in the workplace. Its purpose is to educate employees on the dangers associated with exposure to someone else's blood or other potentially infectious material, and the importance of staying clear of such exposure until it can be properly cleaned by someone who is certified in bloodborne pathogen cleanup by an accredited organization. This training gives some information on universal precautions to observe with regard to bloodborne pathogens, as well as the need for thorough hand washing and disinfecting solutions in the event that they come into contact with another individual's blood.

On a client jobsite, it is the responsibility of the client to ensure that there are certified individuals onsite to handle first aid emergencies and bloodborne pathogen exposures, so it is not necessary for HOTWORK-USA to certify technicians on these topics or to provide PPE specific to these situations.

At the HOTWORK-USA office and shop in Lexington, KY, there are at a minimum, two individuals who are certified by the American Red Cross in first aid procedures and bloodborne pathogen exposures. These individuals are provided with the appropriate PPE at no cost to them, and the Hepatitis B Vaccine is made available to them at no cost. They are trained in exposure control and the appropriate steps to take whenever exposure to blood or other bodily fluids occurs or is reasonably anticipated to occur. They are trained and certified to clean equipment or surfaces after contact with blood or other infectious material, and hand washing facilities are made available to them at all times. Their medical records will be kept on file for the duration of their employment plus 30 years, and their training records are kept on file for no less than 3 years. Should an incident occur, only these certified individuals are authorized to clean up blood or bodily fluids and treat the effected employee(s) in order to control the exposure of bloodborne pathogens. Each employee of HOTWORK-USA has access to this exposure control plan, and it is verbally conveyed to each employee upon initial hire.

First aid supplies are readily available and accessible in each spare parts box issued by HOTWORK-USA. These supply kits consist of appropriate items as relating to the environment in which they may be used, such as bandages, antibiotic ointment, burn gels, tweezers, etc. The Safety Coordinator periodically assesses the appropriateness of items contained within these supply kits, and replenishes them when necessary.



In the event that the seriousness of an injury requires actions beyond first aid, it is the responsibility of the client to provide information and support concerning the location of the nearest hospital emergency room and the means by which the injured HOTWORK-USA employee may be transported to that location.

Eye wash stations and/or chemical showers must be close by and accessible in relation to any job site containing chemical hazards or exposure to injurious corrosive materials.

**Heat & Cold Illness Prevention**

Employees of HOTWORK-USA are provided with access to potable drinking water at all times and electrolyte infused sports drinks on a regular basis. All technicians (including supervisors) undergo initial hire and annual safety training on the topic of heat and cold illness prevention to protect themselves and their coworkers/supervisees. This training includes how and why information on the necessary precautions to take when working in temperatures that are extremely hot or cold, as well as how to handle emergency situations once they or their coworkers fall victim to a temperature related illness.

At a minimum, shaded areas are provided on all outdoor worksites, and when possible, air conditioned areas are made available. These measures, as well as adequate hydration supplies, periodic breaks, and educational resources are made available to help control the effects of environmental factors that can contribute to heat and cold related illnesses. Employees are also educated on physical work factors and individual factors that could contribute to temperature related illnesses, such as certain types of prescribed medications, age, body type, and/or a history of heat or cold related illness.

**Recordkeeping**

HOTWORK-USA's Safety Coordinator is responsible for writing detailed reports concerning all work related fatalities, injuries, and illnesses, and for keeping these reports on file. Further, all recordable illnesses and/or injuries that occur are recorded on HOTWORK-USA's OSHA 300 Log within seven calendar days of their occurrence. At the conclusion of each calendar year, HOTWORK-USA's OSHA 300A Summary is signed by the company's CEO/President and is then posted in a walkway at the Lexington, KY facility in a location that is visible to all employees. This log is posted no later than February 1<sup>st</sup> and is kept in place for the duration of the calendar year. All recordkeeping forms are maintained for at least 5 years.

**Attachments:**

- Injury Report – Form #3
- Reporting an Injury Accident - Form #6
- Vehicle Accident Driver's Report - Form #10
- Incident Investigation Report - Form #2

**References:**

- 29 Code of Federal Regulation (CFR) 1910.151
- 29 Code of Federal Regulation (CFR) 1910.1030
- 29 Code of Federal Regulation (CFR) 1904 (entire)

### **PURPOSE**

The purpose of this Lockout-Tagout program is to establish procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start-up or release of stored energy in order to prevent injury to HOTWORK-USA employees.

### **SCOPE**

This policy applies to all employees of HOTWORK-USA that may maintain, repair or service equipment or machinery. When working in client facilities, the client must be made aware of, and agree to comply with, this policy.

### **PROGRAM**

#### **Energy Control Procedures**

HOTWORK-USA wishes to prevent injury to employees/users engaged in service or maintenance activities of machines, equipment, or processes where the release of energy may put them at serious risk. Examples of such machinery or equipment include but are not limited to furnace doors, electrical supply systems (e.g. rails), fan systems and manufacturing equipment (e.g. saws and drills). Work situations where unexpected energization or start-up can occur include new construction, installation or set-up of equipment, and the adjustment, inspection, maintenance, repair, and service of machines and equipment. Energy types to be considered include electrical, steam, mechanical, hydraulic, tension, gravity, pneumatic, chemical, and thermal. This policy contains procedures for the service and maintenance of equipment and machines where the unexpected energization or start-up could cause injury to employees/users.

**Caution:** The following situations are not subject to the procedures outlined in this document: work on plug and cord type electrical equipment, for which exposure to the hazards of unexpected energizing, start up, or the release of stored energy of the equipment is effectively controlled by the unplugging of the equipment from the energy sources and by the plug being under the exclusive control of the employee/user performing the servicing or maintenance; hot tap operations involving transmission and distribution systems for substances such as gas, steam, water, or petroleum products when they are performed on pressurized pipelines provided that it is clear that continuity of service is essential, shutdown of the system is impractical, and documented procedures and special equipment are implemented which will provide proven and effective protection for employees/users; service or maintenance that takes place during normal production operations, such as lubricating, cleaning, and making minor adjustments and simple tool changes, except when an employee/user is required to place any part of his/her body into an area on a machine or piece of equipment where work is actually performed upon the materials being processed (i.e. point of operation) or where an associated danger zone exists during a machine operating cycle.

Each unit (i.e. field service and shop/maintenance) is responsible for the development of specific energy control procedures for each machine or other equipment within its respective areas of responsibility.

The Lead Technician On-Site or the Shop Supervisor is responsible for the implementation of these procedures to ensure the safety of the employees/users. These procedures apply to the control of energy sources during service, installation removal, or maintenance of machines or

## 11. LOCKOUT-TAGOUT PROGRAM

equipment. Procedures that effect the control of hazardous energy require: shutting off the equipment or machine; locating the energy isolating devices and isolating the equipment or machinery from them; locking or tagging out the energy isolating devices; reducing or eliminating stored residual energy; verifying the effectiveness of the energy isolation. All employees/users are required to comply with the restrictions and limitations imposed upon them during the use of a lockout device. The authorized employees/users are further required to perform the lockout according to requirements in the Lockout/Tagout Policy's Affected Unit.

The term LOCKOUT means the locking of equipment in such a way that it cannot be energized without the lock being removed. Whenever anyone could be endangered in their work by the operation of machinery, flow of steam, electricity, gas, liquid, etc, and isolation is necessary, then the energy source must be locked and tagged. Every worker must understand that a safety lock or tag when placed on a piece of machinery or equipment means that the device shall not be operated until such time that the person applying the lock or tag removes it.

All requirements in this safety policy apply to lockouts that we may be asked to complete at a customer's/supplier's operation.

Tagging out means placing a chemical and weather resistant tag on the power source to warn co-workers and others not to turn the power on. Tags don't provide the physical restraint that locks provide and are to be used only as a means of lockout if there is no way of applying a lock. If a tag alone is used it must have one of the following wordings on it, whichever is appropriate to the situation: Do Not Start, Do Not Open, Do Not Close, Do Not Energize, Do Not Operate.

### Safety Tag

The information on the safety tag that is applied to the lock shall include the name of the worker who put it there, the Company name, the date and time, and the type of work being performed. Like locks, tags are only to carry one person's name. Dependence on another person's tag is not permitted.

### Safety Locks

The safety lock is generally a red lock with the employee's safety tag on it. In some instances our customers insist on our locks being a specific color or marked with a name or number instead of a tag, and in these cases a log of employees name and assigned number is maintained by the supervisor. The safety lock is used to protect the worker by stopping others accidentally or inadvertently operating equipment that could injure them.

For safety lockouts the policy of One Lock - One Key will be followed. EACH person working on the job will place his/her own lock and tag on the equipment being locked out and retain the key. No sharing of locks is allowed and the individual is responsible for placing and removing their lock.

After placing a lock in position on electrical equipment, the motor control switch must be tested by pressing the start button to be sure that the power is off. When checking is completed, press OFF button.

Unauthorized removal of a lock or tag is a serious infraction of safety rules and will result in strict disciplinary action.

### Lock Use

Following are guidelines for placing on safety locks by authorized employees. However, 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. Following are the basic step-by-step procedure for the application of energy control that should be followed to prevent the unexpected energization, start-up or release of stored energy that could cause injury to anyone working on the equipment.

Turn off the equipment and disconnect the energy source. Notify all affected employees that a lockout procedure is beginning and why

Locate and identify all switches, valves, and other devices that will have to be locked out. More than one energy source may be involved.

Release residual energy. Zero Mechanical State (ZMS) means the machine has been put in a state in which the possibility of an unexpected mechanical movement has been reduced to a minimum. Since some equipment does not run by electricity alone, hydraulic and pneumatic devices may also be involved. Air under pressure in a hose and unsecured machine parts are also examples of potentially dangerous energy that is often stored in a shutdown machine. Releasing residual energy by discharging capacitors, grounding circuits, or releasing built-up pressure is a step that can not be overlooked

Place locks and tags as appropriate to secure all energy sources in ZMS.

Test equipment. It is necessary to test equipment to verify that it will not run before working on it. A disconnect switch could be defective, or the wrong switch thrown, leaving the circuit energized. So after you have completed the first four steps, turn on the switch or push the start button to make sure you've successfully blocked out all energy sources. Then return it to the "off" position. The machine or equipment is now locked out and servicing or maintenance may begin.

Restore energy safely. When you've finished working, check to make sure all tools have been removed, all lines have been reconnected or unblocked, all guards have been replaced, and other workers are safely out of the way before removing your lock and tag and turning the machine on. Be sure you're not exposing another person to danger by removing your lock and tag. Remove your danger tag and destroy it.

