



SAFETY MANUAL

Property of Gypsy Life, LLC

**518 East Center,
(208) 241-8100**

Pocatello, ID

83201

Gypsy Life LLC Safety Manual

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Safety Policies & Responsibilities

Management Commitment to Safety

Gypsy Life LLC is committed to provide all employees with a safe and healthy work environment. Accident prevention and safety must be made an integral part of everyday operations. No job must ever become so routine or urgent to not observe all safety precautions. Prevention of personal injury and damage to the property and equipment of the company and its customers must always remain uppermost in the mind of every employee.

Safe working conditions will be maintained through safety training, the acquisition, and use of safety equipment, implementation of safety policies and adequate supervision.

Every employee of the company is responsible for maintaining safe working conditions. Employees must develop safe work habits, properly use safety equipment, and report hazardous work conditions.

Foremen/Supervisors will instruct employees on safety practices and review their work for compliance with safety policies. The company foremen/supervisors will receive the full support of management in carrying out the established safety guidelines.

Matt Spencer, CEO
Gypsy Life LLC
05/01/2014

Safety Program

This book contains safety policies and procedures for the employees of Gypsy Life LLC. Every employee will participate fully in the safety program. If the procedures in this program are adhered to, it will help to reduce injuries to the employees, the public, reduce property damage, and maintain the integrity of Gypsy Life LLC

This safety program is divided into sections to address the different types of work employees perform and the different hazards each employee may be exposed to in their work environment. Within the sections, it will be noted as to the frequency of training with an attached training roster for each employee to sign in attendance.

In some areas, supervisors are expected to do inspections and in other areas, craft employees need to do inspections. Training files as well as inspection files will be established in the corporate office.

Management is in full agreement of this safety program. To complete the safety program it takes all employees at every level following safety procedures, completing training, doing inspections, reporting, and investigating accidents.

Safety meetings will be held regularly to cover training needs to support the policies. A safety committee will be formed with regular meetings to cover agenda items.

These policies and procedures have been written through a hazard analysis of the different tasks.

Thank you for your cooperation and support of this program.

Matt Spencer
CEO
Gypsy Life LLC

Responsibilities

MANAGEMENT

- ✦ Direct the development, implementation, and review of the company's safety program and fully support said program.
- ✦ Provide leadership to ensure and maintain staff interest and participation.
- ✦ Be familiar with facilities and operations so unsafe conditions can be immediately recognized, discussed, and corrected.
- ✦ Participate in safety committee activities.
- ✦ Review and coordinate accident investigations and reports.
- ✦ Assist and cooperate with outside inspection agencies.

SUPERVISORS

- ✦ Advise Management on safety matters.
- ✦ Enforce the safety program.
- ✦ Provide accident prevention information.
- ✦ Conduct safety inspections.
Evaluate hazards.
- ✦ Review and coordinate all plans affecting safety.
- ✦ Conduct accident investigations.
- ✦ Monitor corrective actions on accident reports and hazard identification.
- ✦ Keep management informed as to the status of the overall safety program.
- ✦ Monitor safety training.
- ✦ Notify management immediately of all mishaps.
- ✦ Provide safe work places.
- ✦ Know the safety standards that apply to their areas.
- ✦ Analyze jobs for hazards.
- ✦ Brief employees on the standards to follow and hazards to avoid.
- ✦ Exercise control over hazardous operations to make sure the job is done safely.
- ✦ Correct any identified hazards. Plan work so it can be done safely.
- ✦ Enforce the use of any required personal protective equipment and compliance with standards.
Maintain on-site First-Aid kits.
- ✦ Ensure OCCUPATIONAL SAFETY AND HEALTH (OSHA) Work place poster is displayed.
Post emergency telephone numbers.

WORKERS

- ✦ Comply with safety standards on which they have been trained.
- ✦ Identify and report suspected hazards.
- ✦ Use personal protective equipment when required.
- ✦ Report any injury to their Supervisor.
- ✦ Protect yourself, fellow employees, and the general-public from accidents and injuries.
Comply with the Hazard Communication Program

NOTE: It is important for employees to understand the possibility of lost workers compensation if not performing work in a safe manner. If employees are injured and found not to

NOTE: It is important for employees to understand the possibility of lost workers compensation if not performing work in a safe manner. If employees are injured and found not to be following the safety procedures and standards they have been trained on, they may lose up to 50% of their benefits.

Record Keeping Requirements

This section summarizes accident reporting and record keeping requirements as identified by the Occupational Safety and Health Administration (OSHA).

OSHA FORM 300

A master log of occupational injuries and illnesses is maintained which is indicative of accident trends throughout the company. Logs are maintained on OSHA Form 300 (Bureau of Labor Statistics Log and Summary of Occupational Injuries and Illnesses). This log is required by Public Law 91-596 and must be kept on-site for five (5) years. Additional information and posting requirements can be found in OSHA Pamphlet entitled *Record-Keeping Requirements Under the Occupational Safety and Health Act of 1970*.

Note: Entries shall be made on the OSHA Form 300 no later than seven (7) working days after receipt of information that recordable injury or illness has occurred.

FATALITIES: Fatalities must be reported to OSHA immediately within eight hours.

MULTIPLE INJURIES: Multiple injuries must be reported to OSHA immediately when there are 3 or more sent to the hospital.

SUPPLEMENTARY RECORD: For each recordable injury or illness there must be supplementary information on file. Form 301 (or compatible form) must be completed and presented in the company.

SUMMARY: The summary is posted from February 1 to April 30 following the year covered by the form.

At this time, the Safety Coordinator is full filling the responsibilities of the Safety Committee.

SAFETY COMMITTEE

A safety committee meeting is a good way of informing concerned parties of problems or program changes involving safety. This monthly meeting, known as the Safety and Health Committee, will address any problems or ideas involving safety.

MEMBERSHIP

- ✧ Suggested membership for the Safety and Health Committee are:
- ✧ Regional Safety Manager
- ✧ Supervisor
- ✧ Labor
- ✧ Shop

PROCEDURES

Agenda items may be prepared in advance and minutes will be kept of each meeting. Minutes will be signed and maintained by the Regional Safety Manager.

RESPONSIBILITIES

- ✧ Serve as a liaison between employees and management in matters pertaining to safety. To monitor and recommend changes to safety policies.
- ✧ Assist management in implementing a well-organized safety program.

Accidents

POLICY: The identified responsibilities and policies in this guide apply to all employees and areas controlled by the company.

SAFETY STANDARDS: Safety standards, to be used by the company are identified by the Occupational Safety and Health Administration (OSHA). Particularly, 29 CFR 1910, 1926 and any other applicable nationally recognized standard such as the National Institute of Safety and Health (NIOSH).

INVESTIGATING AND REPORTING ACCIDENTS: All accidents must be reported to management, investigated immediately, and reported as soon as possible to management. Accidents involving multiple injuries or a fatality must be reported to management and OSHA immediately to comply with federal requirements.

PROGRAM REQUIREMENT: It is the policy of the company to comply with the laws, standards, and policies set forth by the Occupational Safety and Health Act of 1970.

SAFETY PROGRAM GOALS: The primary goal of the company Safety Program is to prevent injuries, illnesses, and/or property damage. Additionally, the safety program goals are to: Provide a safe and healthful working environment for all employees.
Minimize extent of injury, illness, or property damage.
Prevent unsafe acts and unsafe conditions.

ACCIDENT CAUSES: Typically, accidents result from a chain of events that include one or more unsafe acts or conditions. In theory, mishaps can be prevented by eliminating just one unsafe act to break the chain of events. The ultimate goal is to prevent accidents by eliminating all unsafe acts or conditions.

THE PREVENTION PROCESS

The most important means of accident prevention is to identify, then correct or control the hazard. This guide also discusses a systematic approach to eliminating hazards.

DETERMINING APPLICABLE STANDARDS: Management identifies all standards applicable to the company. All standards were developed to eliminate unsafe acts or conditions that have the potential to cause mishaps. Some of the standards were developed by applying the precedent of known hazards to new situations. Regardless of the sources of the standards, they represent the best available guide of effective and safe operation.

APPLYING THE STANDARD: In order to apply the standards, the requirements must be known to all employees. This will be achieved through training and inspections.

IDENTIFYING HAZARDS: Hazards will be identified by management supervisors through evaluation of the work environment and job tasks. Hazards are identified through hazard analysis, accident reports, inspections, suggestions, and hazard reports.

TRAINING: People work better when they are properly trained and motivated. Foremen will keep their personnel informed by conducting periodic training and providing assistance or training material during safety meetings.

ACCIDENT INVESTIGATION PROCEDURE

The management has designated specific personnel for investigating accidents. Their duties are as follows:

- ✧ Report to the accident scene promptly. If the individual has been taken to the hospital, report directly to the hospital.
- ✧ Talk with the injured person and witnesses, if possible.
- ✧ Listen for any clues in conversations around you. Unsolicited comments often have merit.
Ask employees for their ideas for preventing accidents.
- ✧ Study possible causes. What are the unsafe acts or conditions?
- ✧ Talk with any interested parties concerning possible solutions.
- ✧ Fill out all applicable information on the accident report in the Appendix C.
Ensure that follow-up is conducted to prevent a similar injury.
- ✧ Never jump to conclusions, get the facts.
- ✧ Conduct the investigation in a professional manner.

Note: Notify management as soon as possible. This enables management to work with the hospital to find the extent of injury and the possibility of light duty assignments. If there are any questions, please contact management.

INSPECTIONS

Accident Prevention & Hazard Reporting

SAFETY REQUIREMENTS: Employees must comply with all OSHA requirements, particularly 29 CFR 1910, and the railroad safety requirements. Acting in accord with these requirements will help in preventing accidents.

TRAINING: Training is the most important part of accident prevention. Employees will be trained on the requirements and policies associated with their tasks before starting to work. Training will be an ongoing part of the program. Particular tasks, policies, or procedures in the safety program may require initial training before an employee starts to work. If a new hire has training documentation from a previous job, the safety manager will decide if the documentation is acceptable. Each section in the safety program has associated documentation.

HAZARD REPORTING – EMPLOYEES

INTRODUCTION: Accident prevention depends largely upon the early identifications and correction of hazards. All company employees are encouraged to report any suspected hazard.

REPORTING:

- ✦ All hazards are reported to the responsible foreman so that action can be taken promptly. If it is corrected on the spot, no further action needed.
- ✦ If a hazard presents imminent danger, the foreman will take immediate action to correct the situation.
- ✦ A written hazard report is to be submitted to the foreman, safety committee, or management for investigation. Upon completion of the investigation, the supervisor coordinates with management to answer the report within 10 working days. This answer should be in a written memo with a copy attached to the report.
- ✦ All near misses must be reported as well to help the safety committee formulate procedures to lessen future accidents of a similar nature.

INSPECTIONS: Inspections of work areas will help reduce accidents as defective equipment and deficient work procedures are identified and corrected. These inspections are above and beyond the daily equipment inspections performed by the crew.

FOREMAN/SUPERVISOR INSPECTION REQUIREMENTS

- ✦ Inspect all work areas at least weekly, and complete a safety inspection checklist Appendix “C.”
- ✦ Conduct periodic no-notice inspections.
- ✦ Ensure that all noted discrepancies are corrected.
- ✦ Turn in written inspection reports to appropriate manager.
- ✦ Give warning to employees not following procedures.

FIELD OPERATIONS SAFETY MANAGER PROCEDURES

- ✦ Safety inspections will be performed by trained personnel.
- ✦ Inspections may be conducted with or without prior notice.
- ✦ Inspectors will talk with any employee who wants to discuss safety matters.
Give warning to employees not following procedures.

- ✦ Reports will be sent to management.

INSURANCE CLAIMS MANAGEMENT

The following procedures apply to ALL incidents, which are reported as work related accidents and injuries.

1. Employee

- ✘ Immediately report all work related incidents to the supervisor or foreman. Seek medical treatment with the designated health care provider if required. Complete job-site accident investigation report.

2. Supervisor/Foreman

- ✘ Ensure that all work related incidents are reported.
- ✘ Ensure all injuries receive proper treatment required.
- ✘ Complete all accident reports and forward to the Claims Manager. Report all incidents to the Claims Manager.
- ✘ Track all incidents for changes and report to the Claims Manager as requested.

3. Claims Manager

- ✘ Receive reports from the job sites.
- ✘ Update OSHA Log 300 as required.
- ✘ Complete Worker's Compensation report.
- ✘ Report the incident to your current insurance agent.
- ✘ Establish a case file.
- ✘ Advise management of the incident.
- ✘ Check with the Supervisor/Employee within 3 days to verify employee status.
- ✘ Update files and send copies to our insurance agent.
- ✘ Monitor each case until it is closed.

Modified Duty Policy

In the event of an injury while on the job, employees may be returned to work in a Modified Duty Program. This program enables the employee to return to work at the company and work at a diminished capacity while continuing to recover from an injury.

The physician in charge of the employee's case will impose the restrictions. That physician will be from the Preferred Provider Network. The company has designated **Workwell Occupational Medicine** as the Designated Medical Provider for on the job injuries.

The wages you receive MAY BE REDUCED (as allowed by State Fund Workman Compensation Insurance our Workers Compensations carrier), by the same percentage as your abilities are restricted. (i.e. if you are 25% restricted, your wages are reduced 25%). State Fund Workman Compensation Insurance will pay 2/3rds differences in reduced wages received from the company as part of the employees claim. Wage reduction, if any, is at the discretion of the company.

The attached letter must be sent to **Workwell Occupational Medicine** to ensure the doctors will help to bring employees back to work as soon as possible and in a different function if necessary.

The attached forms must be filled out with the help of the doctor and explained to the employee.

Employees must understand and sign the attached acknowledgement form so they are aware of the return to work policy.

This policy is updated effective 05/01/2014.

To Whom It May Concern:

This letter is to inform you that Gypsy Life LLC does have a modified duty program to return injured employees to work. This program enables the employee to return to work at a diminished capacity while continuing to recover from an injury.

It is requested that the attending physician assess the employees abilities and recommend at what capacity the employee can return to work.

Please notify Matt Spencer at Gypsy Life LLC
(208)241-8100

General Safety Rules

NOTE: There are thousands of specific rules and regulations governing our everyday operations. The following tips are presented only as a reminder of some of the more common areas overlooked by employees. We will, of course, meet the requirements of all local, state, and federal governing directives.

I. Think Safety as You Work

- A. Report all unsafe acts and unsafe conditions to a supervisor.
- B. Report all accidents or injuries immediately.
- C. Perform all work safely.
- D. Be familiar with and abide by all safety guidelines.

II. Avoid Back Injuries

- A. Lift Properly.
 1. Hold objects close to your body when lifting.
 2. Lift with your legs rather than your back (bend knees).
 3. Get help with heavy objects.
- B. Other Important Tips.
 1. Pivot with your feet – do not twist!
 2. Allow for plenty of carrying clearance.
 3. Do not carry objects in a bent-over, stooped posture.
 4. NEVER attempt to lift anything that might be too heavy for you to lift.

III. Chemical Safety

- A. Use chemical as instructed in Hazard Communications Training.
 1. Read all packaging labels.
 2. Never mix chemicals.
- B. Hazardous Chemicals
 1. Know the hazards associated with all the chemicals you are required to use.
 2. Know where the Hazard Communication Program/MSDS Log is located.

IV. Electrical Safety

- A. Don't use any electrical equipment with cord damage; report any visible damage to your supervisor.
- B. Grasp the plug, not the cord, when unplugging equipment.
- C. Never remove a safety guard from equipment. Equipment is not to be used without a safety guard.
- D. Operate machines only if you have been trained and authorized by your supervisor.
- E. All plugs must have the ground plug intact. (If one is discovered missing, the cord must be removed from service).

V. Ladder Safety

- A. Do not use a wooden ladder if it has been painted – paint hides defects!
- B. Never use a metal ladder around exposed electrical equipment.
- C. Do not use defective ladders – report them to your supervisor.
- D. Do not use the top two rungs of any ladder.

VI. General Safety

- A. No running or horseplay is permitted.
- B. Personal protective equipment must be used in all required areas/jobs.
- C. Use of liquor or drugs is prohibited. Those reporting for work under the influence of either are subject to immediate termination.
- D. Hard hats shall be worn where possibility of overhead danger exists.

- E. Hearing protection is provided and will be worn by employees working in areas where noise levels exceed acceptable OSHA levels.
- F. Avoid wearing very loose clothing, neck chains, and rings. They are dangerous on the job.
- G. Support good housekeeping on the job. Use a “clean as you go” attitude.
- H. Drivers and passengers are required to wear seat belts while on company business in company owned vehicles, leased vehicles, or personal vehicles.

VII. Fall Protection

- A. Fall protection required on walking/working surfaces above 6’.
- B. Fall Protection can be:
 1. Guard rails, fall arrest system, slide guards, safety net system

FIRE SAFETY TRAINING:

The primary area of concern for the employees of the company is not only company owned areas, but also the job sites where the work.

I. While working in any given area, each employee should know:

- A. Where fire-fighting equipment is located.
- B. Identify the proper exit of the facility in case of fire.

II. Understand your responsibilities in case of a fire. Warn others: Pull alarm, if alarm is not readily accessible yell “FIRE! FIRE! FIRE!”

III. Precautions to take to prevent fire.

- A. Never fuel equipment while it is running.
- B. Never smoke while refueling equipment.
- C. Never store flammable(s) or combustibles near heat sources.

IV. The most important point is that you are not a fire fighter – sound an alarm and exit the building!

V. ??

- A. No employee is allowed in an excavation before it is inspected by a competent person.
- B. No employee is allowed in an excavation before it is inspected by a competent person.
- C. If the excavation is not safe, do not enter.
- D. Protection must be provided at 5’ or greater.
- E. The competent person shall determine if protection is needed under 5’.
- F. Access must be provided at 4’ or greater.
- G. Minimum of 1 1/2 to 1 slope if no soil classification.

Revised Date 05-01-2014

GENERAL FIELD SAFETY GUIDELINES

I. Field Information

A. Chain of Command

1. Project Manager
2. Project Superintendent
3. Project Foreman
4. Project Expediter
5. Project Safety Person

B. Field Hazard(s)

1. Hydrogen Sulfide (H₂S) – (IDLH)
2. Suspended Loads/Falling Objects – (Head or Body Part Injuries)
3. Fire/Explosion – Burns, Toxic Fumes or Smoke)
4. Heavy Lifting/ Pushing/ Pulling – (Back Injuries or Muscle Strains)
5. Work from Heights/ Scaffolding/ Ladders – (Falling Injuries)
6. Tripping/ Stumbling/ Falling – (Sprains, Strains & Fractures)
7. Ultraviolet Rays – (Burns to Eyes or Exposed Skin)
8. Grinding/ Buffing/ Cutting – (F.B. to Eyes, Cuts & Abrasions)
9. Heavy Truck Traffic/ Highway Location/ Congestion – (Veh. Acc.)
10. Electrical – Shock, Burns, Fires or Explosions)
11. Open Excavations – (Falling, Flow Lines, Power Lines)
12. Driving to Job Site
13. Hydrogen Sulfide (H₂S)
14. Slippery Ground/ Uneven Terrain
15. Temperatures Above 70 Degrees/ Below 50 Degrees
16. Poor Visibility
17. Water and Dust Hazards
18. Hearing/ Noise Hazards
19. Ultraviolet/ Sunlight Hazards
20. Overhead Loads/ Suspended Loads
21. Heavy Equipment Movement Hazards
22. LEL Vapor Hazards

II. Field Security and Control

A. No unauthorized persons are allowed in the Production Areas.

1. Site Supervisor will determine authorization.
2. Gypsy Life LLC Safety Orientation Required.
3. Hotwork & Confined Space Permits Required.
4. Nomex Flame Retardant Clothing Required.

Note: b-d required by all employees.

B. Level of certification to enter the Production Area is:

C. Hazcom Training

D. Excavation Certification

E. Forklift Training

F. Production Areas are marked by:

1. Gypsy Life LLC Right of Way Boundaries
2. Customer Project Right of way Boundaries

G. The Speed Limit at this location is:

1. 5 mph

2. As Stated in Customer Regulation

III. Health Hazard Evaluation

- A. The substances listed in (b.) are known to be on site. Refer to the Gypsy Life's Hazcom to evaluate primary hazards of each. Refer to MSDS's for physical data.
- B. Substance List to be completed on award of job.

IV. Personal Protective Equipment

- A. Specific protective equipment for each level of protection is found in Section 5 of the Safety Manual. (No changes to these specified levels are to be made without approval of Gypsy Life LLC Safety Program Representative.)
- B. General Protective Equipment
 - 1. Hard Hats
 - 2. Safety Glasses
 - 3. Hearing Protection
 - 4. Air Monitoring

V. Safety Meeting

- A. An orientation Safety Plan meeting will be held at the beginning of each new field job. A record of each safety meeting will be kept on the safety/training form. Any time conditions change that requires a change from the initial orientation Safety plan, a safety meeting must be conducted to brief personnel on the revised site Safety Plan.
- B. Toolbox safety meetings will be conducted on Monday mornings at the job site, for approximately ten minutes.
- C. On-going Safety Meeting will be scheduled by the Field Supervisor during each field job as needed. All employees and sub-contractors will be notified as the exact time and location of the meeting. Attendance is mandatory.

VI. General Safety Policies

- A. Ladders
 - 1. Do not use a wooden ladder if it has been painted – paint hides defects!
 - 2. Never use a metal ladder around exposed electrical equipment.
 - 3. Do not use defective ladders – report them to your supervisor.
 - 4. Do not use the top two rungs of any ladder.
- B. Overhead Hazards
 - 1. Prior to the start of work, Power Line Signs shall be placed under the overhead power lines, telephone lines, or other overhead structures that create hazards to employees or equipment.
 - 2. Employees shall refrain from walking or standing under suspended loads of any kind.
 - 3. Tag lines shall be used on both ends of suspended loads for control of the load.
- C. First Aid
 - 1. At a minimum, at least one person from each crew must be fully, First Aid and CPR trained. First-Aid kits shall be fully stocked, and located on each piece of equipment, and each company truck on the project. First-Aid kits shall be inspected weekly.
- D. Clothing
 - 1. Appropriate clothing must be worn on all Gypsy Life projects. Shirts without sleeves are not allowed. Long pants shall be worn. Pants shall cover the work boot top. Loose clothing shall not be worn. If flame retardant clothing is required on the job, it will be provided by the employee.
- E. Horseplay, Fighting, or Threatening
 - 1. Horseplay, wrestling, or practical jokes are prohibited on Gypsy Life LLC projects. Any fighting or threatening of management or other employees is prohibited.
- F. Insects and Snakes

1. Yellow Jackets, wasps, ants, copperhead, cottonmouth, and water moccasin snakes are prevalent on most projects and special care should be taken to avoid encountering them. If any employee is bitten or stung, seek immediate attention at the nearest medical facility.
- G. Drugs and Alcohol
1. The company has a strict policy of not allowing the use or possession of drugs or alcohol in company vehicles, company property or project location. Random drug and alcohol testing and unannounced vehicle inspections and searches will be performed periodically. Any employee found in violation will be immediately removed from the project. Refer to Gypsy Life LLC DOT policy for further information.
- H. Trash, Litter and General Housekeeping
1. All trash and litter shall be picked up and placed in appropriate containers. Tool and other equipment not in use shall be kept clean and placed at a location not interfering with production activities.
- I. Accident/Injury Reporting
1. All accidents, injuries, or near misses shall be reported immediately no matter how slight. When they occur, immediate action shall be taken to determine the cause and prompt corrective action shall follow. A copy of the accident report will be available for review.
- J. Disciplinary Action
1. Gypsy Life has a progressive disciplinary procedure designed to solicit voluntary compliance with safe work practices from employees. Violations of unsafe work practices will be dealt with through this policy.

VII. Safety Procedures

- A. Safety Procedures
1. All projects must have an emergency response plan and procedures posted at the project site and readily accessible to all persons on the site.
 2. The plan must also include emergency phone numbers, hospital location and action responsibilities.
- B. All supervisors and personnel are required to read and understand the emergency response procedures.
1. The plan shall include provisions covering personnel injuries, fires, explosions, and other major emergencies.
 2. Gypsy Life LLC must be notified of any emergency situation immediately.
- C. Slips, Trips and Falls
1. All personnel should keep the work area and other areas where personnel may walk, clean and orderly.
 2. Tools, debris, and other objects should not be left on the floor, ditch edge, or other areas where they present hazards during the job or after a job is completed.
 3. Oil spills or other slippery conditions shall be cleaned up immediately. Spill pans shall be used to catch any spillage from pipe when wet.
 4. Employees shall refrain from walking on piping, jumping across or into ditches or throwing tools, rocks, or other debris into or out of the ditch or bell holes.
 5. Employees shall not jump off equipment, or ride on equipment not designed for passengers.
- D. Back Safety
1. Back support belts are provided for all employees who are performing jobs that require heavy labor lifting, pushing, or pulling activities.
 2. Before lifting, determine whether the object can be removed by some other means (Mechanical device).
 3. If the object is too bulky, get another person to help carry it.

4. When handling material with others, everyone should agree on who will act as leader and gives signals.
5. Loads should not be released until everyone is ready.
6. Teamwork is important.

E. Cylinders

1. When handling cylinders by powered vehicles, they shall be secured in a vertical position.
2. Unless cylinders are firmly secured on a special carrier intended for this purpose, regulators shall be removed and valve protection caps put in place before cylinders are moved.

F. Hazardous Chemicals

1. A Material Safety Data Sheet (MSDS) must be available for all project chemicals.
2. These MSDS's should be read and information provided on them and understood by personnel handling the chemicals.
3. The Gypsy Life LLC Written Hazard Communication Program (HAZCOM), MSDS's and Container Labeling Program are located in the field of every project.

G. Electricity

1. Particular attention shall be given to overhead electrical power lines while working under or around them with equipment.
2. All guidelines shall be followed with relation to the KVA of the electrical power lines.
3. If necessary, an employee shall be identified to watch the electrical power lines as equipment travels under them. In no case shall employees be placed at risk in these situations. See table S-5 approach distances.

Table S-5 Approach Distances for Qualified Employees – Alternating Current

Voltage range (phase to phase)

Minimum approach distance

300 V and less	Avoid Contact
Over 300 V, not over 750 V	1 ft. 0 in. (30.5 cm)
Over 750 V, not over 2 kV	1 ft. 6 in. (46 cm)
Over 2 kV, not over 15 kV	2 ft. 0 in. (61cm)
Over 15 kV, not over 37 kV	3 ft. 0 in. (91 cm)
Over 37kV, not over 87.5 kv	3 ft. 6 in. (107 cm)
Over 87.5 kV, not over 121 kV	4 ft. 0 in. (122 cm)
Over 121 kV, not over 140 kV	4ft. 6 in. (137 cm)

4. During periods of thunderstorm or lightning activity, all work around pipelines, stations, refineries, and roustabout work shall cease and employees take cover until storm threats have passed.
5. Only qualified, trained personnel (licensed electricians) shall work on electrical circuits and equipment. Employees are cautioned not to touch electrical equipment without first ensuring that it has been de-energized. Utilized lockout / tagout programs.

*See Section on Lockout/Tagout and Assured Grounding.

H. Lockout/Tagout

1. Lockout/Tagout procedures must be followed prior to work on equipment or process where the unexpected energizing of such equipment could cause injury to an employee. Energy sources must be identified and energy control devices locked out and tagged before working on the equipment.

I. Confined Spaces

1. All supervisors, employees, and subcontractors, who are expected to enter, or work in or around a confined space, must be trained in confined space entry procedures and use the required equipment.
2. A confined space is any space large enough for human access, but having limited or restricted means of entry and exit, poor ventilation, oxygen deficient and containing, or potentially containing, a hazardous atmosphere.

J. Trenching, Shoring and Excavation

1. When work that requires excavation or trenching is to be done, special consideration must be given to the stability of the soil, protection of employees and under utilities prior to allowing personnel to enter the excavation or trench.
2. A competent person in excavation safety will complete a daily inspection of any open excavation to ensure that the excavation is safe for planned work.

K. Hot Work Permit

1. Personnel shall not engage in “hot work” without an approved hot work permit, issued by the designated person at the work site.
2. Normally, the hot work permit will be task specific and since atmospheric conditions change, will require testing of the atmosphere prior to work and at the start of each day.
3. In certain cases, the hot work permit may be issued for an extended period of time. Fire safe areas such as welding shops or a designated safety welding area may be permitted for more than one day at a time, but a permit is still required.

L. Motor Vehicle Safety

1. The driver of any vehicle on a Gypsy Life project is responsible for operating the vehicle in a safe and legal manner, using the vehicle only for the purposes for which it was designed, and for the safety of passengers.
2. All vehicles shall be equipped with a fire extinguisher, first-aid kit, and seat belts.
3. Daily inspections are required and the driver and all passengers must use seatbelts.

M. Environmental Protection

1. Equipment shall be equipped with drip pans or similar types of containment devices where there is a potential for drips or leaks.
2. Where leaks do occur, attempts must be made to eliminate them by improved maintenance practices.
3. Drip pans must be checked and emptied regularly and the contents disposed of according to the applicable regulatory requirements.
4. Spill and waste procedures will be developed as needed for specific jobs.
5. Employee training, clothing, and the PPE will be met at that time to comply with the proper regulations.

GYPSY LIFE / DISCIPLINARY POLICY

INTRODUCTION:

Gypsy Life LLC hopes it will not be necessary to discipline or discharge employees. There may be times, however, when it becomes necessary to formally correct the performance of individuals and, in some cases, to terminate the employment relationship.

RESPONSIBILITY

The safety coordinator is responsible for enforcement of disciplinary action. The supervisors and superintendents are responsible for bringing the problems to the safety coordinator and following through with the disciplinary plan. All worksites and activities to be physically inspected daily.

SAFETY VIOLATION:

Severity of the discipline will be determined by the severity of the safety violation and frequency of the action.

DEFINITION OF SAFETY VIOLATION:

Not following company safety rules, state, or federal regulations, not wearing proper PPE or not adhering to verbal direction.

VIOLATION NOTICE PROCEDURE:

1. The first time a worker is performing an unsafe act (for which they have been trained to properly perform) will be verbally warned, and if immediate action is not taken to correct the unsafe act, they will be issued a Safety Violation Notice. Upon issuance, a copy of the notice will be given to the employee. A copy will also be kept by the supervisor who will ensure the employee receives additional safety training on performing the task. The notice will then be forwarded to management with the corrective action identified on the notice. Gypsy Life LLC Management will place the notice in the employee file.
2. Any worker receiving a second notice within 12 months will receive the same actions as above. Additionally, this employee may be terminated or temporarily laid off, depending upon the severity of the violation (a life-threatening act or condition created by the worker, as defined by OSHA), and as management deems necessary.
3. Any worker receiving a third notice within 12 months will be terminated, regardless of the seriousness of the act or condition.

Although the aforementioned actions may seem severe, it is important to remember that personnel or property are endangered each and every time safety standards are violated.

SUPERINTENDENTS/SUPERVISORS:

Superintendents/supervisors are responsible to ensure that employees in their charge are following safety policies and procedures. They need to do daily safety observations on their crew. The safety manager will do spot inspections, but cannot be with crews every day, so it is very important for the superintendents/supervision.

PSM/CONTRACTOR RESPONSIBILITIES

COMPANY RESPONSIBILITIES

- ✧ The company is responsible to inform the contractor of hidden hazards associated with the jobs they are to perform. The company shall ensure that contractors working in hazard areas such as confined space, excavation, or potential fire situations shall have an emergency plan.

CONTRACTOR RESPONSIBILITIES

- ✧ The contractor shall ensure that training is in accordance with OSHA standards.
- ✧ The contractor is responsible to ensure thorough documentation that their employees are trained in the task they will be doing for Gypsy Life LLC. They must have policies and procedures for tasks such as: confined space, lockout/tagout, excavation, fall protection, PPE, scaffold safety, equipment safety, welding safety, asbestos, lead, etc.
- ✧ They must instruct their employees in the hazards of the job and have emergency plans in place. The contractor shall follow the company hot work policy.
- ✧ The contractor shall have a spill response plan in place to deal with spills.
- ✧ If the contractor must work with chemicals at or above the specified threshold quantities listed in Appendix A of 1910.119 or large quantities of flammables listed in 1910.1200, they must do a process hazard analysis from 1910.119 Process Safety Management Standard. The purpose of the Process Safety Management hazard analysis is to prevent or minimize consequences of catastrophic releases of toxic, reactive, flammable, or explosive chemicals in various industries such as refineries, etc. The hazard analysis shall be appropriate to the complexity of the process and shall identify, evaluate and control the hazard.
- ✧ The contractor shall inform the company of any hazards as a result of their work or hazards they found that the company was unaware of.
- ✧ All near miss and accidents by the contractor are to be investigated and reported to the company within 48 hours. Documentation of the accident and remedy shall be maintained for five years.
- ✧ Contract workers are to respect the confidentiality of trade secrets involved in process safety information. Contract workers are to respect company property and take proper care of all tools and material.

Abrasive Blasting Policy



INTRODUCTION

Sandblasting can be done safely if employees follow the procedures, maintain their personal protective equipment and use it properly.

ENGINEERING CONTROL METHOD

Whenever hazardous substances such as dusts, fumes, mists, vapors, or gasses exist or are produced in the course of abrasive blasting, their concentrations shall not exceed the limits specified in 1926.55(a). The standard addresses the PEL for the hazardous material you are working with.

TOXIC DUST

If abrasive blasting is going to involve toxic dust, Gypsy Life LLC will have an Industrial Hygienist evaluate as needed to ensure safe working conditions.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment will include clothing, respirator, eye protection and hand protection.

INSPECTION

INSPECT EQUIPMENT FOR

- ✦ Air hose condition and connection
- ✦ Respirator
- ✦ Sandblasting equipment
- ✦ Ensure that on/off trigger works properly on the nozzle and cannot be locked in the on positions. The valve must be operated manually at all times. The nozzle must be mounted on a support when not in use.

GENERAL

- ✦ All abrasive Blasting is completed outside with non-explosive material.
- ✦ When using air line positive pressure system, make sure you have grade “D” air in accordance with 1910.134.
- ✦ Have the MSDS for the product you are using to determine the PEL’s
- ✦ Ensure that you have the right canister for the product when using half face.
- ✦ Keep others out of the area.
- ✦ Clean up blasting material and dust from floor and wall support.
- ✦ Should organic abrasives which are combustible need to be used the safety manager shall be contacted in advance to ensure that the medium and equipment is protected from static electricity. All equipment and tools shall meet the appropriate standards to include: ANSIZ33.1-1961, NFPA 91-1961 and 68-1954.

TRAINING

Before wearing a respirator, employees must be trained in respiratory equipment and fit tested.

Training will include: Hazards, limitations of equipment, cleaning and maintaining equipment and fit testing.

The respiratory program in this safety manual is from 1926.103 and 1910.134 and will be followed whenever there is a need for respiratory equipment to be worn.

