



EMPLOYEE FIELD SAFETY HANDBOOK

(a summary of the TF Companies corporate Safety Manual)

IMPORTANT NOTICE

THIS HANDBOOK IS A CONDENSED FIELD REFERENCE

This handbook is a condensed field reference of the TF Companies Safety Policies and Procedures Manual. It is intended to provide employees with practical field guidance for recognizing hazards and working safely.

The full TF Companies Safety Policies and Procedures Manual is the governing document. All employees are required to follow the full manual, site-specific safety requirements, and applicable regulatory requirements.

This handbook does not replace the full manual, site procedures, permits, or job-specific training.

When differences exist between this handbook and the full Safety Manual or site requirements, the more protective requirement shall be followed.

If there is ever uncertainty about how to perform work safely, employees must stop work and contact supervision.

TABLE OF CONTENTS

Contents

IMPORTANT NOTICE	2
TABLE OF CONTENTS	3
SAFETY VISION.....	8
LIFE-CRITICAL SAFETY RULES.....	10
APPLICABILITY AND PURPOSE.....	11
JOB SAFETY ANALYSIS (JSA) – SUMMARY	11
STOP WORK AUTHORITY (SWA) – SUMMARY	12
1. SAFETY PHILOSOPHY AND EXPECTATIONS.....	13
1.1 Our Safety Commitment	13
1.2 Roles and Responsibilities	14
1.2.1 Management Responsibilities	14
1.2.2 Supervisor Responsibilities	14
1.2.3 Employee Responsibilities	15
1.2.4 Shared Responsibility	15
1.3 Stop Work Authority	16
2. HAZARD IDENTIFICATION AND JOB SAFETY ANALYSIS	17
2.1 Hazard Identification	17
2.2 Job Safety Analysis (JSA)	17
2.3 Pre-Job Safety Meetings	18
3.PERSONAL PROTECTIVE EQUIPMENT (PPE).....	18

3.1 General PPE Requirements	18
3.2 PPE Inspection	19
3.3 Specialized PPE	19
4. HAZARD COMMUNICATION AND CHEMICAL SAFETY	20
4.1 Safety Data Sheets (SDS)	20
4.2 Chemical Exposure Prevention	21
5. ATMOSPHERIC AND GAS HAZARDS (WHEN APPLICABLE)	21
6. CONTROL OF HAZARDOUS ENERGY (LOCKOUT / TAGOUT)	22
6.1 Purpose.....	22
6.2 When Lockout / Tagout is Required	22
6.3 Authorized and Affected Employees	23
6.4 Lockout / Tagout Procedure	23
6.5 Lock Removal.....	24
6.6 Group Lockout.....	25
6.7 Lockout / Tagout (LOTO) Field Reference Checklist	25
7. CONFINED SPACE ENTRY (WHEN APPLICABLE)	25
7.1 Definition	25
7.2 Hazards of Confined Spaces	26
7.3 Permit-Required Confined Space	26
7.4 Atmospheric Testing	27
7.5 Entry Roles	27

7.6 Confined Space Safety Requirements.....	28
7.8 Confined Space Entry Field Reference Checklist	28
8. FALL PROTECTION	28
8.1 Fall Hazard Recognition	28
8.2 Fall Protection Systems.....	29
8.3 Personal Fall Arrest Systems	29
8.4 Anchorage.....	29
8.5 Equipment Inspection.....	30
8.6 Fall Protection Field Reference Checklist	30
9. ELECTRICAL SAFETY	30
9.1 Electrical Hazard Recognition	30
9.2 Qualified and Non-Qualified Employees	31
9.3 De-Energizing Equipment.....	31
9.4 Electrical Tool Safety.....	32
9.5 Grounding	32
9.6 Electrical Field Reference Checklist.....	32
10. RIGGING AND MATERIAL HANDLING	33
10.1 Rigging Hazard Recognition	33
10.2 Rigging Equipment Inspection	33
10.3 Load Control.....	34
10.4 Personnel Safety	34
10.5 Rigging Field Reference Checklist	34

11. RESPIRATORY PROTECTION (WHEN APPLICABLE).....	35
11.1 Respiratory Hazard Recognition.....	35
11.2 Respirator Use	35
11.3 Respirator Inspection.....	35
11.4 Field Reference Checklist.....	36
12. FIRE PREVENTION AND HOT WORK\.....	36
12.1 Hot Work Hazard Recognition.....	36
12.2 Hot Work Safety Requirements	37
12.3 Fire Prevention.....	37
12.4 Hot Work Field Reference Checklist.....	37
13. EXCAVATION AND TRENCHING (WHEN APPLICABLE).....	38
13.1 Excavation Hazard Recognition	38
13.2 Protective Systems	38
13.3 Inspection	39
13.4 Access and Egress	39
13.5 Excavation Field Reference Checklist.....	39
14. HEAVY EQUIPMENT AND MOBILE EQUIPMENT.....	40
14.1 Equipment Hazard Recognition	40
14.2 Equipment Inspection.....	40
14.3 Safe Operation.....	40
14.4 Heavy Equipment & Mobile Equipment Field Reference Checklist	41