Where testing, calibration or trouble-shooting are not possible if equipment is locked out, only designated and trained personnel authorized by their supervisor can perform these functions. (This procedure must be documented by the Lead Technician onsite). The following steps are to be done:

- Clear tools or other items away
- Make sure all other individuals are out of the area
- Remove your lock
- Energize the system and proceed with testing
- When complete de-energize and reapply your lock
- Test equipment to insure it is de-energized

## 11. LOCKOUT-TAGOUT PROGRAM

A contingency program must be in place to remove locks if those persons applying them cannot be located.

- A supervisor/overall responsible person is contacted.
- That responsible person verifies that all is ready for lock and tag removal.
- The Supervisor tries to contact the individual to get them to come and remove the lock
- If the individual can not be reached or is not able to return, the lock and tag is then removed by the supervisor.
- The removal process is witnessed and documented on the lock removal form.
- The individual is then informed that the removal did take place.
- The individual is then required to go through retraining on the lockout program.

### Group Lockout

In instances where a lockout box will be utilized on job sites, the Supervisor shall lock out and isolate all energy sources. This authorized person assumes primary responsibility for the set number of employees working under the protection of a group lockout device. The keys to these locks will be put into a lockout box and the supervisor will secure the box with their lock. The supervisor will insure a list of all the points has been created for verification purposes. Each individual participating in the lockout will then verify that all locks are in place and then attach a personal lockout device to the lockout box. The master lockout/tagout list is to be signed by each employee when they attach their lock and again when the lock is removed. The supervisor will be the last individual to remove their lock from the lockout box.

### Training & Retraining

Employees whose work operations are or may be in an area where energy control procedures may be utilized must receive adequate training, which shall include recognition of hazardous energy sources, type and magnitude of energy available, methods and means necessary for energy isolation and control. All employees that are required to lock out equipment shall be trained and certified. To become certified, it will be necessary to review the lock out policy and pass a written test. This shall be documented and done annually.

Retraining is required when there is a change in job assignments, in machines, a change in the energy control procedures, a new hazard is introduced or an individual failed to follow a provision of this policy. All training and/or retraining must be documented, signed and certified.

### Program Audit

The annual review of this program by the Safety Coordinator to take place every January with the rest of the manual will ensure that energy control procedures are followed. Each certified review must document the date of review, a description of the equipment that was locked out, a list of employees participating in the lockout, and the name and title of the person completing the review.

### **Attachments:**

Lockout/Tagout Removal Record – Form #5

### **References:**

29 Code of Federal Regulations (CFR) 1910.147

**PURPOSE**

To eliminate the incidence of injuries as a result of improper machine operating and guarding, as well as to properly protect employees from injury while working with hand and portable power tools.

**SCOPE**

This policy applies to all field and shop technicians of HOTWORK-USA, and any other employees who may be subject to work with tools and/or machines.

**PROGRAM****Guarding & Maintenance**

All tools and machines must be maintained in a safe condition. Any hand tool, power tool, or machine that becomes broken, unsafe, or is no longer in compliance with applicable requirements is to be red tagged and assessed. If repair is possible, the item must remain red tagged and taken out of commission until it is fixed. If the item is assessed and determined to be beyond repair, it must be permanently decommissioned and disposed of.

The Safety Coordinator will ensure all employees receive proper training relative to machine operation, machine hazards, and machine guarding, as well as to make sure that machine guards are provided with each new machine. This person is also responsible for providing appropriate PPE and PPE instruction to be used in conjunction with tool and machine job tasks.

It is the responsibility of the Supervisor/Shop Manager/Lead Technician On-Site to ensure guards are installed according to manufacturer recommendation, and that employees are complying with company regulations regarding machine guarding and tool maintenance. This person should also inspect tools periodically to check for wear and overall integrity.

It is ultimately the responsibility of each employee to follow safe work procedures developed to ensure their safety and to wear and maintain the appropriate PPE provided to them. They should check tools and machines before each use to make sure all guards are in place and that the item is functioning properly. In the event that a tool or machine is found to be dangerous or ineffective, it is the employee's responsibility to red tag the item and report it to their supervisor.

**3 Control Types:**

1. Engineering: All power tools and machines must be equipped with appropriate guards.
2. Administrative: Employees must be trained on
  - a. Reasons for these guards
  - b. Any hazards associated with removing the guards
  - c. Importance of reporting broken guards or those that fail to function properly
  - d. Overall applicable machine operation as well as potential pinch points
  - e. Instruction on obtaining and using appropriate PPE
  - f. Importance of wearing and caring for appropriate PPE
  - g. Instruction concerning the dangers associated with wearing loose clothing, hanging jewelry, and uncontained long hair.

3. Personal Protection: Provide employees with appropriate PPE applicable to each job application.

**References:**

29 Code of Federal Regulation (CFR) 1910.211-215

29 Code of Federal Regulation (CFR) 1910.241-244



## 13. PROCESS SAFETY MANAGEMENT OF HIGHLY HAZARDOUS CHEMICALS POLICY

### **PURPOSE**

To prevent or minimize consequences of catastrophic releases of toxic, reactive, flammable or explosive chemicals in various industries, such as hydrocarbon processing, glass, iron & steel, coke & power generation, non-ferrous metals, etc.

### **SCOPE**

This policy applies to all clients of HOTWORK-USA in whose plant sites HOTWORK-USA employees act as contractors.

### **PROGRAM**

#### **Training**

All newly hired HOTWORK-USA field technicians go through a 2-week in-house training program, followed by 90 days of on the job training in the field, covering as many industries and types of jobs as possible.

In-house training includes a review of the HOTWORK-USA field technician manual, hands on equipment training, and applicable safety training, which includes, but is not limited to, instruction in the known potential fire, explosion, or toxic release hazards related to their job responsibilities, including the health effects, characteristics, and appropriate PPE for dealing with hazardous gas (ie gas hazard awareness training), and the provisions concerning these items in HOTWORK-USA's emergency action plan for handling worst case scenarios, as well as OSHA 10-hour General Industry training and MSHA Part 46 New Miner training.

Trainees are subject to ongoing evaluations during training. The results of these evaluations determine fitness and eligibility to continue on in the program. A test is administered at the end of the 2-week training period to ensure comprehension of the training material. Upon passing this test, trainees are released to operations for 90 days of on the job training and are evaluated by their supervisors, who assess the individual tech's ability to perform all necessary work practices relevant to their position. Only qualified employees are allowed to operate equipment. Training also includes a displayed competency in making frequent inspections of job sites, materials, and equipment to ensure safety and functionality.

Every HOTWORK-USA field technician is required to complete and be tested on an annual safety training, which includes confined spaces (includes gas hazard awareness), driver safety, electrical safety, fall protection, fire safety, hand safety, hearing conservation, heat and cold stress, industrial ergonomics, lock and tag, emergency procedures, first aid, hazard communication, hazard recognition and avoidance of unsafe conditions, respiratory protection, and scaffold safety.

All training is documented and records for every HOTWORK-USA technician are kept on file at the Lexington, KY office, and proof of training can be presented to clients upon request.

In addition to completing the training administered by HOTWORK-USA, field technicians are also required to participate in site specific safety training within the client facilities in which they work. This training must include any unique hazards of the facility, such as known potential fire, explosion, and/or toxic release hazards related to the client provided work environment.



### **13. PROCESS SAFETY MANAGEMENT OF HIGHLY HAZARDOUS CHEMICALS POLICY**

When H<sub>2</sub>S hazards exist within a client facility, it is the responsibility of the client to train HOTWORK-USA employees on where they may be exposed to H<sub>2</sub>S during their job functions. The most likely place where employees may encounter H<sub>2</sub>S being in low spots (H<sub>2</sub>S is heavier than air) around refining operations, especially located within confined spaces during thermocouple installation. They must also be educated on the characteristics of H<sub>2</sub>S (toxic, colorless, with the odor of rotten eggs at low concentrations, soluble in water, and flammable), health effects associated with exposure (eye irritations, effects nerve centers of the brain which control breathing, etc.), and methods of detection by the use of fixed or portable monitors that will alarm at the appropriate permissible exposure limits of 20 PPM for 1910 or 10 PPM for 1926. When H<sub>2</sub>S is known/found to be present in a specific area, HOTWORK-USA employees are not authorized to enter that area under any circumstances, even if self-contained breathing apparatus' or airline respirators are provided. HOTWORK-USA employees have not received training, nor does HOTWORK-USA have a safety program concerning air supplying respirators, therefore, upon hearing an alarm sound, HOTWORK-USA employees must evacuate the area immediately.

The client must train HOTWORK-USA employees on the site's specific contingency/emergency action plan.

HOTWORK-USA employees are trained by HOTWORK-USA to observe all client policies and safe work practices set forth in site specific safety training and to participate in any site specific contingency/emergency plans and drills. These items must include lockout/tagout, confined space entry, opening process equipment or piping, and controls over entrance to facility. If applicable to HOTWORK-USA's process, client must also dictate system for issuance of hot work permits. Permits must document that the fire prevention and protection requirements in 20 CFR 1910.252(a) have been implemented prior to beginning the hot work operations, and it shall indicate the date(s) authorized for hot work as well as identify the object on which hot work is performed. This permit must be kept on file until the completion of the hot work operations. It is the responsibility of the client to convey these site specific practices before HOTWORK-USA employees begin working in the client facility.

#### **Safety Records**

Company and individual safety records are maintained on an ongoing basis by the Safety Coordinator and all of these records are available for review by clients and employees. HOTWORK-USA safety records include company injury and illness rates (both present and three years previous), and training certificates for each individual field technician which state the employee's name, the type and completion dates for initial and ongoing safety training. Course completion is contingent on passing final exams for each course, which is verified by the Safety Coordinator.

#### **Personal Portable Gas Detector**

Before beginning work in an area with high gas hazards (as reported by the client), HOTWORK-USA employees are trained in the appropriate use of personal portable gas detectors, which monitor gases such as Carbon Monoxide [CO], Hydrogen Sulfide [H<sub>2</sub>S], Methane [CH<sub>4</sub>], and Oxygen [O<sub>2</sub>]. The types of detectors being utilized correlates to the types of hazardous gases present in each client facility.

### **13. PROCESS SAFETY MANAGEMENT OF HIGHLY HAZARDOUS CHEMICALS POLICY**

HOTWORK-USA utilizes three types of gas monitors: quad gas monitors (for a combination of all four gas types listed above), H<sub>2</sub>S monitors, and CO monitors. The Safety Coordinator is responsible for calibrating the quad gas monitors every 30-days as per the manufacturer's recommendation. A calibration sticker is applied to each device stating the calibration date, the identity of the testing individual, and the instrument serial number. The Safety Coordinator is responsible for decommissioning and replacing dysfunctional and/or expired devices.