CLEAN UP

- ✘ Clean the equipment thoroughly according to manufacture recommendations.
- ✘ Clean the area and dispose of the product properly. Do not use compressed air to clean area or cloths.
- ✘ The dust may be toxic if so, wear respirators and protective equipment to clean up.

Air Tools



The improper use of air tools is hazardous to the user, employees nearby, and property. All company employees must inspect air tools before use each day and must follow these safety procedures when operating air tools. If a particular air tool is missing from these procedures, bring it to the attention of your supervisor.

When using a gas, diesel, or propane powered air compressor to operate tools, be sure to have the exhaust down-wind of other people to keep carbon monoxide from becoming too concentrated.

TRAINING

Employees shall be trained as needed on: inspection of tools, proper use, guarding, proper PPE and storage.

AIR NOZZLE

TO USE SAFELY

- ✘ Set air pressure at 30 pounds per square inch (psi) or below when using air nozzle for cleaning purposes.
- ✘ Wear safety goggles.
- ✘ Do not aim nozzle directly at skin. Air forced through the skin can cause extreme internal damage.
- ✘ **No horseplay allowed!**
- ✘ Do not use to blow dust off clothing.

JACKHAMMER

INSPECTION

- ✘ Check for cracks or leaks on housing.
- ✘ Check accessory for cracks or mushroom.
- ✘ Ensure that trigger action turns on and off.
- ✘ Inspect air chuck for seal and make sure it is free from dirt.

TO USE SAFELY

- ✘ Keep back straight and lift with legs when raising the hammer off the ground.
- ✘ Wear steel-toed boots or toe protectors.
- ✘ Wear ear protection. Wear safety glasses. Wear leather or cotton gloves.
- ✘ Keep air hose out of cutting area. Maintain good footing and balance.

PAINT SPRAYERS

INSPECTION

- ✘ Check for cracks on housing and nozzle.
Check air line connections for tightness.
Check hoses for cuts and abrasions.
- ✘ Make sure sprayer is fastened securely to hose.

TO USE SAFELY

- ✘ Use in well-ventilated areas.
- ✘ Wear goggles.
- ✘ Check Material Safety Data Sheets (MSDS) for products being used in the sprayer.
Be aware of what protective clothing to wear when operating equipment.
- ✘ Never point the sprayer at other workers or at your own body.

IMPACT WRENCH

INSPECTION

- ✘ Check for cracks on housing.
- ✘ Check air line connections for tightness.
- ✘ Check air hose for cuts or bulges.
- ✘ Make sure it is fastened securely to hose before use.
Inspect sockets for cracks.

TO USE SAFELY

- ✘ Wear safety glasses.
- ✘ Wear ear protection if working in a decibel range of 90 for long periods.
Keep air hose out of walkway.

GRINDERS (HAND HELD)

INSPECTION

- ✘ Check for cracks on housing.
- ✘ Check hose fitting for tightness and proper connection.
- ✘ Check air hose for cuts.
- ✘ Make sure all guards are in place.
- ✘ Make sure that the grinding wheel rotations per minute (RPM) matches the recommended tool RPM.
- ✘ Inspect the grinding wheel for cracks and missing chunks.
- ✘ Do a ring test before putting the wheel on.

TO USE SAFELY

- ✘ Wear impact goggles.
- ✘ Wear hearing protection if over 90 decibels.
- ✘ Keep air hose away from work area.

Maintain good footing.
Do not remove guards.

- ✘ Disconnect air to change or tighten wheel. Never set grinder down on the grinding wheel.

DRILLS

INSPECTION

- ✘ Check for cracks on housing.
- ✘ Check air line connections for tightness. Check air hose for cuts, abrasions, or bulges. Make sure it is fastened securely to hose.

TO USE SAFELY

- ✘ Wear safety glasses.
- ✘ Wear ear protection when using for long periods of time.
Disconnect the drill from the air supply when changing drill bits.
Use chuck key to loosen or tighten chuck. Never use your hand.
Keep air hose out of walkway.
- ✘ Keep air hose out from under work area.
- ✘ Maintain good footing.
- ✘ Keep free hand a safe distance from the moving bit.
- ✘ Use a bench vice or pliers to restrain small pieces when drilling.

AIR COMPACTOR

INSPECTION

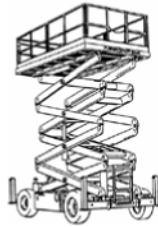
- ✘ Check housing for cracks or nicks.
- ✘ Check foot for cracks and mushrooming.
- ✘ Check accessory retainer for cracks and tension.

TO USE SAFELY

- ✘ Keep feet apart.
- ✘ Maintain good balance.
- ✘ Keep air hose out of work area.
- ✘ Have proper protection for trench walls.
Wear safety glasses
- ✘ Wear steel-toed boots.
- ✘ Maintain a good grip on unit with both hands.

Note: Compacting causes vibration on the trench walls and can cause a cave-in. The competent person on the work site will determine the proper protection for the trench wall, including sloping, shoring, or shielding.

Aerial Lift Safety Policy



PURPOSE:

This policy covers the safe operation of man lifts to include boom lifts and scissor lift. They must be operated safely to insure the safety of the operator and workers on the ground. There are some differences in the two safeties. All man lifts must comply with ANSI A92.2- 1969

TRAINING:

Employees shall not operate a Man Lift until they have successfully completed **training to include:** hazards of driving, overhead hazards, proper use, safety for others and inspecting the unit. If a new employee has documentation of previous training it may be accepted at the discretion of the safety coordinator.

SAFETY EQUIPMENT:

- Hard Hat
- Safety Harness
- Lanyard
- Glasses

INSPECTION:

Inspection of the unit must be completed before use each day and after repairs are made. Inspect the following items at a minimum and fill out inspection form. Modifications must be certified in writing from manufacture 107.

INSPECT LIFT FOR:

- ✘ Missing bolts or keepers.
- ✘ Bent, broken, or chaffed hydraulic lines.
Hydraulic cylinders for leaks.
- ✘ Controls for correct operation and brakes.
Emergency stop.
- ✘ Broken welds.
- ✘ Chains.
- ✘ Check boom and basket for cracks.
- ✘ Check basket for weight limit. Do not exceed.
Guard rails are complete and in good condition.
Back up alarm.

NOTE: If no back up alarm, operator shall use a spotter.

NOTE: Test all limit switches as recommended by manufacture. **DO NOT** use the Man Lift if there are any defects or controls that are not working.

SAFE USE OF THE MAN LIFT:

Inspect the work site for obstacles and holes and level. If work area protection is required, set up work area protection and move the vehicle into the work area.

SCISSOR LIFT:

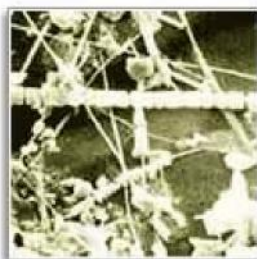
- ✘ Work on surfaces within 3° of level only.
- ✘ Check surfaces for holes or conduit stubs.
- ✘ Never ride on unit with platform raised.
- ✘ Check overhead for obstructions.
- ✘ When entering the platform, have [PPE] Personal Protective Equipment to include hard hat and safety glasses.
- ✘ Once you are on the platform, latch the gate or hook the chains. You do not need harness and lanyard as long as all four guard rails are in place.
- ✘ When you raise the platform: look around you, look up, (Always look in the direction you are moving.)
- ✘ Adjust platform so you can work with both feet on floor.
- ✘ Never put anything on the platform to stand on.
- ✘ Never stand on rails.
- ✘ Refer to approach distance formula to determine how close you can get to the electric, minimum of 10 feet.
- ✘ Take care when getting close to buildings. (Use a light touch on the controls) so as not to hit the building.
- ✘ When work is complete and before lowering the platform to the ground, look down to make sure the area is clear.
- ✘ Lower the platform to the ground gently.
- ✘ When exiting the platform face the ladder and have three point contact.
- ✘ Remove all tools and materials from the platform.

BOOM LIFT:

- ✘ If working on a slope, always work the basket off of the high side of the unit.
- ✘ Check overhead for obstructions.
- ✘ When entering the basket, have [PPE] Personal Protective Equipment to include safety glasses, hard hat, harness and lanyard.
- ✘ Once you are in the basket, latch door and hook lanyard to boom. Harness & lanyard must be hooked at all times.
- ✘ If you move basket up, look up, look right, look left, and all around. (Always look in the direction you are moving.)
- ✘ Adjust basket so you can work with both feet on floor.
- ✘ Never put anything in the basket to stand on.
- ✘ Never stand on rails.
- ✘ Refer to approach distance formula to determine how close you can get to electrical.
- ✘ Take care when getting close to buildings with basket so as not to swing the basket into the building. (Use a light touch on the controls.)
- ✘ If you get into electricity with the basket move the controls opposite to back out. If you can't back out, stay put and call for help. Warn everyone else to stay away until the power company turns off the power.
- ✘ When work is complete and before lowering basket to the ground, look down to make sure the area is clear.
- ✘ Lower basket to the ground gently.
- ✘ Remove all tools and parts from basket.
- ✘ When exiting the basket make sure you step on solid surface.

✘ Stow basket and deactivate controls. Never drive with basket raised.

Asbestos Safety Policy



THIS PRACTICE APPLIES TO

Employees working on gas lines where disturbing asbestos containing material (**ACM**) or presumed asbestos containing material (**PACM**) is a possibility. (**PACM** is suspect material that is presumed to contain asbestos; however, the asbestos content is unknown.) This policy does not cover building material, as our employees are not involved in that type of work.

FRIABLE VS. NON-FRIABLE ACM/PACM

Friable materials can be easily crushed by hand pressure. Some examples of materials that are normally **friable** include sprayed-on fireproofing and exposed pipe insulation. Some examples of **non- friable** materials include vinyl asbestos floor tile, and cement board (transite) that are in good condition and not visibly damaged. Non-friable materials are normally bound up into a matrix where release of airborne asbestos fibers is unlikely, unless the material is damaged in some way.

SUSPECT MATERIAL FOR OUR EMPLOYEES

Asphalt wrap pipeline coatings and gaskets. These materials are not considered to be friable.

TRAINING ON THE POTENTIAL HAZARDS OF ASBESTOS

Asbestos Awareness Training must be completed annually and is provided to all Gypsy Life LLC employees with job functions identified as having a high probability for contacting **ACM/PACM** (the initial training will be provided by the Safety Services). Employees are provided with the skills to recognize **ACM/PACM** and are educated to avoid situations in which airborne asbestos fibers may exist or be generated. This training is only for Class IV situations.

WHY IS ASBESTOS STILL AROUND?

- ✱ As long as fibers are not being released, there is no health risk.
- ✱ The pipe coating is not friable and does not create a hazard until it is disturbed.

ASBESTOS REMINDERS

- ✱ Do not break, cut, saw, or grind **ACM/PACM** unless asbestos training (Class I, II, or III -- specific to the work to be performed) has been received.
- ✱ Don't sweep or shovel dry **ACM/PACM**.
- ✱ Don't use compressed air to remove or clean up **ACM/PACM**.
- ✱ Don't attempt to remove, repair or clean up pipeline with suspect material unless you have had asbestos training,

MISCELLANEOUS SAFETY INFORMATION:

Disposable respirators (dust masks) are not intended to protect employees from exposure to **ACM**. Half face respirators are only for low level fiber release and require fit testing and training. Following

the procedures listed below and mentioned in the Asbestos Awareness Program will prevent the need for respiratory protection. Only employees with specific asbestos training will work where ever the potential for release of high levels of airborne asbestos fibers is expected.

Note: *The only way to conclusively determine if a material contains asbestos is to have it analyzed by a certified laboratory. Any material suspected of containing asbestos should be treated as **PA CM** until lab results are received.*

PROCEDURE FOR REMOVAL AND MAINTENANCE OF ASPHALT PIPELINE WRAP MATERIALS & GASKETS OF SUSPECT MATERIAL

PROCEDURE

- ✦ Asphalt wrap pipeline coatings shall be assumed to contain asbestos unless sampling results collected by a certified asbestos inspector show otherwise.
- ✦ Employees are required to use half mask respirators with P-100 filters and disposable coveralls when removing pipeline wrap that is known or assumed to contain asbestos.
- ✦ Gypsy Life LLC or the Operator will provide, arrange and oversee air monitoring of projects. Air monitoring will be performed on a periodic basis.
- ✦ When pipe with the asphalt-type coating must be removed from the ground, contact the project inspector, designer, or engineer; this process will be coordinated with the company we are doing the work for.

CONTAINMENT

- ✦ For this type of removal, the area below the coated pipe must be covered with a layer of 6-mil poly, or poly gathering bag.

REMOVAL

- ✦ To reduce the risk of fiber release into the work area, it is important that the coating material removed be intact. These instructions are for intact removal.
- ✦ During hand scraping, the pipeline wrap must be kept wet using amended water (soap water), or another wetting agent that is compatible with pipeline materials. Cut or remove the wrap using hand tools while wet. Wet wipe the pipe area after the cut or removal is completed to remove any fibers that may remain.
- ✦ The pipeline coating shall not be removed by sanding, grinding, torch cutting or power tools that could generate asbestos fibers in the air.
- ✦ Alternate wet intact method: Again, working over poly, employees may use a fully wetted burlap sack or similar material, wrapped around the pipe and secured with tape or wire, and tap the fabric with a hammer to loosen the coating. The burlap can then be removed and the coating can be cut along the top of the pipe. The burlap then becomes part of the waste stream, and is not recycled.
- ✦ Non-intact removal If hand scraping is not adequate to remove the wrap, (i.e. Employee use hammers to break coating, etc.) additional controls will be required.
- ✦ Pipeline coating must still be wetted during removal operations, and HEPA vacuums shall be available to collect dust and small pieces.

SAMPLING AND MONITORING

- ✦ Sampling of the material shall be done by the operator or the safety manager. Air monitoring shall be done by a qualified Industrial hygienist if needed. If you are not sure of a situation, please contact the safety manager.

DISPOSAL

- ✦ As soon as the coating is cut or removed, place any waste material inside a container/bag with an asbestos label, and remove from the work area. This would include any waste on the drop cloth, or wipes used to decontaminate equipment. All ACM waste must be stored per corporate policies. All ACM/PACM waste must go to an approved land fill.

Assured Equipment Grounding Conductor Program AND GROUND FAULT INTERRUPTER (GFI) Program



Gypsy Life LLC has adopted an active Assured Equipment Grounding Program as defined in OSHA 29 CFR 1926.404. This program applies to all company work sites. This program covers all cord sets, receptacles that are not a part of the building or structure, and equipment connected by cord and plug that are available for use or are used by employees. This program will be made available at the job site for inspection to the Assistant Secretary (OSHA) and any affected employee. Field supervisors will have the responsibility to designate a competent person to test cords.

COMPETENT PERSONS

OSHA 29 CFR 1926.32 (f) defines a competent person as

- ◆ One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. Dennis Hamilton shall be a competent person for Gypsy Life LLC.

TRAINING

Training will include: how to inspect cords and when to inspect them.

RULES AND PROCEDURES

General Requirements

All cord sets, (attachment cap, plug, and cord set receptacle), and any equipment connected by cord and plug, except cord sets and receptacles that are fixed and not exposed to damage, will be visually inspected each day before use. The objective of the inspection is to detect external defects, such as deformed or missing pins, insulation damage, and indications of possible internal damage. Check the indicator tape on each cord to see if it has been electrically tested within the last quarter. If no, do not use the cord until the test is completed.

Testing Requirements

Perform tests on all cord sets and receptacles that are not a part of the permanent wiring of the building or structure, and cord and plug-connected equipment required to be grounded.

NOTE: *Before using and unprotected outlet at a job site it must be tested for ground and polarity*

- ◆ Test all equipment grounding conductors for continuity and make sure conductors are electrically continuous.

- ◆ Test each receptacle and attachment cap or plug for correct attachment of the equipment grounding conductor.
- ◆ Make sure the equipment grounding conductor is connected to its proper terminal.
- ◆ Place appropriate colored tape on cord to indicate quarter tested.

TESTING FREQUENCY

REQUIRED TESTS WILL BE PERFORMED:

- ◆ Before first use.
- ◆ Before equipment is returned to service following any repairs.
- ◆ Before equipment is used after any incident that can be reasonable suspected to have caused damage, for example, when a cord set has been run over or dropped from a high elevation. At intervals not to exceed three months for unfixed cord sets.
- ◆ At intervals not to exceed six months for cord sets and receptacles that are fixed and not exposed to damage.

AVAILABILITY AND USE OF EQUIPMENT

Any equipment that has not met the requirements of this program will not be available or permitted to be used by employees.

DOCUMENTATION

All test performance will be documented. This documentation will identify each receptacle, cord set, and cord-and-plug-connected equipment that passed the test, and will indicate the last date it was tested or the interval for which it was tested. This record will be kept by means color coding. For color coding, place a different color tape on the cord each quarter after it has been inspected.

- ◆ **First Quarter--Yellow Tape**
- ◆ **Second Quarter--Green Tape**
- ◆ **Third Quarter--Red Tape**
- ◆ **Fourth Quarter--Blue Tape**

GFI

Ground fault circuit interrupters are to be used whenever possible.

GROUND FAULT INTERRUPTER (GFI)

When using power tools in the yard or the field, (GFI) protection must be between the tool and the power source. Cord and tool inspection still apply. (GFI) is not required on building outlets.

Back Safety



Millions of workers suffer back injuries every year. Most of this suffering is unnecessary. Roughly 80 to 90% of the population will suffer back injuries some time in their life. People in the age group of 15 to 44 years of age are most likely to suffer. Four out of five back injuries are to the lower back, and three out of four are caused by lifting. Three areas where employees can help themselves are:

- ☞ Using proper lifting techniques.
- ☞ Not over-exerting.
- ☞ Maintain physical conditioning.

It is difficult to have a proper design for every job because no job is standard. With that in mind, please use the following lifting techniques to keep your back healthy in any job.

TRAINING

Employee training will include: how to safely lift, carry, sit objects down and the alternate lift.

TO SAFELY LIFT AN OBJECT:

- ☞ Position yourself with one foot slightly ahead of the other, toes pointing outward.
- ☞ Firmly plant feet approximately shoulder width apart.
- ☞ Squat down close to object keeping back straight.
- ☞ Test the weight of the object by lifting or tilting a corner. If the object is too heavy:
 - Divide it into smaller loads.
 - Get someone to help.
 - Use a Mechanical device.
 - Grasp the object firmly with a full grip.
 - Lift the object by straightening the legs, keeping the object close to your body.
 - Never twist or jerk your body.
 - Avoid side lifting or overextending when reaching.

TO SAFELY CARRY AN OBJECT:

- ☞ Select a clear route of travel and maintain an awareness of surface conditions.
- ☞ Keep a firm grip on the object and carry it close to your body.
- ☞ Do not allow the load to obstruct your view.
- ☞ Do not twist your body. Change direction by moving your feet.

TO SAFELY SET AN OBJECT DOWN:

- ✦ Face the spot where the object is to be placed
- ✦ Squat down, keeping your back straight.



- ☞ Lower the object, first onto one corner or onto a support to avoid finger injuries.
- ☞ Lower the object into its final position keeping fingers out of the way.

ALTERNATE LIFT:

Some times the items we lift are not just nice square boxes. If it is an awkward shaped object, you are trying to lift, or you are not able to get real close to it, use the following procedures:

- ☞ Get as close to the load as you can.
- ☞ Put your buttocks out behind you. (This keeps your spine balanced.)
- ☞ Keep your head and back in a straight line with your buttocks.
- ☞ Tighten your abdominal muscles and bend your knees.
- ☞ As you lift, use your legs, buttocks, and abdominal muscles to do the work.
- ☞ The back must be held straight when using this lift.

LIFTING CEMENT BAGS OR SIMILAR OBJECTS:

WHEN PICKING THEM UP FROM THE GROUND, HAVE YOUR FEET CLOSE TO THE BAG:

- ☞ Roll the bag up towards your legs,
- ☞ Squat and wrap your arms around it,
- ☞ Keep back straight,
- ☞ Keep bag close to your body
- ☞ Use your legs to lift not your back

SHOVELING:

- ☞ The same guidelines apply to other lifting jobs, such as shoveling.
- ☞ Make sure your grip and balance are solid.
- ☞ Tighten your abdomen as you lift.
- ☞ Keep the shovel close to your body.
- ☞ Bend your knees, not your back.
- ☞ Use the strength of your thigh muscles to bring you to an upright position.
- ☞ Increase your leverage by keeping your bottom hand low and toward the shovel blade. This allows you to use the strength of your arms and shoulders to take the load, instead of your back.

BACK EXERCISES

OVERALL BACK STRETCH: Get on your hands and knees. Keep your knees aligned with your hips, and your hands aligned with your shoulders. Keep your eyes on the floor. Now, slowly push your back into an upward curve (making an upside-down U). Hold for 5 seconds, release, and let your back sag (into a U shape). Hold for 5 seconds. Repeat 5 times. Pushing your back into the upward curve will strengthen your abdominal and buttocks muscles. Curving and sagging will stretch the back muscles.

PELVIC TILT: Lie flat on your back with your legs bent and your feet flat on the floor. Press your lower back to the floor by tightening your abdominal muscles. (Pretend you're pressing a penny to the floor with your lower back.) Hold for 10 seconds and release. Repeat 5 times. Don't tighten your whole body when you do this; remember to breathe normally.

SIT-UPS: Lie on your back with your knees bent. Cross your arms over your chest. Do a pelvic tilt

and hold it. Tuck your chin and sit up slowly. To get the maximum stretch for your abdominal muscles, you should be able to lift your head and shoulders off the floor. Don't jerk yourself up, though. Remember to keep your lower back pressed to the floor and take your time. Hold for 5 seconds and let yourself down slowly. Do at least 10.

HAMSTRING STRETCH: Sit on the floor with your left leg stretched out in front of you. The back of your left knee should be pressed almost to the floor. Keep your right leg bent at the knee. Look straight out over the left toe and slowly stretch forward. Do not bend your back. Do not bounce. Hold for 10 or 20 seconds and repeat 5 or 10 times. Then reverse legs.

MODIFIED HEAD ROLL: Drop your head slowly to the left. Let it roll slowly to the front, dropping your chin to your chest, and then slowly to the right. Do this several times whenever your neck feels tense.

SHOULDER ROLLS: Slowly roll your shoulders forward 5 times. Then roll them slowly backward 5 times.

Backhoe Safety



BACKHOE

INTRODUCTION:

The following safety policy is not all-inclusive, but a guide to the safe operation of backhoes. Always use common sense and take every precaution to maintain a safe work environment for yourself and those around you. When in doubt about the safety of a situation, do not proceed until you have explored other possibilities.

Many people are killed or severely injured every year due to carelessness and unsafe acts in the use of heavy equipment. Of the 1,000 annual fatalities in tractor accidents, more than half are due to rollovers. Employees must follow all safety procedures and use all safety equipment as outlined below. Only authorized and trained employees or contractors are allowed to operate the company equipment.

TRAINING

Employee training will include: inspection, general safety operations, considerations for digging trenches and pits, ppe and loading and unloading on a trailer. All operators are **(OPERATOR QUALIFIED)** prior to the start of work to ensure they are capable of all training items.

INSPECTION

Before use each day, inspect backhoe and heavy equipment for damage from previous operation or vandalism as follows:

- ◆ Check for broken, loose, or missing welds, parts, bolts, pins, or keepers
- ◆ Check for excessive wear/slap at connecting joints
- ◆ Check fluid levels and inspect the lines for leaks of:
 - Fuel
 - Water/coolant
 - Engine oil/hydraulic oil
- ◆ Inspect the following for good condition:
 - Tires, wheels, and lug nuts
 - Fan belts, chains, and pumps.
 - Hydraulic hoses (look for cuts and leaky connections)
 - Lights
- ◆ Visually check the brake system and test the brakes
- ◆ Test controls and steering mechanism for proper operation
- ◆ Make sure orange and black safety triangle is attached to the back of the unit. Make sure it is clean and visible if driving on the road.
- ◆ Keep steps and platforms clear of mud, tools, and chains.

Note: Check these items when greasing the equipment the first time each day. Do not use the equipment unless **all** of the safety features are working properly.

SAFE OPERATION

- 🔧 Be familiar with the owner's manual for all equipment.
- 🔧 Be familiar with the tractor you are operating.
- 🔧 Be familiar with all controls and operate controls from the seat only.
- 🔧 Start the tractor from the seat, **never** from the ground.
- 🔧 Wear a seat belt at all times if there is a rollover cage.
- 🔧 If there is no rollover cage, do not wear a seat belt even if it is provided.
- 🔧 Travel slowly on rough terrain as speed could cause you to lose control and upset.
- 🔧 Keep front bucket low to the ground at all times. Raise it only when you arrive at the dumping site. If the bucket is raised while traveling (whether empty or loaded), the change in gravity could cause a tip-over.
- 🔧 Use caution when driving on slopes 15 degrees or steeper. The narrower the tractor, the easier it is to tip over.
- 🔧 Avoid running over holes.
- 🔧 Do not make sharp, quick turns when going up or down hills.
- 🔧 Do not start out with full power while driving up an incline; let clutch out slowly. Too much power on the clutch release too quickly can cause the front end to come off the ground, tipping the equipment backwards.
- 🔧 Back the unit up the hill if the slope is too steep. This way the weight will be ahead of you on the slope. Another option is to carry a load of dirt in the front loader up the slope.
- 🔧 Never travel faster than conditions warrant. Maintain control over the tractor at all times so it can be brought to a stop in a safe manner.
- 🔧 Check for hidden obstacles such as rocks, broken posts, or holes. Hidden obstacles can upset the unit.
- 🔧 Follow traffic laws when traveling on public roadways and have an orange triangle on the rear of the machine, visible to approaching traffic.
- 🔧 Come to a complete stop before dismounting.
- 🔧 Always face equipment when mounting and dismounting.
- 🔧 Lower attachments, neutralize controls, and set the parking brake when temporarily leaving equipment.
- 🔧 Lower attachments, set parking brake, turn vehicle off, and lock the door whenever equipment is parked. If parked on an incline, make sure parking brake is set and wheels are chocked.
- 🔧 Shut engine off before fueling or adjusting equipment.
- 🔧 Whenever equipment is left at night adjacent to a highway, use appropriate lights, reflectors, or barricades to identify location of equipment.

EXCAVATION

- 🔧 Locate all utilities before digging.
- 🔧 Position the tractor for maximum reach of the boom. (The fewer times you have to move and reset, the more production time you will have.)
- 🔧 Set the outriggers for the best stability and keep the unit level. Bring tires slightly off the ground. If you are on concrete or blacktop, make sure the outriggers have rubber feet. Lower the front loader but do not tilt the bucket.
- 🔧 Maintain a 10 foot safety zone around the equipment when operating the back hoe or front

loader.

- ◆ Keep the spoil pile a minimum of two feet from the edge of the pit or trench.
- ◆ Raise outriggers and move tractor away from work area when finished digging. Park the unit, lower attachments, set parking brake, and turn it off.

PERSONAL PROTECTIVE EQUIPMENT

- ◆ When running a tractor close to a pit or trench with workers in it, there must be a physical barrier or a spotter to keep equipment at least two feet from the edge.
- ◆ Wear eye protection when there is blowing dust and sand.
- ◆ Wear a hard hat if there is any danger overhead, unless there is a protective cab.
- ◆ Most tractors will operate above the 90 decibel range for noise, so you should wear ear protection or refer to your hearing conservation policy.
- ◆ Pay attention to what is overhead while operating this equipment! Be careful to avoid power lines.

LOADING & TIE DOWN AND UNLOADING THE TRAILER

- ◆ Always park the trailer on level ground
- ◆ Ensure the trailer remains connected to the truck. Turn the truck off, put it in gear, and set the brake.
- ◆ Chock the tires of the trailer. Place one chock in front of the front tire, and place the other chock behind the back tire. Repeat for both sides of the trailer.
- ◆ Protect the work area to keep traffic away from you. Wear an orange vest if you cannot get off the roadway to load and unload.
- ◆ Stow boom properly.
- ◆ Drive the tractor on or off the trailer in a low, creeping gear. Have brake pedals locked together so brakes are applied evenly.
- ◆ 15 to 20% of the total weight (trailer and load) must be on the tongue.
- ◆ Chain heavy equipment down with a minimum of four separate tie downs to prevent (forward, backward, lateral and vertical movement.
- ◆ The back hoe bucket must be tied down also.
- ◆ Inspect chains for wear.

BENZENE AWARENESS SAFETY



PURPOSE:

At this time

Gypsy Life LLC is not working with Benzene. This policy is in place in case there is a need in the future to bid on a job and in case of an unexpected Benzene release at a work site.

POTENTIAL LOCATIONS

In our we do not deliberately work with benzene. If we are digging in an area of a gas station where there have been leaks we may run into the product.

TRAINING

The employer shall provide the employee with information and training at the time of their initial assignment to a work area where Benzene is present and annually after that. Training shall cover at a minimum:

- Characteristics of Benzene
- Permissible exposure limits
- Health effects
- PPE

CHARACTERISTICS OF BENZENE

Benzene is a flammable liquid. It's vapors can form explosive mixtures. All ignition sources must be controlled when Benzene is used, handled, or stored. Where liquid or vapor may be released, such areas shall be considered as hazardous locations. Benzene vapors are heavier than air; thus vapors may travel along the ground and be ignited by open flames or sparks at locations remote from the site at which Benzene is handled.

Benzene is classified as a 1 B flammable liquid for the purpose of conforming to the requirements of 29 CFR 1910.106. A concentration exceeding 3,250 ppm is considered a potential fire explosion hazard. Locations where Benzene may be present in quantities sufficient to produce explosive or ignitable mixtures are considered Class 1 Group D for the purposes of conforming to the requirements of 29 CFR 1910.309.

Physical and Chemical Characteristics: Benzene is a clear, colorless liquid with a distinctive sweet odor. It's boiling point is 176 degrees F and it's flash point is 12 degrees F. The flammable limits in air are 1.3% for the low end and 7.5% for the high end.

HEALTH EFFECTS

Benzene is primarily an inhalation hazard. Systemic absorption may cause depression of the hematopoietic system, pancytopenia, aplastic anemia, and leukemia. Inhalation of high concentrations can affect central nervous system function. Aspiration of small amounts of liquid Benzene immediately causes pulmonary edema and hemorrhage of pulmonary tissue. There is some absorption through the skin. Absorption may be more rapid in the case of abraded skin, and Benzene may be more readily absorbed if it is present in a mixture or as a contaminant in solvents that are readily absorbed. The defatting action of Benzene may produce primary irritation due to repeated or prolonged contact with the skin. A high concentration is irritating to the eyes and the mucous membranes of the nose, and the respiratory tract.

REGULATORY LIMITS

The permissible exposure limits for Benzene are as follows:


Airborne


1. The maximum time-weighted average (TWA) exposure limit is 1 part of Benzene vapor per million parts of air (1 ppm) for an 8-hour workday and the maximum short-term exposure limit (STEL) is 5 ppm for any 15-minute period.


Dermal

1. Eye contact shall be prevented and skin contact with liquid Benzene shall be limited.

GENERAL

 If you are working in a suspect area for Benzene the area shall be monitored with a Benzene sensor.

 Purge the trench and retest the area.

 If the level is down in the safe zone with ventilation you may work in the trench and continue to monitor.

 If we cannot control the Benzene under the PEL we will not work in the area.

PPE


 Hard hat


 Safety glasses

 Blower

NOTE: Protective Clothing will not be needed in our situations.

EMERGENCY PROCEDURES

 For sites involving benzene, there must be a site specific contingency plan before work starts.

 If working on another employer's site, we shall use the host employer's contingency.

 In a medical emergency, call 911.

Inhalation

1. If inhaled, move to fresh air.
2. If not breathing, give artificial respiration.
3. If breathing difficulty, give oxygen.

Skin Contact




1. In case of skin contact, flush with copious amounts of water for at least 15 minutes.

-  2. Remove contaminated clothing and shoes. Call a physician.

Eye Contact

1. If in contact with eyes, flush with copious amounts of water for at least 15 minutes.

-  2. Assure adequate flushing by separating eyelids with fingers.

3. Call a physician.

Ingestion

1. If swallowed, wash out mouth with water provided person is conscious.

2. Call a physician immediately.

**SYNONYMS**

-  Benzol

-  Benzole

-  Coal naphtha

-  Cyclohexatriene

-  Phene

-  Phenyl hydride

Pyrobenzol

Benzin, petroleum benzin, and Benzine do not contain Benzene.

BloodBorne Pathogens Safety



According to OSHA Standard 19 10.1030 Gypsy Life LLC does not fall under the rule but still wants to provide guide lines for employees should there be a potential for exposure to Blood. We realize that even if a person is not certified in First Aid they will want to get involved in an emergency. The following are minimum guidelines for workers getting involved with First Aid or clean up. This program is in the safety manual, it is available to all employees. All field supervisors have a copy in their truck and the shop supervisors have a copy in their office.

UNIVERSAL PRECAUTIONS

- ✘ Observe universal precautions to prevent contact with blood or other potentially infectious materials.
- ✘ Under circumstances in which differentiation between body fluid types is difficult or impossible, consider all body fluids as potentially infectious.

PERSONAL PROTECTIVE EQUIPMENT

Management has provided personal protective equipment (PPE), at no cost to the employee, in the First Aid Kits and Bloodborne Pathogens Clean-Up Kit. All First Aid Kits must contain CPR Barriers, Latex Gloves and antiseptic. There is no running water in the field for hand washing so the first aid kits have antiseptic and paper towels for clean up. The shop has running water in the bathroom and antiseptic in the first aid kit.

HAND PROTECTION

- ✘ Put latex gloves on before assisting in first aid. □
- ✘ When done, remove gloves by rolling the gloves down from top keeping blood enclosed inside.
- ✘ Place discarded gloves in a plastic bag with bleach & water mixture and then seal.
- ✘ Wash hands immediately after taking off gloves.

CPR BARRIER

- ✘ If you are certified in CPR, use a CPR Barrier when doing CPR.

FACE PROTECTION

- ✘ Use eye protection, or face shields when splashing of blood products is anticipated (such as punctured arteries).

HOUSEKEEPING

- ✘ Maintain work sites in a clean and sanitary condition.
- ✘ Clean and decontaminate all equipment and working surfaces after contact with blood or other potentially infectious material with 10 to 1 water and bleach solution.
- ✘ Broken glass that may be contaminated must not be picked up by hand. Pick up broken glass by mechanical means, such as a brush and dust pan.

- ✘ Specimens of blood or other potentially infectious materials must be put in leak proof bags for storage or transport.

REGULATED WASTE

REGULATED WASTE MUST BE

- ✘ Properly labeled
- ✘ Sealed
- ✘ Transported for incineration

REGULAR WASTE

- ✘ Band Aids can be placed in with the regular trash.
- ✘ Bloody gauze and rubber gloves must be placed in a zip lock bag and doused with 10-1 bleach solution then place in with the regular trash. (Small amounts of blood can be handled with this procedure.)