15. HAND AND POWER TOOLS	41
15.1 Tool Inspection	41
15.2 Safe Use	42
15.3 Hand and Power Tools Field Reference Checklist.....	42
16. INCIDENT REPORTING AND INVESTIGATION	42
16.1 Reporting Requirements	42
16.2 Injury Reporting	43
16.3 Investigation	43
16.4 Incident Reporting Field Reference Checklist	43
17. EMERGENCY ACTION PROCEDURES	44
17.1 Emergency Awareness	44
17.2 Medical Emergencies	44
17.3 Fire or Explosion	44
17.4 Emergency Action Field Reference Checklist.....	45
18. ENVIRONMENTAL AND PHYSICAL HAZARDS.....	45
18.1 Heat Stress.....	45
18.2 Cold Stress.....	45
18.3 Noise Exposure.....	46
18.4 Environmental and Physical Hazards Field Reference Checklist	46

SAFETY VISION

Work is a means to an end.

That end is caring for the people who matter most in our lives.

At TF Companies, we believe safety is about more than rules, programs, or compliance.

It is about protecting our ability to return home each day to our families, friends, and loved ones... and to enjoy a full and meaningful quality of life with them.

We are a people-first company and a work family.

Nothing we do on a job site, in a shop, or in an office is worth putting a life, a future, or a family at risk.

This commitment extends beyond our own employees to every person who works beside us, around us, or is impacted by our work.

We are our brother's keeper.

Because we care for one another, we speak up, we help, and we coach with kindness when safety can be improved.

Genuine one-on-one conversations rooted in respect, concern, and accountability are more powerful than any form, audit, or program.

As leaders, we work diligently to build systems that protect our people.

But culture is created in moments of personal responsibility, courage, and care for one another.

Our vision is to be the shining star of safety in our industry...

a beacon that proves every worker, at every company, deserves a culture where people come first and everyone goes home safe.

Commitment

- People and families come before production, schedule, or profit
- Every person has the authority and responsibility to stop any unsafe work
- We look out for one another and speak up with care and respect
- Coaching, mentoring, and personal accountability drive our culture
- We protect everyone affected by our work, not only our own employees
- We strive to set the industry standard for safety and human care

Everyone goes home safe. Every day. No exceptions.

LIFE-CRITICAL SAFETY RULES

Certain hazards present the highest risk of serious injury or death. These hazards must be controlled before work begins.

TF Companies requires strict compliance with these Life-Critical Safety Rules.

Employees must never perform work when these protections are missing. A violation of these rules results in immediate termination from the company and likely permanent expulsion from the specific customer work location; it could also result in permanent expulsion from working at any of the customer corporate-wide locations.

LIFE-CRITICAL SAFETY RULES

- No **DRUGS, ALCOHOL, or FIREARMS** on customer work premises.
- **LOCKOUT/TAGOUT:** never work on equipment until all hazardous energy has been isolated, locked, tagged, and verified at zero energy.
- **CONFINED SPACES:** Never enter a confined space unless it has been properly permitted, tested, and all required safety controls are in place.
- **FALL PROTECTION:** Never work at height unless you are protected by guardrails or properly tied off to an approved anchor point.
- **EXCAVATION SAFETY:** Never enter an excavation or trench unless it has been inspected and the required protective system is in place.
- **PERMITS:** Never begin permit-required work until the required permit has been issued and all listed safety controls are in place.

APPLICABILITY AND PURPOSE

At TF Companies, our Safety Policies and Procedures Manual is a comprehensive document designed to ensure the well-being and safety of our employees, contractors, and stakeholders. TF Companies is a diversified group that includes Tower Force, TF Industrial, TF Electrical Services, and TF Turnarounds.

JOB SAFETY ANALYSIS (JSA) – SUMMARY

A Job Safety Analysis (JSA) is one of the primary tools TF Companies uses to identify hazards and establish controls before work begins. A JSA breaks a job into basic steps, identifies the hazards associated with each step, and defines the actions necessary to perform the work safely.

JSAs help ensure that employees understand the hazards of the job and the protective measures required before work starts.

A JSA must be used to:

- Identify hazards associated with the job
- Establish hazard controls before work begins
- Communicate hazards to all crew members
- Ensure all employees understand how the work will be performed safely

All employees involved in the job must participate in the JSA process. Employees are responsible for reviewing the JSA, understanding the hazards and controls, and following the identified safety measures.

If conditions change, new hazards are identified, or the scope of work changes, the JSA must be reviewed and updated before continuing work.

This section provides a summary only. Employees must follow the complete Job Safety Analysis requirements described in Sections **2.1 Hazard Identification** and **2.2 Job Safety Analysis (JSA)** of this handbook and in the TF Companies Safety Policies and Procedures Manual.