Employee training includes how and when to use these devices, as well as how to perform a daily bump test or functionality test (dependent on monitor type) in order to ensure monitor and alarm functionality.

#### **Hazard Communication**

Any hazardous chemicals that HOTWORK-USA employees may be exposed to on a client site that is supplied by the client must be identified to the HOTWORK-USA employee and its hazards and precautions communicated to that employee, who must be allowed access to the chemical's SDS. HOTWORK-USA is in turn responsible for supplying the same information to the client for any chemicals being brought onsite. For further information, see HOTWORK-USA's Hazard Recognition, Avoidance, and Communication Program.

#### **Unique Hazard Awareness**

HOTWORK-USA industry managers must make clients aware of all unique hazards that are introduced in client facilities while HOTWORK-USA is onsite providing services, including trip hazards, heat & fire hazards, noise hazards, pressurized fuel line hazards, electrical hazards, and any other hazards pertaining to the scope of work being performed. This information is provided in the site specific JSA (job safety analysis).

Note: HOTWORK-USA agrees to make information concerning its equipment and processes known to its clients without regard to Trade Secrets/Proprietary Information when that information is necessary within the Process Safety Management system.

#### **Reporting**

All incidents and near miss situations must be reported to the client project manager and to the HOTWORK-USA Safety Coordinator as soon as possible no matter how minor they are. This includes injury, vehicle, near miss, job related illness and damage to property incidents. A written first report of incident must be filled out and sent to the HOTWORK-USA Safety Coordinator as soon as possible within a 24 hour period. For further information regarding HOTWORK-USA's procedures for incident reporting and investigation, see HOTWORK-USA's Incident Procedure policy.

#### **References:**

- 29 Code of Federal Regulation (CFR) 1910.119
- 29 Code of Federal Regulation (CFR) 1910.1000

**PURPOSE**

To prevent occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, and vapors.

**SCOPE**

This policy applies to all employees of HOTWORK-USA who may perform work in environments containing harmful air contaminants.

**PROGRAM****Selecting Appropriate Respirators**

HOTWORK-USA issues 3M Half Mask respirators 6000 series to all of its employees that have the potential to work in environments containing harmful air contaminants. This type of respirator has been approved by NIOSH and is for air purifying applications only. This respirator was chosen based on the potential hazards to which employees may be exposed.

Cartridges to be used with this type of respirator are Organic Vapor/Acid Gas/P100 filters (3M 60923), which should not exceed 60 hours of use. This type of cartridge is used to filter certain organic vapors, chlorine, hydrogen chloride, and sulfur dioxide or hydrogen sulfide or hydrogen fluoride and particulates.

For most applications in which respirators are necessary within customer facilities, this type of respirator/cartridge combination is sufficient to protect against harmful contaminants. See the “Respiratory Hazard” section below for procedures concerning non-standard hazards within client facilities.

In environments that contain non-toxic dust particles, HOTWORK-USA issues NIOSH approved 3M 8271 P95 Particulate Respirator Masks, based on the potential hazards to which employees may be exposed. These masks are made readily available at the Lexington, KY office as well as in every spare parts box taken to each job site, and they are intended for one time use only.

Respirators and cartridges are provided by HOTWORK-USA to all affected employees who may be exposed to harmful vapors at no cost to the employee.

**Medical Evaluations and Fit Testing**

HOTWORK-USA requires medical evaluations for all employees required to use respirators. These evaluations consist of:

1. OSHA Respirator Medical Evaluation Questionnaire (29 CFR 1910.134 Appendix C) – Based on the Questionnaire, a medical professional conducts an evaluation which is confidential, during normal working hours, convenient, understandable, and the employee is given an opportunity to discuss the results with the evaluator.
2. Respirator Fit Test – Most often this test is quantitative, although qualitative test are also acceptable.
3. Pulmonary Function Test (PFT)

Employees are only permitted to use respirator make, model, style, and size to which they have been fit tested. This test must occur at least prior to initial use and annually thereafter. Fit testing

## 14. RESPIRATORY PROTECTION PROGRAM

may be necessary between annual evaluations if an employee's face is altered during dental surgery, cosmetic surgery, weight loss or gain, or any other alteration that may cause the mask to fit differently. All medical evaluations and fit tests are kept on file in the Lexington, KY office.

### **Respirator Use**

To ensure that all respirators issued by HOTWORK-USA to its employees are used as effectively as possible, the following points are emphasized to employees during training, as well as on an "as needed" basis:

- Any facial condition that interferes with the sealing surface of a respirator mask is not permitted. This includes facial hair, glasses or goggles, ear muffs, etc.
- It is necessary to perform a user seal check each time a respirator is put on to ensure that it is functioning properly. User seal checks are accomplished by placing palms against the respirator cartridges to completely cover the side seals before attempting to inhale. If it is not possible to intake air, the mask is sealed adequately. Next, check the exhaust valve by covering the vent on the front of the mask with one palm and then attempting to exhale. If excessive force is required to break the seal around the mouth, the valve is functioning properly.
- It is necessary that the wearer leave the respirator use area:
  - To wash their face and respirator facepiece as necessary to prevent eye or skin irritation associated with respirator use.
  - If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece.
  - To replace the respirator or the contaminant filter.

### **Care & Maintenance**

Once a respirator has been issued by HOTWORK-USA to an employee, it is the responsibility of the employee to maintain and care for it. This includes:

- Cleaning and disinfecting the mask after each use with a respirator cleaning wipe, or with a mixture of water and baby shampoo.
- Storing the mask in a clean storage bag when not in use to keep contaminants from entering the mask in and around the face piece. Storage bag must be air tight in order to protect the respirator as well as suffocate the attached cartridges to limit their exposure time.
- Inspecting the mask before each use for any signs of wear that may negatively impact the mask's purpose. This includes, but is not limited to, checking to make sure:
  - Gaskets housed within the mask are flexible and unbroken
  - Face piece seal is flexible and unbroken
  - Straps maintain elasticity
  - All pieces are intact and functioning properly

If the mask is not functioning properly, employee should take appropriate measures to repair the mask when possible, or discard and make arrangements with the HOTWORK-USA Safety Coordinator for reissue if mask is beyond repair.

**Training**

Before issuing respirators to its employees and on an annual basis thereafter (or sooner if an employee does not demonstrate proper use and care of his/her respirator), HOTWORK-USA conducts interactive training that includes the following information:

- Respiratory hazards to which they may be exposed
- Importance of properly fitted mask
- Recognizing medical signs and symptoms of respiratory related illness
- Proper use of respirators
  - How to don and doff
  - Cartridge replacement
  - Self tests before each use
  - Gasket/seal checks
- Care and maintenance of respirator
- Limitations of respirator
- Identifying when respirator is not functioning properly
- Company standards and systems regarding respirator use and individual responsibility

This training is the responsibility of the Safety Coordinator, and documentation of its occurrence is kept on file in the Lexington, KY office.

**Respiratory Hazards**

Anytime hazardous substances may be present within a client facility (multi-contractor worksite), the client is made responsible for communicating the details of these hazards, including where they may be encountered and the types of protective measures they have in place to protect workers. When applicable, clients are required to incorporate HOTWORK-USA employees into their site specific hazardous substance programs to offer them the same level of training and protection as their own plant personnel. In this way, accommodations are made so that HOTWORK-USA employees shall be protected from exposure.

Beyond respirator use and maintenance, in depth documented training is also given upon initial hire and annually thereafter on health and safety hazards, and disease awareness associated with inhalation of hazardous dusts and chemicals that may potentially be encountered when working on client work sites. Respiratory hazard awareness educates employees on the health effects associated with the inhalation of specific hazardous substances, including respiratory disease and various types of cancer, and the importance of abiding by warning signs and labels concerning the disturbance of materials containing hazardous substances.

**Silica**

The hazards of working in the vicinity of silica dust are addressed in new hire and annual refresher safety training. Employees are made aware of the health hazards associated with silica dust, most notably silicosis, a nonreversible and sometimes fatal lung disease. Respirable silica hazards do not normally exist in the environments where HOTWORK-USA technicians perform work, but because most refractory contains silica (in a bonded form), technicians are made aware of the potential hazards of the material were it to be made respirable, the most likely way being the deconstruction of a furnace on the same worksite where HOTWORK-USA employees are working. In these cases, air monitoring is performed by the owner of the worksite, who then

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notifies employees if airborne silica exceeds the PEL. Since there is no way to engineer out this rare hazard, the appropriate measures would be to request that the deconstruction process cease until HOTWORK-USA technicians have completed their work and are off the worksite, or if this is not plausible, they must put on their respirator with appropriate particulate filtering cartridges, as well as put on other appropriate PPE, such as goggles and gloves for additional protection.

### Asbestos

Upon initial hire, all employees who may at some point work in areas that contain asbestos undergo documented asbestos awareness training. This training covers where asbestos may be found (ie tiles, insulation, other building materials, etc.), how it becomes friable (ie through cutting, grinding, sanding, or other demolition activities), and the potentially deadly health effects associated with this material (ie asbestosis, mesothelioma, lung cancer). Employees are instructed to look for signs on client worksites that must be in place per OSHA regulation to label potentially hazardous areas ie areas that have been identified to contain or are presumed to contain asbestos containing materials that have not been encapsulated. When seeing a warning sign concerning asbestos, the employee is instructed to abide by the warning and not disturb the asbestos containing material. In this way employee will be protected from the hazards of asbestos while working on a client worksite (ie multi-contractor worksite).

### Program Evaluation

Evaluations of this program are conducted on an ongoing basis by the Safety Coordinator (program administrator) to ensure that this written program is effective and appropriately implemented, and that employees are participating in the program by using their respirators properly. Employees are consulted and encouraged to offer suggestions to be considered for program changes/updates.

### Emergency Application

Because HOTWORK-USA does not perform work in any IDLH (Immediately Dangerous to Life or Health) environments, employees of HOTWORK-USA are not trained, medically tested, or in any way certified to use atmosphere-supplying respirators.

### **Attachments**

Respiratory Questionnaire (29 CFR 1910.134 Appendix C) – Form #7

### **References:**

29 Code of Federal Regulations (CFR) 1910.134



### **PURPOSE**

To promote the safety and well-being of each individual employee in the workplace, and to maintain high standards for professional conduct and work performance.

### **SCOPE**

This policy applies to all employees of HOTWORK-USA performing work on both Company and Customer premises.