BIO HAZARD DESIGNATIONS

- ✘ Affix labels, including the bio hazard symbol any place where blood or other potentially infectious materials are stored.
- ✘ Bio hazard labels must be fluorescent orange, or orange-red with contrasting lettering and symbol.
- ✘ Use red bags for collection of all regulated waste.
- ✘ Regulated waste will be properly disposed of by a licensed contractor or incinerated.

EXPOSURE DETERMINATION

- ✘ It has been determined that only employees who are trained in the first aid and CPR have a minimal potential for exposure to blood borne pathogens. There is a potential but not a daily potential.

TRAINING

TRAINING WILL BE PROVIDED

- ✘ To selected workers at this site.
- ✘ When procedures are modified or as new exposure information becomes available.
- ✘ Within 12 months of previous training.

TRAINING WILL INCLUDE

- ✘ An example of epidemiology and symptoms of Blood borne diseases.
- ✘ An example of the modes of transmission of Bloodborne pathogens.
- ✘ An explanation of methods for recognizing tasks and other potentially infectious materials.
- ✘ An example of the use and limits of methods that prevent or decrease exposure, including appropriate engineering controls, work practices, and PPE.
- ✘ Information on the types, proper use, location, removal, handling, decontamination, and disposal of PPE.
- ✘ Information on the Hepatitis B vaccine, including information on effectiveness, safety, method of administration, benefits of being vaccinated, and that the vaccine is offered free of charge.
- ✘ Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- ✘ An example of the signs, labels, and color coding for bio hazard materials.

- ✘ An opportunity for interactive questions and answers with the person conducting the training session.

MEDICAL AND EXPOSURE RECORDS

- ✘ Medical and exposure records shall be maintained on employees in accordance with 1910.1020. Employees shall be trained annually on availability of medical and exposure records and how to view them. Training records shall be maintained for three years from the training date. The training roster will identify the trainer, content, date of training, names, and titles of employees attending. Medical records shall be maintained for the duration of employment plus 30 years.
- ✘ The records are available on request to the employee. The employee must give written request for the Assistant Secretary and the Director for examination and copying. The employee's representative can review and copy records with written consent from the employee.

JOB CLASSIFICATIONS WITH EXPOSURE RISK

EMPLOYEES THAT ARE FIRST AID & CPR CERTIFIED HAVE A POTENTIAL FOR BLOODBORN PATHOGENS EXPOSURE.

- ✘ When administering first aid, use protective equipment: eye protection, latex gloves.
- ✘ Clean surfaces with 1 to 10 bleach and water.
- ✘ Use a disinfectant to wash hands with after taking gloves off.

JANITORS HAVE A RISK BECAUSE OF THE TRASH THEY HAVE TO HANDLE.

- ✘ Do not put your hand under trash bags when carrying them or squash them down, you could get poked by discarded needles or broken glass.

POLICY REVIEW AND UPDATE

- ✘ *This safety policy will be reviewed and updated as needed.*

DEFINITIONS

Bloodborne pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Infectious materials cause infection when the pathogen or causative organism is of significant virulence, in an adequate dose, and is able to gain a portal of entry into a susceptible host. Liquid blood, blood products, and body fluids should be considered infectious.

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other potentially infectious materials means the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Regulated waste means liquid or semi-liquid blood or other potentially infectious materials. (Large quantities)

Note: This would not apply to Band-Aids and small gauze.

Universal precautions are an approach to infection control that treats all human blood and certain human body fluids as if known to be infectious for HIV, HBV, and other Bloodborne pathogens.

Work practice controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

Commercial Drivers License



DRIVING A COMMERCIAL MOTOR VEHICLE

Employees who operate vehicles with a G.V.W.R. or G.C.W.R. of 10,001 pounds or more fall under Department of Transportation (DOT) regulations for commercial motor vehicles (CMV). As a general rule of thumb, a vehicle fits this category if it has dual wheels or a trailer hitch. In addition, Federal law requires that anyone driving vehicles with a G.V.W.R. of 26,001 pounds or greater must have a commercial driver's license (CDL).

All drivers must drive defensively, drive within the speed limits, and follow all rules of the road. Above all, drive courteously! You are a representative of this company to the community and our best advertisement!

TRAINING

Employee training will include; discussion of the Federal Regulations, record keeping, driver qualifications, inspections, hours of service, securing loads, **LICENSE SUSPENSION**, defensive driving and how to handle an accident.

DRIVERS

- ✿ Employees will have an appropriate driver's license on their person at all times when driving a company vehicle.
- ✿ Employees will have a current medical card on their person at all times when driving a company vehicle.
- ✿ Employees will inspect vehicles and trailers at the beginning and end of each shift and have a current inspection report in the vehicle at all times.
- ✿ Employees will complete DOT training for parts 383, 387, 390-397 and 399 of the Federal Motor Carrier Safety Regulations.

RECORD KEEPING REQUIREMENTS

A file will be established for each driver containing the following information:

- ✿ Application for employment.
- ✿ Request for information from previous employer.
- ✿ Medical examination results. Medical examiner's certification card.
- ✿ Written driver's examination and test results.
- ✿ Certificate of written exam.
- ✿ Driver's road test examination and results.
- ✿ Certificate of driver's road test.
- ✿ Motor vehicle driver's certification of violation.
- ✿ Motor carrier safety program inquiry to state agency for driver's records.
- ✿ Motor carrier safety program annual review of driving record.

- ☒ Driver qualifications file for intermittent, casual, or occasional drivers.

DRIVER QUALIFICATIONS

- ☒ Be in good health.
- ☒ Be at least 21 years of age.
- ☒ Speak and read English well enough to perform job responsibilities and respond to official questions.
- ☒ Be able to drive the vehicle safely.
- ☒ Pass a drug test.
- ☒ Be able to determine if vehicle is safely loaded.
- ☒ Know how to block, brace, and tie down cargo.
- ☒ Have only one valid driver's license.
- ☒ Pass a commercial driver's road test (for CDL operators).
- ☒ Take a written DOT examination for drivers.
- ☒ Be qualified to drive a commercial motor vehicle.

CONVICTION FOR VIOLATION

- ☒ Employees will fill out an annual motor vehicle driver's certification of violations to be placed in the driver file.
- ☒ If convicted of a motor vehicle violation other than parking, employees will notify the supervisor within 30 days of the conviction.

LICENSE SUSPENSION OR DRIVER PRIVILEGE DISQUALIFICATION

Employees will be disqualified from driving company vehicles for the following offenses:

- ☒ Revocation Suspension
- ☒ Withdrawal Denial of an
- ☒ operator's license
- ☒

Conviction or forfeiture of bond for the following criminal offenses while driving a commercial vehicle:

1. Driving while under the influence of alcohol.
2. Driving while illegally using drugs.
3. Driving while illegally possessing or transporting drugs.
4. Leaving the scene of an accident that results in injury or death.
5. Using a truck while carrying out a serious crime (felony).

Employees must notify the company by the end of the business day if driving privileges are suspended.

Employees will not be allowed to drive under the influence of alcohol, schedule I drugs, amphetamines, or any other substance causing the driver to operate in an unsafe manner.

ACCIDENTS

Reportable accidents will be handled in accordance with Part 394 of the Motor Carrier Safety Regulations. Accident reports will be maintained for at least three years by the company. If employees are involved in an accident, regardless of the seriousness, the employee will:

- ✦ Stop immediately and secure the vehicle so no further damage will occur to the public or company property.
- ✦ Take steps to prevent more accidents at the scene by placing triangles and fuses, or flagging traffic until authorities arrive.
- ✦ Assist injured persons.
- ✦ Upon request provide:
 - ✦ Your name and address.
 - ✦ Motor carrier's name.
 - ✦ Motor carrier's address.
 - ✦ Tag number of the truck.
 - ✦ Never admit guilt.

HOURS OF SERVICE

Duty status logs (driver's logs) will be filled out daily, in duplicate. Within 15 days, the signed original will be delivered to the company. The company will maintain driver's logs for six months. The purpose of driver's logs is to document that employees adhere to the following policy.

- ✦ Employees will not be allowed to drive more than ten hours following eight consecutive off-duty hours.
- ✦ Employees will not be allowed to drive after being on duty more than 15 hours. Employees cannot drive after being on duty more than 60 hours in any seven consecutive days.
- ✦ If vehicles operate daily, employees will not be allowed to drive after 70 hours in any eight consecutive days.

The Company may determine that drivers are covered by the 100 mile rule. If this situation applies, the company will keep records to support employee's duty status to include reporting time, reporting location, total hours on duty, and time of release. The 100 mile rule applies when:

Drivers operate within a 100 air-mile radius of their normal work reporting location. Drivers

- ✦ return to the work reporting location and are released from duty within 12 consecutive hours.
- ✦ At least ten consecutive off duty hours separate each 12 hours on duty.
- ✦ Drivers do not exceed eleven hours of maximum driving time following ten consecutive hours off duty.

INSPECTIONS

Trucks and trailers will be inspected at the end of each shift. Drivers will sign and date the inspection form and leave it in the vehicle. If there are defects, be sure to turn in inspection reports to the mechanic.

At the beginning of the next shift, drivers will review the inspection and verify that defective items were repaired. After completing the review, drivers will sign and date the inspection form. Keep the form with the vehicle throughout the work shift. At the end of the work shift, turn in the inspection form to the supervisor. The company will maintain a copy of driver inspections for three months.

INSPECTION ROUTINE








1. Start inspecting the truck at the entry door and move clockwise around the vehicle.
2. Check all fluids before starting the engine.
3. Refer to Part 393 of the Federal Motor Carrier Safety Regulations for assistance on the inspection items.

TRUCK INSPECTION CHECKLIST




The following list of inspection items is a guide for truck inspection. This list may not be all inclusive.

INTERIOR





Floors clean, no loose objects, floor mats in good condition. Seats in

-  good condition.
-  Seat belts operate properly.
-  Horn works.
-  Mirrors and visors are in place and hold when adjusted.
-  No steering wheel play.
-  Door locks work properly.
- 




HYDRAULIC BRAKES

- Should hold for five seconds after depressing pedal three times.
-  Check fluid level.
-  Check parking brake for proper adjustment.
- 





AIR BRAKES

- Proper air pressure that holds without bleeding down.
-  Air hoses in good condition.
-  Check for air leaks.
-  Slack adjustment.
- 

WINDSHIELD AND WINDOWS

- Glass is clean and intact.
-  Wipers and washers in good condition, operate properly.
-  No cracks above steering wheel.
- 

LIGHTS, TURN SIGNALS, AND REFLECTORS All in good condition.

-  Operate properly.
-  Clean and clear.
-  Reflectors mounted in the proper places.
- 

TIRES AND WHEELS

- ✚ Check for proper depth of tread.
- ✚ 4/32 inch for steering axle.
- ✚ 2/32 inch for rear tires.
- ✚ Look for cuts, wear, and proper inflation of tires.
- ✚ Loose, missing, or fractured lug nuts.
- ✚ Rims in good condition (no cracks or breaks).

SAFETY ITEMS

- ✚ Properly stocked first aid kit.
- ✚ Fire extinguisher.
- ✚ Spare fuses.
- ✚ Three bi-directional reflective triangles.

COUPLING DEVICES -- FIFTH WHEEL

- ✚ Mounting to frame.
- ✚ No missing fasteners.
- ✚ No cracks or broken welds.

COUPLING DEVICES -- PINTAIL

- ✚ HOOKS Mounting to frame.
- ✚ No missing fasteners.
- ✚ No worn parts.

TRAILER INSPECTION CHECKLIST**CHECK THE FOLLOWING TRAILER COMPONENTS DAILY**

- ✚ Ensure that the load does not exceed trailer capacity and that the tow vehicle is rated to handle the load.
- ✚ Check safety chains, couplings, and hooks.
- ✚ Check the breakaway attachment (including battery if so equipped).
- ✚ Test trailer brakes.
- ✚ Check tongue.
 - Inspect pintail hook and eye.
 - Check suspension, tires, wheels, and lugs.
 - Test operation of all lights and functional reflectors.
 - Inspect load binders and decking.
 - Ensure that appropriate wheel chocks are available.

OUT-OF-SERVICE

Out-of-service criteria is found in Appendix G of Subchapter B of the Federal Motor Carrier Safety Regulations.

LOADING AND UNLOADING

- ✚ Park the truck and trailer on a level grade and off traveled portions of the road (truck must remain connected to trailer).
- ✚ Have truck in gear with engine off and parking brakes applied.
- ✚ Apply trailer brakes.

- ✿ Use wheel chocks at all times when truck and trailer are parked. When loading, unloading, and parking on steep slopes, several chocks should be used for both truck and trailer. Chocking the trailer wheels front and back is mandatory when driving equipment onto the trailer. Always load and unload equipment in low or creep gear.
- ✿ Secure load in accordance with 393.100 of the Federal Motor Carrier Safety Regulations.

RAILROAD CROSSINGS

Refer to 392.10 of the Federal Motor Carrier Safety Regulations to determine if a vehicle must stop at all railroad crossings.

- ✿ If a truck has to stop at a railroad crossing, it must stop no closer than 15 feet and no further than 50 feet from the crossing.
- ✿ Never shift gears or stop while crossing railroad tracks.

UNATTENDED VEHICLES

When leaving a vehicle unattended set the parking brake and take all reasonable precautions to prevent

- ✿ movement.
- ✿ If leaving a vehicle unattended on the roadway, refer to part 392.22 of the Federal Motor Carrier Safety Regulations for proper warning signals.

HAZARDOUS MATERIALS

- ✿ If the vehicle is placarded for hazardous materials, review part 397 of the Federal Motor Carrier Safety Regulations.
- ✿ While carrying chemicals or flammable(s) in small quantities that do not require placarding, shipping papers must be available to show material, unit code, and quantity.

CHAINS

Chains must be carried on the truck from September 1 through May 31. Level 1 requires

- ✿ chains or snow tires except (single axle must be chained). Cables are not
- ✿ acceptable.
- ✿ Level 2 requires chains
- ✿

Confined Spaces Policy



INTRODUCTION

A **confined space** is defined as (1) any area large enough to get your whole body; (2) limited or restricted means of access and egress, and; (3) is not designed for continuous human occupancy. It is a good idea as you work on other people's property to anticipate the potential for a confined space to exist.

A **permit required confined space** is the same as above with one or more of the following added: (1) Contains or has the potential to contain a hazardous atmosphere; (2) Contains a material that has the potential for engulfing an entrant; (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or (4) Contains any other recognized serious safety hazard.

EXAMPLES OF CONFINED SPACES:

- Crawl space
- Attic
- Vaults
- Man Holes
- Vessels
- Pipes
- Excavation

NOTE FOR SHOP: Short pipes 3' or more in diameter and vessels with open ends can be worked as a non permit space if there is no hazard of entrapment or other immanent danger.

EXAMPLES OF PERMIT REQUIRED CONFINED SPACES:

Depending on the configuration or the hazards or the work being performed the following spaces could be come a permit space

- Crawl space with asbestos
- Vaults oxygen deficient, gas or moving parts
- Man Holes oxygen deficient, gas, chemicals in use or engulfment
- Vessels with hot work
- Pipes tight space
- Excavation with water flow, exposed electrical, etc.

TRAINING

Employees entering a confined space or permit required confined space must be trained prior to the work, prior to a change in assigned duties, if a new hazard has been created or deviations are noted. Training must include: the difference in a confined space and a permit required confined space, the hazards to be alert to, how and when to use an air monitor, the equipment to be used (PPE etc.),

procedures and the necessary workers, authorized entrant, attendants, entry supervisor, and rescuer. Trainee will receive certification card.

DUTIES OF CONFINED SPACE WORKERS

ENTRY SUPERVISOR DUTIES

- Know the hazards that may be faced during entry.
- Verify that all tests specified on the permit have been conducted
- Terminate entry and cancel permit when work is complete or hazards are in the space that weren't expected.
- Verify that rescue is available. Ensure that you have an antenna on your cell phone or you can reach appropriate person on 2-way radio. We depend on out side rescue.
- Remove unauthorized persons who may try to enter.
- Determine, whenever responsibility for permit space entry operation is transferred and that operations remain consistent with terms of the permit and acceptable conditions are maintained.

ENTRANT DUTIES

- Know the hazards that may be faced during entry. (refer to training booklet)
- Recognize the signs, symptoms and consequences of exposure to chemicals.
- Maintain communication with attendant.
- Notify attendant when exiting.
- Know what PPE is needed and use it properly.
- When alarms sound alert the attendant and leave the space.

ATTENDANT DUTIES

- Know what hazards may be faced during entry. (refer to training booklet)
- Provide entry assistance.
- Stay at opening all the while workers are inside.
- Monitor for safety inside and outside of the space listen for alarms to sound.
- Monitor the ventilation system to ensure that it is properly functioning.
- Direct entrants when it is safe to enter and come out when not safe.
- Initiate evacuation when safety hazards arise.
- The attendant will perform no rescue efforts that take them away from the opening nor will they leave their post to go into the confined space to rescue.
- Attendants will summons rescue and bring the entrant to the opening of the space using the tripod.
- Assist rescue team with information, where the entrant is, what they were doing and what chemicals are in use.
- If an attendant is monitoring more than one space at a time:
 - ◆ They must be able to monitor them all from one position
 - ◆ If a problem arises in one space they shall call the entrants out of the other spaces to devote their efforts on the problem space

RESCUER DUTIES

We at Gypsy Life LLC count on outside rescue to enter confined spaces to retrieve victims.

✳ Rescue services will be on site when any (IDLH) work is being performed.

Outside rescue must have the opportunity to examine, practice rescue or decline as appropriate. If there is reliance on the client host rescue services for use, this must be stated and agreed to in contract language.

Employees must have PPE at no cost, training, practice rescues at least every 12 months.

BARRIERS

- When working in the roadway barriers such as cones or barricades will be needed to guide vehicles around the work area and protect the confined space opening.
- If in a pedestrian area, use barriers to protect the pedestrians from the work and to keep them out of the work area.
- Barriers such as man hole guards, cones, or barricades must be used to protect the employees while they are working around the opening.

PERSONAL PROTECTIVE EQUIPMENT

- Hard hat
- Eye protection
- Gloves

AIR MONITOR

- Inspect the air monitor before using first time each day.
- Calibrate with approved gas. Be sure batteries are charged.
- Test aspirator bulb or pump and remote sampling hose for leaks and performance. Compress the aspirator bulb while holding thumb over the end of hose; bulb should not inflate for 10 seconds.
- If the air monitor fails any test, contact your supervisor and do not use.

Entrants or their representatives can participate in the calibration and review of air monitoring equipment and data before entry.

- Air is monitored continuously and periodically tested while continuous ventilation is applied.

ENTERING A CONFINED SPACE

- A confined space may be entered and worked in with normal procedures if there are no hazards or potential hazards present.
- It may be necessary to monitor the air in some confined spaces.
- If you have any question at all call your supervisor or Safety Services.

CONTAMINATION

- If contamination is found in a confined space the employee must call the supervisor immediately.
- The supervisor will contact the owner to have them take care of it appropriately.

PERMIT REQUIRED CONFINED SPACE

The permit required confined space entry policy is designed to prevent injury and illness to employees and the public while working in or around permit required confined spaces that fit the description of a permit required confined space.

When a permit is required, it must be followed to the letter. If a permit is required, it must be on-site along with the required equipment and personnel. For additional information on confined space entry, consult OSHA 29 CAR 19 10.146. The entry supervisor will issue the permit and cancel when work is complete. If entering permit space with subcontractor Gypsy Life LLC will coordinate.

ENTRY PROCEDURES FOR PERMIT-REQUIRED CONFINED SPACES PROCEDURES

Have an entry permit in hand with appropriate sections filled out.

Make sure you have all the equipment noted on the permit. □ □ Follow the requirements for on-site safety: Attendant, as identified by permit.

In an emergency, the attendants shall call workers out of good space to focus on problem.



- Entrant, as identified by permit.
- Triplex air monitor and blower.
- Full body harness and life line.
- Lifting mechanism.
- Work area protection (WAP).
- PPE such as safety glasses, hard hats, and gloves.
- Material safety data sheet (MSDS) if working with chemicals.
- Test the atmosphere in the confined space and log results on certification form immediately after removing the cover.

VERTICAL ENTRY

- Test the atmosphere one foot below the opening of the space, mid-way, and one foot above the bottom..
- Place the blower at least five feet from the opening and be sure the blower intake is drawing from clean air.
- Exhaust the blower down-wind from the opening.
- Place blower hose within one foot of the bottom of the space to purge.
- Purge the space for appropriate time with only one 90 degree bend in the hose, and follow by turning the air over every 3 minutes.
- Re-test after purging the air. If the atmosphere tests clear, you may enter and test corners before beginning work. Employees may request additional monitoring at any time if they have a concern for air quality.
- Entrant must monitor air at all times.
- Ventilate the space at all times when occupied. If the blower shuts off, entrant must leave the space and start the purging and ventilation process over again.□□
- Attendant must not leave entrance while entrants are in the space.
- Attendant must watch for hazards inside and outside the space at all times.
- Leave the space immediately if the alarm sounds or a hazard develops.
- This program shall be reviewed annually.

HORIZONTAL ENTRY

- Same as above only hold probe in front of you, reach in side opening and test the atmosphere in a four foot envelope as you walk in.

HAZARDS TO WATCH FOR

- Oxygen deficiency (less than 19.5%).
- Oxygen enrichment (more than 23.5%).
- Flammable gas or vapors more than 10% of the lower flammable limit (LFL).
- Toxic gases or vapors such as hydrogen sulfide (H₂S) greater then 10 parts per million (PPM).
- Carbon monoxide greater then 35 PPM 8 hour time weighted average (TWA) or 100 PPM STEL.
- Engulfment.
- Entrapment.
- Electrical equipment.
- Mechanical equipment.
- Asbestos.
- Hantavirus potential.
- Heat or cold.
- Weather conditions.
-

- Snakes and rodents.
- Other area hazards such as construction work, chemical manufacturing or storage, laboratories, or gasoline storage and distribution.

ALTERNATE PROCEDURES

If the **only** hazard or potential hazard in a permit space is the atmosphere you may use the following procedures:

- Test the atmosphere.
- Purge the space.
- Test to see if the air is clean.
- If clean continue to ventilate and wear the air monitor in while you are working.

Man holes would be a typical situation for the alternate procedures.

NOTE: The alternate procedure can be found in the OSHA 1910.146 Standard paragraph (c) (5)

EMERGENCY PROCEDURES

- If an emergency arises in the confined space, the attendant should immediately call 911.
- If the entrant is wearing a life-line, the attendant will begin to raise the entrant from the confined space.
- Attendants will not leave their position to assist unless relieved by another attendant.
- Attendants will not enter the confined space to give aid unless wearing the proper safety equipment such as a life-line or respirator.

MULTI EMPLOYERS / SAME CONFINED SPACE

When working with another employer(s) where more than one employer performs confined space entry, Gypsy Life LLC:

- ✦ Apprises the other employers of the elements, including the hazards identified and each employers experiences working in the space, that makes the space in question a confined space; and

- ✱ Coordinates entry operations with the other employer when personnel from both employers are working together in or near confined spaces.

PROGRAM REVIEW

The confined space program shall be reviewed at least annually for concerns such as:

Unauthorized entry

Hazards not covered by the permit

Occurrence of injury or near miss Employee complaint Permits shall be maintained for the period of one year for this purpose.

Crane Safety Policy



PURPOSE

To ensure the safety of the workers, the work site and the equipment. Make sure operators and helpers are trained and competent on our sites.

TRAINING

Operators shall have the required physical qualifications and pass a physical. Employees will be fully trained to include an understanding of the OSHA Standard, accidents and fatalities resulting in misuse of the crane, written exam and the operator shall be able to read and calculate loads from the crane chart, before operating a crane or working as a helper. Supervisors will observe employees periodically to assure their level of competency and retrain as needed.

GENERAL REQUIREMENTS:

- ✎ The operator must familiarize himself with the owner's manual and comply with the manufacturer's specifications.
- ✎ Attachments used with cranes shall not exceed the capacity, rating or scope recommended by the manufacturer.
- ✎ Rated load capacities and recommended operating speeds, special hazard warnings, or instruction, shall be conspicuously posted and visible to the operator.
- ✎ Hand signals to crane operators shall be those prescribed by the applicable ANSI standard for the type of crane in use. An illustration of the signals shall be posted at the job site. Competent person shall inspect the crane and equipment prior to each use, and during use, to make sure it is in safe operating condition.
- ✎ Any deficiencies shall be repaired, or defective parts replaced, before continued use. Thorough, annual inspection of the hoisting machinery shall be made by competent person, or by government or private agency recognized by the U.S. Department of Labor. The employer shall maintain record of the dates and results of inspections for each hoisting machine and piece of equipment.
- ✎ Manufacture stickers for operating speed and special hazard warning shall be conspicuously posted. The cranes annual inspection shall be maintained in the mechanics file.

WIRE ROPE SHALL BE TAKEN OUT OF SERVICE WHEN ANY OF THE FOLLOWING CONDITIONS EXIST

1. In running ropes, six randomly distributed broken wires in one lay or three broken wires in one strand in one lay.
2. Wear of one-third the original diameter of outside individual wires. Kinking, crushing, bird caging, or any other damage resulting in distortion of the rope structure;
3. Evidence of any heat damage from any cause

4. Reductions from nominal diameter of more than $1/64$ inch for diameters up to and including $5/16$ inch, $1/32$ inch for diameters d inch to and including $Y2$ inch, $3/64$ inch for diameters $9/16$ inch to and including $3/4$ inch, $1/16$ inch for diameters $7/8$ inch to 1 c inches inclusive, $3/32$ inch for diameters $1 1/4$ to $1 Y2$ inches inclusive;
5. In standing ropes, more than two broken wires in one lay in sections beyond end connections or more than one broken wire at an end connection.
6. Wire rope safety factors shall be in accordance with American National Standards Institute B 30.5-1968 or SAE J959-1966.
 - ✎ Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or other moving parts or equipment shall be guarded if such parts are exposed to contact by employees, or otherwise create hazard.
 - ✎ Accessible areas within the swing radius of the rear of the rotating superstructure of the crane, either permanently or temporarily mounted, shall be barricaded in such a manner as to prevent an employee from being struck or crushed by the crane.
 - ✎ All exhaust pipes shall be guarded or insulated in areas where contact by employee is possible in the performance of normal duties.
 - ✎ All windows in cabs shall be of safety glass, or equivalent, that introduces no visible distortion that will interfere with the safe operation of the machine.
 - ✎ Where necessary for rigging or service requirements, ladder or steps shall be provided to give access to cab roof.
 - ✎ All crawler, truck or locomotive cranes, in use shall meet the applicable requirements for design, inspection, construction, testing, maintenance, and operation as prescribed in ANSI B30.5-1 968
 - ✎ Employees shall not be allowed to use internal combustion powered equipment in enclosed spaces or work in enclosed spaces where exhaust can enter unless atmosphere is tested for oxygen and documented.

GUARDRAILS, HANDHOLDS AND STEPS SHALL BE PROVIDED ON CRANES FOR EASY ACCESS TO

- ✎ The cab.
- ✎ Platforms and walkways shall have anti-skid surfaces.
- ✎ Platforms and walkways shall be clear and free of debris.
- ✎ Fuel tank filler pipe shall be located in such position, or protected in such manner, as to not allow spill or overflow to run onto the engine, exhaust or electrical equipment of any machine being fueled.
- ✎ An accessible fire extinguisher of 5BC rating, or higher, shall be available to the operator Except where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work or where insulating barriers have been erected to prevent physical contact with the lines, equipment or machines shall be operated proximate to power lines only in accordance with the following:

WORKING NEAR ELECTRICITY

Line Voltage Minimum Clearance

50 KV AND BELOW	10 FEET
OVER 50 KV	10 FEET & 0.4" FOR EACH ADD. KV

TRANSPORTING THE CRANE WITH BOOM LOWERED

Line Voltage	Minimum Clearance
50 KV OR LESS	4 FEET
OVER 50 KV TO 345 KV	10 FEET
OVER 345 KV TO 750 KV	16 FEET

- Person shall be designed to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance of visual means; Cage-type boom guards, insulating links or proximity warning devices may be used on cranes, but the use of such devices shall not alter the requirements of any other regulation of this part even if such device is required by law or regulation;
- Any overhead wire shall be considered to be an energized line unless and until the person owning such line or the electrical utility authorities indicate that it is not an energized line and it has been visibly grounded;
- Prior to work near transmitter towers, where an electrical charge can be induced in the equipment or materials being handled, the transmitter shall be de-energized or tests shall be made to determine if electrical charge is induced on the crane.

The following precautions shall be taken when necessary to dissipate induced voltages:
The equipment shall be provided with an electrical ground directly to the upper rotating structure supporting the boom;

- Ground jumper cables shall be attached to materials being handled by boom equipment when electrical charge is induced while working near energized transmitters. Crews shall be provided with nonconductive poles having large alligator clips or other similar protection to attach the ground cable to the load.
- Combustible and flammable materials shall be removed from the immediate area prior to operations.
- No modifications or additions which affect the capacity or safe operation of the equipment shall be made by the employer without the manufacturer's written approval. If such modifications or changes are made, the capacity, operation and maintenance instruction plates, tags or decals, shall be changed accordingly. In no case shall the original safety factor of the equipment be reduced.
- All jobs shall have positive stops to prevent their movement of more than 5 deg above the straight line of the jib and boom on conventional type crane booms. The use of cable type belly slings does not constitute compliance with this rule.

SAFE OPERATION

Set crane level with the out riggers.

Be alert to workers around the crane and overhead obstructions. Take your time with the controls, slow and smooth.

- 🔧 All employees working around the crane must wear hard hats and steel toed boots at a minimum.
- 🔧 All employees shall be kept clear of loads about to be lifted and of suspended loads.
- 🔧 Helpers shall use a tag line to guide loads.

DAILY INSPECTION

- 🔧 Inspect visible cables.
- 🔧 Inspect visible hooks.
- 🔧 Inspect visible hydraulic hoses and cables.
- 🔧 Test all controls.
- 🔧 Test limit switches.
- 🔧 Inspect fire extinguishers.

Driving Policy



Every year, Thousands of people die on our highways. Almost 50% of work related fatalities are from motor vehicle accidents. Realizing the hazards of driving, Gypsy Life LLC has established a driving policy for all employees.

DRIVER REQUIREMENTS

- Have a valid drivers license for the state you reside in on your person at all times.
- Notify your foreman and stop operating vehicle if license is suspended or revoked.
- Assure that your vehicle is in safe driving condition at all times.
- Abstain from the use Alcohol and Drugs.
- When driving your personal vehicle on company business, you must submit proof of insurance to the company. This company does not provide insurance for personal vehicle.
- Wear a safety belt and shoulder harness when driving a vehicle and ensure that **every** passenger in your vehicle is properly restrained in safety belt and (shoulder harness) if available.
- Know and obey local, state, and federal laws.
- Always drive defensively.

VEHICLE INSPECTION

Vehicle inspection is to be completed daily before use. If applicable, fill out inspection form and turn in at the end of your shift.

INTERIOR

- Keep floors clean, no loose objects to disrupt your driving.
- Make sure safety belts operate properly. Make sure horn is in working condition. Mirrors and visors should be in place and hold when adjusted.
- No more than 1/8th of a turn play in the steering wheel.
- Make sure door locks work.
- Check lights and gauges on dash to make sure they are working.
- Make sure heater and defroster are in good working condition.
- Check parking brake to be sure it holds when in use.
- Do the 3 X 5 test on the brake peddle.

UNDER THE HOOD

- Check oil level.
- Check the transmission fluid level.
- Check radiator coolant.
- Check power steering fluid.
- Keep windshield washer fluid full.
-

Inspect battery for acid level and condition of cables.

- ☘ Wear proper eye protection when checking acid level.
- ☘ Check brake fluid level.
- ☘ Inspect fan belts for cracked and proper adjustment.
- ☘ Check for leaks under the hood as well as under the vehicle.

OUTSIDE OF THE VEHICLE

- ☘ Check vehicle tire tread and tire pressure.
- ☘ Check for missing or loose "wheel" lug nuts.
- ☘ Make sure windows and mirrors are clean and not cracked.
- ☘ Make sure doors remain latched.

INSPECT THE FOLLOWING LIGHTS FOR CLEANLINESS AND FUNCTION

- ☘ Brakes
- ☘ Headlights
- ☘ Directional Lights
- ☘ Tail Lights Back
- ☘ Up Lights
- ☘ License Plate Lights
- ☘ Hazard Lights

GENERAL

- ☘ Driving defensively requires full attention on driving.
- ☘ Scan the road ahead every 12 to 15 seconds.
- ☘ Slow down in bad weather.
- ☘ If you expect bad weather or heavy traffic, give yourself some extra time and start out early.
- ☘ Watch out for bicycles and pedestrians on roadway.
- ☘ Scan mirrors every 5 to 8 seconds.
- ☘ Never drive above the posted speed limits.
- ☘ Adhere to all stop signs on highways, country roads, city streets, and parking lots.
- ☘ In rural environments, watch out for animals and slow moving machinery.
- ☘ Slow down while driving through construction zones.
- ☘ Pass only where it is safe and legal to do so.
- ☘ Check over your shoulder for blind spots before you change lanes or pull out to pass.
- ☘ Maintain a (2) second space cushion in good conditions and add a second for each bad condition, such as; people who tailgate, rain, fog, snow etc.
- ☘ When you park your vehicle put in reverse or park and set the parking brake.
- ☘ When unattended lock the vehicle.
- ☘ If parking on a hill in a downward direction, turn tires into the curb.
- ☘ If parking on a hill in an upward direction, turn tires away from the curb.
- ☘ Before you move the vehicle from its parking space, make a circle of safety to be sure no children, pets or toys are in the way.
- ☘ Before backing out of a parking space, tap horn, look carefully in all directions, and move slowly.

DRUG AND ALCOHOL:

- ☘ The use of drugs and alcohol will not be tolerated during working hours or when driving on company business.

- ❖ If you are using prescription drugs or over the counter drugs that advise against driving on the label, then do not drive. Let your supervisor know, remember safety is a priority.

BE COURTEOUS

- ❖ Always remember to drive courteously as you are a representative of your company or business and your clients are watching you.

Drug Policy



INTRODUCTION:

The Company hereby establishes a drug use, possession and screening policy to assure that its employees are free from the effects of drugs, alcohol, and other impairing substances. A purpose of this Drug Policy is to clearly state the Company standards and procedures for dealing with an employee's drug and alcohol possession, use or abuse. This policy will help to ensure a safe, healthful, and efficient work environment for our employees and customers.

TRAINING

Employee training will include: definitions, identifying substance drug abuse, when testing will be done and prescription drug use.