### **PROGRAM**

#### **Fit for Duty**

HOTWORK-USA requires that all employees be

- Physically and mentally capable of job functions
- Trained to perform job duties effectively
- Drug & alcohol tested with negative results
- Criminal background check acceptability

#### **Physical & Mental Abilities**

Every individual being considered for employment with the Company must successfully pass a physical examination (medical history and general health physical, respiratory symptoms questionnaire and respirator fit test, spirometry test, audiogram, flexibility test, breath alcohol test, and urinary drug screen) prior to final acceptance for employment with the Company. ALL OFFERS ARE CONTINGENT UPON PASSING THE PRE-EMPLOYMENT PHYSICAL. This does not necessarily mean that employment will be denied to persons under a doctor's care for treatment of or for an untreated pre-existing condition.

However, if the physical examination reveals a health problem which could cause difficulty in performing the job applied for, it must be discussed with HOTWORK-USA management before an offer is made. If the condition is considered a disability, then alternative options must be offered to accommodate the prospective employee.

Physical examination records are kept on file in the Lexington, KY office and are made available to the employee upon request.

An employee who is undergoing prescribed medical treatment with any drug which may alter their behavior or physical or mental ability must immediately report this treatment to the Safety Coordinator. A determination will then be made as to whether the Company should temporarily change the employee's job assignment during the period of treatment. Employees must keep all prescribed medicine secure in its original container, which identifies the medicine, date of prescription and prescribing doctor.

Mental stress and fatigue can be a dangerous while operating heavy machinery or monitoring an important function on a work site. Therefore, it is important that employees report extreme drowsiness or fatigue that they feel might affect their job performance to their supervisor. Their supervisor will then decide what action to take in order to maintain the safety of their employee(s) and job site.

## 15. STANDARD OF CONDUCT

### Training

Appropriate training will be provided to every new hire so that they can perform their job function effectively on a daily basis thereafter. Employees will not be expected to perform any type of activity before receiving adequate training and experience.

Annual retraining will be provided for all employees according to OSHA and MSHA requirements.

Safety topics will be presented to all crewmembers from time to time. Topics will range from jobsite specific to general health and safety. A discussion period will follow the presentation to allow all inquiries to be covered. All attendees will sign a Safety Meeting attendance form, which will be placed in the training record files.

Toolbox safety talks are conducted on client sites between HOTWORK-USA technicians during each 12-hour shift change. These talks will consist of all issues occurring onsite, including any new hazards that might have been introduced during the previous shift, changes to the equipment or heatup schedule, or any other item that could affect personal safety or project progression.

For a detailed scope of training, see HOTWORK-USA's Process Safety Management program.

### Drug & Alcohol Testing

All applicants are required to undergo a pre-employment drug test, and employment is contingent upon the applicant testing negative.

As agreed to in the company Substance Abuse Policy, employees must submit to drug and alcohol testing for the following reasons: post accident, if picked as a monthly random candidate, reasonable suspicion, or following a rehabilitation program.

These tests are handled by the Safety Coordinator and are kept confidential to the extent possible.

### Criminal Background Check

Employees are required to submit to a criminal background check upon initial hire and every two years thereafter. The elements of this check include a Social Security Check/Report, Motor Vehicle Report, Criminal Record (7 year - county level), and a USA Patriot Search.

### Driving Safety

HOTWORK-USA requires that all employees operate company owned, leased, or rented vehicles (D.O.T. trucks, non-D.O.T. trucks, and standard vehicles) in a safe manner.

- Only authorized employees will operate company owned or leased motor vehicles and will do so within the scope or course of their work.
- All employees who operate company owned or leased motor vehicles, must possess a valid driver's license and be properly trained (by a designated HOTWORK-USA manager) to operate all types of HOTWORK-USA motor vehicles.



## 15. STANDARD OF CONDUCT

- Employees shall not operate a motor vehicle while under the influence of alcohol, illegal drugs, or any other substance (including prescription drugs) that might impair their driving skills.
- Employees will report any collision or traffic violation while driving on company duties to the local authorities and appropriate HOTWORK-USA personnel.
- All loads shall be secure and shall not exceed the manufacturer's specifications and legal limits for the vehicle.
- All vehicles shall be size appropriate and used for their designed purpose.
- All company owned and leased vehicles shall be maintained in safe working order. If a vehicle is deemed unsafe or out of working order, it is not to be used until it is returned to safe, working order.
- Seatbelts shall be worn by all vehicle occupants at all times whenever a vehicle is in motion.
- Employees will follow all safe driving practices, such as:
  - Observe all posted speed limits.
  - Maintain a safe distance between other vehicles.
  - Do not operate a motor vehicle without adequate rest.
  - Cell phone use (other than hands-free devices) is prohibited.
  - Avoid distractions such as eating, listening to loud music, adjusting radio, etc.
  - Avoid taking unnecessary risks such as passing or speeding.
  - Adjust driving for road conditions such as rain or snow.
  - Drive with headlights on.

### **Reporting Safety Concerns/Violations**

HOTWORK-USA encourages and expects its employees to report any safety problems, violations, or concerns to the HOTWORK-USA Safety Coordinator. This can be done anonymously by filling out the employee Safety Violation Notice attached to this policy or by contacting the HOTWORK-USA Safety Coordinator.

Reports will be kept confidential and no action will be taken against the person reporting a concern. All reports will be investigated and corrective action taken, including re-training of the person involved. In the event that the reported issue is not in fact a safety concern, it will be explained to the reporter why it was not a concern.

### **Safe Conduct**

HOTWORK-USA believes that there is no place in the organization for employees who do not work safely and who thereby endanger not only themselves, but also their fellow co-workers. It is the position of HOTWORK-USA that all accidents can be avoided with the cooperation of each employee by following established safe work practices and rules. The following rules are considered necessary for everyone's protection:

- All employees are a member of our safety organization. It is everyone's responsibility not only to protect themselves from accidents, but also those working around them. All unsafe acts or conditions must be reported immediately to the Supervisor/Lead

## 15. STANDARD OF CONDUCT

Technician On Site/ Shop Supervisor, as well as the Safety Coordinator.

- All accidents or injuries – no matter how slight – must be reported to the Supervisor/Lead Technician On-Site/Shop Supervisor, or Safety Coordinator immediately.
- The personal protective equipment that has been designated for each job shall be properly used and maintained in good condition (i.e. respirators, hearing protection, safety glasses, etc.).
- All warning tags and signs must be obeyed.
- Loose clothing or jewelry should not be worn around operating machinery.
- Practical joking or “horseplay” is not permitted on Company or Customer property. This type of action could distract the attention of a worker, thereby causing him to be injured.
- Only trained and authorized operators are permitted to operate HOTWORK-USA equipment.
- HOTWORK-USA employees are not authorized to operate customer equipment.
- Smoking is permitted in approved areas only.
- Fighting, striking another employee, or in any way, provoking or instigating a fight is prohibited.
- Carrying weapons or explosives concealed or openly onto the Company or Customer’s premises is prohibited.
- Drinking, possession of, or working under the influence of alcoholic beverages or drugs on Company or Customer property at any time; reporting for work under the influence of alcohol or drugs is prohibited.
- Willful failure to comply with the established safety conduct set forth by HOTWORK-USA may be subject to immediate discharge.

### **Professional Conduct**

The following standards are not all inclusive, but are intended to be illustrative of the minimum expectations for acceptable work performance and workplace behavior:

- Report to work as scheduled, and in instances where this is not possible, notify supervisor as promptly as possible.
- Meet established performance standards; supervisors should assist employees in understanding performance expectations.
- Abide by all policies promulgated by HOTWORK-USA.
- Report to supervisor any conditions or circumstances that prevent satisfactory work performance.
- Employees are expected to report any outside employment engagements to their supervisor and it must be approved by HOTWORK-USA. Outside employment deemed by HOTWORK-USA to affect an employee’s work performance, or if performed during the hours for which they are employed for work will not be tolerated.
- No property belonging to or under contract to HOTWORK-USA may be used for outside employment activities.
- An employee who loses his/her driver’s license, is incarcerated for an extended period, or who loses his/her license or certification required for the job may be subject to discharge based on his/her inability to meet working conditions.
- Insubordination, including refusal to obey orders or direction of Supervisor/Lead Technician On Site is prohibited.

## 15. STANDARD OF CONDUCT

- Deliberate or malicious damage to Company or Customer property or to the property of another employee is prohibited.
- Unauthorized breaking or entering of lockers, storerooms, offices or tool boxes is prohibited.
- Hiding, concealing, or unauthorized removal of property belonging to HOTWORK-USA, other employees, or HOTWORK-USA customers is prohibited.
- Willful falsification of personnel application for work is prohibited.
- Sleeping on the job during a working shift is prohibited.
- Repeated absences, tardiness, or absence without notifying the Company is prohibited.
- Bringing onto Company or Customer property, posting or distributing literature which is libelous, defamatory, abusive or insulting; unauthorized solicitation of employees during working time is prohibited.
- Engaging in non-job related activities during working time is prohibited.
- Entering Company or Customer property during off-duty hours without authorization is prohibited.
- Unauthorized disclosure of confidential or proprietary information concerning Company business, its customers, suppliers, employees or personnel associated with the Company is prohibited.
- Unsatisfactory work performance is prohibited.
- Disruptive behavior is prohibited.
- Leaving the work site during work hours without permission is prohibited.
- Willful failure to comply with the established standard of conduct set forth by HOTWORK-USA may be subject to immediate discharge.

### **Disciplinary Action**

It is always best to try to attain the desired behavioral results through education, training, and positive motivation. When these methods fail, disciplinary action must be taken. Violations of safety rules and/or unacceptable behavior cannot be tolerated. In the case of violations, specific corrective action must be taken.

It is the responsibility of HOTWORK-USA management to initiate and enforce the disciplinary program. Specific actions taken will depend upon the number and/or severity of the violation(s) or behavior: the more serious the violation(s), the more severe the reprimand or disciplinary action. The following guidelines are referred to in determining disciplinary action:

1. In situations which may or did cause injury of a non-serious nature, (first aid cases for example):
  - a) First offense; verbal reprimand
  - b) Second offense; written reprimand
  - c) Third offense; written reprimand with possible suspension without pay
  - d) Fourth offense; termination
2. In situations which may or did cause injury of a relatively serious nature, (recordable injuries as an example):
  - a) First offense: written reprimand with possible suspension without pay
  - b) Second offense: termination

## 15. STANDARD OF CONDUCT

3. In situations that present imminent danger such as failure to use fall protection, failure to use a tag-out/lock-out system, failure to follow confined space protocols, or any other violation that could result in serious injury or death:
  - a) First offense: upon observation, stop the operation at once and move the person to a place of safety. Issue a written reprimand with possible suspension without pay. Circumstances may require stricter action that may be taken if deemed appropriate by the HOTWORK-USA supervisor involved
  - b) Second offense: termination
4. An employee who bypasses a safety device, removes a protective physical barrier without replacing it with the same or another barrier providing equal protection or in any other way creates a “booby-trap” in which another person on the job could be seriously injured or killed, may be subject to suspension without pay, or termination.

Note: In all instances the situation should be thoroughly investigated to insure sufficient cause exists to justify a termination prior to terminating an employee for safety violations. When verbal or written reprimands are given, it should be specifically explained to the employee what was being done incorrectly and how it should be properly done.

In the office(s), managers and/or supervisors shall be responsible for physically inspecting work areas and monitoring their employees. In the field, each employee shall be responsible for physically inspecting their work area and monitoring their fellow employees, and they should report any issues to the Operations Manager, or the Safety Coordinator or Industry Manager in his absence. A copy of the violations notice must be sent to the HOTWORK-USA Safety Coordinator within 24-hours of the incident. Notices and consent forms will be kept in the employee's safety file.

**Attachments:**

Safety Violation Notice - Form #9

## 16. SUBSTANCE ABUSE POLICY

### **PURPOSE**

To provide a safe and productive work environment free from alcohol, controlled substances, and illegal drugs, and to be eligible to work within client facilities.

### **SCOPE**

This policy applies to all applicants, employees, subsidiary employees, and contractors of HOTWORK-USA.

### **PROGRAM**

Substance abuse is a worldwide problem that affects everyone. Employees and contractors who use illegal drugs or abuse other controlled substances or alcohol, on or off duty tend to be less productive, less reliable, and prone to greater absenteeism, resulting in the potential for increased cost, delay, and risk in HOTWORK-USA's business. More importantly, such individuals who abuse drugs or alcohol may present a danger to themselves and to other employees. HOTWORK-USA is committed to maintaining a safe and healthy workplace free from the influence of drugs and alcohol.

HOTWORK-USA will not tolerate drug or alcohol use that endangers the health and well-being of its employees or threatens its business. In an effort to achieve a drug free workplace, HOTWORK-USA has adopted this comprehensive Substance Abuse Policy (hereinafter referred to as the "Policy"). Employees are subject to the discipline described below for either refusing to cooperate in drug or alcohol testing, or for testing positive for illegal drug or alcohol use.

HOTWORK-USA reserves the right to modify this Policy at its sole discretion at any time, for any reason.

### **Compliance with Applicable Laws**

HOTWORK-USA intends for this policy to comply with various national and local statutes regarding drug and alcohol testing, including but not limited to the U.S.A. Drug-Free Workplace Acts, as those statutes may apply to HOTWORK-USA's operation.

If any provision of this policy is found to be in violation of any applicable national or local statute and is therefore unenforceable, the remaining provisions of the Policy will remain in full force.

### **Definitions**

*Illegal Drugs* - The term "illegal drug" means: drugs and controlled substances, the possession or use of which is unlawful, pursuant to any national or local law or regulation. Drugs and controlled substances that are not legally obtainable, or which are legally obtainable but which have not been legally or properly obtained, are considered to be illegal drugs.

*Controlled Substance Abuse*- This term includes prescription drugs not being used for prescribed purposes or in a prescribed manner.

*Safety Sensitive*- This term refers to positions where physical or mental impairment from drug or alcohol use may pose a threat to the life and safety of the employee or others. Examples include

## 16. SUBSTANCE ABUSE POLICY

all persons working at job sites or operating equipment or vehicles as a part of their duties of employment.

### **Prescription Medication**

An employee who is undergoing prescribed medical treatment with any drug which may alter their behavior, or physical or mental ability must immediately report this treatment to the Safety Coordinator when the employee is informed or has reason to believe that their physical or mental condition may be impaired during working hours by the use of the drug.

A determination will then be made as to whether HOTWORK-USA will allow the employee to continue in his/her job function during the period of treatment. Employees must keep all prescribed medicine secure in its original container, which identifies the medicine, date of prescription, and prescribing doctor.

### **Arrest or Convictions on Criminal Drug or Alcohol Statutes**

Employees must notify (in writing) their supervisor within five days of any arrest or conviction under any criminal drug or alcohol statute. Any employee who fails to give such written notice within the five-day period will be subject to disciplinary action.

### **Prohibited Conduct**

This policy prohibits the following conduct, which will subject the employee to discipline up to and including discharge:

1. The non-prescriptive use, abuse, possession, manufacture, distribution, dispensation, or sale of any controlled substance or illegal drug.
2. Illegal use, manufacture, distribution, dispensation, or sale of alcohol while conducting Company business, on Company premises, or in Company supplied vehicles.
3. No employee will arrive on any job site with the smell of alcohol on his breath or other signs of intoxication. Employees are expected not to consume any alcohol for the eight hours prior to the start of their shift.
4. Storing in a locker, desk, vehicle, or other repository on company premises any illegal drug, drug paraphernalia, or unauthorized controlled substance.
5. Being under the influence of alcohol, an unauthorized controlled substance, or an illegal drug while conducting any manner of Company business. Being “under the influence” of alcohol is defined as a blood alcohol content of .04% or greater. Being “under the influence” of an unauthorized controlled substance or illegal drug is defined as testing positive for such substance or drug without legal basis for use.
6. Use or abuse of illegal drugs, controlled substances, or alcohol that adversely effects the employee’s work performance, their own or others’ safety at work, or HOTWORK-USA’s regard or reputation in the community.
7. Switching or adulterating any urine or blood sample submitted for testing, or submitting a false sample for testing.
8. Refusing to consent to testing, or refusing to submit a sample for testing when requested by HOTWORK-USA.
9. Refusing to submit to a search or inspection when requested by company management.



## 16. SUBSTANCE ABUSE POLICY

10. Failing to adhere to the requirements of any alcohol or drug treatment or counseling program in which the employee is enrolled.
11. Conviction under any criminal drug or alcohol statute.
12. Failure to notify HOTWORK-USA of any arrest or conviction as defined in part F of this policy.
13. Failure to report to the Safety Coordinator any prescribed drug or controlled substance as defined in part E of this policy.
14. Failure to keep prescriptions in their original containers.
15. Refusing to sign a statement agreeing to abide by this policy.
16. Refusal to complete and present the consent form(s) prior to testing.
17. Failing to comply with rules and regulations promulgated under any testing program maintained by HOTWORK-USA, or its clients or their agents.

### **Pre-Employment Testing**

Without exception, HOTWORK-USA will test all applicants who are considered for employment. Employment is contingent upon the applicant passing a drug and alcohol test.

HOTWORK-USA's Safety Coordinator will schedule the testing at the appropriate facility.

Confidentiality and privacy of testing and the results there of shall be maintained to the extent possible.

### **Employee Testing**

Employee drug screens are a condition of employment upon initial hire, on a random basis, post accident, reasonable cause, and post rehabilitation. This testing may be conducted through urinary analysis or hair follicle analysis, and will include either 5 or 10 panel drug screens. Any positive results will be confirmed by a GC/Mass Spec.

*Post accident-* In the event that an employee is involved in an on the job or work related accident or incident which results in medical treatment, loss of work time, property damage, or a near miss situation, HOTWORK-USA may require the employee(s) to submit to alcohol and/or drug use testing. A positive post accident test or an employee's refusal to submit to a post accident test may affect the employee's eligibility and benefits under applicable workers compensation laws. All post accident testing will be conducted as soon as reasonably possible after the incident.

*Random-* HOTWORK-USA reserves the right to conduct random unannounced testing where permitted by applicable laws. Employees selected for random testing will be notified at the time of testing. Notifications shall be kept as confidential as possible. Testing under this section does not limit an employee from testing under other circumstances.

*Reasonable Cause-* Employees who exhibit physical, behavioral, or other indications of drug or alcohol use may be subject to testing. The decision to test under this subsection will be made by the employee's direct supervisor or the Safety Coordinator. The Safety Coordinator must be notified prior to conducting any testing for reasonable cause.

## 16. SUBSTANCE ABUSE POLICY

*Following Rehabilitation-* Where permitted by law, any employee returning to duty after successfully completing a drug or alcohol rehabilitation program, shall be subject to unannounced testing for twelve months at the employee's expense.

### **Conformity Test**

Any employee who tests above the cut off levels for any of the following ten drugs or drug families will be considered to have a positive test and be in violation of this program.

Drugs	Screen Level	Confirm Level
Amphetamines/Methamphetamines	300 (ng/ml)	250 (ng/ml)
Barbiturates	300 (ng/ml)	100 (ng/ml)
Benzodiazepines	300 (ng/ml)	100 (ng/ml)
Cocaine	150 (ng/ml)	100 (ng/ml)
Methadone	300 (ng/ml)	100 (ng/ml)
Opiates	2000 (ng/ml)	2000 (ng/ml) Morphine/Codeine
6-Acetylmorphine (6-AM)	10 (ng/ml)	10 (ng/ml) Heroin
Cannabinoids	20 (ng/ml)	10 (ng/ml)
PCP	25 (ng/ml)	25 (ng/ml)
Propoxyphene	300 (ng/ml)	200 (ng/ml)
Methaqualone	300 (ng/ml)	200 (ng/ml)

\*All positive tests will be confirmed by GC/MS testing methods.

### **Testing Facilities & Confidentiality**

Testing will be done at the expense of HOTWORK-USA. An accredited laboratory at the discretion of HOTWORK-USA will conduct conformity tests. To the extent possible, HOTWORK-USA will keep test results and other information acquired in the administration of this Policy confidential. Individuals tested under this policy will be required to sign a consent and release form.

### **Discipline & Termination**

1. Violation of any provision of this Policy may result in severe disciplinary action up to and including termination of employment.
2. Any employee who tests positive for illegal drugs, unauthorized controlled substances, or alcohol will be subject to immediate disciplinary action including possible termination of employment and/or removal from the applicable property or job site.
3. Any employee removed from their job for any violation of this Policy is responsible for the cost of their return to their home base and no credit will be given for either the mobilization or demobilization days involved, or for the day on which the violation occurred.
4. HOTWORK-USA reserves the right to terminate any individual in possession of illegal drugs or related paraphernalia.
5. This Policy does not isolate an employee in any respect from discipline arising from violation of other work rules.



## 16. SUBSTANCE ABUSE POLICY

6. Any employee who refuses to submit to testing (quantitative or qualitative), refuses to execute the necessary paperwork, fails to disclose use of drugs, or otherwise fails to cooperate with a drug test or the provisions of this Policy may be subject to termination.
7. The employee will be responsible for any cost incurred by HOTWORK-USA as a result of the employee's failure to comply with this Policy.