PURPOSE:

For the purposes of this policy, the following definitions of terms are provided:

Alcohol: means beer, wine, and all forms of distilled liquor, containing ethyl alcohol. References to use or possession of alcohol include use or possession of any beverage, mixture, or preparation containing ethyl alcohol. Any over-the-counter medication that contains ethyl alcohol is included within this definition.

Drug/Controlled Substance: means any substance (other than alcohol) that has known mind or function altering effects on the human body, including, but not limited to: narcotics, depressants, stimulants, hallucinogens, cannabis, and any substance prohibited or controlled by State and Federal laws. This term also includes over-the-counter and prescription drugs and medications.

Possess: means to have on one's person, or have in one's personal effects, or have direct or indirect control of.

Under the Influence or Impaired: means that a person is affected by one or more drugs, controlled substances, alcohol, or a combination. The symptoms of, influence and/or impairment are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of use, influence and/or impairment can be established by a professional opinion, urine, blood, or any other commonly used scientific valid test. In some cases a lay person's, such as a supervisor or coworkers, opinion will be a valid observation of influence or impairment. An employee will be presumed to be under the influence or impaired and in violation of this policy whenever the presence of drugs, controlled substance(s) or alcohol in any amount whatsoever is detected in a substance abuse test administered in accordance with this policy.

Reasonable Suspicion: means a specific observation, including but not limited to, work performance, attendance, appearance (such as noticeable odor of alcohol), behavior or speech of the employee, or involvement in a work related accident which results in physical injury or property damage.

Substance abuse testing will be accomplished through analysis of blood or urine samples. Samples obtained will be identified and tested by a competent laboratory for the presence of drugs or alcohol. The laboratory for collection and testing of samples will be determined by the Company. As to testing that can be scheduled with notice to the person, prior to the collection of blood or urine, the employee will be notified in writing that the sample will be tested for the presence of drugs or alcohol. As to testing that cannot be scheduled with notice to the person (such as random testing and testing that occurs as a result of a reasonable suspicion of use or that occurs as a result of an act, occurrence or accident) the employee will be accompanied by a Company representative or other designee to the designated laboratory for such testing.

Drug/Controlled Substance and/or alcohol tests will be required (mandatory) for each of the following reasons for all employees:

- ⊕ If the Company becomes subject to certain Federal Government contract requirements.
- ⊕ Job applicants will be required to submit to the tests.
- ⊕ Job applicants and employees holding a CDL driver's license will be required to submit to the tests, both regular and random.
- ⊕ In the case of an accident, where there is reason to believe drug/controlled substance/alcohol use or possession, or both, was involved.
- ⊕ When there is reasonable suspicion by a supervisor or coworker(s) of the use or possession, both, of any drug, controlled substance or alcohol.

SUBSTANCE ABUSE

The Company is committed to providing its employees with a safe workplace and an atmosphere which allows them to protect inventory and other assets placed in their care; and the Company's employees should not be subject to any safety threats from fellow workers. Each employee is expected to be in suitable mental and physical condition while at work, allowing each employee to perform that employee's job effectively and safely. The following acts by any employee shall subject that employee to discipline as determined by the Company's management which may include dismissal from employment:

- ⊕ Work under the influence of or impairment by alcohol, drugs, any controlled substance, or any combination of them.
- ⊕ The use, possession, purchase or transfer by an employee on Company property (including storage in a desk, locker, company vehicle or personal belongings brought onto the property) or during work time of alcohol, controlled or illegal substance, a drug not medically authorized, or any other substances which materially impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees.
- ⊕ Refusal to submit to testing will result in immediate suspension from employment with the Company without pay or, in the sole judgment of management of the Company, discharge from employment; and management shall have the sole right to determine the action that is taken as a result of any such refusal. Management has the sole right to determine whether reasonable suspicion exists and the sole right to determine the level of discipline imposed for any violation of this policy.

Employees must report in writing to such employee's immediate supervisor of such employee's use of

prescribed drugs or other substances which may, based on the Physician's Desk Reference, materially impair job performance at the Company. Written medical authorization from a physician to work while using such a drug or controlled substance shall be obtained by the employee prior to reporting for work. Failure to so report such use will be cause for disciplinary action; and disciplinary action shall be determined by management and may include any action resulting in dismissal from employment.

ELECTRICAL SAFETY



PURPOSE

To protect Gypsy Life LLC employees from electrical contact. These procedures will help you to be aware of what is around you and help you to work safely. Use the protective distance. This policy is designed to meet the requirements of OSHA 29 CFR Part 1910.subpart S.

POLICY STATEMENT

Gypsy Life LLC employees are not allowed to work on or do lockout / tagout on electricity above 600 volts. Any work on voltages of 600 and above shall be contracted to electricians with the proper qualifications. Gypsy Life LLC employees are not allowed to work on or near exposed electrical. All live electrical parts shall be enclosed by adequate means. **This policy is to be used in conjunction with the power tool policy and the lockout / tagout policy.**

TRAINING

Employees shall receive training on electrical hazards and lockout / tagout annually. Authorized employees involved in lockout / tagout will receive additional training. Qualified and unqualified workers will receive appropriate training for the level of their work.

◆ GENERAL PROCEDURES

- ◆ Do a visual inspection of your area daily for electrical hazards. If you find exposed electrical or defective electrical equipment, notify your supervisor immediately.
- ◆ Do not wear conductive clothing or jewelry if working around live electrical unless it has been covered with insulating material.
- ◆ Transformers, breaker panels, motors and disconnecting means shall be labeled with voltage and amperage.
- ◆ All electrical breaker panels must be kept closed. All breakers must be labeled for what they are connected to. Look away as you turn a breaker on in case of flash. If there are any breakers missing, the holes must be covered by appropriate means. All panels must have a clear space around them so access is not hindered.
- ◆ When you turn equipment off, shut the equipment down in the proper sequence. Disconnecting means shall be legibly marked to indicate its purpose unless so located and arranged so purpose is evident.
- ◆ When you pull the handle on a disconnecting means to shut-off equipment, stand to the side and look away in case of a flash.
- ◆ When you turn the disconnecting means back on, stand to the side and look away.
- ◆ If equipment or electrical circuits must be locked out, only authorized individuals are allowed to do so. Refer to the Lockout / Tagout policy in this safety manual.
- ◆ If work is required in confined spaces where electricity could be a hazard, the space will be worked as a permit space to include
 1. Proper lighting

2. Lockout / tagout
3. Qualified electrical personnel
4. Shields, protective barriers or insulating materials shall be used as necessary when working in confined or enclosed work spaces where electrical hazards may exist.

- ✘ Insulated ladders must be used around potential live electrical locations.
- ✘ All exposed conductors and parts of electrical equipment that have been deenergized but not locked out shall be treated as live parts. Proper PPE and permits required.

◆ **GROUND FAULT INTERRUPTER (GFI)**

- ◆ When using power tools in the yard area, (GFI) protection must be between the tool and the power source. Cord and tool inspection still apply. (GFI) is not required on building outlets.



◆ **EXTENSION CORDS**

Use only approved, three-wire extension cords.
 Never remove the plug’s ground prong.
 Inspect cords for cuts, burns, worn places, tears, and frays.
 Never repair cords by using tape. (Remove taped cords from service.) Do not use flat cords.

APPROACH DISTANCE

Approach distances for power lines. Equipment and qualified employees are not allowed any closer to power than the table S5 states. The only way to work closer is to have the lines de-energized, grounded, or insulated by the power company.

Voltage Range	Approach Distance
Up to 300V	3 Inches
300V to 50,000V	10 feet



ELECTRICITY CAN JUMP AND INJURE OR KILL

When working near electrical lines the operator of equipment shall have a spotter watch for clearance of the line and equipment.
 If handling long pipes or conductive equipment they must have a spotter and use a nonconductive tag line to control movement.

If conditions warrant the power company will put insulated covers on the lines that employees are exposed to.

Emergency Response Policy



TRAINING

Employee training will include: safety manager responsibilities, employee responsibilities and instruction to employees.

THE SAFETY MANAGER

- Shall be involved from the beginning of each project to ensure that:
- Telephone numbers have been gathered for the local agencies.
- The emergency exits for the hazardous areas are located.
- Sites are inspected and ensure this policy is followed.
- Fire Departments are called in advance of hazardous work.

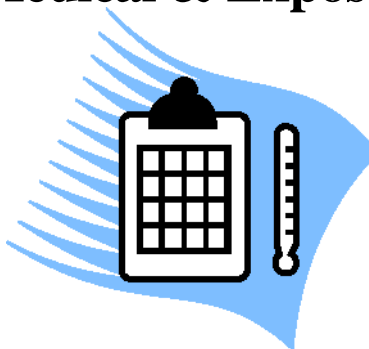
EMPLOYEE IN CHARGE OF WORK SITE

- Will ensure that all emergency numbers for local agencies are on site before work begins.
- Will ensure all emergency equipment is in place and useable.
- Will ensure that all employees are given instructions before they are allowed to work on the site.
- Will ensure that the local fire department is notified prior to hot cuts and will inform them of the nature of the work and the associated hazards.

INSTRUCTION FOR EMPLOYEES BEFORE WORK BEGINS

- Where the nearest Medical Facility is and the phone number.
- Phone numbers for Fire Department and Ambulance if they are different than 911.
- Non-emergency phone number for Fire Department.
- Where to find the first aid kit.
- Where to find the fire extinguishers.
- Have two exits out of a trench when hot cuts are done.
- Ensure the fire extinguishers they take to the hot cut area are full.

Employee Medical & Exposure Records



PURPOSE AND INTRODUCTION

The purpose of this policy is to provide employees and their designated representatives access to relevant exposure and medical records, and to provide OSHA representatives right of access to these records in order to fulfill responsibilities under the Occupational Safety and Health Act. This policy defines the company responsibilities to employees and their designated representatives regarding exposure and medical records.

TRAINING

All employees will receive initial training on this policy within the first week of employment.

Refresher training will be conducted at least annually throughout their term of employment.

Training will consist of the following:

- Overview of OSHA 29 CFR 1910.20 standard.
- Overview of this policy.
- Location of this policy.
The policy will be kept in the main office along with a copy of OSHA 29 CFR 1910.20 and will be available to all employees.
- Location and availability of records.
- The person in charge of providing access to records.
See Appendix B
- Employees right to access.

RESPONSIBILITY

In addition to giving employees the opportunity to review records, the company will make provisions for record storage to assure record retention for appropriate length of time in accordance with OSHA 29 CFR 1910.20.

The safety supervisor is responsible to make sure all employees receive initial training on this policy at the time of employment and refresher training every year thereafter. The safety supervisor will assist employees with record review.

PRESERVATION OF RECORDS

- At a minimum, each employee's medical records will be maintained and preserved for the durations of employment plus 30 years.
- Each employee's exposure records will be maintained and preserved for a minimum of 30 years.

- All background data for environmental (work place) monitoring or measuring will be retained for 30 years.
- Material Safety Data Sheets (MSDS) for chemicals currently affected by the Hazard Communications Standard (OSHA 29 CFR 19 10.1200) will be retained for 30 years.
- Biological monitoring results designated as exposure records will be maintained and preserved as required by the specific standard.
- Analysis using exposure records will be maintained and preserved for 30 years.
- With the exception of x-rays, records need not be preserved in their original state as long as all information is kept in some permanent form, such as computer disk or microfiche.

OSHA allows that certain items **do not** have a specific period of retention. Some examples are listed below.

- Health insurance claims maintained separately from employer medical records.
- First-aid records (not including medical histories) of one-time treatment and observation of minor scratches, cuts, burns, or splinters, that do not involve medical treatment, loss of consciousness, or restriction of work or motion.
- Medical records for employees who have worked less than one year. Medical records for these individuals will be given to them at the end of their term of employment.

ACCESS TO RECORDS

The following steps will be taken when access to records is requested by employees or their designated representatives:

- Access to records will be provided within 15 working days of the request.
- If a delay is anticipated for an employee, or designated representative, to gain access to his or her records, the company will notify the employee or representative within 15 working days. The company will also provide the reason for the delay and the approximate date of access. The company may ask the employee or representative for pertinent information to assist in finding the file. This information will be of a nature that the employee or representative would know, and would help identify and locate the file, such as the date, time period, or location. Employees or their representatives may use company copy machines to make a single copy of their records. All original files must remain on the company premises.
- The company will make arrangements for the temporary loan of x-rays that are part of the record.
- A previously provided record is requested, the employee or representative will be notified of nominal charges to locate, retrieve, and copy records.
- Form 2001 (See Appendix A) must accompany a request for medical or exposure records for a designated representative. Form 2001 must be signed by the employee or a legal representative. A request by a designated representative for un-consented access to employee exposure records must be in writing and specify the records to be disclosed and the occupational health need for the information.
- The company may have a physician representing the company consult with the employee or representative to determine:
 - If a summary of material facts and opinions is available instead of records.
 - If records should be released to a physician or other designated representative.

Refer to OSHA 29 CFR 1910.20 (e) (2) (ii) (D) for situations where it would be deemed detrimental for employees to see records.

TRADE SECRETS

When trade secret information is involved with a chemical, the company will withhold information from the employee or designated representative. The company will notify the employee or representative if trade secret information is withheld. The company will give alternative information that is sufficient to identify where and when exposure occurred.

In the event of a medical emergency, the company will release trade secret information to identify the specific chemical to medical authorities. In non-emergency situations, the employee or representative must request information in writing. The request must outline, in reasonable detail, the occupational health need for the information and why disclosure is essential.

RECORD TRANSFER

If for any reason the company should cease to do business, the successor employer will receive and maintain medical and exposure records. If there is no successor employer, the company will notify affected current employees of their rights of access to records at least three months prior to the cessation of business. Any disposal of records will be handled according to OSHA 29 CFR 1910.20 (h) (3) (I), (ii) and (iv).

Ergonomics Policy for Computer Operators



OFFICE ERGONOMIC POLICY

The number of hours that employees spend on a computer continues to grow. There can be adverse health effects from this type of work, and employees must be cautious about the way they accomplish computer tasks.

At this time, there are no Occupational Safety and Health Administration (OSHA) standards governing this type of activity. However, the company, in its concern for employee health, has established the following policy and procedures for computer operators.

TRAINING

Training will include: proper set up of the work station, what causes cumulative trauma and how to correct, proper way to sit, light and exercises.

WORK STATION

Take care to properly set up the work station. The work station needs to fit the specific needs of the

- ✚ worker; the worker should not be expected to adapt to the work station.

- ✚ Work area lighting should be adequate but not too bright. An excessively bright work area can cause eye fatigue and create a glare on the screen. Experts recommend lighting levels of 28 to 50 foot candles for computer work stations.

COMPUTER MONITOR

If the work station is within 20 feet of a window, the screen should be at right angles to the window to

- ✚ prevent glare. If available, use window blinds to control the light and glare.

- ✚ Set the Video Display Terminal (VDT) screen so the top line is no higher than the operator's eyes. If possible, use a document holder to keep the work at the same height and close to the screen. The screen should be 18 to 24 inches from the employee.

- ✚ When working for long periods, once every hour or so, look away from the screen and focus on something 20 feet away. Blinking your eyes or covering them momentarily will help prevent eye strain.

CHAIR

An ergonomic chair needs to have five casters on the base, a height adjustment, and a back adjustment. Follow these additional guidelines:

Adjust the back so that it supports in a vertical position.

Keep hips and knees at right angles. Keep feet flat on the floor.

SHOULDER ROTATION

Roll shoulder(s) forward in a wide circular motion 5 times. Now roll shoulders back wards in a wide circular motion 5 times. (Repeat 5 or 6 times.)

- ✚ Get familiar with the chair so you know what adjustments can be made.

KEYBOARD

- ✚ Locate the keyboard at a slight slant to achieve minimal reach for the fingers and wrist.
- ✚ Adjust the height of the chair so elbows are at the sides, forearms are parallel to the floor, and wrists are in line with the forearm.
- ✚ Use wrist rests to help keep the wrists in line with the forearm, or to rest the wrists while pausing between work.
- ✚ Never bend the wrists while working or resting. This puts a strain on the madema nerves.

EXERCISE

Exercise is important for the sedentary worker. Every hour, perform one or two of the exercises found on page four. Repeat each exercise six to ten times. These exercises can be done without leaving the work station. Do a different set of exercises each hour. These exercises are not a cure, but rather maintenance, so a cure won't be needed. Do not wait until you are worn out or until there is pain to begin the exercise. If the exercises cause pain, discontinue them.

EXERCISES

IMPORTANT

The following exercises are not a cure for musculoskeletal problems but are designed to reduce stress, minimize fatigue and relieve muscle tension for people who set at a VDT all day. Do the exercises slowly and if you experience pain do not continue. Do one or two exercises for about a minute each hour or so.

DEEP BREATHING

- ✚ Breath in slowly through the nose and hold for (2) seconds, exhale through the mouth. (Repeat several times.)

DEEP BREATHING + NECK RETRACTION

- ✚ Keeping head and ears level, inhale deeply through nose while sliding chin straight back. (Note: should make a double chin.) Hold for (2) seconds and exhale slowly through mouth as you slide chin forward. (Repeat 5 or 6 times.)

SHOULDER STRETCH

- ✚ While sitting, put your arms straight up and hold. Drop and raise them again. (Repeat 5 or 6 times.)

HEAD AND NECK ROTATION

- ✚ Turn head slowly to the right, and hold for (2) seconds. Now turn head to the left and hold for (2) seconds. (Repeat 5 or 6 times.)

SHOULDER ROTATION

Roll shoulder(s) forward in a wide circular motion 5 times. Now roll shoulders back wards in a wide circular motion 5 times. (Repeat 5 or 6 times.)

UPPER BACK

- ✚ Have arms folded at shoulder height and bring elbows back. Hold for (2) seconds and bring forward. (Repeat 5 or 6 times.)

WRIST ROTATION

- ✚ With arms and hands perpendicular to your body, raise and lower hands to stretch forearm muscles. (Repeat 5 or 6 times.)

HAND RELAXATION

- ✚ Let your hands rest naturally on your legs and make a tight fist. Hold for (2) seconds then relax the fist and spread the fingers. (Repeat 5 or 6 times.)

LEG LIFTS

- ✚ While sitting in your chair, grasp the shin of one leg and pull slowly toward your chest. Hold for (3) or (4) seconds, release and do the other leg. (Repeat 5 or 6 times.)

Excavation Policy



EXCAVATION

The excavation policy and procedures have been established according to OSHA 29 CFR 1926 Subpart P. The purpose of the excavation policy is to save lives and prevent injuries to employees and the public.

TRAINING

Employees shall have Competent Person training every two years to be able to inspect excavations and authorize entry. Labors shall have an over view of excavations safety prior to working in excavations. Training shall include: general procedures, public protection, personnel safety, soil classification, type of trench protection, how to use protective systems, inspection and emergency & rescue.

GENERAL PROCEDURES

As much as possible, excavations will be planned in advance, giving consideration to the size of the

- ☞ excavation, soil type, weather conditions, proximity of other structures, and underground utilities. Carefully plan the placement and type of excavation equipment used.
- ☞ The competent person will be responsible for ensuring that work in and around the excavation is in accordance with Federal, state, and local codes.
- ☞ The competent person will survey structures, such as buildings, sidewalks, and pavement for signs of cracking, settling, or distortion that could later be blamed on the excavation work.
- ☞ Locate all utilities and sub-structures prior to digging.
- ☞ Use hand shovels to prevent damage when digging close to utilities and sub-structures.
- ☞ Do not close streets or alleys without getting permission from the proper officials and notifying the fire department.
- ☞ Maintain access to fire hydrants at all times.
- ☞ Owners of property located on streets to be closed or whose driveways will be obstructed should be notified in advance.
- ☞ Restore all property damaged by excavation work as near to the original state as possible.
- ☞ Place spoil piles a minimum of two feet from the edge of the trench or pit.
- ☞ Keep all equipment a minimum of two feet from the edge of the excavation.

☞ PUBLIC PROTECTION:

If the excavation will disrupt vehicle traffic, the public, or the company in any way, place work area protection (WAP) before the work area is established.

- ☞ Always face traffic when setting up cones and signs.
- ☞ After setting up WAP, watch and make sure traffic flows smoothly around the work area.
- ☞ Traffic cones must have reflective tape when used in darkness.
- ☞ Whenever an excavation is left unattended, place barricades, fences, or fluorescent ribbons around the hole to prevent an accident.
- ☞ If pedestrians are in the area, use barricades or fluorescent tape to direct them around and away from the work area.
- ☞ Keep children out of the work area at all times.



- 🚧 Place cones or barricades around equipment that is left in state, county, or city right-of-ways to prevent access by the public.






PERSONNEL SAFETY:

- 🚧 Employees are required to wear approved hard hats when working in or around excavations.
- 🚧 Safety glasses are required if using hand tools or dust is blowing.
- 🚧 Inspect all digging tools before use to ensure handles are solid and blades are sharp.
- 🚧 Keep all tools, equipment, and loose objects a minimum of two feet from the edge of the trench or pit.
- 🚧 Stay out of reach of workers using picks, sledge hammers, or shovels. Make sure others stay out of the area when you are using this equipment.
- 🚧 If holding tools for another worker to strike, use tongs or a tool holder. Never use your hands and stay as far away from the strike zone as possible.
- 🚧 Chock or block objects that have a potential to roll.
- 🚧 All excavations over four feet deep will have a ladder or ramp for access and egress no more than 25 feet from any employee in the protected work zone.
- 🚧 Do not jump into or out of an excavation. Use a ladder or ramp to enter and exit the excavation.
- 🚧 Secure and extend ladders at least three feet above the ground level.
- 🚧 If an excavation is shallower than four feet and no ladder is used, do not jump into the excavation; sit on the edge and slide in.
- 🚧 Employees are not allowed to place themselves underneath loads handled by lifting or digging equipment.
- 🚧 If employees or equipment must cross an excavation, a competent person qualified in structural design or a registered professional engineer will design and supervise installation of ramps and guard rails.
- 🚧 Be careful when walking along the edge of the excavation and be alert to cave-ins.
- 🚧 Sloping, shoring, or shielding is not necessary if no one enters the excavation.
- 🚧 When water is flowing in the excavation, it will be pumped out before entry and the competent person will monitor the pump during entry. Submersible electrical pumps are not recommended.
- 🚧 Place pumps at least two feet from the edge of a trench.
- 🚧 If equipment is operating near the excavation, use stop logs or barricades to keep equipment away from the edge of the excavation.

INSPECTIONS

THE COMPETENT PERSON IS RESPONSIBLE TO INSPECT PRIOR TO ENTRY










- 🚧 FOR Determining the need for WAP.
- 🚧 Determining need for atmospheric monitoring.
- 🚧 Inspect trenches during excavation to determine the soil type and locate any fissures.
- 🚧 Inspect shoring materials before placement to ensure the materials are suitable for use and will support the intended load. If the competent person is unable to ensure that the material or equipment is suitable, then a registered professional engineer will evaluate and approve the material or equipment.
- 🚧 If the excavation is open for more than a day, the competent person will inspect the slope or shoring material before work resumes the following day.
- 🚧 Inspect excavations for potential failure any time there is a weather change or other factors that could affect the excavation.
- 🚧 Inspect water removal equipment before use and monitor its proper function.

-  The area is restored to original state.
-  All materials and tools are picked up.
-  All trash is removed.
-  Inspect and supervise the use of atmospheric monitoring.
-  Fill out an excavation checklist and retain it on the job site for the duration of the work and turn in to office.





GENERAL EXCAVATIONS:

Sloping, shoring, or shielding excavations cannot be reduced to a simple formula. Each job is different and comes with problems in different magnitudes. Follow all Federal and state standards when working in excavations. In addition to this policy, the competent person will refer to OSHA 29 CFR 1926 Subpart P and the training material found in the safety manual.





BEFORE DIGGING, THE COMPETENT PERSON SHALL INSPECT THE AREA TO ASSESS

-  Soil conditions
-  Stress cracks
-  Signs of past excavation work
-  Location of utilities and sub-structures
-  Vibration from highway traffic or machinery
-  Soil type
-  If employees must enter excavations over five feet deep, the competent person will ensure that the excavation is properly sloped, shored, or shielded
-  If the excavation is less than five feet deep, the competent person will determine soil stability and the need for sloping, shoring, or shielding
-  The competent person will determine the soil type in all excavations

VISUAL SOIL TESTS

-  Observe sides of excavation for cracks to indicate fissured material. Are chunks of soil spalling off the sides or is there evidence of moving ground?
-  Look for layered systems.
-  Observe excavated material for clumping.
-  Observe for surface water, water seeping from sides or walls, or water table.






MANUAL SOIL TESTS

-  Dry Strength Test
-  Sedimentation
-  Plasticity or pat test
-  Thumb penetration

SLOPING

FOR SLOPING FOLLOW THESE SLOPING GUIDELINES (SEE OSHA 29 CFR 1926 SUBPART P, APPENDIX B)








Solid rock -- 90 degrees vertical wall

-  Type A soil -- 3/4 foot horizontal to 1 foot vertical
-  For short term exposure in Type A soil, less than 12 feet deep -- 1/2 foot horizontal to 1 foot vertical
-  Type B soil -- 1 foot horizontal to 1 foot vertical.
-  Type C soil -- 1 1/2 feet horizontal to 1 foot vertical.
-  The competent person will classify the soil to determine the appropriate slope.

If the excavation is over 20 feet deep, the slope design will be determined by a registered professional engineer.







ALUMINUM HYDRAULIC SHORING

For hydraulic shoring follow these guide lines. The competent person will classify soil and determine shore types before excavation. The competent person will inspect all shoring before placement. Follow OSHA 29 CFR 1926 Subpart P, Appendix A and D when renting hydraulic shores unless manufacturer's










-  tabulated data is available.
-  Use timber for sheeting when using hydraulic shores as stated in Table D-1.3 and D-1.4 of subpart P, Appendix D. Some manufactured systems have tabulated data to use plywood. This supersedes the standard.
-  Use tight sheeting if the soil is saturated or submerged.
-  Start at the top and work down when installing shore members.
-  Start at the bottom and work up when removing shore members. Release pressure slowly to avoid cave-in.
-  Coordinate back filling and tamping with removal of shoring. Ensure worker protection while tamping.
-  Use ladders in the protected area when a trench is more than four feet deep.

SHIELDS









The competent person will classify the soil and determine the need for shields. The competent person will inspect the shield before placing it.

-  Trench shields may be used and can be rented locally.
-  The shield's tabulated data must be attached to it or in the hands of the supervisor.
-  Use the shield according to the tabulated data and the soil classification. Do not exceed the manufacturer's recommended load.
-  Do not allow employees in the shield when raising, lowering, or moving sideways. Restrict lateral movement.
-  Place a ladder in the shield if there is not one built into the shield.
-  If the excavation is over 20 feet deep, a registered professional engineer must design the protection unless the manufacturer's tabulated data shows that the shield will provide support in deeper soil. (Our engineers can assist in finding a RPE).

ATMOSPHERIC TESTING








-  Use atmospheric monitors in accordance with the owner's manual and employee training.
 -  The competent person will inspect the unit to ensure calibration is completed and logged according to manufacturer's recommendations. At a minimum, the competent person will ensure that the functional/bump test is completed and logged each day before use.
 -  Inspect the aspirator bulb, motorized pump, and the hose.
 -  Test all areas of the trench.
 -  Monitor trenches as needed.
- Employees will not be allowed in trenches over four feet deep if any of the following conditions exist: Oxygen content lower than 19.5%.
-  Oxygen content higher than 23.5%.
 -  Lower flammable limit (LFL) above 10%.
 -  Carbon monoxide content higher than 35 PPM.
 -  Hydrogen sulfide content higher than 10 PPM.

The competent person is responsible to determine the need for atmospheric testing. If any of the following situations occur it is recommended to monitor the excavation.







-  Gas lines within 100 feet of excavation. Check for LFL or lack of oxygen.
-  Above ground gas storage within 100 feet of excavation. Check for LFL or lack of oxygen.
-  Working in an old landfill area. Check for lack of oxygen, hydrogen sulfide, or methane.
-  Working in high traffic area. Check for carbon monoxide.
-  Nearby storage of hazardous substances.
-  If the atmosphere is oxygen deficient, the competent person will determine safety measures to remedy the problem, such as ventilation.
-  If a blower is used to ventilate the air, the competent person will monitor the blower operation and make sure it is placed at least two feet from edge of the trench.
-  All atmospheric hazards will be remedied before employees enter the excavation.

EMERGENCY AND RESCUE PROCEDURES

IN THE EVENT OF AN EMERGENCY AT THE

-  **WORK SITE:** Call 911.
-  Keep water removal equipment or ventilation systems working.
-  Meet rescue personnel and brief them of the situation.
-  Do not use heavy equipment to locate a covered worker.
-  Do not allow other workers in the excavation.
-  Do not panic -- the employee is counting on you.
-  Keep unnecessary people away from trench.

Be prepared for an emergency before it happens. Obtain the following information and keep it available throughout the work operation

-  Location of nearest communication system.
-  Address of the excavation.
-  Number of potential victims.
-  Approximate size and measurement of the excavation.
-  Details of any special hazard.
-  MSDS's of any chemicals used at the work site.

Fall Protection



INTRODUCTION

Falls are the leading cause of worker fatalities in the construction industry. Twenty one percent of the annual construction fatalities are a result of falls. Fall protection is required for workers working at or above six feet from a lower walking\working surface. In general industry fall protection starts at four feet. Fall protection can be in the form of guardrails, safety nets, or personal fall arrest systems. Fall protection requirements do not include persons working on ladders or scaffold systems. Ladders and scaffolding must be used in accordance w\OSHA requirements and DISTRICT policies. For more information on Fall Protection, Ladder Safety, and Scaffold Safety see OSHA standards 1926.500, 1910.subpart D, and 1926.subpart L respectively.

DUTY TO HAVE FALL PROTECTION in CONSTRUCTION:

1. Unprotected sides and edges 6' or more above a lower level.
2. Employees in hoist areas 6' or more above a lower level.
3. Ramp, runways, (to get in or out and across excavations) and other walkways 6' or more above a lower level.
4. Stair ways and landings.
5. Walking or working surfaces not otherwise addressed.

DUTY TO HAVE FALL PROTECTION in GENERAL INDUSTRY (SHOP):

1. Unprotected sides and edges 4' or more above a lower level.
2. Employees in hoist areas 4' or more above a lower level.
3. Where a hole exists in the working surface 6' or more above a lower level
4. Ramp, runways, and other walkways 4' or more above a lower level.
5. Stair ways and landings.
6. Walking or working surfaces not otherwise addressed.
7. Building or tank ladders over 20 feet high.
8. The top of tanks & vessels.

NOTE #1: The above areas shall have *guard rails* 42" + or - 3" high with a mid rail and toe board as needed unless another type of fall protection is used. Work shall not be preformed on the above areas when there is snow or ice unless a PFAS is used.

PROTECTION FROM FALLING OBJECTS

When the potential for falling objects exist, the employer shall have each employee wear a hard hat

- Working beneath an upper level with works or material that could fall.
- Working beneath equipment.

PERSONAL FALL ARREST SYSTEMS

A personal fall arrest system consisting of a connector, snap hook, lanyard, harness, and anchorage point shall be used by all personnel performing work activities 6' or more above a lower

walking\working surface (construction) and 4' in (general industry). PFAS must be rigged so employee free fall is never greater than 6 ft. nor able to contact a lower level.

Connectors, Snap hooks, Lanyards, Lifelines and Anchorages points must be inspected daily.

NOTE: Ropes & straps used in lanyards, lifelines, and strength components of body belts and harnesses shall be made of synthetic fibers. Anchorages shall be capable of supporting at least 5000 lbs per employee. Work must be planned for prompt rescue in case of a fall.

SAFETY MONITORING SYSTEMS:

A safety monitoring system is an alternative in certain situations such as low sloped roofs or tanks at certain heights.

The company shall designate a competent person to monitor the safety of other employees. A controlled access zone shall be established in which the competent person will monitor.

COMPETENT PERSON SHALL

- Be competent in recognizing fall hazards.
- Warn employees when approaching fall hazards.
- Be on the same surface and within visual sighting distance of employees being monitored.
- Be close enough to orally communicate with employees.
- Not have any other responsibilities other than monitoring employees.

NOTE: 1 No mechanical equipment is allowed in the safety monitoring area.

NOTE: 2 Only employees covered by a fall protection plan shall be allowed in safety monitoring systems area.

NOTE: 3 All employees shall promptly comply with warnings from safety monitors.

FALL PROTECTION PLAN

When a fall protection plan is needed Dennis Hamilton of Safety Services will write plan for the particular site and date.

The fall protection plan will be used when conventional fall protection will not meet the need of the situation. A competent person will be designated at that time.

TRAINING REQUIREMENTS

Employees will receive initial training prior to a work assignment that requires fall protection.

Training reviews will be conducted as needed when procedures change or employee is not following procedure. The training will focus on the O.S.H.A. standard 1926.subpart M and this policy.

Training shall be documented by the employee signing a roster with the date and time of the training and signed by the instructor. Gypsy Life LLC will not accept another employers training. The program shall include recognition of fall hazards and procedures to follow to minimize fall hazards.

Employees shall be trained by a competent person in

- Nature of fall hazards in the work area
- Correct procedures for erecting, maintaining and inspecting fall protection systems to be used
- Use and operation of personal fall arrest systems and safety monitoring systems the role of each

- employee in the safety monitoring system
- The use of guard rail systems

ACCIDENT INVESTIGATIONS

All accidents due to fall protection shall be investigated to determine if:

- Training failure
- Equipment failure
- Worker failure

Supervisors will investigate and write a report with assistance from the safety manager.

Fire

Construction Site Fire Policy



Fire Prevention and Emergency Action

This program implements the requirements of OSHA 29 CFR 1 926.subpart “F” and provides instructions for an effective fire prevention program. This program applies to all company employees. The program's objective is to eliminate potential causes of fire and provide for emergency procedures in case of fire.

TRAINING

Employee training as needed will include; responsibilities, how to use a fire extinguisher, how to inspect a fire extinguisher, how to prevent fires and emergency action.

FIRE PREVENTION RESPONSIBILITIES:

SAFETY MANAGER

- 🔥 Explain fire prevention procedures to new employees. Training records must be kept by the supervisor.
- 🔥 Explain fire evacuation plan to all employees.
- 🔥 Ensure that employees are trained to use the fire extinguishers.
- 🔥 Notify local fire department prior to doing a hot cut on gas lines.

SUPERVISORS








- 🔥 Inspect respective work areas daily.
- 🔥 Identify safety zone for employees to report to in case of fire or emergency.
- 🔥 Ensure sufficient number of fire extinguishers for the type of work being done.
- 🔥 Control storage of flammable liquids and paint.
- 🔥 Ensure compliance with smoking rules.
- 🔥 Assure that assigned work areas are free of fire hazards before employees leave each day. Good housekeeping habits will help control fire hazards.

EMPLOYEES




- 🔥 Keep work areas neat.
- 🔥 Do not smoke while fueling equipment.
- 🔥 Insure fire extinguishers in your area are functional
- 🔥 Report to safety zone.