### **Rehabilitation Option**

We recognize that illegal drug use, controlled substance abuse, and alcohol abuse are serious problems that are not always easy to control. Employees who voluntarily report and seek assistance for their drug or alcohol abuse problem to a supervisor or management official will be given a one-time only opportunity (at their own expense) to remain employed by HOTWORK-USA by agreeing in writing to enroll in a licensed, approved rehabilitation program without being subject to termination on that account. This agreement will be confidential to the extent possible.

Any employee referred to such a program by HOTWORK-USA must immediately cease any drug or alcohol abuse. Proof of successful completion of such a program will allow the employee to be restored to their job or one for which they are qualified as long as such a position is available.

Such employees must also agree to be randomly monitored for drug or alcohol use for one year after their return to work to ensure that they and their workplace remain drug free.

### **Medical Review Officer (MRO)**

HOTWORK-USA will utilize a medical review officer as necessary or required by law.

### **Search & Seizure**

Based on reasonable suspicion or evidence of sale, possession, or use of any substance in violation of this Policy, an employee may be required to submit to a search of their person/property/vehicle brought onto HOTWORK-USA or clients premises, as well as to seizure of any illegal or controlled substances. Failure to submit to a search may result in termination.

### **Statement of Confidentiality/Privacy**

All aspects of any employee assistance, testing, and results are considered private and will be treated in a confidential manner. Law enforcement authorities may be contacted to come onto HOTWORK-USA property when appropriate, in conjunction with a referral for criminal prosecution.

## 16. SUBSTANCE ABUSE POLICY

### ACKNOWLEDGEMENT AND CONSENT FORM

I, the undersigned, certify that I have received, read, and understand the HOTWORK-USA substance abuse policy. I hereby consent and agree to submit to any and all tests as may be required pursuant to the program. I understand that the purpose of this testing is to determine the absence or presence of drugs or alcohol. I understand that refusal to submit to such tests will result in immediate discharge from employment. I further understand that my failing of a post accident or my refusal to take the test within a reasonable time of the accident may affect my eligibility for and benefits under applicable workers' compensation laws.

I hereby release and hold harmless HOTWORK-USA and its employees and agents from any liability whatsoever arising from its request to submit a test and any testing under this policy.

I hereby grant HOTWORK-USA the right to receive, copy, and review the results of each and every test to which I may submit under this program. I also agree that a copy of this certification and consent form may be used in place of the original.

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Employee (print name)

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Employee's signature

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Date

---

Witness (print name)

---

Witness signature

---

Date

### **PURPOSE**

To establish a program for initial hire and ongoing job and safety training; to ensure that new and current employees are medically fit for duty; to obtain as well as maintain historical records relative to the health and safety of each individual employee.

### **SCOPE**

This policy applies to all employees of HOTWORK-USA.

### **PROGRAM**

#### **Job Training**

Appropriate training will be provided to every newly hired technician so that they can perform their job function effectively on a daily basis thereafter. Employees will not be expected to perform any type of activity before receiving adequate training and experience.

Newly hired field technicians will go through a 2-week in house training program. This will then be followed by 90 days of on the job training in the field covering as many industries and types of jobs as possible.

#### **IN-HOUSE TRAINING**

The in house training will include the following areas:

- 1) Reviewing the field technician manual (3 days)
  - a) The history of the company, the HOTWORK-USA Method and the industries served. What exactly HOTWORK-USA does when heating a furnace.
  - b) Job duties and descriptions. How to fill out various forms, logs and reports,
  - c) An introduction to the various pieces of equipment, how they function and what they do. How to assess job sites and work areas. How to set up and use the equipment safely
  - d) Introduction to HOTWORK-USA Management including President, General Manager, Operations Manager, Assistant Operations Manager, Safety Manager, Equipment Manager, Industry Managers, Customer Service Representatives, and Accounting Representatives.
- 2) Safety training (3 days)
  - a) Classroom training of HOTWORK-USA Safety, OSHA 10 hour General Industry training and MSHA part 46 training (see current year's MSHA Training Plan for details, which can be provided by the Safety Coordinator upon request).
  - b) Physicals including HOTWORK-USA general physical, DOT physical, respirator fit test and PFT (pulmonary function test), back assessment, and drug and alcohol screening.
  - c) DOT training and road test.
- 3) Hands-on equipment training (4 days)
  - a) Set up and light of a set of equipment several times over using the correct set up, light off, shut down and tear down procedures outlined in the field technician training manual
  - b) Trouble shooting of possible real time problems with operating equipment and in simulated conditions.

## 17. TRAINING, MEDICAL EVALUATION, AND RECORDKEEPING

- c) Servicing, repairing and learning about how the equipment functions in the shop.

On the last day after completing all of the above the new hire will complete, pass and review the field technician written test. Upon passing the test, the new technician trainee will be released to operations for 90 days of on the job training.

A minimum of 8 hours annual safety retraining will be provided (and required) for all employees according to OSHA and MSHA requirements as they pertain to the operations of HOTWORK-USA. Retraining may also be necessary if an employee does not demonstrate an adequate understanding in any particular area of safety.

Safety topics will be presented to all crewmembers from time to time. Topics will range from jobsite specific to general health and safety. These topics are discussed orally and/or via written communication.

### Recordkeeping

Company and individual safety and training records are maintained on an ongoing basis by the Safety Coordinator and all of these records are available for review by clients and employees. Individual employee safety training records contain the employee's name, training type, and completion dates for initial and ongoing training. Course completion is contingent on passing final exams for each course, which is verified by the Safety Coordinator.

### Medical Evaluation

As stated in Job Training point #2, initial employment medical evaluations are required of all new employees at the expense of HOTWORK-USA. These initial evaluations consist of:

- DOT Physical
- Medical History Questionnaire
- Respiratory Questionnaire
- Respirator Fit Test (half-mask, air purifying)
- Pulmonary Function Test (PFT)
- 10-panel Drug & Alcohol screen
- Back Assessment/Flexibility Test
- Audiogram

Annual evaluations:

- Respiratory Questionnaire
- Respirator Fit Test (half-mask, air purifying)
- Pulmonary Function Test (PFT)
- Audiogram

DOT Physicals must be repeated upon individual expiration.

### Recordkeeping

All employee medical records – records that concern the health status of each employee – are created and maintained by a health care professional after the employee has undergone a detailed

## **17. TRAINING, MEDICAL EVALUATION, AND RECORDKEEPING**

medical evaluation. HOTWORK-USA obtains copies of these records and keeps them on file at the Lexington, KY for the duration of each individual's employment, plus a minimum of 30 years.

Records regarding environmental and/or biological monitoring undergone by an employee will be kept for the duration of that employee's employment, plus a minimum of 30 years.

Employees are allowed access to view and/or copy (at the expense of HOTWORK-USA) their own medical records at any given time. Before access is granted to exposure records to be used for analysis, all personal identifiers or information which could reasonably be used under the circumstances indirectly to identify specific employees (ie name, address, social security number, payroll number, exact age, height, weight, race, sex, hire date, job title, etc.) are removed from the records. These records are available at the Lexington, KY office during HOTWORK-USA's regular hours of operation.

Upon initial hire and annually thereafter, an individual employee's right to access their own medical records is communicated to them, along with the knowledge that all applicable medical records will be received and filed on the Lexington, KY office for the duration of their employment plus a minimum of 30 years.

In the event that HOTWORK-USA ceases to do business, all applicable records will be transferred to the successor employer, or if there is no successor employer, HOTWORK-USA will notify affected current employees of their right of access to records at least three months prior to cessation of the business, and then records will be transferred to the Director of the National Institute Occupational Safety and Health (NIOSH).

### **References:**








29 Code of Federal Regulation (CFR) 1910.1020

# **FORMS**

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-  FIRE EXTINGUISHER
-  SEVERE WEATHER SAFE ROOM
-  EXITS
-  FIRE DOOR
-  POWER PANEL
-  FIRST AID STATION
-  SPRINKLER MAIN



EVACUATION MAP FOR  
223 GOLD RUSH RD.





## Incident Investigation Report

1. Location & Date of Incident:
2. Personnel involved:
3. Incident as reported:
4. Injuries:
5. Remedial Action:
6. Prospective Long Term Solution/ Procedural Change:
7. Reported by:

DRAFT

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Printed Name, Date & Signature

8. Reviewed By:

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Printed Name, Date & Signature

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Printed Name, Date & Signature

9. Document Revisions:
10. Attachments: (Facility Report/Photographs/Medical report)

# HOTWORK-USA INJURY REPORT

**PART I (To be completed by employee)**

1. NAME:		AGE:	DOB:	SEX: M F	HIRE DATE:	WORK STATUS: FT PT C
2. ADDRESS:		3. MARITAL STATUS: S M D				
		4. # OF DEPENDENTS:				
5. SOCIAL SECURITY NO.		OCCUPATION/DEPARTMENT:				
		SUPERVISOR: PHONE #:				
6. DATE OF INJURY: TIME AM PM		TIME STARTED WORKING TODAY: AM PM				
7. DESCRIBE INJURY: (type and area of the body)						
8. CAUSE OF INJURY: (be specific & detailed)						
9. WHERE DID THE ACCIDENT OCCUR? (Co. name & address, location in plant)						
10. WHAT WERE YOU DOING WHEN INJURED?						
11. WHAT PPE WERE YOU WEARING?						
12. WERE THERE ANY WITNESSES? YES NO IF YES WHOM?						
13. WAS THE CUSTOMER NOTIFIED? YES NO IF YES WHOM?						
14. DATE AND TIME THE INCIDENT/INJURY WAS FIRST REPORTED TO EMPLOYER: PERSON REPORTED TO:						
15. WAS FIRST AID ADMINISTERED? YES NO IF YES BY WHOM AND WHEN?						
16. NAME AND ADDRESS OF ATTENDING PHYSICIAN AND/ OR HOPITAL PROVIDING SERVICE:						
17. WAS TIME LOST FROM WORK DUE TO THE INJURY? YES NO						
18. LAST DAY WORKED: DATE RETURNED TO WORK:						
<p>I, the injured employee herein, certify that the information set forth above is true and ask the medical expenses directly related to this claim be paid. I hereby authorize any doctor or hospital to furnish to my employer or their representatives any medical information, which they may have with reference to me.</p>						
DATE		EMPLOYEES SIGNATURE				

**PART II (To be completed by Employer)**

1. IS PART I FULLY COMPLETED AND ACCURATE AS TO FACT? YES NO			
IF NO, ATTACH COMMENTS ON SEPARATE SHEET.			
WAS THE INCIDENT INVESTIGATED? YES NO IF YES, DID IT REVEAL ANY DATA, WHICH CONFLICTS WITH THE ABOVE REPORT OF EMPLOYEE? YES NO			
IF YES, ATTACH SEPARATE REPORT.			
2. DID EMPLOYEE LOSE TIME FROM WORK DUE TO THE INJURY? YES NO			
3. LAST DAY WORKED?		DATE RETURNED TO WORK?	
DID HE/SHE RECEIVE PAY FOR LOST TIME YES NO		IF YES, HOW MANY DAYS HRS	
PREPARED BY _____			
(Name)		(Position)	

**PART III – SPRAIN AND STRAIN INFORMATION** (if the injury was caused by a strain of sprain)

1. WAS THE INJURY THE RESULT OF LIFTING PUSHING PULLING OTHER:			
2. WEIGHT OF THE OBJECT MOVED		WAS HE/SHE MOVING IT ALONE? YES NO	
3. WAS THIS NORMAL DUTY FOR THEM? YES NO		HOW LONG HAVE THEY DONE THIS WORK? YRs MNs	
4. TO YOUR KNOWLEDGE DID ANYTHING UNUSUAL HAPPEN?			
5. DO THEY HAVE A HISTORY OF SIMILAR INJURIES OR CONDITIONS (list conditions, give dates, attach medical data)			
6. PLEASE OBTAIN A STATEMENT FROM ANY KNOWN WITNESS.			

COMPLETED BY \_\_\_\_\_

## JSA WORKSHEET

Form #4

Customer Name & Location:		Project Location & Scope:		Project No.:	
<b>JSA Participants:</b>	1)	2)	3)	4)	
	5)	6)	7)	8)	
	9)	10)	11)	12)	
Prepared by:		[name & title]		Approved by: [Vice President or other authority name & title]	
Signature:				Signature:	
Reviewed by:		[Industry Manager name & title]		Reviewed By: [Project Manager name & title]	
Signature:				Signature:	
(please indicate by ticking box)		(Please list)		Special Tools or Equipment required	
<input type="checkbox"/>	Safe Work Permit		1)	1)	5)
<input type="checkbox"/>			2)	2)	6)
<input type="checkbox"/>			3)	3)	7)
<input type="checkbox"/>			4)	4)	8)
<b>JSA Review Process (post job evaluation)</b>				<b>Y</b>	<b>N</b>
Was the work crew involved in formulating the JSA?					
Did the work crew review the JSA prior to task?					
Was the JSA referred to during the task?					
Were the job steps followed?					
Can you suggest improvements to the JSA? (Provide details)					
				Reviewed by:	Signature:
					Date:
Provide details on any incidents in Incident Summary hereafter					

Job Step	Hazards Identified	Controls & Checks	Action By
1) UNLOADING HOTWORK EQUIPMENT	PINCH POINTS	ASSESS LOADS FOR SHARP EDGES, SIZE, AND WEIGHT PRIOR TO MOVING; LONG SLEEVES TO BE WORN AT ALL TIMES	HOTWORK FIELD PERSONNEL WITH ASSISTANCE FROM CLIENT
	BACK/BODY STRAINS	USE PROPER LIFTING TECHNIQUES; USE FORKLIFT OR CRANE WHENEVER POSSIBLE; GET ASSISTANCE FROM OTHERS WHEN NEEDED	HOTWORK FIELD PERSONNEL WITH ASSISTANCE FROM CLIENT

Job Step	Hazards Identified	Controls & Checks	Action By
2) POSITIONING HOTWORK EQUIPMENT	PINCH POINTS	IDENTIFY PINCH POINT HAZARDS AS EQUIPMENT IS MOVED INTO POSITION; WEAR GLOVES WHILE POSITIONING; GET ASSISTANCE FROM OTHERS IF NEEDED	HOTWORK FIELD PERSONNEL WITH ASSISTANCE FROM CLIENT
	BACK/ BODY STRAINS	USE PROPER LIFTING TECHNIQUES; USE FORKLIFT OR CRANE WHENEVER POSSIBLE; GET ASSISTANCE FROM OTHERS WHEN NEEDED	HOTWORK FIELD PERSONNEL WITH ASSISTANCE FROM CLIENT

3) INSTALLATION OF HOTWORK BURNERS	CUTS	WEAR GLOVES DURING BURNER INSTALLATION	HOTWORK FIELD PERSONNEL
	BACK/BODY STRAINS	INSTALL BURNERS UTILIZING AT LEAST TWO PEOPLE	HOTWORK FIELD PERSONNEL
	POSSIBLE CONFINED SPACE	DO NOT BREAK PLAIN OF CONFINED SPACE UNLESS PERMIT IS IN PLACE	HOTWORK FIELD PERSONNEL

4) INSTALLATION OF GAS CONTROL BOX AND CONNECTION OF BLOWER	BACK/ BODY STRAIN	USE PROPER LIFTING TECHNIQUES; USE FORKLIFT OR CRANE WHENEVER POSSIBLE; GET ASSISTANCE FROM OTHERS WHEN NEEDED	HOTWORK FIELD PERSONNEL
	TRIP HAZARD	PRACTICE GOOD HOUSEKEEPING TECHNIQUES; ROUTE HOSES AND CABLES IN LOW TRAFFIC AREAS	HOTWORK FIELD PERSONNEL
	ELECTRICAL HAZARD	HIGH VOLTAGE POWER TERMINATIONS TO BE CONNECTED BY TRAINED ELECTRICIANS	CLIENT DESIGNATED PERSONNEL

5) ASSESS EXHAUST LOCATION	BURN HAZARD / CO EXPOSURE	INSTALL RED BARRICADE TAPE TO PREVENT ENTRY INTO EXHAUST LOCATIONS BY UNAUTHORIZED PERSONNEL.	HOTWORK FIELD PERSONNEL
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Job Step	Hazards Identified	Controls & Checks	Action By
6) THERMOCOUPLE INSTALLATION	TRIP HAZARD	PRACTICE GOOD HOUSEKEEPING TECHNIQUES; ROUTE HOSES AND CABLES IN LOW TRAFFIC AREAS	HOTWORK FIELD PERSONNEL
	POSSIBLE CONFINED SPACE	DO NOT BREAK PLAIN OF CONFINED SPACE UNLESS PERMIT IS IN PLACE	HOTWORK FIELD PERSONNEL
7) GAS SUPPLY INSTALLATION AND PRESSURIZATION	POSSIBLE GAS SUPPLY LEAKS	CONSTANT MONITORING OF GAS SUPPLY; MAINTAIN SAFE SUPPLY PRESSURE BY USING REGULATOR; USE SOAP SOLUTION TO TEST FOR LEAKS	HOTWORK FIELD PERSONNEL
	PRESSURE FLUCTUATIONS	INSTALL REGULATORS AS NECESSARY; CONSTANT MONITORING OF GAS SUPPLY	HOTWORK FIELD PERSONNEL
8) INITIAL BURNER LIGHT OFF	EXPLOSION HAZARD	20 MINUTE AIR PURGE PRIOR TO ATTEMPTING TO LIGHT OFF; CONFIRM FLAME SAFETY SYSTEM IS IN PLACE AND OPERATING PROPERLY	HOTWORK FIELD PERSONNEL
9) OPERATION OF COMBUSTION EQUIPMENT	FIRE HAZARD	CONSTANT MONITORING OF EQUIPMENT BY FIELD PERSONNEL	HOTWORK FIELD PERSONNEL
	BURN HAZARD	INSTALL YELLOW BARRICADE TAPE AROUND BURNER AREA IN HIGH TRAFFIC SITUATIONS	HOTWORK FIELD PERSONNEL
	TEMPERATURE FLUCTUATIONS	CONSTANT MONITORING OF EQUIPMENT BY FIELD PERSONNEL AND RECORDING EQUIPMENT	HOTWORK FIELD PERSONNEL
10) SHUT DOWN OF EQUIPMENT	RESIDUAL GAS IN SUPPLY LINE	CLOSURE OF ALL CLIENT SHUT-OFF VALVES; SUPPLY LINE TO BE PURGED THROUGH BURNER; CONFIRM ZERO PRESSURE IN SUPPLY LINE AT GAUGE BEFORE DISCONNECTING FROM SUPPLY POINT	HOTWORK FIELD PERSONNEL

Job Step	Hazards Identified	Controls & Checks	Action By
11) EQUIPMENT REMOVAL	BURN HAZARD DUE TO HOT EQUIPMENT	WEAR PROPER PPE FOR BURNER REMOVAL; MAINTAIN AT LEAST 25% COMBUSTION AIR DURING BURNER REMOVAL; GET ASSISTANCE FROM OTHERS WHEN NEEDED	HOTWORK FIELD PERSONNEL WITH ASSISTANCE FROM CLIENT
	BACK/BODY STRAINS	USE PROPER LIFTING TECHNIQUES; USE FORKLIFT OR CRANE WHENEVER POSSIBLE; GET ASSISTANCE FROM OTHERS WHEN NEEDED	HOTWORK FIELD PERSONNEL WITH ASSISTANCE FROM CLIENT
12) EQUIPMENT LOADING	PINCH POINTS	ASSESS LOADS FOR SHARP EDGES, SIZE, AND WEIGHT PRIOR TO MOVING; LONG SLEEVES TO BE WORN AT ALL TIMES	HOTWORK FIELD PERSONNEL WITH ASSISTANCE FROM CLIENT
	BACK/BODY STRAINS	USE PROPER LIFTING TECHNIQUES; USE FORKLIFT OR CRANE WHENEVER POSSIBLE; GET ASSISTANCE FROM OTHERS WHEN NEEDED	HOTWORK FIELD PERSONNEL WITH ASSISTANCE FROM CLIENT
	IMPROPER TRUCK/CONTAINER LOADING	LOAD TO BE POSITIONED EVENLY; ALL EQUIPMENT TO BE STRAPPED DOWN	HOTWORK FIELD PERSONNEL

# LOCKOUT / TAGOUT REMOVAL RECORD

SUPERVISOR : \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

EQUIPMENT/ITEM LOCKED OUT: \_\_\_\_\_

REASON FOR LOCK REMOVAL: \_\_\_\_\_

ENSURE THAT THE FOLLOWING ACTIONS HAVE BEEN TAKEN:

1. Verification that the lockowner(s) is out of the facility and unavailable to remove the lock.
2. Proper communication to the lockowner(s) that the lock(s) have been removed from service. This must occur before the lockowner(s) resume any activity when they return to work.