REPORTING PROCEDURES

ANYONE WHO DISCOVERS A FIRE IS RESPONSIBLE TO:


-  Notify the fire department from outside of the danger area.
-  Make every attempt to alert all personnel in the area.
-  Dial 911 or local fire department in rural areas and give the location of the fire including the, address, and any other pertinent information.
-  Give your name to the emergency dispatcher and, if possible, remain on the phone until the dispatcher has cleared you to hang up.
-  Remain in the vicinity after reporting a fire emergency in order to direct the fire department to the fire's location.
-  Direct available personnel to apply temporary fire control measures until the fire department arrives, if possible.
-  Use suitable fire extinguishers to control the fire but do not place yourself in danger or use fire extinguishers if you are not trained.

EVACUATION PROCEDURES






-  When a fire alarm is activated, all personnel will evacuate to the safety zone.
-  All personnel will remain outside the danger area until cleared to re-enter by the Fire Department.
-  False fire alarms will not be tolerated.

FIRE AND HAZARD CONTROL PROCEDURES






SMOKING

-  Smoking is only allowed in designated areas. Observe "**NO SMOKING**" signs where posted.



FLAMMABLE AND COMBUSTIBLE LIQUIDS



-  Placing gasoline and other flammable or combustible petroleum products in plastic or glass containers is prohibited.
-  Gas must be in an approved self locking can.
-  Never use flammable gases or liquids for any reason other than the intended purpose.
-  To prevent dangerous accumulations of explosive vapors, combustible and flammable liquids must be stored, dispensed, or used only where there is adequate ventilation.
-  Identify flammable storage facilities and individual storage cabinets and lockers as "**Flammable - Keep Fire Away.**"

NATURAL GAS LEAK PROCEDURES



-  Natural gas leaks are extremely dangerous. If a gas odor is detected, do not cause sparks or flame by striking matches or turning on equipment.
-  Report any real or suspected leaks of natural gas to your supervisor for immediate action.
-  Alarm others verbally.
-  Call the Fire Department from a safe location.
-  Evacuate all personnel to at least 700 feet upwind from the affected area.

FIRE EXTINGUISHER(S)

-  Must be on hand when torches or welders are in use.
-  Must be on all equipment with hydraulics.




-  Fire extinguishers must be inspected monthly.
-  Must be on all D.O.T. vehicles

COMPRESSED GAS USE

-  Secure cylinders in upright position (in use or in storage).
-  Inspect tank for D.O.T. date and condition.

EMERGENCY ACTION FOR OTHER THAN FIRE

If a spill occurs (i.e. Fuel or Chemical), use the following procedures:

-  Anyone discovering a Hazardous spill shall have the responsibility of notifying the fire department, and make every attempt to ensure that all personnel are alerted and the area is evacuated.
-  Dial 911 and give the location of the spill (address, etc.). The person reporting the spill gives their name and remains on the telephone, if possible, until the fire dispatcher has cleared the caller to hang up.
-  After an emergency has been reported, the individual reporting it should remain in the vicinity to direct the Fire Department to the spill's location. If possible, other personnel should be directed to apply temporary measures (such as building temporary dikes or spreading oil dry) to contain the spill until the Fire Department arrives. If flammable, bring suitable fire extinguisher(s) to control possible fire as trained, but do not place yourself in danger or use fire extinguisher(s) if you are not trained.

Fire

Fire Prevention and Emergency Action



INTRODUCTION

This program implements the requirements of OSHA 29 CFR 1910.38 and provides instructions for an effective fire prevention program. This program applies to all company employees. The program's objective is to eliminate potential causes of fire and provide for emergency procedures in case of fire. A copy of this program will be posted on work area bulletin boards or in other conspicuous locations in the building.

FIRE PREVENTION AND REACTION

RESPONSIBILITIES:

SAFETY MANAGER

- 🔥 Inspect the facility at least quarterly.

SUPERVISORS

- 🔥 Inspect respective work areas at least monthly.
- 🔥 Forward inspection reports to safety coordinator.
- 🔥 Practice fire prevention procedures with employees in respective work centers.
- 🔥 Give new employees fire prevention and fire reaction training. Training records must be kept by the supervisor and be available for review at all times.
- 🔥 Post a fire evacuation plan in all employee work centers. Foreman may use the fire evacuation plan in initial employee training and refresher training.
- 🔥 Practice fire reaction procedures to ensure that all employees are totally familiar with the plan.
- 🔥 Ensure compliance with smoking rules.

Assure that assigned work areas are free of fire hazards before employees leave each day. Good housekeeping habits will help control fire hazards.

- 🔥 Control quantities and storage procedures for flammable liquids and paint.
- 🔥 Train employees on proper use of fire alarms.

REPORTING PROCEDURES

ANYONE WHO DISCOVERS A FIRE IS RESPONSIBLE TO:

- 🔥 Notify the fire department from outside of the danger area.
- 🔥 Make every attempt to alert all personnel in the area.
- 🔥 Ensure that the area is evacuated.
- 🔥 Dial 911 and give the location of the fire including the, address, and any other pertinent information.
- 🔥 Give your name to the emergency dispatcher and, if possible, remain on the phone until the dispatcher has cleared you to hang up.
- 🔥 Remain in the vicinity after reporting a fire emergency in order to direct the fire department to the fire's location.
- 🔥 Direct available personnel to apply temporary fire control measures until the fire department arrives, if possible.
- 🔥 Use suitable fire extinguishers to control the fire but do not place yourself in danger or use fire extinguishers if you are not trained.

EVACUATION PROCEDURES

- 🔥 When a fire alarm is activated, all personnel will evacuate the area except those assigned to specific duties, such as securing work areas and closing doors. Employees who have been assigned special duties are listed in Appendix A.
- 🔥 In the event of a fire drill or fire emergency, all employees will leave the building in an orderly fashion and meet at a designated location so that a count can be taken.
- 🔥 All personnel will remain outside the danger area until cleared to re-enter by the Fire Department.
- 🔥 False fire alarms will not be tolerated.

FIRE EXITS

- 🔥 Exit doors in occupied facilities must always be unlocked and unobstructed during business hours.
- 🔥 Exit doors must swing in the direction of travel.
- 🔥 When extra portable locking devices are used on exit doors for security, these devices will be removed anytime the facility is.
- 🔥 Maintain illuminated exit.
- 🔥 Do not obstruct exit signs.

PARKING AND TRAFFIC

- 🔥 Fire-fighting vehicles that respond to an emergency have the right-of-way over all other traffic.
- 🔥 Never park vehicles closer than 15 feet to a fire hydrant.
- 🔥 Never drive over a fire hose unless a jumper is provided.
- 🔥 Parking is not allowed in fire lanes.

HAZARDOUS WORK PLACES

- 🔥 Appendix B lists work areas that contain major hazards and special precautions to take in the event of fire in these locations.

FIRE AND HAZARD CONTROL PROCEDURES

SMOKING

Smoking is only allowed in designated areas. Observe "NO SMOKING" signs where posted.

ELECTRICAL

All electrical service and equipment installations must conform to the National Electric Code as defined by the National Fire Protection Association Standards.

Make sure all switches, receptacles, and junction boxes have suitable cover plates. Ensure that all electrical plugs and receptacles are in good condition.

Do not use deteriorated wiring and cords, or cracked and broken plugs.

Unplug all unnecessary electrical equipment


Ground all electrical equipment properly.

Ensure that there is at least 18 inches of clearance between electrical light fixtures and combustible materials.

EXTENSION CORDS OR FLEXIBLE ELECTRICAL WIRING IS PROHIBITED:

As a substitute for fixed wiring of structures.

To run through holes in walls, ceilings, or floors.

 If attached to building surfaces by nails or staples.

 If concealed behind walls, ceilings, or under carpets.





FLAMMABLE AND COMBUSTIBLE LIQUIDS


Ensure that dispensing and storage units, such as tanks and drums, are suitably **grounded** at all times.


Placing gasoline and other flammable or combustible petroleum products in plastic or glass containers is prohibited.

 Gas must be in an approved self locking can.

 Never use flammable gases or liquids for any reason other than the intended purpose.

 To prevent dangerous accumulations of explosive vapors, combustible and flammable liquids must be stored, dispensed, or used only where there is adequate ventilation.

 Identify flammable storage facilities and individual storage cabinets and lockers as

 **"Flammable - Keep Fire Away."**

COMPRESSED GAS STORAGE


Store compressed flammable gas cylinders in designated locations only.

Separate oxygen and acetylene gas by a wall or by a 60 foot distance to prevent mixing. Store all full or empty compressed gas cylinders in an upright position, firmly secured, and with the dome cap in place.



COMPRESSED AND NATURAL GAS LEAK PROCEDURES

If a gas odor is detected, do not cause sparks or flame by switching light switches or striking matches.

 Report any real or suspected leaks of a compressed gas cylinder to your supervisor for immediate action.

 Alarm others verbally.



- 🔥 Call the Fire Department from a safe location.
- 🔥 Evacuate all personnel to at least 700 feet upwind from the affected building.

FIRE EXTINGUISHER(S)

- 🔥 Do not use fire extinguisher(s) for any purpose other than fire fighting.
- 🔥 Fire extinguishers shall be inspected annually by certified person.
- 🔥 Fire extinguishers must be inspected monthly by designated person.
- 🔥 Never remove fire extinguishers from their designated locations except to control or extinguish fires.
- 🔥 The safety manager will ensure that designated workers receive fire extinguisher training.

STORAGE AREAS

- 🔥 Maintain clear aisle space in storage areas as fire lanes for fire-fighters and easy access to sprinkler system valves, connections, sprinkler heads, fire alarm panels.
- 🔥 Do not pile materials against buildings, doors, or exits.
- 🔥 Store combustible packing materials, such as shredded paper in fire resistant bins or containers, with self-closing covers.
- 🔥 Do not use mechanical rooms and furnace rooms for storage purposes.

TRAINING

- 🔥 Employees will be trained on general principles of fire.
- 🔥 Employees will be trained on location of fire equipment and location of exits.
- 🔥 Select employees shall be trained on extinguishers.
- 🔥 Employees shall be trained when hired and when there is a change in their duties.

EMERGENCY ACTION FOR OTHER THAN FIRE

- 🔥 **IF A SPILL OCCURS (I.E. FUEL OR CHEMICAL), USE THE FOLLOWING PROCEDURES** Anyone discovering a Hazardous spill shall have the responsibility of notifying the fire department, and make every attempt to ensure that all personnel are alerted and that the building or necessary area is evacuated.
- 🔥 Dial 911 and give the location of the spill (address, etc.). The person reporting the spill gives their name and remains on the telephone, if possible, until the fire dispatcher has cleared the caller to hang up.
- 🔥 After an emergency has been reported, the individual reporting it should remain in the vicinity to direct the Fire Department to the spill's location. If possible, other personnel should be directed to apply temporary measures (such as building temporary dikes or spreading oil dry) to contain the spill until the Fire Department arrives. If flammable, bring suitable fire extinguisher(s) to control possible fire as trained, but do not place yourself in danger or use fire extinguisher(s) if you are not trained.
- 🔥 When an alarm is activated, all personnel will evacuate the area except those assigned to specific duties (securing areas, closing doors, etc). Employees who have been assigned special duties are listed on page 6.
- 🔥 In the event of an emergency action or drill, all employees will **EXIT** the area in an orderly fashion and meet at the designated location on page 6.
- 🔥 All personnel will remain outside the area or spill area until cleared to re-enter by the Fire Department.
- 🔥 False alarms will not be tolerated.

First Aid and CPR



Gypsy Life LLC FIRST AID STATEMENT

No matter how far away from medical help you are or how close you are, First Aid treatment can mean the difference in surviving or not surviving for a victim. As a company, we are concerned about our employees' health.

If there is an injury in our work place or at any of our work sites, we want to do everything we can to reduce suffering.

The following guidelines are for the benefit of all our employees'.

First Aid is the immediate help that is administered to an injured or seriously ill employee until medical

- ✦ help is obtained.
 - Know where eye wash facilities are located, (Flush for 15 minutes).
- ✦ There will be First Aid Kits available and fully stocked in each company owned building. The
- ✦ kits will be in a plainly marked location, and in all supervisor vehicles.
- ✦ Notices containing the following information will be posted on the bulletin board and other appropriate locations in the field.
 - Ambulance Telephone Number
 - Fire Department Phone Number
 - Police Telephone Number
 - Hospital Name, Address, and Telephone Number
 - Preferred provider: Name, Address and Telephone Number

- ✦ In situations where workers are within 5 to 10 minutes of emergency medical care, the manager will decide on employees being certified in First Aid and C.P.R.

- ✦ When employees are designated as a First Aid responder, they will also be trained in
- ✦ Bloodborne Pathogens. (See bloodborne policy)

The Gypsy Life LLC shops are close to medical help but we will have one or two employees on site trained in first aid and CPR. Also from time to time all employees will have review training on first aid so they may be able to be of assistance while waiting for an ambulance.

FIRST AID AND CPR TRAINING

- The following is deemed to be the minimal acceptable first-aid and CPR training program for employees engaged in normal field work activities.
- First-aid and CPR training shall be conducted using the conventional methods of training such as lecture, demonstration, practical exercise and in certain cases by examination (both written and practical).
- The length of training will be sufficient to assure that trainees understand the concepts of first aid and can demonstrate their ability to perform the various procedures contained in the outline below.
- At a minimum, First-Aid and CPR training shall consist of the following:
Training will be provided by the American Red Cross or Independent Qualified Equivalent, a certificate will be provided by the training party to the trainee and copies of the documentation will be held in the Gypsy Lines Office / Safety Archives / First Aid Training Docs.

1. The definition of first aid.

2. Patient assessment and first aid for the following:

- a. Respiratory arrest.
 - b. Cardiac arrest.
 - c. Hemorrhage.
 - d. Lacerations/abrasions.
 - e. Shock.
 - f. Eye injuries.
 - g. Burns.
 - h. Loss of consciousness.
 - i. Extreme temperature exposure (hypothermia/hyperthermia)
 - j. Paralysis
 - k. Poisoning.
 1. Loss of mental functioning (psychosis/hallucinations, etc.). Artificial ventilation.
 - m. Drug overdose.
3. CPR.
 4. Application of dressings and slings.
 5. Treatment of strains, sprains, and fractures.
 6. Immobilization of injured persons.
 - 7. Handling and transporting injured persons.
 8. Treatment of bites, stings, or contact with poisonous plants or animals.

BASIC PROCEDURES FOR FIRST AID

- When a person is injured or ill, someone must take charge, call 911, and apply first aid. The person taking charge must make a rapid but effective examination to determine the nature of the injuries.
- If injury is not life threatening, supervisor will transport employee to preferred provider. Do not move the injured person unless absolutely necessary, you and/or the victim are exposed to further danger at the accident site.
- When evaluating the situation, a first-aider will consider what witnesses tell about the accident, what you observe about the victim, and what the victim (if conscious) can tell.
- Make a primary survey and do **not** assume that the obvious injuries are the only ones present
- because less noticeable injuries may also have occurred. Look for the causes of the injuries; this may provide a clue about the extent of physical damage.

While there are several conditions to consider life-threatening, respiratory arrest and severe bleeding require attention first.

During the primary survey, avoid unnecessary movement or rough handling of the victim

because it might aggravate undetected fractures or spinal injuries.

- ✚ Once life-threatening conditions are under control, focus attention on the other obvious injuries. Seal open chest or abdominal wounds, immobilize fractures, cover burns and less serious bleeding wounds. Again, remember to handle the victim carefully.

After treating the obvious injuries, make the secondary survey to detect less obvious injuries. Handle a victim with a spinal injury with care. Spinal damage can lead to paralysis or death. Also a closed fracture can become an open fracture if not immobilized. The secondary survey is a head-to-toe examination. Start by examining the victim's head, then the neck, abnormalities such as swelling, discoloration, lumps and tenderness that might indicate a hidden injury.

FIRST AID KIT:

- ✚ Employees must report every injury, regardless of severity, to the supervisor. If you deplete items in the first aid kit please let your supervisor know.
- ✚ First aid kits shall contain individual sealed packages for each item that must be kept sterile.
- ✚ Each kit shall be a weather proof container and include at least the following items:
 - Gauze roller bandages, 1 inch and 2 inch (25.4 mm and 50.8 mm);
 - Gauze compress bandages, 4 inch (101.6 mm);
 - Adhesive bandages, 1 inch (25.4 mm);
 - Triangular bandage, 40 inch (101.6 cm);
 - Latex Gloves
 - CPR Barrier
 - Antiseptic
 - Ammonia Inhalants and Ampules

NOTE: The contents of the first aid kit shall be checked before it is sent to the field and at least weekly on the job site to ensure that all expended items have been replaced. The first aid kits shall be accessible in the tool van. Kits available in shop and supervisor vehicles and will be maintained by person in charge of them.

GOALS AND OBJECTIVES

- ✚ Become knowledgeable relative to giving basic first aid.
- ✚ Become knowledgeable in methods of preventing accidents and injuries.
- ✚ Be able to recognize the signs and symptoms of emergency situations and victims needing immediate care, and to give that care to the victims at the scene of the emergency situation.
- ✚ Be able to act quickly and effectively, using first aid principles for victims needing first aid attention, until EMS units arrive and take over the situation.
- ✚ Be able to act as a team member with other first aid responders, and the EMS unit, to provide optimum care in emergency situations

TYPES OF FIRST AID EMERGENCIES

NOTE: Refer to First Aid training materials for recommended First Aid treatment.

- ✚ IMMEDIATE
 - ✚ Respiratory
 - ✚ Choking
 - ✚ Heart Failure
 - ✚ External Bleeding
 - ✚ Internal Bleeding

- ⊕ Shock
- ⊕ Minor/Major Wounds
- ⊕ Burns and Scalds
- ⊕ Foreign Bodies in Eyes
- ⊕ Chemical Burns
- ⊕ Sprains/Strains & Fractures
- ⊕ Skull Fractures
- ⊕ Jaw Dislocation

ENVIRONMENTAL EMERGENCIES

- ⊕ Hypothermia and Frostbite
- ⊕ Drowning
- ⊕ Heat Exhaustion/Heat Cramps
- ⊕ Heat Stroke

MEDICAL EMERGENCIES

- ⊕ Hyperventilation
- ⊕ Drug Abuse
- ⊕ Diabetic Coma/Insulin Shock
- ⊕ Heart Attack and Stroke
- ⊕ Epileptic Seizure and Convulsions
- ⊕ Poisons [Inhaled, absorbed, swallowed, injected]

BITES OF ANIMALS

- ⊕ Snakebite
- ⊕ Insect Bites and Stings
- ⊕ Human Bites
- ⊕ Animal Bites
- ⊕ Reptile
- ⊕ Aquatic

CPR CARDIOPULMONARY RESUSCITATION

WHAT IS CPR, AND WHY IS IT USED?

CPR is a skill that is used to keep a person alive whenever the heart and lungs have stopped working, due to sudden death. CPR'S main objective is to keep the victim's brain alive by supplying oxygen via rescue breathing and cardiac compressions. CPR is used whenever a person experiences sudden death. Sudden, or clinical death, is when a person's heartbeat and breathing stops. The brain can only survive about 5 minutes before brain, or biological death, occurs. Brain, or biological death, is when the brain dies from lack of oxygen. With your CPR skill, you keep the victim alive by supplying the brain with oxygen until EMS/91 1 units arrive.

THE REASON FOR:

- ⊕ **Starting CPR**
 - No heartbeat
 - No breathing
- ⊕ **Stopping CPR**
 - Victim recovers
 - You are relieved
 - You are exhausted
 - Your life is in danger
- ⊕ **Not Starting CPR**
 - Terminal illness
 - Living Will
 - Obvious death
 - Mortal wound (Decapitation)

SIGNS AND SYMPTOMS OF A HEART ATTACK

CHEST PAIN

The chest is the major location of heart attack pain. The pain usually starts in the chest and can radiate to the neck, jaw, arm, or back. It should last more than two minutes and will not be affected by any change of position and can occur suddenly without warning. Some people describe it as an uncomfortable pressure or tightness around the chest, bad indigestion or a squeezing sensation, as if someone were standing on their chest.

SWEATING

Profuse sweating sometimes accompanies heart attack.

NAUSEA/VOMITING

A feeling of general weakness sometimes accompanies these signals.

SHORTNESS OF BREATH

The victim may find it hard to breath.

This is probably the most serious of the signals because most heart attack victims will not call EMS/911 for as long as two or three hours after the onset of symptoms. Victims may try to attribute the pain to other causes, or just ignore the pain hoping it will go away.

ACTIONS

- ⊕ Keep the person calm and comfortable.
- ⊕ Assist the person with his or her Nitroglycerin tablets (Nitro). **Note:** They will know what to do if they have that specific medication.
- ⊕ If you work with someone who is using (Nitro) or has this medication make sure you know or someone knows where this medication is at all times especially if you are working with them. (This medication could save their life.)
- ⊕ Don't give the person someone else's medication.
- ⊕ Call EMS/911

DENIAL

Forklift Safety Policy



INSPECTION ROUTINE

BEFORE STARTING THE MOTOR

- ☞ Check tag for load limits.
- ☞ Check all fluid levels, fan belts, and leaks.
- ☞ Inspect battery for leaks, corroded cables, and water.
- ☞ Inspect the chains for cracks, bends, or wearing.
- ☞ Check the hydraulic lines and hoses for cuts, wearing, Crimps, kinks, or leaks.
- ☞ Check tires, wheels, and lug nuts

AFTER START MOTOR

- ☞ Watch the gauges for proper operation after starting.
- ☞ Test horn and lights.
- ☞ Check for excessive steering wheel play.
- ☞ Check operation of all levers.
- ☞ Test forward and brake and reverse and brake.
- ☞ Set the parking brake and test.

SAFE FORK LIFT OPERATION

The following procedures are not all inclusive but a guide to safe operation. Use common sense when operating fork lifts.

- ☞ Always wear a safety belt if roll over protection and safety belts are furnished.
- ☞ Safety glasses are required if dusty conditions exist.
- ☞ Use horn at blind intersections or when coming through a doorway.
- ☞ Travel with forks more than four to six inches off the smooth surface and two feet for rough ground.
- ☞ Always tilt mast back to add stability to the load.
- ☞ Carry the load against the rest but be sure forks do not protrude.
- ☞ If the load is in your line of sight, drive in reverse and face the direction of travel.
- ☞ Do not raise the load until you are in front of the stacking area and lower the load as soon as you are clear of stack.
- ☞ Do not allow people to walk or stand under forks.
- ☞ Do not drive up to someone by a fixed object if they do not know you are coming.
- ☞ Do not carry passengers on the unit or the forks.
- ☞ Do not place arms or legs between the uprights of the mast or outside the driver's area.
- ☞ Drive slowly without jerking or quick stops.
- ☞ Fork lifts are considered unattended if the driver is more then 25 feet away or out of view of fork lift.
- ☞ When fork lift is unattended, fully lower the load, turn power off, and set the brake. Chock wheels if on an incline.
- ☞ Slowly ascend and descended grades exceeding 10% and keep the load on the uphill side.

- No stunt driving allowed!
- Be aware of overhead obstructions.
- Speed limit for this facility is no greater than a *fast walk inside and 5 MPH outside*. Operate at a speed that will allow you to safely stop the fork lift if the need arises.
- Reduce speed when turning and use a smooth sweeping motion on the steering wheel.
- Carry only stable loads and secure if necessary.
- Do not attempt to carry a load that is heavier than the unit's load rating.
- When work is completed, park the fork lift in the proper place with forks fully lowered and brake set.
- If unit is powered by LP, turn gas off and let the engine die when done for the day.
- Liquid fuel storage and handling will be in accordance with NFPA No 30-1969.

LOADING AND UNLOADING TRUCK TRAILERS

- Chock or block semi trailer wheels when loading or unloading.
- Set parking brake on truck tractors.
- Use fixed jacks to support trailers that are dollied down.
- Ensure that the floor of the trailer will support the unit and the load.

FIRE AND HEALTH HAZARDS

- The company will ensure the fork lifts meet OSHA standards for fire safety. The level of compliance depends on the fork lifts intended use (see OSHA 29 CFR 1910.178(g)).
- When working in doors with a non electric unit. Air monitoring for carbon monoxide may be necessary. Ensure that ventilation is adequate.

Refer to OSHA 29 CFR 1910.178 if you have any questions on the safe operation of fork lifts,

All fork lift operators will be trained and certified on the proper safe use of forklift prior to use

FORKLIFT TRAINING

- ✘ All operators will receive written as well as hands on training on the forklift to be certified on in the field.
- ✘ All employee training on the use of a forklift will be done by a qualified instructor.
- ✘ Operators will receive a certification card for the training and qualifications.
- ✘ Training will be provided and documented on proper load position, load capacity of the equipment, safe operating distances of equipment, required visibility and use of a spotter.
- ✘ Training will be provided on the safe use of counter weights, counterbalances, stabilizer arms, and outriggers.
- ✘ Training will be provided on the general instructions and use of the equipment, including lubrication and re-fueling.
- ✘ Annual refresher training is required of all operators to keep the certification current.
- ✘ Additional training will be provided for special site conditions, unsafe conditions, special loads.
- ✘ Additional training is required for each different type of forklift as well as different weight class.

✖ All forklift certifications will be re-evaluated every 3 years, re-training and re-certification will be provided.

✖

Fusion Safety Policy



INTRODUCTION

This policy is designed to help workers avoid injury when using the fusion equipment due to heat, ergonomic stress and pinching.

NOTE: The fusion machine is not explosion proof. Do not use it in hazardous atmosphere unless you follow manufacturer's recommendations.

INSPECT EQUIPMENT BEFORE USE EACH DAY

- Cords for condition of insulation and all prongs intact.
- GFI for proper working.
- Hydraulics for leaks. Note: If you suspect a pinhole leak, use cardboard to locate it. ▫ Hydraulic fluid under pressure can penetrate body and do damage.
- Blades for nicks and burrs.
- Heater disc for material on it.
- Oil level
- Hydraulic fluid level

SAFE USE

- Familiarize yourself with the controls.
- Familiarize yourself with the owner's manual.
- Disconnect power before attempting to do anything with the blades.
- When positioning the machine for use, set the brake. If you must work on a grade, chock the wheels also.
- Keep cords out of the walk area as much as possible.
- There is no possible way to guard the jaws, so whenever you have to reach into that area, make sure no one has a hand on the controls.
- Set the heat disc up so you bring it in from the left and use your body to shield the operator from the hot disc. Watch carefully when handling the heat disc.
- When tightening or releasing the clamps, use your hands in a vertical straight position on each side of the clamp handle in a rolling position. When the clamp becomes snug, then use hand and wrist to tighten.
- Whether you are using the machine or just in the area, wear safety glasses and hard hats. ▫ Wear an orange vest if working around traffic.

TRAINING

Workers are not allowed to use the fusion machine until they have been trained by a supervisor.

Gypsy Life / Hand Tool Safety



INTRODUCTION

Every year hand tools are the source of about six percent of all compensable disabling injuries. Disabilities resulting from misuse of tools or using damaged tools include:

- ✂ Loss of eyes or vision.
- ✂ Puncture wounds from flying chips.
- ✂ Severed fingers, tendons, and arteries.
- ✂ Broken bones, contusions, and infections from puncture wounds.
- ✂ Ergonomic stress or Cumulative Trauma Disorders.

GENERAL PRECAUTIONS:

WHEN USING HAND TOOLS

- ✂ All hand tools, whether company or personal, shall be maintained in safe condition.
- ✂ If a tool is found to be defective or not in compliance with the standard, it shall be taken out of service.
- ✂ Wear the proper eye protection.
- ✂ Select the proper type and size of tool.
- ✂ Inspect the tool prior to use.
- ✂ Keep all tools clean.
- ✂ Place the body in a safe work position.
- ✂ Immediately repair or replace all defective tools.
- ✂ Never place tape on a hand tool. Tape may conceal defects.

SCREWDRIVERS

INSPECTION

- ✂ Check for broken, split or rough handle.
- ✂ Inspect for loose or bent shanks.
- ✂ Check for broken, chipped, bent or rounded edges on the blade.

TO USE SAFELY

- ✂ Select the proper size and type of screw driver.
- ✂ Keep blade squarely against the bottom of the screw slot.
- ✂ Keep the free hand away from the tip of the blade when exerting pressure.

WRENCHES

INSPECTION

- Inspect for wear and burrs on the holding edges (jaws).
- Check for ease of operation of moving parts.
- Ensure that gripping end is straight and free of burrs.

TO USE SAFELY

- Use a pulling, not pushing motion.
- Position adjustable wrenches tightly on the nut so the pulling force is applied to the stationary jaw.

HAMMERS:**INSPECTION**

- Check the handle for cracks, splinters and taped repairs.
- The hammer head should not have fractured or mushroomed edges.
- Make sure the head is securely fastened to the handle.

TO USE SAFELY

- Keep hand as far from head as possible.
- Grip the handle tightly.
- Strike the object squarely.
- Keep fingers and free hand away from the striking operation.
- Use the right size hammer for the job.

SCISSORS AND SHEARS:**INSPECTION**

- Ensure that handles operate easily and are free from cracks.
- Make sure cutting edges are clean, sharp and without nicks or burrs.
- Check for excessive side-play in the blades.

TO USE SAFELY

- Cut at right angles.
- Keep free hand away from the cutting edge.
- Always maintain sharpness.
- Store scissors properly.

KNIVES:**INSPECTION**

- Check blade for sharpness, burrs and nicks. Check handles for cracks, wear, and loose rivets. Make sure blade is secured to the handle.

TO USE SAFELY

- Use the proper knife for the job.

- ✂ Keep free hand away from the direction of force.
- ✂ Wear appropriate gloves.
- ✂ Cut away from the body.
- ✂ Do not use legs or knees to hold items being cut.

DIAGONAL CUTTERS

INSPECTION

- ✂ Check cutting edge for deep nicks, space between cutters, alignment of jaws, and cleanliness.
- ✂ Make sure that handles move freely, are straight, and have no cracks.

TO USE SAFELY

- ✂ Use the proper size.
- ✂ Always cut wire away from the body.

LONG-NOSE PLIERS

INSPECTION

- ✂ Check jaws for gripping serration, alignment, and broken nose ends.
- ✂ Make sure that handles move freely, are straight and have no cracks.

TO USE SAFELY

- ✂ Head level should be above pulling effort.
- ✂ Pull away from body.
- ✂ **Never** pull toward the face.

REGULAR PLIERS

INSPECTION

- ✂ Inspect jaws for gripping serration, alignment and cracks.
- ✂ Check handles for cracks and free movement.

TO USE SAFELY

- ✂ Do not use on standard bolts.
- ✂ Pull away from body.
- ✂ **Never** pull toward face.

HAND SAWS

INSPECTION

- ✂ Check the blade for bends, sharpness and missing teeth. Inspect
- ✂ the handle for cracks. (Replace if cracked, do not tape.)

- ✧ Make sure the blade is securely attached.
- ✧ Check for loose or missing bolts.

TO USE SAFELY

- ✧ Select the proper saw for the job.
- ✧ Clear the work area of objects that may interfere.
- ✧ Secure a firm footing.
- ✧ Apply pressure on the forward stroke.
- ✧ Keep fingers and free hand away from the cutting area.
- ✧ Always cover the cutting edge and store properly.

SLEDGE HAMMERS

INSPECTION

- ✧ Check the handle for cracks, splinters and taped repairs.
- ✧ Ensure the hammer head does not have fractured or mushroomed edges.
- ✧ Make sure the head is securely fastened to the handle.

TO USE SAFELY

- ✧ Grip the handle tightly with both hands.
- ✧ Strike the object squarely.
- ✧ Wear leather or cotton gloves to protect hands from blisters.
- ✧ Use the right size sledge hammer for the job.
- ✧ Use tongs when it is necessary to hold the object that will be struck.
- ✧ Keep all personnel clear when using a sledge hammer.

DIGGING BAR

INSPECTION

- ✧ Check for irregular bends.
- ✧ Inspect for cracks or splinters.

TO USE SAFELY

- ✧ Secure firm footing.
- ✧ Make sure onlookers stand back.
- ✧ Grip tightly with both hands.
- ✧ Keep travel points away from body parts.
- ✧ Use an insulated digging bar or insulated rubber gloves when digging around potential power sources.
- ✧ Use extreme care not to penetrate or damage cable sheaths or plastic pipes.
- ✧ Do not chop or break underground obstructions until they are identified.
- ✧ Wear steel toed shoes or protective covers.

PICKS

INSPECTION

- ✧ Check for broken or cracked handles.

- Make sure the head is securely fastened to the handle.
- Check for cracks or chips in head.

TO USE SAFELY

- Clear working area of all personnel.
- Secure firm footing, keeping feet apart.

SHOVELS

INSPECTION

- Check handle for cracks, splinters, loose rivets, or screws.
- Check blade for cracks, bends, and sharpness.

TO USE SAFELY

- Secure firm footing.
- Do not dig into unknown objects.
- Use an insulated shovel or insulated rubber gloves when digging around potential power sources.

Hazard Communication Program



INTRODUCTION

Gypsy Life LLC is firmly committed to providing all of its employees with a safe and healthy work environment. It is a matter of company policy to provide our employees with information about hazardous chemicals on the work-site through our hazard communication program, which includes container labeling, Material Safety Data Sheets (MSDSs) and employee information/training. Each field Superintendent will assume the roll of Hazcom Manager for their area of responsibility, and will develop, implement & maintain a site specific program for their site.

The Hazcom Manager will have overall responsibility for coordinating the hazard communication program for Gypsy Life LLC. The Hazcom Manager will make the written hazard communication program available, upon request, to employees, their designated representatives, and the Occupational Safety and Health Administration.

HAZARDOUS CHEMICALS INVENTORY

The Hazcom Manager will compile a list of all hazardous chemicals that will be used on the work-site by reviewing container labels and Material Safety Data Sheets. The list will be updated as necessary.

LABELING

It is the policy of this company to ensure that each container of hazardous chemicals on a work-site is properly labeled. The labels will list:

- › The contents of the container
- › Appropriate hazard warnings and PPE
- › First aid information
- › The name and address of the manufacturer, importer or other responsible party.
- › The company or employee shall not remove or deface any label.

Labels such as the NFPA label below may be used also.



To further ensure that employees are aware of the chemical hazards of materials used in their work area, it is our policy to label all secondary containers. Secondary containers will be labeled with either an extra copy of the manufacturer's label, or with a sign or generic label that lists the contents and appropriate hazard warnings.

MATERIAL SAFETY DATA SHEET

Copies of Material Safety Data Sheets for all hazardous chemicals to which employees may be exposed are kept in the main office tool room and in the tool vans and are readily accessible to employees in the work area during each work shift. The **Hazcom Manager** is responsible for obtaining, maintaining, and updating the file of Material Safety Data Sheets. MSDSs will be in English, they will be communicated to Spanish speaking employees verbally.