TIME AND DATE OF REMOVAL: \_\_\_\_:\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Tag information and lockowner(s) identified are as follows:

Tag Information	Owner	Communication	Location
_____	_____	V E P	_____
_____	_____	V E P	_____
_____	_____	V E P	_____
_____	_____	V E P	_____
V Voicemail		E E-mail	P Phoned at home

All parties involved with the lockout removal are required to give their name and associated activity.

Name	Date	Activity
_____	_____	Tech / CC / Super / Mng
_____	_____	Tech / CC / Super / Mng
_____	_____	Tech / CC / Super / Mng

RETURN THIS FORM TO THE SAFETY DEPARTMENT



## REPORTING AN INJURY ACCIDENT

### **Steps to Reporting an Injury Incident**

- 1) If the injury is a serious life threatening injury, contact and activate the Emergency Medical System (EMS) for the job site. How to activate the EMS should be explained to in site-specific training. Post this information on the Job Data Blue sheet and keep it handy at the recorder. Axiom Medical Consulting must be contacted as soon as the EMTs arrive and start treating the injury.
- 2) Minor and non-life threatening injuries, contact Axiom as quickly as possible.
- 3) HOTWORK-USA must be notified as quickly as possible after Axiom by the injured or another in the event the injured cannot. Contact the Safety Coordinator or whomever is on the duty phone.
- 4) Notify the plant contact as soon as possible.
- 5) Have copies of all papers and documents sent the HOTWORK-USA Safety Coordinator.

### **AXIOM MEDICAL CONSULTING, Phone: (281) 419-7063**

Axiom is a consulting firm that works with employees, employers, and doctors to make sure injuries are treated correctly. Their staff is made up of Doctors and Registered Nurses who specialize in industrial accidents and injuries. Employees of HOTWORK-USA are required to follow the directions of Axiom representatives.

### **REPORTING AN ACCIDENT**

Accidents must be reported as soon as possible no matter how minor they are. This includes injury, vehicle, near miss, job related illness and damage to property incidents. A written first report of incident must be filled out and sent to the Hotwork Safety Coordinator as soon as possible and no later than 24 hours after the incident occurs. Contact the Safety Coordinator if you do not have a copy of this form.

It is important all employees follow this procedure in the event of an accident.

If injuries are reported to a supervisor or the manager on after hour duty, that person is to call Axiom and report or follow up on the injury as soon as possible.

## RESPIRATORY QUESTIONNAIRE FOR RESPIRATOR USE

**Section 1: Every employee who has been selected to use any type of respirator per the OSHA Respiratory Protection Standard 29 CFR 191 0.134 must provide the following information:**

1. Today's Date \_\_\_\_\_
2. Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Sex (circle one)    Male       Female
5. Height \_\_\_\_\_ ft. \_\_\_\_\_ in.
6. Weight: \_\_\_\_\_ lbs.
7. A telephone number where you can be reached by a health care professional who reviews this questionnaire (including area code) \_\_\_\_\_
8. The best time to phone you at this number \_\_\_\_\_
9. Has your employer told you how to contact the health care professional who will review this Questionnaire?  
( ) Yes       ( ) No
10. Have you ever worn a respirator? ( ) Yes ( ) No
11. Check the type of respirator you will use (you can check more than one category).  
( ) dust mask       (X) half-mask respirator (with filters)

*Section 2. Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please check "yes" or "no")*

1. Do you currently smoke tobacco or have you smoked in the last month? ( ) Yes ( ) No
2. Have you ever had any of the following conditions?
- ( ) seizures (fits)
  - ( ) diabetes (sugar disease)
  - ( ) allergic reactions to interfere with your breathing
  - ( ) claustrophobia (fear of closed-in places)
  - ( ) trouble smelling odors

If you answered yes, please specify

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3. Have you ever had any of the following pulmonary or lung problems?

- |                        |                  |                 |                              |
|------------------------|------------------|-----------------|------------------------------|
| ( ) asbestosis         | ( ) tuberculosis | ( ) broken ribs | ( ) pneumothorax             |
| ( ) asthma             | ( ) silicosis    | ( ) pneumonia   | ( ) any chest injury/surgery |
| ( ) chronic bronchitis | ( ) emphysema    | ( ) lung cancer | ( ) other lung problems      |

If you answered yes, please specify

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4. Do you currently have any of the following symptoms of pulmonary or lung problems?

- ( ) shortness of breath
- ( ) shortness of breath when walking fast on level ground or walking up a slight incline
- ( ) shortness of breath when walking with other people at your ordinary pace on level ground
- ( ) have to stop for breath when walking at your own pace on level ground
- ( ) shortness of breath when washing or dressing yourself
- ( ) shortness of breath that interferes with your job
- ( ) coughing that produces phlegm (thick sputum)
- ( ) coughing that wakes you early in the morning
- ( ) coughing that occurs mostly when you are lying down
- ( ) wheezing
- ( ) wheezing that interferes with your job
- ( ) chest pain when you breathe deeply
- ( ) any other symptoms that you think may be related to lung problems

If you answered yes, please specify

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5. Have you ever had any of the following cardiovascular or heart problems?
- ☐ heart attack
  - ☐ high blood pressure
  - ☐ angina
  - ☐ heart failure
  - ☐ stroke
  - ☐ heart arrhythmia (irregular heart beat)
  - ☐ swelling in your legs or feet (not caused by walking)
  - ☐ any other heart problems you've been told about

If you answered yes, please specify

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6. Have you ever had any of the following cardiovascular or heart symptoms?
- ☐ frequent pain or tightness in the chest
  - ☐ pain or tightness in your chest during physical activity
  - ☐ pain or tightness in the chest that interferes with your job
  - ☐ in the past two years, have you noticed your heart skipping or missing a beat
  - ☐ heartburn or indigestion that is not related to eating
  - ☐ any other symptoms that you think may be related to heart or circulation problems

If you answered yes, please specify

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7. Do you currently take medication for any of the following problems?
- ☐ breathing or lung problems
  - ☐ heart trouble
  - ☐ blood pressure
  - ☐ seizures (fits)

If you answered yes, please specify

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8. If you've used a respirator, have you ever had any of the following problems?
- ☐ eye irritation
  - ☐ skin allergies or rashes
  - ☐ anxiety
  - ☐ general weakness or fatigue
  - ☐ any other problem that interferes with your use of a respirator

9. Would you like to talk to a health care professional who will review this questionnaire about your answers to this questionnaire ☐ Yes ☐ No

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date



## SAFETY AUDIT

Form #8

Plant: \_\_\_\_\_ Inspection Completed By: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

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### Housekeeping:

- ☐ Clean and organized work areas
- ☐ Materials stored properly
- ☐ Materials and storage properly barricaded
- ☐ Proper disposal of scrap materials and waste
- ☐ Stairways, walkways, and scaffolds clear of cords, cables, hoses, etc.
- ☐ Personnel – Professional appearance
- ☐ Egress routes are marked and accessible

Notes:

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### PPE:

- ☐ Appropriate PPE is available
- ☐ Appropriate PPE is being properly worn
  - ☐ Hard hat
  - ☐ Gloves
  - ☐ Boots
  - ☐ FR Jacket
  - ☐ Hearing protection
  - ☐ Eye protection
- ☐ PPE is well maintained

Notes:

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### Hazard Communication & Site Knowledge:

- ☐ Employees know where to find SDSs
- ☐ Chemical containers in work area are appropriately labeled
- ☐ Employees know location of medical facility
- ☐ Employees know site emergency procedures
- ☐ Eyewash station is accessible

Notes:

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**Lockout/Tagout:**

- ☐ Employees are in possession of an appropriate lock for lockout procedures
- ☐ Employees know how to apply lockout/tagout procedures when necessary

Notes:

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**Equipment/Job Tasks:**

- ☐ Burners properly secured
- ☐ Pipe and hose connections properly secured
- ☐ Adhering to heatup schedule
- ☐ Safety meetings being held at every shift change
- ☐ Applicable permits being utilized appropriately

Notes:

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**SAFETY VIOLATION NOTICE**

Date of Notice: \_\_\_\_\_

Issued By: \_\_\_\_\_

Title: \_\_\_\_\_

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

Department: \_\_\_\_\_

Date of Violation: \_\_\_\_\_ Time of Violation: \_\_\_\_\_

Description of Violation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken: :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE



HOTWORK-USA LLC  
223 GOLDRUSH ROAD, LEXINGTON KY 40503  
tel:859-276-1570 – fax:859-276-1583

## VEHICLE ACCIDENT DRIVERS REPORT

**This report must be completed and turned into the Hotwork Safety Manager as soon as possible after the accident. Call in accident to the office immediately**

DRIVERS NAME- \_\_\_\_\_ DATE OF ACCIDENT- \_\_\_\_\_

VEHICLE NUMBER- \_\_\_\_\_ TIME OF ACCIDENT- \_\_\_\_\_

OTHER DRIVER OR PROPERTY OWNERS INFORMATION

NAME- \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADDRESS- \_\_\_\_\_

INSURANCE INFORMATION-

NAME OF POLICE DEPARTMENT REPORTING TO THE ACCIDENT. INCLUDE HOW TO OBTAIN A COPY OF THE REPORT

ANY CITATIONS OR CHARGES ISSUED AND TO WHOM.

WITNESSES NAMES AND NUMBERS INCLUDING PASSENGERS

DESCRPTION OF ACCIDENT. BE ACCURATE AND COMPLETE. DRAW A DIAGRAM ON BACK OF THIS PAGE.

WAS ANYONE HURT YES / NO \_\_\_\_\_ WEATHER/ROAD CONDITIONS \_\_\_\_\_  
(if yes list who and how in details)

LOCATION OF ACCIDENT \_\_\_\_\_

DETAILS:

### ACCIDENT REPORTING INSTRUCTIONS

### ALWAYS GET A POLICE REPORT FILED

First secure the scene and make sure no one is hurt. Call police and or medical assistance if needed. Obtain information for others involved and witnesses. Call the office as soon as possible (24/7) to report the accident especially if an employee has been injured or the company vehicle disabled. Fill out this form and fax it to the office as soon as possible preferably with in 24 hours. Do not admit fault or blame. Remain calm and in control of yourself. Proof of Hotwork insurance is in all Hotwork vehicle glove boxes along with the vehicle registration.

HOTWORK INSURANCE INFORMATION ; Hartford Casualty Insurance Company

POLICY NUMBER- 33UENTI0096 EFFECTIVE DATE-06/01/2005 EXPIRATION DATE-06/01/2006

AGENT-Palmer and Cay, Inc. 800-796-3567