EMPLOYEE TRAINING

Employees are to attend a training session on hazardous chemicals in their work area at the time of their initial work assignment. The training session will cover the following

- An overview of the hazard communication requirements
- A review of the chemicals present in their workplace operations
- The location and availability of the written hazard communication program
- A list of hazardous chemicals
- Methods and observation techniques that may be used to detect the presence or release of hazardous chemicals in the work area
- The physical hazards of the chemicals in the work area, including signs and symptoms of exposure and any medical condition known to be aggravated by exposure to the chemical
- How to lessen or prevent exposure to hazardous workplace chemicals by using good work practices, personal protective equipment, etc.
- Emergency procedures to follow if employees are exposed to hazardous chemicals
- An explanation of our hazard communication program, including how to read labels and Material Safety Data Sheets to obtain appropriate hazard information

When a new type of product is introduced into a work area or the chemical composition of a product changes, the **Hazcom Manager** will review the above items as they are related to the new chemicals.

NON-ROUTINE TASKS

Periodically, employees are required to perform non-routine tasks. Prior to starting work on such projects, each affected employee will be informed by the **Hazcom Manager** about hazards to which they may be exposed and appropriate and safety measures.

MULTIPLE EMPLOYER SITE

To ensure that the employees of other contractors have access to information on the hazardous chemicals at a work-site, it is the responsibility of the **Hazcom Manager** to provide the other contractors the following information.

- Where the MSDSs are available

Words such as CAUTION, WARNING, AND DANGER can be used to give workers an idea of the hazards of the chemical.

- › The name and location of the hazardous chemicals to which their employees may be exposed
- › Appropriate protective measures required to minimize their exposure

- An explanation of the labeling system used at the work-site

Each contractor bringing chemicals onto a work-site must provide the **Hazcom Manager** with the appropriate hazard information on those substances to which our own employees may be exposed to on a work-site.

Hearing Conservation Policy



INTRODUCTION

The Federal Occupational Safety and Health Administration (OSHA) requires employers to adhere to rigid standards to protect the hearing of employees. Certain job responsibilities within the company require hearing conservation. This program is written to comply with all Federal OSHA regulations 1910.95 and provides measures to protect employee's hearing. This document provides comprehensive instructions for a successful hearing conservation program.

POLICY

As part of this Gypsy Life LLC continuing commitment to provide a healthful and safe work environment, the following requirements relating to hearing conservation will be adhered to: The

- company will comply with OSHA 29 CFR 1910.95 (Occupational Noise Exposure Standard) and all applicable state and local regulations.
- Representative noise monitoring will be conducted for work areas, operations, and job functions where noise levels are a concern.
- When engineering or administrative controls to minimize noise are not feasible, or are ineffective, the hearing conservation program must be instituted.

EMPLOYEES COVERED BY THE PROGRAM

Employees will be included in the hearing conservation program including training and medical surveillance, as specified below:

- For all job functions or titles specified in (see Appendix A).
- Whenever determined necessary by the company.

TRAINING

Employees who are exposed above the action level of 85db for an eight hour average, shall be trained when the need is determined and annually.

- When and where to wear hearing protection
- How to install ear plugs
- Where ear protection is located
- How noise injures the ears
- What is dangerous
- The program is available in all safety manuals and is posted on the bulletin board.

MANDATORY USE OF HEARING PROTECTION

In addition to the above requirements, the use of hearing protection will also be mandatory

- When noise exposure equals or exceeds 90 decibels.
- Wherever signs requiring use of hearing protection are posted.
- Grinding.
- Hammering on steel.

- 🔊 Operating a jackhammer.

FEDERAL AND STATE COMPLIANCE REQUIREMENTS

The company administers the hearing conservation program according to Federal and state regulations. Employees covered by the program must participate in

- 🔊 Noise monitoring -- When information indicates that an employee is exposed to noise levels exceeding the PEL, the company shall have the work area monitored. Audiometric testing program -- The company shall have audiometric tests done annually on employees on the hearing conservation program.
- 🔊 Hearing protectors -- Hearing protectors are available at no cost to all employees of the company not just those who are covered by the program.
- 🔊 OSHA requires that hearing protection be worn when the eight hour TWA meets or exceeds 90 dBA.
- 🔊 Employees must wear hearing protection whenever noise levels exceed the PEL.
- 🔊 Annual training will be instituted for all employees who are exposed to noise levels above the PEL. The management will ensure employee participation in the training.

RESPONSIBILITIES

Management

- 🔊 Coordinate and arrange audiometric exams for all affected employees. Arrange for noise monitoring.
- 🔊 Maintain records.

Supervisors

- 🔊 Identify employees who are potential candidates for program.
- 🔊 Ensure that the work group is in compliance with all aspects of the program.

Employees

- 🔊 Wear approved hearing protection as required.
- 🔊 Notify supervisor if work place noise levels present a potential health hazard.

NOISE MONITORING RESPONSIBILITIES

A monitoring program has been developed and established for all employees who are covered by the program. The company is responsible to conduct noise monitoring. Noise monitoring responsibilities include:

- 🔊 Gather valid noise exposure samples by recording noise level readings on noise dos-monitoring forms.
- 🔊 Respond to concerns or complaints of excessive noise in work environments.
- 🔊 Collect and assess noise level reading results.
- 🔊 Recommend appropriate actions based on noise level reading results.
- 🔊 Coordinate with employees who are candidates for the program.

THE MONITORING PROGRAM INCLUDES THE FOLLOWING

- 🔊 Noise Monitoring -- noise monitoring devices are worn by employees. This is the preferred method, especially when workers move from one location to another, and when sound levels vary according to location.
- 🔊 Area Monitoring -- a noise monitoring device is positioned to monitor noise from a single location. This is an acceptable method only when personal monitoring is not effective, or

when management can prove that area sampling and personal sampling will produce the same results.

- Noise monitoring devices must be calibrated before and after measurements are taken.
- Monitoring will be repeated whenever a change in the work environment increases noise exposure.

INDIVIDUALS CONDUCTING NOISE MONITORING MUST

- Notify employees of personal noise monitoring results. When noise monitoring results affect an entire work group, all group members and their immediate supervisors must be notified of the results.
- Send the results of area noise monitoring to the immediate supervisor.

AUDIOMETRIC TESTING PROGRAM

The company has established and maintains an audiometric testing program. Testing is provided at no cost to employees covered by the program. The audiometric testing program includes the following components

- Baseline Audiogram to establish where their hearing is prior to working with the company. The employee shall not work in a noisy area 14 hours prior to testing.
- Annual Audiogram to determine if their hearing has changed while working for the company.
- Standard Threshold Shift

Standard threshold shift is a change in the hearing threshold relative to the baseline audiogram. If an average shift in either ear of 10 dB or more at 2,000, 3,000, and 4,000 hertz is evident

- The employee may be re-tested within 30 days. Results of the re-test may be accepted as the annual audiogram.
- The audiogram will be assessed by an audiologist, otolaryngologist, or physician who will determine if further evaluation is required.
- The employee must be informed within 21 days of the determination.

If it is determined that the standard threshold shift is work related

- Employees not using hearing protection must be fitted and trained in the use and care of hearing protection and be required to use it.
- Employees using hearing protection must be refitted and retrained in the proper use of hearing protection. Hearing protection that affords greater protection may be necessary.
- Employees may be referred for additional testing after audiogram(s) have been reviewed.

HEARING PROTECTORS

- Hearing protection is provided for all employees, and are available in the store room or in the tool van.
- Hearing protection shall be re-evaluated as necessary to ensure that they are rated for the job they are used on.

RECORD KEEPING

- Records shall be maintained according to OSHA 1910.95
- Noisy monitoring records are kept for 2 years.
- Audiometric records are maintained for the duration of employment.

Heat Stress Policy



This policy is an effort to help employees understand the hazards associated with heat, symptoms to look for and how to take care of your self when working in the heat.

TRAINING

Training will be conducted as needed and shall include: symptoms of heat stress and how to prevent.

WHAT HEAT CAN DO TO YOU

HEAT INDEX 101° to 129°

Sun stroke, heat cramps, and heat exhaustion are likely. Heat stroke is possible with prolonged exposure and physical activity.

HEAT INDEX 90° TO 100°

Sun stroke, heat cramps, and heat exhaustion are possible with prolonged exposure and physical activity.

HEAT INDEX 130°

Heat stroke or Sun stroke are imminent.

SYMPTOMS

HEAT EXHAUSTION

SYMPTOMS

**normal or below body temp. cool, moist, pale or red skin
headache, nausea, dizziness, weakness, exhaustion**

CARE: remove to shade-administer cool liquids

HEAT STROKE

SYMPTOMS

**high body temp. red, hot dry skin (sweating has stopped)
rapid, weak pulse rapid, shallow breathing progressive loss
of consciousness**

CARE: apply wet towels or sheets one glass of water every 1/2 hour

HEAT STRESS INDICATOR

Dehydration Levels	% of Body Weight Lost	Fluid Loss in Lbs & Liters	How Soon This Can Happen	Effects and Symptoms
Minor	1%	1.5 lbs .75 liters	1 hour	Unnoticed
Initial Stage	2%	3.0 lbs 1.5 liters	2 - 3 hours	Loss of endurance, thirst, feel hot, less comfortable
Performance Loss	3%	4.5 lbs 2.25 liters	3 - 4 hours	Loss of strength, loss of energy, moderate discomfort
Heat Cramps	4%	6.0 lbs 3.0 liters	4 - 5 hours	Cramps, headaches, extreme discomfort
Heat Exhaustion	5-6%	7.5-9 lbs 3.5-4 liters	5-6 hours	Heat exhaustion, nausea, faint
Heat Stroke	7% +	11 + lbs 5+ liters	7+ hours	Heat stroke, collapse, unconsciousness

FACTORS

TWO HOURS OF MODERATE ACTIVITY CAN LOSE UP TO 1-5 LITERS OF FLUID.

Heat

- ☀ Humidity
- ☀ Work Intensity
- ☀ Protective Clothing
- ☀

LOSS & CONSEQUENCE

Most People Lose 2-4 Liters of Fluid per day to Sweat Evaporation.

- ☀ Laborers in Hot, Humid Conditions can lose 2-3 Liters in Just 3-4 Hours.
- ☀ Extremely Hot, Humid Conditions - It's Possible to Lose More Than 5 Liters per day.
- ☀

IMPACTS OF BLOOD GOING TO THE SURFACE FOR

COOLING less blood to brain and other organs

- ☀ strength declines
- ☀ fatigue occurs sooner than usual
- ☀ alertness and mental capacity may be affected
- ☀ detailed work accuracy reduced
- ☀ increased accidents
- ☀ increased irritability & anger.
- ☀

GENERAL INFORMATION

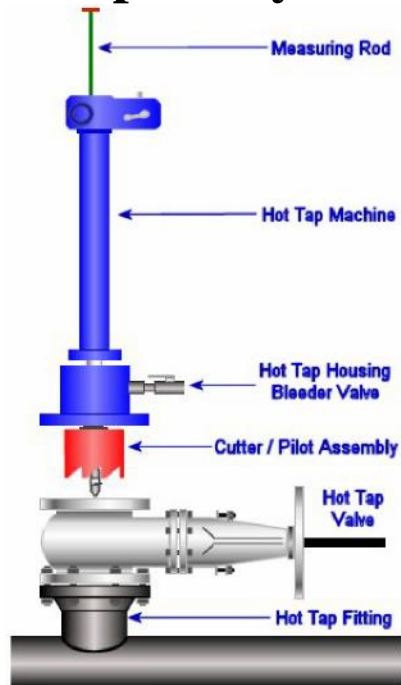
- ☀ 1.8% loss of body weight - performance falters
- ☀ 2-3% loss of body weight - decrease aerobic capacity by more than 10%
- ☀ 4.3% loss of body weight - will decrease performance by 22%

Staying hydrated is very important to your health when working in the heat of the day, the following hits will help you.

HOW TO STAY HYDRATED

- ☀ Anticipate Conditions
- ☀ Pre-Hydrate - drink 8-16 oz of water
- ☀ Drink every 15 to 20 Minutes (4 - 8 oz several times each hour)
- ☀ Drink Cool Water
- ☀ Avoid Alcohol, Coffee, Tea, Soda - Diuretics
- ☀ Monitor Urine
- ☀ Large volume relatively clear liquid indicates proper hydration.
- ☀ Small volumes and/or dark urine could mean you are dehydrated.

Hot Tap Safety Policy



PURPOSE

To minimize the possibility of fire and/or explosion and injury while establishing control over jobs which require hot tapping on equipment in service.

TRAINING

Personnel must be thoroughly trained and certified to operate Hot-Tap equipment, and recognize abnormal operating conditions, that could be hazardous.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment will include fire resistant coverall's, safety glasses, gloves, hearing protection and hard hat.

RESPONSIBILITY

It is the superintendent and/or the qualified technician's responsibility:

- a. For assuring that all aspects of the job have been planned, such as but not limited to:
 - 1) Identifying the product in the line.
 - 2) Temperature and pressure on line.
 - 3) Thickness testing has been done.
 - 4) Person is qualified for the job.
 - 5) All safety precautions have been taken.
 - 6) Proper approval has been given.
- b. Only Operated Qualified personnel certified in Hot-Tapping are allowed to
- c. Supervise Hot-Tapping operation.
- d. Assure that the weld is satisfactory before permitting hot-tap drilling to start.

SPECIAL PRECAUTIONS

- a. Each hot-tap requires personal approval of the Operator's manager before work can begin.
- b. Hot-tapping on equipment in service is considered a serious operation and must not be taken lightly. All safety precautions will be taken.
- c. Thickness testing must be taken on all piping prior to starting the project. Minimum required wall thickness shall be determined before welding occurs.
- d. Hot tapping on lines containing corrosive or toxic materials; such as hydrogen sulfide or caustic soda, should be given special consideration. Certain materials may cause metallurgical changes in the heat affected zone.
- e. Hot-tapping should not ordinarily be done on piping or other equipment operating above 350psig, or above 700 degree Fahrenheit. Before making a hot tap under conditions at higher pressures or temperatures, special consideration shall be given and necessary safety precautions taken.
- f. Hot-tapping shall be done only by certified personnel, using qualified procedures.
- g. Assure hot-tap machine is rated for line pressure at the time of the hot tap.
- h. Assure hot-tap machine is capable of retaining coupon and can indicate the depth into the line being tapped.
- i. Assure excavation is properly prepared, to OSHA standard, and to hot-tapping operation.

Hot Work Policy



INTRODUCTION

This policy is for field work and confined space work; shop work will continue to be done under established procedures. If the Operator has hot work procedures we will follow theirs. A hot work permit is required whenever an employee is going to weld, braze, or cut anything with a torch.

TRAINING

Training for Hot Work will be given along with arc welding and torch safety to include: when the permit is needed, fire watch and safety concerns.

HOT WORK FORM

The form is basically a checklist of procedures to be conducted prior to any hot work and upon completion of the hot work. These procedures are intended to ensure that all safety issues concerning hot work are addressed.

BEFORE PERFORMING ANY HOT WORK, THE EMPLOYEE MUST OBTAIN PERMISSION FROM THE SUPERVISORS.

SAFETY CONCERNS

Items to be alert to:

- ✘ CONDITIONS OF THE EQUIPMENT USED
- ✘ REMOVAL OF ALL FLAMMABLE MATERIAL
- ✘ FIRE EXTINGUISHER READY AND AVAILABLE
- ✘ PROPER PERSONAL PROTECTIVE EQUIPMENT
- ✘ PROTECTION OF AREA FROM EXPOSURE
- ✘ REVIEW OF ALL LOCKOUT/TAGOUT
- ✘ CONFINED SPACE CONCERNS.
- ✘ FIRE WATCH

WORKERS

Another concern that must be addressed is the safety of other employees in the area. They must be warned prior to the start of any hot work and during the hot work. A barrier should be put up to insure that accidental flashing of other employees is eliminated.

PERMIT

The hot work permit to be used is as follows:

(RETURN PERMIT TO SUPERVISOR UPON COMPLETION OF HOT WORK)

HOT WORK PERMIT**UNAUTHORIZED PERSONNEL KEEP OUT OF AREA**

This Hot Work Permit for welding, cutting, brazing, or other flame-producing, operations, is to be filled out completely before such operations begin.

Location: _____

Date: _____

Time: _____

Permit requested by: _____

Nature of the Job: _____

SAFETY REQUIREMENTS

(Mark Square Yes or No or N/A) If no has been marked in any square, do not proceed with the proposed project.

1. The personnel performing hot work has been trained and authorized to perform hot work.
2. Management or its authorized representatives have inspected the area where hot work is to be done and has permitted the hot work.
3. Operator or employees performing hot work has been advised of hazards.
4. All affected supervisors and employees have been notified of hot work.
5. Shut down, lockout and tagout all handling equipment in the work area (Conveyors, motors, pumps, etc.)
6. Sweep or clean combustible or flammable materials within 35 foot radius of the hot work area.
7. Shield or cover all exposed combustible materials within a 35 foot radius of hot work area, to Protect from heat and sparks.
8. Shield any personnel from flash exposure who might come into the area while coming inadvertently.
9. Provide fire extinguisher and/or water supply at hot work site.
10. Welding and cutting equipment checked and in safe operating condition before use.
11. Personal protection equipment provided to those performing hot work.
12. Fire watch established in hot work for at least 30 minutes after welding and cutting is finished.

Permit Approved by: _____ Date Permit issued: _____

Expires: Date and Time: _____

Project Completed by: _____ Date: _____ Time: _____

H₂S Safety Policy



INTRODUCTION

Procedures may vary for site to site and company to company so the following procedures are designed to comply with the Department of Environmental Quality. Before work is begun Gypsy Life LLC will receive information from the General Contractor to assure their procedures are followed as well.

H₂S TRAINING

All employees of Gypsy Life LLC that work in oil and gas operations will be trained on the hazard of **H₂S**. Employees will receive training annually. There may be times when employees will receive additional training at the work site.

DEFINITION of H₂S

- ^ **H₂S** is a by product of organic matter decays that can be found in sour oil and gas fields, sewers, landfills and some utilities.
- ^ **H₂S** has the smell of rotten eggs.
- ^ **H₂S** is a highly toxic and colorless gas that can cause death in minutes through poisoning.
- ^ **H₂S** is also explosive so employees are not allowed to smoke when working in a potential **H₂S** environment.

SYMPTOMS OF H₂S POISONING

- ^ Drowsiness
- ^ Severe eye and Throat irritation
- ^ Possible pulmonary edema
- ^ Loss of reasoning and balance
- ^ Eventual unconsciousness
- ^ Death

When any of these symptoms are experienced, leave the area immediately.

When entering a known H₂S area to work, look for the condition signs:

Stage 1. Green flag means normal conditions.

Stage 2. Yellow flag means potential danger with the possibility of 1 ppm to 20 ppm of

(RETURN PERMIT TO SUPERVISOR UPON COMPLETION OF HOT WORK)

H₂S.

Stage 3. *Red flag means extreme danger with over 20 ppm of H₂S.*

GENERAL SAFETY GUIDE LINES

When H₂S is expected the following general guide lines will be adhered to:

- ^ Before work is started, Gypsy Life LLC will receive information from the General

Contractor as to the possibility of H_2S and the concentrations that could be anticipated.

- ^ Before work is started determine wind direction and establish two briefing area. (up wind or cross wind)
- ^ An H_2S monitor will be worn at all times when there is a potential.
- ^ Five minute escape pack will be worn in the danger area.
- ^ A 30 minute Air Pack will be kept in the briefing area (unless other wise specified, on some sites it may be required at all times)
- ^ Be alert to the wind direction and try to stay up wind of the potential leak.
- ^ Wind socks and wind direction indicators will be set up in the area.
- ^ There must be an entrance and a secondary escape route for the work area.
- ^ Two briefing areas will be established 250 feet away and be up wind or cross wind with prominent signage.
- ^ Briefing areas will be used as refilling stations.
- ^ Smoking in designated areas only.
- ^ Park vehicles away from possible H_2S source and toward the escape route.
- ^ The buddy system will be used in H_2S potentials. The supervisor will establish who your buddy is.

WHAT TO DO IF AN ALARM SOUNDS:

- 1) Hold your breath and put emergency air pack on.
- 2) Head for briefing area.
 - If someone along your path is in trouble, make positively sure you are adequately protected before assisting. If you assist, grab their collar and support their head as you drag them to safety.*
- 3) Check in with the Supervisor at the briefing area.
- 4) Tell the Supervisor of anyone you saw in trouble.

CONTINGENCY PLANS

Before working in any possible H_2S dangers, the welder must have a contingency plan developed in case of an emergency. A copy of this plan must be on location and available to all personnel. Some of the material covered in this contingency plan is listed below:

- 1) General information and physiological response to H_2S and SO_2 exposure
- 2) Safety procedures, equipment, training and smoking rules
- 3) Procedures for operating conditions
 - a. Normal operations
 - b. Potential danger
 - c. Extreme danger
- 4) Responsibility of personnel for each operating condition
- 5) Designation of briefing areas
 - At least two (2) briefing areas shall be established at each site facility. Of these two areas, the one upwind at any given time is the 'safe' briefing area.*
- 6) Designation of escape routes
- 7) Evacuation plan
- 8) Agencies to be notified in case of emergency
- 9) A list of medical personnel and facilities with telephone numbers and addresses
- 10) List of all area residents inside the two (2) mile radius of exposure with telephone numbers

11) Rig layout and local maps

ALL PERSONNEL SHOULD READ AND BECOME FAMILIAR WITH THE H₂ S CONTINGENCY PLAN AND BE PREPARED TO FOLLOW THE LISTED PROCEDURES IN CASE OF AN ACCIDENTAL RELEASE OF HYDROGEN SULFIDE.

SAFETY CHECKLIST FOR SERVICE PERSONNEL

- 1) Is there a true need for me to be on this location?
- 2) Do I have permission from the proper authority and have I checked in with the Safety Supervisor?
- 3) Have I received current H₂ S safety training?
- 4) Have I been assigned a breathing apparatus and am I thoroughly familiar with it?
- 5) If so, is my breathing apparatus fully charged and serviceable?
- 6) Am I familiar with the use and location of the following items?
 - a. H₂ S warning signs and flags
 - b. Designated smoking area
 - c. Briefing areas and escape routes
 - d. Windssocks and other wind direction indicators
 - e. Oxygen resuscitator and first aid kit
 - f. Stretcher
 - g. Communications
 - h. List of emergency telephone numbers
 - i. Spare breathing apparatus
 - j. Cascade and manifold breathing air system
 - k. Visual and audible H₂ S alarms
 - l. Safety line and harnesses
- 7) Have I been assigned a 'buddy'?
- 8) Do I know exactly what I am going to do in the event of a release of poisonous H₂ S gas?
- 9) If I have a vehicle, have I parked it so that it is facing away from a possible source of H₂ S and toward an escape route?

Job Safety Analysis Policy



PURPOSE:

This policy is to be used to analyze the three major areas of the jobs our employees perform:

- Sequence of basic job steps
- Potential accidents/hazards
- Recommended safe procedures

We want to make sure that employees are following the basic steps required to do the job properly for quality, productivity, and safety.

ITEMS TO CONSIDER:

When using the form in appendix A the following items are good to think about:

- Equipment and tools needed
- Experience of employees
- Weather
- Clothing
- Personal Protective Equipment
- Excavations
- Confined space
- Access & Egress
- Fall potential
- Hot work
- Fire Extinguishers
- Congested area

SAFETY STANDARD REQUIREMENTS

OSHA General Industry 1910 or Construction 1926 or D.O.T.

USING THE JSA FORM

When doing a JSA break the job down into simple step. Try to keep the number of steps to a minimum. When you have the steps then look at each step for hazards and the potential for an accident. Talk to the employee doing the job and get their input on the hazards and what would be effective for safety features.

TRAINING:

When you have completed the form go over it with the employee or employees involved. Explain the steps and discuss the hazards you perceive. Make sure they are in agreement with the safety procedures you have recommended and follow them.

Gypsy Life / Ladder Safety Policy










Ladders by their very nature are a hazard due to the fact that work is being done above ground level. All ladders shall be inspected before use each day. All company employees shall use them in a safe manner adhering to the following procedures. For more information on ladders refer to CFR 19 10.25-27.

TRAINING














Employees shall be trained on type of ladders (Type I, II, III), proper use of each ladder, proper slant on the extension ladder, inspection and when fall protection is needed on a ladder.

STEP LADDERS

INSPECTION:

-  Conduct inspections each day before use.
-  Check side rails for cracks.
-  Ensure step rivets are tight.
-  Check that hinges are locked.
-  Check cross bracing.
-  Check that rubber feet are in place and in good condition.
-  Know the weight limits.

TO USE SAFELY

-  Do not stand above the first step from the top of a ladder less than four feet tall.
-  Do not stand above the second step from the top of a ladder over four feet tall.
-  Never move a ladder without checking the top to make sure nothing will fall off.
-  Never use an aluminum ladder around electricity. Use wood or fiberglass.
-  Never over reach while working from a ladder. Do not move your breast bone beyond the side rail.
-  Do not use side rail cross braces for steps.
-  Do not allow more than one person on a ladder at a time.
-  Do not sit or stand on the top of a ladder.
-  Use both hands when climbing the ladder.
-  Do not carry material up the ladder. Have someone hand objects to you or use a tag line.
-  Never use a painted wood ladder.
-  Destroy defective ladders and discard.
-  Do not use a step ladder to enter and exit a trench.

EXTENSION LADDERS

INSPECTION

- ▲ Conduct inspections each day before use.
- ▲ Check for cracks and loose rivets in side rails.
- ▲ Check rungs for tightness, all rungs must be in place, uniform spacing level and parallel when in position.
- ▲ Inspect rope for rotting or fraying.
- ▲ Make sure either rubber feet or spurs are in place and in good condition.
- ▲ Know the weight limits.
- ▲ Make sure locks and pulleys are in place and in good condition.

TO USE SAFELY

- ▲ When carrying a ladder, put feet forward, balance on shoulder or at side.
- ▲ Do not put arms between side rails while carrying.
- ▲ Never use an aluminum ladder around electricity. Use wood or fiberglass.
- ▲ Keep hands away from moving parts when raising a ladder. Stand to the side with one hand on the stationary side rail and the other hand on the rope.
- ▲ Keep your feet away from moving section so if it falls it will not hit anyone.
- ▲ Use the fireman's method for the correct slant of the ladder or (1 foot out for every 4 feet up). Ladder shall extend 3' above top of landing surface.
- ▲ Never lean out more than 12 inches from the ladder. Do not move your breast bone beyond the side rail.
- ▲ Do not hang things on the rungs.
- ▲ Tie the ladder off if it is not completely stable.
- ▲ Wear shoes with perpendicular heel when working on round-rung ladders.
- ▲ Use a ladder with rubber feet for smooth, hard surfaces.
- ▲ Use a ladder with spurs for soft, uneven or icy surfaces.
- ▲ Extend ladder three feet above the exit point when using a ladder to gain access to a roof or similar surface.
- ▲ Extend ladder three feet above the top of an excavation or trench and secure it when using an extension or straight ladder in an excavation or trench.
- ▲ Secure the ladder if the base is on an uneven or slippery surface.
- ▲ Never use a painted wooden ladder.
- ▲ Destroy defective ladders and discard.
- ▲ Use ladders only for intended use (they are not ramps).

- ✘ Never exceed the manufacturers tagged load capacity for any ladder.

STATIONARY LADDERS

- ▲ Ensure that the ladder is secured to the structure.
- ▲ Ensure that the rungs are in good condition.
- ▲ Look for splinters.
- ▲ Look for rust or rot on the rungs and side rails.
- ▲ Rungs must have a minimum rung diameter of 3/4 inch.
- ▲ Rungs must not be more than 12 inches apart and evenly spaced.
- ▲ Rungs must be a minimum of 16 inches long.
- ▲ Rungs must be 7 inches from the wall.
- ▲ Cages must be provided on ladders over 20 feet.
- ▲ Landings shall be provided on ladders over 30 feet.

LADDERS BUILT INTO EQUIPMENT

- ▲ Ensure that the rungs are in good condition.
- ▲ Look for rust or rot on the rungs.
- ▲ Ensure that the side rails are in good condition.
- ▲ Look for rust, cracks or rot on the side rails.

LARGE SHEAR SAFETY POLICY



INTRODUCTION

- In the past there have been injuries on the large shear. In every case it was carelessness that caused the injury. The following guidelines are for your protection and must be adhered to.

TRAINING

Employees shall be trained prior to use by an experienced shop worker to include: inspection, proper use of the equipment and general precautions.

INSPECTION

Ensure that the guard chain is in place behind the machine. Inspect springs and feet.

- Inspect blade for nicks.
- Make sure there is no scrap metal on machine.

REPAIR/SERVICING

Apply lockout/tagout if you will be placing your body in any power point areas.

GENERAL PRECAUTIONS

Wear proper eye protection.

- Push the foot operating peddle out of the way until you have size of cut set.
- Place material to be cut on the deck and push it securely against the side guide.
- Insure that material is placed in proper place for cut.
- Take hands off the material and make sure hands are not under material.
- If material you are cutting is short, lay a large piece of metal over it and apply hand pressure in the center of lay-over metal if needed.
- Position foot control peddle for easy use.
- Keep hands in the air while pressing the foot operating control.
- Remove foot from control and remove material.

LEAD SAFETY POLICY



PURPOSE

To protect all employees and clients from lead exposure.

TRAINING

Training shall be provided prior to the time of initial job assignment and annually thereafter.

Training shall consist of a minimum of the following:

- ◆ OSHA standard 1910 – 1025 and appendices
- ◆ Operations that can produce lead exposure above the action level.
- ◆ Respirator use and fit testing and limitations.
- ◆ Engineering controls.
- ◆ A description of medical surveillance and the medical removal program.
- ◆ Potential adverse effects on reproductive systems.

GENERAL

- ◆ No employee shall be exposed to lead above 50 microgram per cubic meter of air over 8 hour period.
- ◆ If monitoring shows it to be above the PEL the first objective is to use engineering control to maintain the level under the PEL.
- ◆ If engineering controls such as ventilation or wetting will not keep the level down then respirators shall be worn.
- ◆ If the level is questionable employees shall wear respiratory protection.
- ◆ Work in well ventilated areas.
- ◆ Wear appropriate personal protective equipment (i.e. eye protection, respiratory protection).
- ◆ Post signs around the area when lead concentration is above PEL.
- ◆ If working above the PEL the company shall provide a decontaminating and changing area for workers.

SITE PLAN

- ◆ A written site plan shall be completed on individual jobs.
- ◆ The plan shall include:
 - Engineering and work practices controls
 - Documentation of air monitoring to include source of lead
 - PPE, crew size
 - The task in which lead can be emitted. The written program shall be revised and updated every six months.

MONITORING

Personal monitoring will be done when there is a reason to believe that lead will be above the PEL.

- ◆ When we have a project of concern, we will chip samples to get an idea of the lead content. If the project is to short to monitor, wipe samples will be taken after completion.
- ◆ When monitoring is needed it shall be done by an Industrial Hygienist and the sample sent to the laboratory.
- ◆

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ◆ Safety glasses or goggles shall be worn if you are not wearing a full face respirator.
- ◆ Air purifying respirators shall be NIOSH certified and fit tested and cleaned daily.
- ◆ Powered respirators shall be NIOSH approved and use grade D air.

NOTE: All PPE is provided to the employee at no cost from the company.

MEDICAL SURVEILLANCE

- ◆ Our type of work with lead is seldom and brief in nature. Should we have a project that gets into the time limits in the standard that require medical surveillance it shall be set up with appropriate physician.
- ◆ If blood sampling is needed that will be according to the OSHA 1910.1025 to include
 - Blood sampling and monitoring will be conducted every six months.
 - Employees shall be notified within five days when lead levels are not acceptable.
 - Employees will be removed from exposure when levels are elevated.

RECORDS

- ◆ Employee records shall be maintained for employment plus 30 years.

Gypsy Life LLC
Underground Utility Locate Policy & Procedures

Gypsy Life / Lockout and Tagout Policy



PURPOSE

The purpose of this policy is to ensure that the company is in compliance with the OSHA Control of Hazardous Energy Source (29 CFR 1910.147) and with the OSHA Electrical Work Practice Standards (29 CFR 1910.333(b) (2) (iii) (D) and (b) (2) (iv) (B).

This procedure establishes the minimum requirements for the lockout or tagout of energy isolating devices. It will be used to ensure that the machine or equipment is isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any service or maintenance activities where the unexpected energization, start up, or release of stored energy could cause injury from equipment.

INTRODUCTION

The company has many types of equipment that may contain potentially hazardous energy. This equipment may be mechanically, electrically, and/or pneumatically operated. Injuries may result from unexpected start up. Injuries could include severe cuts, amputation of extremities, or death.

Lockout procedures block the release of energy from the equipment, while tagout procedures provide only a warning device. Due to these circumstances, lockout is the first choice to prevent injury. If lockout procedures are not possible, a tagout procedure will be used.

Lockout/tagout of equipment should be implemented before service or maintenance activities are performed because the unexpected start-up of any equipment could cause injury to an employee. Lockout capability will be installed on new equipment or when existing equipment is modified.

The following procedures are provided for use in both the lockout and the tagout program.

TRAINING REQUIREMENTS

All employees should go through a basic lockout/tagout training session at least once. Employees who are authorized to perform lockout procedures require additional involved training.

- * Refresher training is required on all procedures in the LOTO policy listed below when: job scope changes, machinery change, change in energy control procedure, or new hazard is introduced.

Training should include:

- Different types of energy sources.
- Different types of lockout devices.
- When to tagout.
- What to look for in contractors Lockout program.

- Where to get appropriate equipment.

NOTE: Documents items covered with date and employees covered.

POLICY STATEMENT

Due to the type of work Gypsy Life LLC employees are involved with LOTO is a critical element in the safety of all personnel. Employees are asked to look at equipment they may have to work on to determine what energy sources may create a hazard (Safety Manager can assist.)

RESPONSIBILITY

Appropriate employees will be instructed in the safety significance of the lockout or tagout procedure.

Each new or transferred affected employee and other employees whose work operations are or may be in the area will be instructed of the purpose and use of the lockout or tagout procedure.

The guidelines noted in **Lockout/tagout Policies and Procedures** on page 150-153 will be followed. Specific responsibilities are listed below:

SAFETY MANAGER

- Identifies approved training for employees.
- Ensures that lockout/tagout procedures are audited annually.
- Maintains records of annual audits.
- Approve all lockouts.
- Keeps training records with employee personnel records.
- Make sure employees understand contractor's procedures.

AUTHORIZED EMPLOYEES

- Learn and understand the procedure.
- Inform affected employees of all lockout/tagouts.
- Notify the supervisor of lockout/tagouts.
- Use proper lockout/tagout procedures.
- Determine the need for group lockout when in charge of a group of employees, each one will put their lock on a multiple lockout device

AFFECTED EMPLOYEES

- Learn and understand the procedure.
- Never attempt to operate any switch, valve, or other isolating device when it is locked or tagged out.

CONTRACTORS

- Use their own lockout/tagout procedure if authorized by safety supervisor.
- Follow the company's lockout/tagout procedures if they do not have one of their own.
- Train their affected employees in the lockout/ tagout procedures used in performing the work.

PREPARATION FOR LOCKOUT OR TAGOUT

INITIAL SURVEY AND EVALUATION

An initial evaluation of equipment with multiple sources of power and stored energy can be made using the **Energy Source Determination Checklist** provided by the office. Evaluations will be made by those authorized employees who are involved in the lockout of subject equipment. Those affected by the lockout/tagout may participate in the evaluation if necessary.

A survey will be made to locate and identify all isolating devices. Make certain to identify all switches, valves, or other energy isolating devices that apply to the equipment to be locked or tagged out.

PERIODIC EVALUATIONS

The effectiveness of the entire program will be evaluated annually by the safety supervisor. The evaluation will be documented on the **Annual Inspection Report** Annual Inspection Reports will be maintained until replaced by the next annual evaluation.

INFORMING OUTSIDE CONTRACTORS

The safety manager will inform all outside contractors of the elements of this program and will ensure that work efforts covered by this procedure are fully coordinated and complied with. If the contractor has a lockout/tagout procedure that complies with the OSHA standard, they may follow their own procedure.

LOCKOUT OR TAGOUT POLICIES AND PROCEDURES

Specific areas of concern and minimum guidelines are:

Backhoe/Trackhoe:

When doing maintenance or repair on a backhoe or trackhoe you have to work under a raised bucket (front or back):

- Notify affected employees of lockout conditions.
- If there are lockouts built into the cylinders apply and tag them.
- If no lockouts are built in - use a sufficient brace to support the bucket in place or chain the bucket to an overhead support.
- Set the brake on the tractor.
- Remove the ignition key.
- Pull out the hidden power switch and tag.
- Chock the tires.
- When work is completed remove lockouts.
- Notify affected employees of lockout removal and test equipment.

Motor Vehicles:

When doing maintenance or repair on vehicles the following are some guidelines to follow

- Notify affected employees of lockout conditions.
- Take the keys out of the ignition and put in pocket.

- Pull out the hidden power switch and tag.
- If the driver of the vehicle has a key, then lock the door and tag the handle.
- Set parking brake.
- If working under the vehicle, use jack stands and take the pressure off of the jack.
- When work is completed remove lockouts.
- Notify affected employees of lockout removal and test equipment.

NOTE: All power equipment is to have a hidden power shut off switch to restrict vandalism.

OTHER SITUATIONS

In the course of work, you may have to work on equipment that hasn't been addressed.

Take time to address the following:

- Look for all energy sources that could create a hazard to your body during repair or maintenance, such as:
 - electricity
 - hydraulic
 - springs
 - fly wheels
 - heat and/or cold
 - pneumatic
 - stored energy
- Determine methods to control the energy:
 - Locks – Pad locks used will be specific to the program
 - chains
 - wedges
 - valve covers

Use the following sequence and forms to achieve lockout.

NOTE: If you need assistance check with your foreman or the Safety Manager.

TASK SEQUENCE FOR LOCKOUT OR TAGOUT

- Notify all affected employees that a lockout/tagout system will be implemented.
- If the machine or equipment is operating, shut it down using the normal procedure.
- Operate the switch, valve, or other energy isolating device(s) to ensure that the equipment is isolated from its energy source(s).
- If the machine will accept locks, it **must** be locked out and tagged.
- Tag out may only be used when the machine or equipment does not have lockout capability.
- After ensuring that no personnel are exposed, and double checking that all energy sources are disconnected, operate the controls to make certain the equipment will not operate.
- After the test, return operating controls to the neutral or off positions.
- Only after following these procedures is the equipment to be considered locked out or

tagged out.

Note: Tags shall have authorized employees name and date.

TESTING MACHINES DURING REPAIR OPERATIONS

Adhere to the following procedures if lockout/tagout devices must be temporarily removed from the energy isolating device to energize the equipment for testing.

- Clear the equipment of all tools and materials.
- Remove all employees from the equipment area who are not involved in maintenance testing.
- Remove the lockout/tagout device. · Energize and proceed with testing. · De-energize and repeat lockout/tagout procedure sequence.
- Ensure the equipment locked out by attempting to operate the start button.
- Return operating controls to the neutral or off position after testing.
- The equipment is now locked/tagged out.

RESTORING EQUIPMENT TO NORMAL OPERATIONS

- After servicing or maintenance is completed, check the area around the equipment to ensure that no one is exposed to danger.
- After all tools have been removed from the equipment, guards have been reinstalled, and employees are in the clear, remove all lockout or tagout devices.
- Operate the energy isolating devices to restore energy to the equipment.

PROCEDURE INVOLVING MORE THAN ONE PERSON

If more than one individual is required to lockout or tagout equipment, each person will place his/her own assigned lockout device or tagout device on the energy isolating device(s). When equipment or machines are capable of accepting only one lockout device, a multi-personnel lockout hasp shall be used. Authorized employee is responsible for the LOTO, employees are responsible for their own lock.

REMOVING LOCKOUT OR TAGOUT DEVICES BY OTHER THAN THE EMPLOYEE WHO APPLIED THE DEVICE

Only the foreman is authorized to remove locks when the authorized employee who applied the lock is not available. If an employee's lock is removed, the foreman who removed the lock will inform the affected employee prior to his/her return to the work site.

ACCIDENTS CONCERNING LOCKOUT/TAGOUT

The safety manager will be responsible for fully investigating all lockout/tagout accidents, and reporting the cause of such accidents to management. If the accident involved the control of energy with a single lockout source, a specific procedure will be written and included in Appendix F before work is continued. If an accident occurs involving a specific procedure for a piece of equipment, the lockout/tagout specific procedure will be evaluated and modified (if

necessary) prior to authorizing work to continue. Prior to writing specific procedures and evaluating existing procedures, the Energy Source Determination Checklist will be completed. Annual review of the LOTO procedures will be inspected and documented annually.

Gypsy Life / Materials Handling Policy



INTRODUCTION

This policy is for the inspection, care and use of slings.

TRAINING

Employees will be trained general rigging, inspection and responsibility when they are certified on crane safety.

GENERAL

- . Rigging shall not be loaded in excess of it's rated capacity.
- . When slings are not in use, they shall be hung in the tool room at the shop or in the tool van in the field.
- . Employees are not allowed under any loaded sling.
- . When guiding a loaded sling overhead the employee shall use a tag line.

INSPECTION

Slings will be inspected each day before use. Items to inspect are

- . Condition
- . Rating
- . Rigging shall not be loaded in excess of it's rating.
- . When slings are not in use, they will be hung in the storeroom or in the tool van.
- . When guiding material overhead tag lines shall be used.

Do not use rigging that is damaged, take it out of service.

Do not use rigging that is under rated for your use.

Do not use hooks if they are missing the safety latch, take them out of service.

RESPONSIBILITY

Supervisors are in charge of inspecting the shop slings each month. They will ensure that they are in good condition and have tags on them to show the weight rating.

Shop Employees are responsible to inspect slings before they use them.

Supervisors in the field will inspect the slings for their employees each month.

Field Employees are responsible to inspect slings prior to use each day.

OSHA Inspections Procedures

The logo for "My OSHA" features the word "My" in a blue, cursive script font, followed by "OSHA" in a bold, black, sans-serif font. A blue circle with a white center is positioned between the "y" and the "O".

TRAINING

Employees shall be trained on OSHA awareness when they are hired so they will know how to handle themselves in the event of an inspections and what OSHA is allowed to ask them for.

OSHA INSPECTIONS PROCEDURES

When an OSHA compliance safety and health officer visits a work site, sometimes managers and foremen feel intimidated. To avoid this, use the following procedures to appropriately handle an OSHA inspection.

To defend our company against alleged violations at an OSHA hearing or in a court of law, accurate documentation is necessary so that facts are not forgotten. Fill out the attached form in the event of an OSHA inspection.

Once the inspection is complete and alleged citations have been noted, the company has 14 days to contest the decision. If the results of this procedure are not satisfactory, a hearing date will be scheduled where the company and the OSHA officer will have an opportunity to state their cases.

OSHA INSPECTION PROCEDURES

- Record the name and badge number of the OSHA compliance officer. ◦ Fill out the OSHA inspection report at time of inspection.
- Ask the OSHA inspector to wait while you get assistance from upper management and Safety Services is contacted.
- If working off-site, ask the inspector to wait while you contact the main office. It is permissible to have the inspector wait a reasonable amount of time until someone from the main office arrives to accompany him or her on the inspection.
- If the inspector will not wait, note his or her answer on the inspection report and remain with the inspector.
- Take notes on whatever is said or done. Take pictures of whatever the inspector photographs.
- Do not volunteer any information!
- After the compliance officer leaves the main office, contact the safety manager with the results of the inspection.
- After an inspection when working off-site, call the main office and safety manager to report the results of the inspection.
- Make sure the inspection report is complete and send it with your notes and pictures to the safety manager.

LIMITATIONS OF OSHA COMPLIANCE OFFICERS

OSHA compliance officers:

- Cannot require you to demonstrate anything for their viewing.
- Do not have authority to take any written material that belongs to the company from company job sites.
- Do not control our employees or work sites. OSHA officers are guests on company job sites and should be treated with respect but not fear.
- Can obtain federal warrants to access work sites if they suspect compliance violations.
- Will order you to stop work progress if they observe life-threatening conditions or they have an employee complaint.

Remember, do not volunteer any information! Do not admit guilt to any violation.

Paint Spraying Safety



INTRODUCTION

Paint spraying is an important process for the product and can be a safety hazard as well. The following procedures are in place to protect the employee performing the work and workers in the area.

TRAINING

Employees shall be trained prior to start of work for the company on: proper PPE, inspection of equipment and general procedures.

GENERAL

Before you start the process ensure that you have:

- The proper personal protective equipment (PPE).
- Equipment is in good and clean condition.
- You have the MSDS for the material you are painting.
- You have reviewed the MSDS for ventilation needs, PPE and proper canister for respiratory protection if needed.
- Other items in the area are protected from the spray.
- Paint spraying equipment is in clean and safe working condition.
- Never point the sprayer at other workers or at your own body.
- Keep the hose as flat on the floor as possible.
- Ensure that there are no ignition sources when painting with flammable products.

PPE should include at a minimum

- Coveralls
- Eye protection
- Respirator.
- Hand protection (optional)
- Hearing protection depending on the area

PAINT SPRAYERS

Inspection

- Check for cracks on housing and nozzle.
- Check air line connections for tightness.
- Check hoses for cuts and abrasions.
- Make sure sprayer is fastened securely to hose.

Personal Protective Equipment



Personal Protective Equipment (PPE) is essential tools for the protection of employees from work place hazards. All employees will use approved and tested PPE when performing, observing or supervising work operations which have been identified or are suspected of generating work place hazards.

The following requirements are not intended to be **all inclusive**. The use of good judgment will dictate other circumstances in which PPE is necessary for the protection, health, and safety of employees.

(PPE) ASSESSMENT

In addition to the following procedures company personnel will assess the different work areas within the company to determine what PPE is needed. The assessment will be completed on the form in Appendix "A". If a task has not been assessed please notify the safety coordinator.

TRAINING REQUIREMENTS

All employees must be trained initially on Personal Protective Equipment (PPE) prior to starting work. Retraining is required when new equipment is added, task is changed, or employees are observed consistently disobeying policies. Training will cover PPE, fit, inspection, when and how to wear. Training and Retraining shall be documented through the use of a training roster for the subject being trained.

EYE PROTECTION -- SAFETY GLASSES

Company approved safety glasses shall be worn by all personnel whenever they perform, observe, or supervise the following work operations:

When To Wear

- When using **hand** or **power tools** or air tools.
- At all times in the **shop**.
- At all times in the **field**.
- Working under vehicles **where particles could fall in eyes**.
- Working where signed for eye protection.
- Working in **dusty conditions**.

Inspect and maintain safety glasses in good condition.

Note: Safety glasses must meet the (ANSI) Z87. 1 standards. (side shields required)

EYE PROTECTION -- GOGGLES

When To Wear

Special impact and splash-proof goggles must be worn by all personnel who perform, observe, or supervise the types of work operations listed below.

- Drilling, chipping, grinding or operating grinders.
- Working where dust and shavings are likely to be generated.
- Handling solvents such as cleaning parts.
- Working with liquid or spray chemicals.

Inspect and maintain safety goggles in good condition.

NOTE: When using a torch or welder make sure you have the right type of eye protection and the right shade.

FACE SHIELDS

- Wear when grinding with bench or held grinder.

Inspect and maintain safety glasses in good condition.

HARD HATS

When To Wear

Company provided hard hats must be worn whenever personnel perform, observe, or supervise work operations where an employee might be vulnerable to head injury. The hard hat to be used is classified as a B type. Some examples might include:

- If there is a possibility of impact or penetration by stationary, falling, or flying objects.
- Work areas assigned as hard hat areas.
- While working in excavations.
- At all times in the field.
- While working in confined spaces.
- When flagging traffic.
- When workers are over head.

Inspect and maintain safety goggles in good condition.

FOOTWEAR

- Use foot wear that protects all parts of the feet from work place hazards, such as penetration, falling or moving objects.
- Ensure that the soles and heels of the footwear are made of a material that does not create a slipping hazard.
- Maintain all footwear in good condition. Footwear that has deteriorated to the point that it does not provide the required protection will not be used.
- Safety shoes are required in the field and in the shop area.

WEARING APPAREL

- Wear appropriate shirts and pants that offer protection from work place hazards (**NO TANK TOPS ALLOWED**).
- Do not wear clothing that has loose or surplus material around machinery.

- Secure long hair out of the way of machinery or other snag hazards.
- Never wear jewelry around power equipment or electricity.

HAND PROTECTION

Work gloves should be worn when hazardous conditions exist that could cause hand injury, for example:

- Handling material with rough edges.
- Using shovels.

Disposable gloves must be worn to protect the hands from chemical compounds when recommended by the chemical's Material Safety Data Sheet (MSDS).

HEARING PROTECTION

- Use hearing protection when the work area is excessively noisy, or whenever normal conversation is not easily understood at a distance of five feet.
- If you are working within 20 feet of equipment that is labeled for hearing protection.
- Hearing protection may be needed when operating some power tools.
- Operating air chisels.

RESPIRATORS

NOTE: See Respiratory Policy.

ORANGE VEST

- Worn when flagging traffic.
- In highway or county right-of-way.
- Working in a traffic lane on city streets.
- If the general contractor requires it.

NOTE: Vests must have reflective tape on them for night use. Keep vest in good clean and bright condition at all times.

REPLACEMENT

If damage to company provided safety equipment is due to negligence or abuse by the employee the employee shall pay for replacement of same. Defective equipment shall not be used.

PERSONAL PPE

Personally owned P.P.E. must be maintained by the employee and meet the requirements of the OSHA standard. Gypsy Life LLC shall ensure that personally owned equipment is approved and maintained in a safe and sanitary condition.

Gypsy Life LLC
DATE: 05/01/2014

Hazard Assessment Form
ASSESSED BY: Matt Spencer

PROCESS, DEPT OR EQUIPMENT ASSESSED	*HAZARD TYPE	BODY PART IMPACTED	HAZARD POTENTIAL	PPE SELECTED	DATE REVISED
	IMP;PEN;COM; CHM;HT;HD;RD;E L;NO;	EYE;FACE;EAR; HAND; FOOT; HEAD; RESPIRATORY;OTHER;	HIGH MEDIUM LOW		
Welding Shop	IMP,PEN,COM, CHM,HT,NO,HD	EYE, FACE, EAR, HAND, FOOT, RES	HIGH	SG,FS,HP,GL,RES ,PC,STB	01-02-07
Field Welding	IMP,PEN,COM, CHM,HT,NO,HD	EYE, FACE, EAR, HAND, FOOT, RES	HIGH	SG,FS,HP,GL,RES ,PC,STB	01-02-07
Field Work	IMP,PEN,COM	EYE, FACE, EAR, HAND, FOOT,HEAD	MEDIUM	SG,FS,HP,GL,STB ,HH	01-02-07

Key for INJURY TYPE: IMP=Impact; PEN=Penetration; COM=Compression; CHM=Chemical; HT=Heat; HD=Hazardous Dust;
RD=Light Radiation; EL=Electrical; NO=Noise.

Key for PPE TYPE: SG=Safety Glasses; FS=Face Shield; HP=Hearing Protection; GL=Gloves; CGL=Chemical Gloves;
EIGL=Electrical Insulating Gloves; DM=Dust Mask; RES=Respirator; PC=Protective Clothing; WB=Work
Boots; STB=Steel Toed Boots; IB=Insulating Boots; HH=Hard Hats; O=Other

Certified by

Signature

⋮

Pot Hole Safety Policy



FOR LOCATING UTILITIES

TRAINING

Employees shall be trained on the unit operation and the safety procedures before working with the system.

P.P.E.

Eye protection must be used when operating equipment. **Note:**

Must meet ANSI Standards Z87 and have side shields.

- Ⓞ Orange vest when working in the road way or right-of-way.
- Ⓞ Leather or heavy cotton gloves should be worn while operating the wand.
- Ⓞ Hearing protection is required when the noise is over 90 db.
- Ⓞ Rubber **insulated** gloves and boots must be worn when pot holing electricity.

Inspection Procedures:

UNIT:

Inspect the vac unit for:

- Ⓞ Leaks, loose fittings, cracked or cut hoses
- Ⓞ Ample water and fuel
- Ⓞ After starting the unit, ensure operating pressure is appropriate

Inspection Procedures continued:

TRAILER:

Inspect trailer:

- Ⓞ Tires for pressure and tread
- Ⓞ Missing or loose lug nuts
- Ⓞ Safety chains for worn or cracks
- Ⓞ Brake-way for cable condition and proper attachment
- Ⓞ Lights are functional

General Safety Procedures

- Ⓞ When setting up to do a job, park the truck and trailer legally, set up work area protection and then pull truck and trailer into the work area protection (WAP).
- Ⓞ Make sure daily maintenance has been completed.
- Ⓞ Do not smoke while fueling.
- Ⓞ Inspect hoses, connections and all associated equipment.

- Ⓢ Put on eye protection and, (*insulated gloves and boots if locating electricity.*)
- Ⓢ Do not aim vac or water hose at people. (***No horse play***).
- Ⓢ Never leave the unit unattended when in operation.
- Ⓢ Do not run the engine in excess of recommended RPM.
- Ⓢ If you must work under tank while raised, lockout the cylinder or block to prevent fall.
- Ⓢ When dumping the tank to empty, run unit while removing door locks, then when tank is in position, turn vac off to release door.

Equipment Operating Procedures

Follow all procedures in the owner's manual.

Power Tools Safety



TRAINING

Employees shall be trained on the inspection of power tools, proper way to use the tool, inspecting tools and safety precautions.

POWER TOOL SAFETY PRECAUTIONS

Observe these general precautions when using portable power tools:

- Disconnect a tool from its power source before changing accessories.
- Replace or adjust available guards before using a tool.
- Never store a tool overhead. An operator or passer-by could be injured if the cord is pulled or if the tool falls.
- Keep cords arranged so they do not pose any recognized hazard such as tripping.
- Store power tools in a secure place to avoid unauthorized or unintentional use.
- Keep work areas clean and well lit.
- Secure or clamp work pieces to reduce the possibility of slippage or maladjustment.
- Do not over reach when working on ladders or scaffolds.
- Always wear proper clothing. Loose fitting clothes, jewelry, and long hair add to the risks involved in using power tools.
- Never use a power tool with a damaged or malfunctioning switch or part.
- Use only manufacturer recommended or authorized accessories.
- Clean and inspect tools periodically. Specifically, look for obvious defects in the tool's outer casing and other visible parts. Only qualified repair technicians should conduct internal inspections.
- Keep fingers away from the trigger when carrying power tools to avoid accidental start-up.
- Never pull on the cord to unplug a tool; always grasp the plug.
- Never carry a power tool by the cord.
- Do not tape cut or nicked cords, use heat shrink.
- Be sure plugs are tight on cord with insulation into the plug

GROUND FAULT INTERRUPTER (GFI)

(GFI) protection must be between the tool and the power source on any power tool used in the field. Cord and tool inspection still apply. (GFI) is not required by OSHA on building outlets.

POWER TOOL ELECTRICAL TESTS

Electrical tests should be performed on all power tools. Tests should be done every time a new tool is received or purchased and every quarter thereafter. Additionally, electrical tests should be completed after any maintenance work. Follow these steps when performing a power tool electrical check:

- Test ground continuity between the tool case and the ground prong by using a buzzer or ohmmeter. Repeat with the on/off switch open and closed.
- Test the conductor between each conductor prong and the metal case to ensure no continuity exists. Repeat with the on/off switch open and closed.
- Place the appropriate colored tape on cord for the quarter the test is performed.

Note: The third wire provides a low-resistance path to the ground from the case of the tool, helping to protect the user from electrical shock. Never remove a plug's third wire ground prong.

Checking Extension Cords

- Use only approved three-wire extension cords.
- Never remove the plug's ground prong.
- Inspect cords for cuts, burns, worn places, tears, and frays.
- Never repair cords by using tape. (Remove taped cords from service.)

SPECIFIC POWER TOOL GUIDELINES

POWER SAWS (PORTABLE)

Inspection

- Check the housing for cracks.
- Make sure guards protect above and below the blade.
- Ensure guards work smoothly.
- Make sure switches turn off and on properly.
- Check cords for broken or bent prongs, cuts, or bare conductor.
- Make sure blades do not have missing teeth or bends.
- Inspect blades for tightness.

To Use Safely

- Keep cord out of cutting path.
- Maintain firm footing.
- Keep free hand clear of cutting area.
- Secure loose clothing.
- Wear goggles.
- Always unplug saw before changing the blade.

POWER DRILLS (PORTABLE)

Inspection

- Check housing for cracks.
- Make sure switches turn on and off properly.
- Make sure trigger lock releases quickly.

- ✚ Check cords for broken or bent prongs, cuts, or bare conductors.

To Use Safely

- ✚ Keep cords away from bit.
- ✚ Maintain firm footing.
- ✚ Clamp material being drilled.
- ✚ Keep free hand clear of drilling area.
- ✚ Wear goggles.
- ✚ Always use chuck key to tighten or loosen bits.
- ✚ Always unplug before changing bits.

HAND HELD GRINDER

Inspection

- ✚ Check housing for cracks.
- ✚ Make sure switches turn on and off properly.
- ✚ Make sure trigger lock releases quickly.
- ✚ Check cords for broken or bent prongs, cuts, or bare conductors.
- ✚ Ensure that guards are in place.

To Use Safely

- ✚ Keep cords away from grinding wheel.
- ✚ Maintain firm footing.
- ✚ Clamp small material to be ground.
- ✚ Keep both hands on grinder.
- ✚ Wear safety glasses and face shield.
- ✚ Always ensure that the wheel is tight.
- ✚ Ensure the wheel is rated for the (RPM) of the unit.
- ✚ Always unplug before changing wheel.

DRILL PRESS

Inspection

- ✚ Check housing for cracks.
- ✚ Make sure switches turn on and off properly.
- ✚ Make sure trigger locks release quickly.
- ✚ Check belts for proper tightness.
- ✚ Verify that guards are in place and working properly.
- ✚ Check working surface for cracks and tightness so that it will not move during operation.
- ✚ Check handles for tightness.
- ✚ Check cords for broken or bent prongs, cuts, or bare conductor.

To Use Safely

- ✚ Keep cord away from bit.
- ✚ Maintain firm footing.
- ✚ Make sure guard is in place.
- ✚ Clamp materials to be drilled.
- ✚ Keep free hand clear of drilling area.
- ✚ Wear goggles.

BENCH GRINDER**Inspection**

- ✚ **Before mounting the wheel**
- ✚ Check for cracks or breaks in wheel.
- ✚ Make sure wheel is designed to withstand the motor **RPM** rate.
- ✚ Perform sound tests on the wheel.

- ✚ **Daily inspection**
- ✚ Make sure there is no more than a 1/8 inch space between tool rest and the wheel.
- ✚ Make sure there is no more than 1/16 inch clearance between the wheel and the top guard.
- ✚ Verify that the guard covers the end bolt.

To Use Safely

- ✚ Wear safety glasses and face shield.
- ✚ Keep the work piece perpendicular to the wheel.
- ✚ Use slow, even pressure.
- ✚ **Never** grind aluminum!

Gypsy Life / Respiratory Protection Policy



The OSHA General Industry Standard for respiratory protection 29 CFR 1910.134 requires that a respiratory protection program be established by an employer. The following procedures are based on the Eleven Commandments as established by the Occupational Health and Safety Administration.

POLICY STATEMENT

Gypsy Life's respiratory protection program is hereby established so as to coordinate the use and maintenance of respiratory protective equipment as determined to reduce employee exposure to chemicals or dust.

GUIDELINES

The guidelines in this program are designed to help reduce employee exposure to chemicals and dust.

The primary objective is to prevent exposure to the different contaminants you may work around.

RESPONSIBILITIES

MANAGEMENT

- Will provide proper respiratory equipment to adequately meet the needs of all situations
- Will ensure that training and instruction on equipment is provided

SUPERVISION

Supervisors are responsible for ensuring that all personnel in their charge are completely knowledgeable of the respiratory protection requirements for their work areas.

- Are responsible for ensuring that workers
- Are trained in respirator use
- Are trained on inspection of equipment
- Use respirator where/when required
- Inspect equipment
- Wear equipment properly

EMPLOYEES

- Are responsible to have an awareness of respiratory protection requirements for their work areas.
- Are responsible to leave the area in order to wash, change cartridges, or if they detect break-through or resistance.
- Are responsible for wearing the respirator according to instruction.
- Are responsible for maintaining equipment in clean, operable condition.

WHERE TO WEAR RESPIRATORY PROTECTION

- ◆ When painting
- ◆ When abrasive blasting.

ADMINISTRATION OF PROGRAM

DESIGNATION OF PROGRAM ADMINISTRATOR

The Safety Manager is responsible for the respiratory program at this site. The position has been delegated authority by top management to make decisions and implement changes in the respirator program.

The Safety Manager has been charged with the following responsibilities:

- A. Supervision of respiratory selection procedure.
- B. Job description - Respirator Specification Form.
- C. Determine contaminate and exposure level for the type of protection needed.
- D. Establishment of training sessions about respiratory equipment for employees.
- E. Record keeping of "Respirator Issuance and Training Record"
- F. Establishment of a continuing program of cleaning and inspection of equipment.
- G. Designation of proper storage areas for respiratory equipment.
- H. Establishment of issuance and accounting procedures for uses of respiratory equipment.
- I. Establishment of medical screening program/procedures for employees assigned to wear respiratory equipment.
- J. Establishment of a periodic inspection schedule of those work places/conditions - requiring respiratory equipment - to determine exposure and/or changing situations.
- K. A continuing evaluation of the above aspects to assure their continued functioning and effectiveness.

Any questions or problems concerning respirators or their use should be addressed to the Safety Officer.

DESIGNATION OF MEDICAL ASSISTANCE

A licensed physician will provide the appropriate medical exams for employees required to wear respirators. Medical monitoring must be conducted prior to fit testing and wearing. Medicals are provided on company time and are confidential. The employee has a right to discuss results with the Physician. Medicals are provided at no cost to the employee.

WORK AREA MONITORING

To assure the adequacy of the respirator protection program, monitoring will be conducted periodically to provide for a continuing healthful environment for employees. When necessary, personal sampling equipment may be used in accordance with excepted industrial hygiene standards to sample work areas. The "Job Description - Respirator Specification" form will be used to document what type of equipment will be worn in each work area.

EMPLOYEE MEDICAL MONITORING

- ◆ Pre-employment medical screening will be conducted on employees expected to work in an area requiring respirator use. The physical is necessary to ensure the employee is in

- adequate health to physically perform work while wearing the respirator.
- ◆ Annual examinations will be given to regular employees in order to assist them in maintaining their health (at the options of the company/Physician or where such exams are required by Local, State, and/or Federal regulations).
 - ◆ Biological monitoring in the form of blood and/or urinary analysis will be conducted on a periodic basis for employees if appropriate (the company/Physician determination).

RESPIRATOR SELECTION

The half face respirator has been selected for respiratory protection unless it is considered an IDLH situation. Only NIOSH certified respirators will be used. The respiratory protection needed will be determined by the type of hazard, the contaminate and the amount of exposure. If the company is unable to determine the above, it shall be treated as an IDLH situation with the use of a 30-minute full face SCBA. The respirator will be donned when told to by management or using chemicals that call for its use. The positive pressure hood will be used for abrasive blasting. It must be used with grade “D” air. All respiratory protection equipment is provided by the company and NOT for use in oxygen deficient atmospheres with the exception of the SCBA.

EMPLOYEE TRAINING

Before employees are assigned to an area requiring respiratory protection, the supervisor will instruct employees in their charge on the proper inspection of the respirator, maintenance, self fit test, and when or where to use a respirator. Training will be conducted annually, when conditions change or when there is a deviation observed. Respirators, medicals, training, and fit testing are provided at no cost to the employee.

Employees entering an IDLH (immediately dangerous to life & health) environment must be trained and wear a SCBA in pressure demand mode. There will be at least one trained standby outside of the IDLH area with a SCBA pressure demand unit on. The employee working in the IDLH will have a harness and lifeline on so the standby can pull them out without going into the area. The life line will be used as a communication device also. The employees will be trained on the use of SCBA's and harness and the proper way to pull someone out. If there is a need to go in for rescue, the designee authorized by the employer will assist the standby as appropriate.

INSPECTION

Inspection will be completed before and after use each day

- a. **Face Piece** - Check for cracks, cuts, tears, holes, dirt. Rubber should be flexible and shape should not be distorted.
- b. **Headband** - Check elastic for frayed or torn material. Check hose for cracks and clamps for tightness.
- c. **Inhalation Valve** - Should be securely in place and in good shape. Check residue build-up around inhalation valve.
- d. **Exhalation Valve** - Check cover for cracks, tears or distortion. Check for buildup of dirt or residue between seat and valve.
- e. **Canisters** - Ensure proper type of cartridge and in usable condition.

FIT TEST

Qualitative Fit Testing will be completed prior to use with the type of size of respirator the employee will use. Fit testing will be accomplished with smoke annually at a minimum, or when a different type of mask is used or when the employee has trouble with the self-fit test.

1. The respirator must be fitted to each employee for comfort and fit.
2. The tester will adjust straps snug enough to allow for sufficient seal but not to cause unnecessary discomfort.
3. Employee will cover inhalation valve while inhaling slowly to cause the mask to collapse without leaking. Then cover the exhalation valve and exhale to cause the mask to push out without leaking (self-fit test).
4. When steps 3 and 4 are completed without any air leakage, the employee will wear the mask for a time while talking and exercising to determine comfort in working conditions.
5. The tester will administer smoke as the employee completes exercises and talks out loud.
6. If the first 6 steps are completed without the employee detecting smoke the mask will be assigned to him/her.
7. The employee must undergo a medical survey or physical before wearing a respirator (paid for by the company).

Note: Employee must be clean-shaven (with exception to a mustache that will not break the seal).

Note: A self-fit test will be completed before each use by the user.

CLEANING THE RESPIRATOR

AFTER EACH USE

1. Clean the respirator.
2. Put face piece in warm water and mild detergent and scrub gently.
3. Rinse thoroughly and sanitize as needed with (10 to 1 Bleach).
4. Air dry.
5. Store in a Zip Lock bag to protect the mask.

Note: Inspect as you wash.

RECORD KEEPING

- Medical records shall be maintained for employment plus 30 years.
- Employee exposure records shall be maintained for at least 30 years.
- Fit test records shall be retained until the next fit test.
- MSDS's or their information shall be retained for 30 years.
- Training rosters with the employee name, instructor name, what the training covered, and the training date shall be retained until the next training takes place which is annual.
- Records will be made available under OSHA 1910.1020 standard to employees and OSHA.

Scaffold Safety Policy



TRAINING REQUIREMENTS

Employees shall be trained by a qualified person of Safety Services, prior to working on scaffolds. Retraining will be conducted when employees are observed not following rules, a change in procedures, conditions warrant, or when there is a change in equipment used. Training shall include hazards such as: working off the ground, electrical, fall protection, falling object protection, the proper load capacity of the scaffold, access, weather, and the proper use. A competent person trained in scaffold safety is responsible for supervising erection, dismantling, and daily inspections. If an out of service condition exists, tag the scaffold out of service.

GENERAL REQUIREMENTS

Footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum

- ⚠ intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks, shall not be used to support scaffolds or planks. No scaffold shall be erected, moved, dismantled, or altered except under the supervision of competent persons.
- ⚠ Guardrails shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor.
- ⚠ Toe boards are required 10' high when workers can pass under or be in area where tools can fall on them.
- ⚠ Scaffolds and their components shall be capable of supporting without failure at least 4 times the maximum intended load.
- ⚠ Any scaffold including accessories such as braces, brackets, trusses, screw legs, ladders, etc. damaged or weakened from any cause shall be immediately repaired or replaced. All
- ⚠ planking shall be Scaffold Grades, or equivalent, as recognized by approved grading rules for the species of wood used. The maximum permissible spans for 2- x 10-inch are 6 ft.
- ⚠ All planking of platforms shall be overlapped (minimum 12 inches), or secured from movement. An access ladder or equivalent safe access shall be provided.
- ⚠ Scaffold planks shall extend over their end supports not less than 6 inches or more than 12 inches.
- ⚠ The poles, legs, or uprights of scaffolds shall be plumb, and securely and rigidly braced
- ⚠ to prevent swaying and displacement. Overhead protection shall be provided for employees on a scaffold exposed to overhead hazards.
- ⚠ Slippery conditions on scaffolds shall be eliminated as soon as possible after they occur.
- ⚠
- ⚠

- ⚠ The use of shore or lean-to scaffolds is prohibited.
- ⚠ Materials being hoisted onto a scaffold shall have a tag line to guide them.
- ⚠ Employees shall not work on scaffolds during storms or high winds.
- ⚠ Tools, materials, and debris shall not be allowed to accumulate in quantities to cause a hazard.

TUBULAR WELDED FRAME SCAFFOLDS:

- ⚠ Metal tubular frame scaffolds, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., shall be designed, constructed, and erected to safely support four times the maximum rated load.
- ⚠ Spacing of panels or frames shall be consistent with the loads imposed.
- ⚠ Scaffolds shall be properly braced by cross bracing or diagonal braces, or both, for securing vertical members together laterally, and the cross braces shall be of such length as will automatically square and align vertical members so that the erected scaffold is always plumb, square, and rigid. All brace connections shall be made secure.
- ⚠ Scaffold legs shall be set on adjustable bases plates and placed on mud sills (except on concrete floor).
- ⚠ The frames shall be placed one on top of the other with coupling or stacking pins to provide proper vertical alignment of the legs.
- ⚠ Where uplift may occur, panels shall be locked together vertically by pins or other equivalent suitable means.
- ⚠ To prevent movement, the scaffold shall be secured to the building or structure at intervals not to exceed 30 feet horizontally and 4 to 1 feet vertically.
- ⚠ Maximum permissible spans or planking shall be in conformity.

MANUALLY PROPELLED MOBILE SCAFFOLD:

- ⚠ When free-standing mobile scaffold towers are used, the height to base ratio shall not exceed two to one during movement with workers on it.
- ⚠ Casters shall be properly designed for strength and dimensions to support four times the maximum intended load. All casters shall be provided with a positive locking device to hold the scaffold in position and pinned in.
- ⚠ Scaffolds shall be properly braced by cross bracing and horizontal bracing.
- ⚠ Platforms shall be tightly planked for the full width of the scaffold except for necessary entrance opening. Platforms shall be secured in place.
- ⚠ A ladder or stairway shall be provided for proper access and exit and shall be affixed or built into the scaffold and so located that when in use it will not have a tendency to tip the scaffold.
- ⚠ The force necessary to move the mobile scaffold shall be applied near or as close to the base as practicable and provision shall be made to stabilize the tower during movement from one location to another.
- ⚠ Scaffolds shall only be moved on level floors, free of obstructions and openings. Employees shall not allow to ride on manually propelled scaffolds unless the following conditions exist:
 - The floor or surface is within 3 degrees of level, and free from pits, holes, or obstructions;
 - The minimum dimension of the scaffold base when ready for rolling is at least one-

- half of the height. Outriggers, if used, shall be installed on both sides;
- The wheels are equipped with rubber or similar resilient tires;
 - All tools and materials are secured or removed from the platform before the mobile scaffold is moved.
- ⚠ Scaffolds shall rest upon a suitable footing and shall stand plumb. The casters shall be locked to prevent any movement.
- ⚠ Toe boards shall be a minimum of 3 1/2 inches in height.

INSPECTION REQUIREMENTS:

- ⚠ All scaffolds shall be inspected before use each day by a competent person. Items to inspect shall include but not be limited to:
- Cross braces, good condition and in place
 - Base plates and mud sills used
 - Decking in good shape, secure and complete
 - Level, and plumb
 - Ladders in place and in use
 - Guard rails where needed and complete
 - Toe boards

NOTE: If something happens during the shift, re-inspect.

Security Policy



INTRODUCTION

Security is as important to the company as safety and productivity. Through lack of security, a company can lose thousands of dollars annually. Security is safety as well. If equipment is not locked securely, children can get into it and cause damage and injury.

TRAINING

Employees shall be trained on what and how to secure buildings and equipment and what to do if there is a breach in security.

GENERAL FOR PLANT

- At the end of the work day, ensure all equipment is shut down properly.
 - Make sure all fire doors are latched.
 - Make sure all entry doors are secured.
- All chemicals should be closed and stored in the proper place.
 - Computers and monitors should be shut down.
 - Lights should be left on only where appropriate.
 - Ensure alarms are set where applicable.
- Work areas should be left clean. Oily cloths should be cared for properly.

GENERAL FOR FIELD

- Chock wheels on parked trailers
- Back hoes and track hoes have attachments lowered to the ground.
- Ignition key removed and doors locked.
- Hidden power switch disabled.
- If equipment is close to traffic, use lighted barricades around it.
- Be sure all tools are placed in a locked area.
- Loose tools can aid in vandalism or become a weapon.
- Do not leave portable fuel cans accessible to the public.
- If excavations are open, protect with ribbon, cones or fence to prevent pedestrians from falling in.
- Try to park equipment in lighted areas if possible.
- If material cannot be secured, park equipment around it as much as possible.

If a breach of security is suspect, notify appropriate company personnel and 911.

Take pictures and notes but do not touch anything or move anything.

Terrorism is a potential and equipment can be used as a weapon against the public.

SPILL PREVENTION CONTROL AND COUNTERMEASURE (SPCC) PLAN



INTRODUCTION

In order to protect the environment, the public, employees and follow regulations the following is a guide preventing spills or caring for a spill if it happens.

EMPLOYEE TRAINING

Employees shall be trained annually on the policy to include: inspecting the fuel systems, who to call when repair is needed to prevent a spill, how to handle a spill properly and what to do after a spill and clean up.

STORAGE OF FUELS

Our main fuel storage is in a contained area. If you observe any problems with the containment call Rodney. If for some reason the hose form the tank for filling vehicles should leak turn the pump off the same way you turned it on.

PREVENTION OF SPILLS

- . Fuel tanks have a containment to prevent spillage if a tank leaks
- . Safety cans are used to fill small engines and equipment
- . Inspections are conducted regularly
- . Repairs are made promptly
- . Prevention procedures shall be followed by all employees

WHO TO CALL IN THE EVENT OF A SPILL

- . Matt Spencer is the person to call if you have a spill. If 911 is needed they are to be called first.

WHAT TO SAY

- . Location of the release
- . Date and time of the release

- ❖ Type of substance released
- ❖ Estimate total quantity of release
- ❖ Where did the material go? (sewer, irrigation, ect)
- ❖ Source of release
- ❖ Cause of the release
- ❖ Damages or injuries
- ❖ Actions use to stop, control or mitigate the effects of the release
- ❖ Weather life is threatened, is evacuation needed

WHAT TO DO

- ❖ Stay calm
- ❖ After making calls try to dam the material
- ❖ Get help from other workers

SECURITY

- ❖ Turn off power to dispenser pumps.
- ❖ Close and lock the discharge valve from the tanks.
- ❖ Check that there are no petroleum leaks, spills or releases.
- ❖ Check for sheen on standing water.

FILLING FUEL TANKS:

- ❖ The following procedures shall be followed for filling the above ground fuel tanks.
- ❖ Tanker truck shall be in the correct location. Tanker truck shall be located such that any release would be contained
- ❖ Truck operator must be present at all times outside of truck monitoring hoses.
- ❖ No smoking shall occur during transfer.

FUELING TRUCKS & EQUIPMENT FROM TANKS:

- ❖ Operator must be present at all times and monitor hose.
- ❖ Inspect hose prior to start of fueling.
- ❖ No smoking during transfer.
- ❖ Return hose reel to storage and lock.
- ❖ Turn tank pumps off.

FUELING EQUIPMENT FROM TRUCKS:

- ❖ Operator must be present at all times to monitor hose.
- ❖ Inspect hose prior to start of fueling.
- ❖ No smoking during transfer.
- ❖ Return hose reel to storage and lock

FUELING EQUIPMENT FROM PORTABLE CONTAINERS:

- ❖ Portable containers must be safety cans.
- ❖ Use a funnel if needed.
- ❖ No smoking during transfer.
- ❖ Put safety can back in a safe place when done.

PETROLEUM CONTAINERS (DRUMS, TOTES)

- . Trucks shall get in the correct location for unloading.
- . Truck operator must be present at all times.
- . No smoking shall occur during transfer.
- . Petroleum transfers must be supervised by company personnel
- . Check truck and containers for leaks prior to moving containers.
- . Containers shall only be moved with proper equipment (forklift, drum dollies). . Secure containers to equipment prior to moving.

COMPRESSED GAS

- . Check bottles for condition prior to moving.
- . Bottles shall only be moved with proper equipment (drum dollies).
- . Place bottles in proper area and ensure separation for type of gas. .
- . Secure containers to prevent tipping equipment prior to moving.

GOOD HOUSEKEEPING

- . All outside storage areas shall be kept in neat and orderly conditions.
- . All vehicles utilized in each area shall be monitored for leaks
- . All garbage and trash shall be placed in approved containers
- . Gravel and/or asphalt in traveled areas shall be replaced as needed
- . All significant spills will be cleaned up immediately upon discovery
- . No empty open drums or any other empty containers shall be stored outside unless covered to prevent collection of precipitation.

INSPECTIONS

The tanks, drums, totes, piping, containment, dispensers and loading/unloading areas must be thoroughly inspected on a monthly basis to include: containment condition, hose condition, fire extinguishers and area condition.

THE INSPECTION SHALL INCLUDE:

- . the shop
- . Fuel tanks in the yard of any company facility
- . All remote work-sites

Spill Response Policy



SPILL RESPONSE PROCEDURES

- ❖ Check for injured personnel and evacuate the area.
- ❖ Do not enter if area is unsafe (fumes, fires, structural damage, etc.)
- ❖ Provide first aid to injured persons, in a safe location.
- ❖ Remove or extinguish all flames, fires, and sparks.
- ❖ If the area is safe to occupy, take steps to stop any further releases.
- ❖ Determine if outside assistance is necessary. Call 911 for assistance if necessary.
- ❖ Proceed with spill response by using containment berms, absorbent pads, pillows, booms, skimmers, vacuums, etc.
- ❖ Identify the character, source, amount and extent (for response personnel).

POST SPILL PROCEDURES

- ❖ Hasten spill cleanup and salvage work. Use all available personnel and equipment. Watch for the potential for re-ignition of fires.
- ❖ Collect waste materials and store in a watertight open-top container or trash bags. Do not throw in the trash. Call for professional help, if necessary. Continue cleanup until all sheen and floating material has been removed.
- ❖ Proceed with appropriate agency notification and documentation.
- ❖ Document and photograph the spill area.
- ❖ Perform repairs as necessary.
- ❖ Take environmental samples to document adequate cleanup.
- ❖ Contaminated soils, water, and materials must be properly disposed.
- ❖ Perform a failure analysis and accident investigation. Interview employees involved.
- ❖ Take countermeasure steps to eliminate releases in the future.
- ❖ Re-stock cleanup supplies. Replace emergency response equipment and materials back to their original positions.

SECURITY

- ❖ Turn off power to dispenser pumps.
- ❖ Close and lock the discharge valve from the tanks.
- ❖ Check that there are no petroleum leaks, spills or releases.
- ❖ Check for sheen on standing water.

ABOVE GROUND FUEL STORAGE TANKS

FILLING FUEL TANKS:

- ❖ The following procedures shall be followed for filling the above ground fuel tanks.
- ❖ Tanker truck shall be in the correct location. Tanker truck shall be located such that any release would be contained
- ❖ Truck operator must be present at all times.
- ❖ No smoking shall occur during transfer.

FUELING TRUCKS & EQUIPMENT FROM TANKS:

- ❖ Operator must be present at all times.
- ❖ No smoking during transfer.
- ❖ Return hose reel to storage and lock.
- ❖ Turn tank pumps off.

PETROLEUM CONTAINERS (DRUMS, TOTES)

- ❖ Trucks shall get in the correct location for unloading.
- ❖ Truck operator must be present at all times.
- ❖ No smoking shall occur during transfer.
- ❖ Petroleum transfers must be supervised by company personnel
- ❖ Check truck and containers for leaks prior to moving containers.
- ❖ Containers shall only be moved with proper equipment (forklift, drum dollies).
- ❖ Secure containers to equipment prior to moving.

COMPRESSED GAS

- ❖ Check bottles for condition prior to moving.
- ❖ Bottles shall only be moved with proper equipment (drum dollies).
- ❖ Place bottles in proper area and ensure separation for type of gas.
- ❖ Secure containers to prevent tipping equipment prior to moving.

GOOD HOUSEKEEPING

- ❖ All outside storage areas shall be kept in neat and orderly conditions.
- ❖ All vehicles utilized in each area shall be monitored for leaks
- ❖ All garbage and trash shall be placed in approved containers
- ❖ Gravel and/or asphalt in traveled areas shall be replaced as needed
- ❖ All significant spills will be cleaned up immediately upon discovery
- ❖ No empty open drums or any other empty containers shall be stored outside unless covered to prevent collection of precipitation.

INSPECTIONS

The tanks, drums, totes, piping, containment, dispensers and loading/unloading areas must be thoroughly inspected on a monthly basis.

The inspection shall include:

- ❖ the shop
- ❖ Fuel tanks in the yard of any company facility
- ❖ All remote work-sites

EMPLOYEE RESPONSIBILITY:

- . Personnel must know the emergency spill procedures
- . Personnel must know who to contact
- . Personnel must know the physical layout and operations.
- . Personnel must be regularly trained.

The location of where chemicals and substances (30-gallon containers or greater) are used in the workplace and shall be identified and a list prepared along with Material Safety Data Sheets.

TRAINING

Employees shall be trained on this policy when hired and annually.

DEFINITIONS

Spill Event- A discharge of oil into or upon the navigable waters of the United States or adjoining shorelines in harmful quantities.

Discharge- Includes but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying or dumping.

Oil- Oil of any kind in any form.

Navigable water- Includes intrastate lakes, rivers, and streams which are utilized by interstate travelers for recreational or other purposes.

Harmful quantities- This includes discharges of oil that violate applicable water quality standards or cause a “film or sheen or discoloration upon the surface of the water or adjoining shorelines or cause sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.

Sheen- Iridescent appearance on the surface of the water.

Sludge- An aggregate of oil.

Torch and Arc Welding Safety Policy



INTRODUCTION

Arc welding can be dangerous to employees and to other workers in the area. The following are general safety guidelines. These are not all inclusive, so common sense is important as well.

TRAINING

- ✓ The company shall ensure that welders are trained in proper welding techniques and in safety procedures.
- ✓ Training will be done by a qualified person.

CLOTHING AND PPE

- ✓ Capes or shoulder covers if working overhead
- ✓ Gauntlet Gloves
- ✓ Welders Hood
- ✓ Respirator (when needed)
- ✓ Long sleeve shirts and long pants
- ✓ Welding chaps

INSPECT

- ✓ Cables for cuts, scrapes and bare conductors
- ✓ Clamps for proper grip
- ✓ Electric cord for cuts or separation from plug
- ✓ Unit for over-all condition
- ✓ Welding area

NOTE: Equipment shall be inspected and maintained by the operator.

GENERAL

- ✓ Wear appropriate P.P.E.
- ✓ Use appropriate size and material rod for the job.
- ✓ Keep cables out of the way of traffic.
- ✓ Do not wrap cables around your body.
- ✓ Do not stand on wet surfaces while welding.
- ✓ Never change electrodes with bare hands.
- ✓ Do not throw spent rods on the floor. Put rods in the trash.
- ✓ Have a fire extinguisher close by.

- ✍ Have welding screens around the work area to keep other workers out of the flash zone.
- ✍ Do not weld close to combustible material.
- ✍ If you must weld around combustibles, have a fire extinguisher right there and a one-hour fire watch.
- ✍ Have good house keeping habits.
- ✍ Use respirator when appropriate.
- ✍ When working in a confined space, a Hot Work Permit is required.
- ✍ When job is complete, roll the cables up, and hang in proper place.

NOTE: Only trained and experienced employees shall be allowed to operate welding equipment.

GAS WELDING AND CUTTING

TRAINING

- ✍ Employees must be trained in the use of fuel gas and experienced to use torches.
- ✍ Employees must be trained as fire watch and the use of fire extinguishers.

TRANSPORTING

- ✍ Valve protection caps shall be in place and secured.
- ✍ When cylinders are hoisted, they shall be secured on a cradle, slingboard, or pallet.
- ✍ Cylinders shall be moved by tilting and rolling them on their bottom edges if no hand truck is available.
- ✍ When cylinders are transported by powered vehicles, they shall be secured in a vertical position.
- ✍ Valve protection caps shall not be used for lifting cylinders from one vertical position to another.
- ✍ Unless cylinders are firmly secured on a special carrier intended for this purpose, regulators shall be removed and valve protection caps put in place before cylinders are moved.
- ✍ A suitable cylinder truck, chain, or other steadying device shall be used to keep cylinders from being knocked over while in use.
- ✍ When work is finished, when cylinders are empty, or when cylinders are moved at any time, the cylinder valve shall be closed.
- ✍ Compressed gas cylinders shall be secured in an upright position at all times except, if necessary, for short periods of time while cylinders are actually being hoisted or carried.
- ✍ Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet (6.1 m) or by a noncombustible barrier at least 5 feet (1.5 m) high having a fire-resistance rating of at least one-half hour.
- ✍ Inside of buildings, cylinders shall be stored in a well-protected, well-ventilated, dry location, at least 20 feet (6.1 m) from highly combustible materials such as oil or excelsior.
- ✍ Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards.
- ✍ The in-house handling, storage, and utilization of all compressed gases in cylinders, or portable tanks shall be in accordance with Compressed Gas Association Pamphlet P-1-1965.

PLACING CYLINDERS

- ✓ Cylinders shall be kept far enough away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them.
- ✓ Cylinders shall be placed where they cannot become part of an electrical circuit.
- ✓ Fuel gas cylinders shall be placed with valve end up whenever they are in use.
- ✓ Cylinders containing oxygen or acetylene or other fuel gas shall not be taken into confined spaces.

TREATMENT OF CYLINDERS

- ✓ Cylinders, whether full or empty, shall not be used as rollers or supports.
- ✓ No person other than the gas supplier shall attempt to mix gases in a cylinder.
- ✓ No one except the owner of the cylinder or person authorized by him shall refill a cylinder.
- ✓ No one shall use a cylinder's contents for purposes other than those intended by the supplier.
- ✓ All cylinders used shall meet the Department of Transportation requirements published in 49 CFR Part 178, Subpart C, Specification for Cylinders.
- ✓ No damaged or defective cylinder shall be used.

USE OF FUEL GAS

- ✓ **The company will thoroughly instruct employees in the safe use of fuel gas, as follows**
- ✓ Before a regulator to a cylinder valve is connected, the valve shall be opened slightly and closed immediately.
- ✓ The cylinder valve shall always be opened slowly to prevent damage to the regulator. Nothing shall be placed on top of a fuel gas cylinder, when in use, which may damage the safety device or interfere with the quick closing of the valve.
- ✓ Fuel gas shall not be used from cylinders through torches or other devices which are equipped with shutoff valves without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.
- ✓ Before a regulator is removed from a cylinder valve, the cylinder valve shall always be closed and the gas released from the regulator.
- ✓ If a leak should develop at a fuse plug or other safety device, the cylinder shall be removed from the work area.

HOSE

- ✓ Fuel gas hose and oxygen hose shall be easily distinguishable from each other.
- ✓ When parallel sections of oxygen and fuel gas hose are taped together, not more than 4 inches out of 12 inches shall be covered by tape.
- ✓ All hose in use, carrying acetylene, oxygen, natural or manufactured fuel gas, or any gas or substance which may ignite or enter into combustion, or be in any way harmful to employees, shall be inspected at the beginning of each working shift. Defective hose shall be removed from service.
- ✓ Hose which has been subject to flashback, or which shows evidence of severe wear or damage, shall be tested to twice the normal pressure to which it is subject, but in no case

- less than 300 p.s.i.
- ✍ Defective hose, or hose in doubtful condition, shall not be used.
- ✍ Hose couplings shall be of the type that cannot be unlocked or disconnected by means of a straight pull without rotary motion.
- ✍ Boxes used for the storage of gas hose shall be ventilated.
- ✍ Hoses, cables, and other equipment shall be kept clear of passageways, ladders and stairs.

TORCHES

- ✍ Clogged torch tip openings shall be cleaned with suitable cleaning wires, drills, or other devices designed for such purpose.
- ✍ Torches in use shall be inspected at the beginning of each working shift for leaking shutoff valves, hose couplings, and tip connections.
- ✍ Torches shall be lighted by friction lighters or other approved devices, and not by matches or from hot work.

REGULATORS AND GAUGES

- ✍ Oxygen and fuel gas pressure regulators, including their related gauges, shall be in proper working order while in use. (Open valves slowly)

OIL AND GREASE HAZARDS

- ✍ Oxygen cylinders and fittings shall be kept away from oil or grease.
- ✍ Oxygen shall not be directed at oily surfaces, greasy clothes, or within a fuel oil or other storage tank or vessel.

HAZARDOUS FUMES

Hazardous metals to consider

- ✍ Lead
- ✍ Zinc
- ✍ Cadmium
- ✍ Mercury
- ✍ Beryllium
- ✍ Exotic metals or paints

When working with metals or paints that have a potential for hazardous fumes, gases, or dust, follow these procedures:

- ✍ Look at the dimensions of the area where the welding will be done, is ventilations adequate.
- ✍ Number of welders.
- ✍ Possible evolution of hazardous fumes, gases, and dust of metals involved.
- ✍ If screens have to be around the whole area, ensure that they don't restrict ventilation.
- ✍ Local exhaust or general ventilating systems shall be provided and arranged to keep the amount of toxic fumes, gases, and dusts below the maximum allowable concentration as specified in 1910.1000.
- ✍ Check MSDS's for the flux hazards.
- ✍ Some situations may require airline respirators (particularly in confined space work).
- ✍ Half face respirators are required with some welding material, ensure proper canisters and follow respiratory protection policy.
- ✍ If unsure contact the safety manager for assistance.

ADDITIONAL RULES

For additional details not covered in this subpart, applicable technical portions of American National Standards Institute, Z49.1-1967, Safety in Welding and Cutting, shall apply.

FIRE PREVENTION

When practical, objects to be welded, cut, or heated shall be moved to a designated safe location or, if the objects to be welded, cut, or heated cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place, or otherwise protected.

If the object to be welded, cut, or heated cannot be moved and if all the fire hazards cannot be removed, positive means shall be taken to confine the heat, sparks, and slag, and to protect the immovable fire hazards from them.

No welding, cutting, or heating shall be done where the application of flammable paints or the presence of other flammable compounds, or heavy dust concentrations creates a hazard.

Suitable fire extinguishing equipment shall be immediately available in the work area and shall be maintained in a state of readiness for instant use.

FIRE WATCH REQUIRED

A fire watch is required in the following situations and must remain in place for one hour after completion of welding. When the welding, cutting, or heating operation is such that normal fire prevention precautions are not sufficient, additional personnel shall be assigned to guard against fire while the actual welding, cutting, or heating operation is being performed, and for a sufficient period of time after completion of the work to ensure that no possibility of fire exists. Such personnel shall be instructed as to the specific anticipated fire hazards and how the firefighting equipment provided is to be used.

When welding, cutting, or heating is performed on walls, floors, and ceilings, on the opposite side of metal partitions or exposure to combustible materials, since direct penetration of sparks or heat transfer may introduce a fire hazard to an adjacent area, the same precautions shall be taken on the opposite side as are taken on the side on which the welding is being performed.

CONFINED SPACE WORK

For the elimination of possible fire in enclosed spaces as a result of gas escaping through leaking or improperly closed torch valves, the gas supply to the torch shall be positively shut off at some point outside the enclosed space whenever the torch is not to be used or whenever the torch is left unattended for a substantial period of time, such as during the lunch period. Overnight and at the change of shifts, the torch and hose shall be removed from the confined space. Open end fuel gas and oxygen hoses shall be immediately removed from enclosed spaces when they are disconnected from the torch or other gas-consuming device.

Except when the contents are being removed or transferred, drums, pails, and other containers which contain or have contained flammable liquids shall be kept closed. Empty containers shall be removed to a safe area apart from hot work operations or open flames.

Drums, containers, or hollow structures which have contained toxic or flammable substances shall, before welding, cutting, or heating is undertaken on them, either be filled with water or thoroughly cleaned of such substances and ventilated and tested. For welding, cutting and heating on steel pipelines containing natural gas, the pertinent portions of regulations issued by the Department of Transportation, Office of Pipeline Safety, 49 CFR Part 192, Minimum Federal Safety Standards for Gas Pipelines, shall apply. Before heat is applied to a drum, container, or hollow structure, a vent or opening shall be provided for the release of any built-up pressure during the application of heat.

HOT WORK

These procedures are intended to ensure that all safety issues concerning hot work are addressed. Each welder is responsible for inspecting their individual work areas. The permit is for unusual situations such as confined spaces or flammable areas. For unusual situations or confined space work in the shop, the supervisor shall have the responsibility for inspecting the area and authorizing welding.

SAFETY CONCERNS

Items to be alert to

- Conditions of the equipment used
- Removal of all flammable material
- Fire extinguisher ready and available
- Proper personal protective equipment
- Protection of area from exposure
- Review of all lockout/tagout
- Confined space concerns
- Fire Watch

WORKERS

Another concern that must be addressed is the safety of other employees in the area. They must be warned prior to the start of any hot work and during the hot work. A barrier should be put up to insure that accidental flashing of other employees is eliminated.

HOT WORK PERMIT

UNAUTHORIZED PERSONNEL KEEP OUT OF AREA

This Hot Work Permit for welding, cutting, brazing, or other flame-producing, operations, is to be filled out completely before such operations begin.

Location:

Date:

Time:

Permit requested by:

Nature of the job: ___

SAFETY REQUIREMENTS

(Mark Square Yes or No or N/A). If no has been marked in any square, do not proceed with the

proposed project.

1. The personnel performing hot work has been trained and authorized to perform hot work.

2. Management or its authorized representatives have inspected the area where hot work is to be done and has permitted the hot work.
3. Operator or employees performing hot work has been advised of hazards.
4. All affected supervisors and employees have been notified of hot work.
5. Shut down, lockout and tagout equipment in the work area (motors, pumps, etc.)
6. Sweep or clean combustible or flammable materials within 35 foot radius of the hot work area.
7. Shield or cover all exposed combustible materials within a 35 foot radius of hot work area, to protect from heat and sparks.
8. Shield any personnel from flash exposure who might come into the area while welding is in progress.
9. Provide fire extinguisher and/or water supply at hot work site.
10. Welding and cutting equipment checked and in safe operating condition before use.
11. Personal protection equipment provided to those performing hot work.
12. Fire watch established in hot work for at least 30 minutes after welding and cutting is finished.
13. If it is a confined space then follow the confined space program in addition.

Permit Approved by: _____ Date Permit issued: _____

Expires: Date and Time: _____

Project completed by: _____ Date: _____ Time: _____

(RETURN PERMIT TO SUPERVISOR UPON COMPLETION OF HOT WORK)


EYE AND FACE PROTECTION:

- Eye and face protectors shall meet the following minimum requirements
- They shall provide adequate protection against the particular hazards for which they are designed.
- They shall be reasonably comfortable when worn under the designated conditions.
- They shall fit snugly and shall not unduly interfere with the movements of the wearer.
- They shall be durable.
- They shall be capable of being disinfected.
- They shall be easily cleanable.
- Every protector shall be distinctly marked to facilitate identification of the manufacturer.
- When limitations or precautions are indicated by the manufacturer, they shall be transmitted to the user and care taken to see that such limitations and precautions are strictly observed.
- When welding toxic material or with toxic equipment, read the MSDS and use appropriate respirator.

Protection against radiant energy: The following table shall be used as a guide for the selection of the proper shade numbers of filter lenses or plates used in welding. Shades more dense than those listed may be used to suit the individual's needs.

Welding Operation	Shade/Number
Shielded metal-arc welding 1/16-, 3/32-, 1/8-, 5/32- inch diameter	10
Gas-shielded arc welding (nonferrous) 1/16-, 3/32-, 1/8-, 5/32-inch diameter electrodes	11
Gas-shielded arc welding (ferrous) 1/16-, 3/32-, 1/8-, 5/32-inch diameter electrodes	12
Shielded metal-arc welding 3/16-, 7/32-, 1/4-inch diameter electrodes	12
5/16-, 3/8-inch diameter electrodes	14
Atomic hydrogen welding	10-14
Carbon-arc welding	14
Soldering	2
Torch brazing	3 or 4
Light cutting, up to 1 inch	3 or 4
Medium cutting, 1 inch to 6 inches	4 or 5
Heavy cutting, over 6 inches	5 or 6
Gas welding (light), up to 1/8-inch	4 or 5
Gas welding (medium), 1/8-inch to 1/2-inch	5 or 6
Gas welding (heavy), over 1/2-inch	6 or 8

FIRST AID

-  Ensure that welders have easy access to first aid kits in the shop or in the field.

FILTER LENS SHADE NUMBERS FOR PROTECTION AGAINST RADIANT ENERGY

Trackhoe Safety



TRACKHOE AND HEAVY EQUIPMENT

INTRODUCTION

The following safety policy is written for the protection of all employees and the public. Always use common sense and take every precaution to maintain a safe work environment for yourself and those around you. When in doubt about the safety of a situation, do not proceed until you have completed a hazard assessment.

TRAINING

Training shall be accomplished through the Operator Qualification Program prior to start of work.

INSPECTION

Before use each day, inspect track hoe for damage from previous operation or vandalism as follows

- 🔧 Check for broken, loose, or missing welds, parts, bolts, pins, or keepers.
- 🔧 Check fluid levels and inspect the lines for leaks of:
 - Fuel.
 - Water/coolant.
 - Engine oil/hydraulic oil.
- 🔧 Inspect the following for good condition:
 - Tracks.
 - Fan belts.
 - Hydraulic hoses (look for cuts and leaky connections).
 - Lights.
- 🔧 Test all controls to ensure all are functioning properly.
- 🔧 Keep platforms clear of mud, tools, and chains.

LOADING & TIE DOWN ON TRAILER

- 🔧 Always park the low boy on level ground.
- 🔧 Protect the work area to keep traffic away from you. Wear an orange vest if you cannot get off the roadway to load and unload.
- 🔧 Stow boom properly.
- 🔧 Drive the track hoe on or off the trailer slowly.
- 🔧 Chain equipment down with a minimum of four separate tie downs to prevent (forward, backward, lateral and vertical movement.
- 🔧 The track hoe bucket must be tied down also.
- 🔧 Inspect chains for wear.

SAFE OPERATION

- 🔧 Be familiar with the owner's manual for all equipment.
- 🔧 Be familiar with the track hoe you are operating.
- 🔧 Be familiar with all controls.
- 🔧 Wear a seat belt at all times.
- 🔧 Use caution when driving on slopes 15 degrees or steeper.
- 🔧 Never travel faster than conditions warrant. Maintain control over the tractor at all times so it can be brought to a stop in a safe manner.
- 🔧 Check for hidden obstacles such as rocks, broken posts, or holes. Hidden obstacles can upset the unit.
- 🔧 Always face equipment when mounting and dismounting.
- 🔧 Lower bucket, neutralize controls, and set the parking brake when temporarily leaving equipment.
- 🔧 Lower bucket, set parking brake, turn track hoe off, and lock the door whenever equipment is parked.
- 🔧 Whenever equipment is left at night adjacent to a highway, use appropriate lights, reflectors, or barricades to identify location of equipment.
- 🔧 Do not allow workers on the machine while operating any part of it.

EXCAVATION

- 🔧 Locate all utilities before digging.
- 🔧 Position the track hoe so as not to be within 10' of over head power lines.
- 🔧 Maintain a safety zone around the equipment as far as the boom reaches.
- 🔧 Never allow workers into the pit or trench where you are digging. Set bucket down on solid ground before you allow someone in that space.
- 🔧 Keep the spoil pile a minimum of two feet from the edge of the pit or trench.
- 🔧 Have the tracks facing the proper direction when you dig so controls work properly and you have more digging space near machine.

PERSONAL PROTECTIVE EQUIPMENT

- 🔧 Wear eye protection when there is blowing dust and sand.
- 🔧 Have a hard hat handy to put on when you step out. Always
- 🔧 wear a seat belt.

Work Area Protection



The purpose of work area protection (WAP) is to protect employees, the public, and equipment with minimum interference to pedestrians and traffic.

TRAINING

Employees shall be trained on Work Area Protection prior to working in the road-way to include: Factors to consider, types of warning devices, proper distances for placing cones and the four parts to a work area.

FACTORS TO CONSIDER

- 🚧 Work site location.
- 🚧 Road type.
- 🚧 Speed limit.
- 🚧 Time of day.
- 🚧 Weather conditions.
- 🚧 State and local regulations.
- 🚧 Length of time at work site.

TYPES OF WARNING DEVICES

Warning Signs

Warning signs are used to notify drivers of hazards ahead. Signs are usually diamond shaped with a black legend and border and an orange background. Check local regulations for size requirements for warning signs. Reflective signs must be used in darkness. Types of warning signs include:

- 🚧 Road Work Ahead.
- 🚧 Merge Right or Left.
- 🚧 Lane Closed.
- 🚧 Flagman.

Traffic Cones

Traffic cones are used to channel pedestrians or vehicles away from work areas. Cones are bright orange and must be 18, 28 or 36 inches high depending on local or Federal regulations. Traffic cones must have reflective tape when used in darkness. When placing cones, the distance between cones should be equal to the posted speed limit converted to feet. For example, cones should be placed 25 feet apart in an area where the speed limit is 25 miles per hour.

Other Types of Work Area Protection

- 🚧 Orange or yellow ribbons

- 🚧 Orange fences
- 🚧 Barricades
- 🚧 Utility hole guards

PLACING WORK AREA PROTECTION DEVICES

- 🚧 Always face traffic.
- 🚧 Be alert to the surrounding hazards.
- 🚧 Wear proper personal protective equipment (PPE) such as an orange vest.
- 🚧 Consider using a flag person when working on a curve or hill where visibility is poor.
- 🚧 After setting up work area protection, always step back and watch for a few minutes to make sure traffic flows smoothly.

Note: Flag persons must be certified for flagging on state and Federal highways. Check local regulations for your county and city as they may also require certification.

PROTECTING A WORK SITE

- 🚧 Use ribbon to help channel pedestrians away from work site.
- 🚧 Use orange fence or barricades to protect an open pit or trench.
- 🚧 Use utility hole guards to protect an open utility hole.
- 🚧 Never leave a work site unprotected.

Gypsy Life

General Waste Management Program

Health & Safety Policy and Procedures Manual

1. General Waste Management Plan: These Guidelines aim to provide a tool for waste management planning and promote the development of more coherent and appropriate planning throughout Gypsy Life LLC. When implementing waste management planning it is the responsibility of each individual to follow Gypsy Life LLC. policies and procedures.

Waste management plans have a key role to play in achieving sustainable waste management. Their purpose is to give an outline of waste streams and treatment options. More specifically, they aim to provide a planning framework for the following:

A. Gypsy Life LLC. shall estimate the waste that will be generated prior to work being performed so that the need for containers and waste removal can be determined. Trash and scrap materials will be considered waste

B. Waste materials shall be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles will be covered with a tarp to prevent dispersion of waste materials and to control the potential for run-off.

C. Gypsy Life LLC. will properly segregate waste materials to ensure opportunities for reuse or recycling.

Health & Safety Policy and Procedures Manual

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- D. Gypsy Life LLC. employees will be instructed on the proper disposal method for wastes. This will include general instruction on disposal of non-hazardous wastes, trash, and scrap
- E. materials. If wastes generated are classified as hazardous, employees will be trained to ensure proper disposal. This training will be conducted at the beginning of each shift and conducted by the supervisor.

2. Waste management planning is continuously reviewed and revised at Gypsy Life LLC. to match increasing complexity of waste issues and sustainability standards. The solution too many waste management problems require the involvement of several participants/ authorities and coherent planning to help avoid the unnecessary duplication effort and thus benefits all participants to work together.