STOP WORK AUTHORITY (SWA) – SUMMARY

TF Companies has established a Stop Work Authority program as part of its Safety Policies and Procedures Manual. This program ensures that employees can address unsafe conditions and prevent injuries, incidents, and equipment damage.

Employees are responsible for recognizing hazards, reporting unsafe conditions, and following established safety procedures. When an unsafe condition is identified, work must not continue until the condition has been evaluated and corrected in accordance with TF Companies safety requirements.

Supervisors and employees share responsibility for identifying hazards and ensuring that work is performed safely and in compliance with TF Companies safety policies and site requirements.

This section provides a summary only. Employees must follow the complete Stop Work Authority requirements described in Section **1.3 Stop Work Authority** of this handbook and in the TF Companies Safety Policies and Procedures Manual.

1. SAFETY PHILOSOPHY AND EXPECTATIONS

1.1 Our Safety Commitment

At TF Companies, safety is a condition of employment and a core operating principle. Our Safety Policies and Procedures Manual establishes the requirements for protecting employees, contractors, clients, and the public from injury, illness, and property damage.

We perform work in a wide range of industrial environments, including chemical plants, power plants, refineries, manufacturing facilities, and construction sites. Each location presents unique hazards. Employees must follow TF Companies safety requirements as well as all site-specific safety rules.

No task is so urgent or important that it cannot be performed safely.

We require all employees to:

- Work in compliance with TF Companies safety procedures
- Follow client and site safety requirements
- Identify hazards before starting work
- Stop work when hazards are not controlled
- Report unsafe conditions immediately
- Participate in safety meetings and training

Failure to follow safety requirements places employees and coworkers at risk.

1.2 Roles and Responsibilities

Safety at TF Companies depends on every employee understanding and fulfilling their responsibilities. Management, supervisors, and employees each have defined roles in maintaining a safe workplace.

1.2.1 Management Responsibilities

TF Companies management is responsible for establishing and maintaining the safety program and ensuring safety requirements are implemented.

Management will:

- Establish and support the TF Companies safety program
- Provide the resources necessary to perform work safely
- Ensure safety policies and procedures are implemented
- Support supervisors in enforcing safety requirements
- Promote a culture of safety throughout the organization

Management sets the expectation that all work will be performed safely.

1.2.2 Supervisor Responsibilities

Supervisors are responsible for ensuring work is planned and performed safely.

Supervisors must:

- Identify hazards before work begins
- Plan work activities safely
- Conduct Job Safety Analyses when required
- Ensure employees understand job hazards and controls
- Ensure required PPE is used

- Monitor work activities for unsafe conditions
- Stop work when hazards are identified
- Report incidents and unsafe conditions

Supervisors are responsible for enforcing safety procedures in the field.

1.2.3 Employee Responsibilities

Every employee is responsible for working safely and protecting themselves and others.

Employees must:

- Follow TF Companies safety policies and procedures
- Follow supervisor instructions and job safety plans
- Participate in Job Safety Analyses (JSA)
- Use required Personal Protective Equipment (PPE)
- Inspect tools and equipment before use
- Report injuries, incidents, and near misses immediately
- Report unsafe conditions immediately

Employees must never:

- Perform work they are not trained or authorized to perform
- Remove safety devices or guards
- Bypass lockout/tagout devices
- Ignore alarms, warning signs, or safety procedures

1.2.4 Shared Responsibility

Safety is a shared responsibility.

All employees must:

- Look out for their own safety and the safety of others
- Communicate hazards
- Follow safety procedures
- Support a safe work environment

Safe work depends on every employee fulfilling their responsibilities.

1.3 Stop Work Authority

TF Companies authorizes every employee to stop work when unsafe conditions exist.

Stop work is required when:

- Hazards are not understood
- Required permits are missing
- Required PPE is not available
- Equipment is unsafe
- Hazard controls are not in place
- Conditions change unexpectedly

When work is stopped:

- Notify supervision immediately
- Identify the hazard
- Correct the hazard
- Do not resume work until safe

No employee will be disciplined for stopping work in good faith.

2. HAZARD IDENTIFICATION AND JOB SAFETY ANALYSIS

2.1 Hazard Identification

Hazard identification is required before beginning any job.

Hazards may include:

- Electrical energy
- Stored mechanical energy
- Pressurized systems
- Hazardous chemicals
- Moving equipment
- Fall hazards
- Confined spaces
- Environmental hazards

Hazards must be evaluated continuously.

2.2 Job Safety Analysis (JSA)

A Job Safety Analysis identifies hazards and establishes controls before work begins.

JSAs help crews:

- Identify hazards
- Plan safe work methods
- Assign responsibilities
- Communicate hazards

All crew members must participate in the JSA.

Employees must:

- Understand the JSA
- Follow identified controls
- Ask questions if unsure

If conditions change, the JSA must be updated.

2.3 Pre-Job Safety Meetings

Pre-job meetings ensure all workers understand:

- Scope of work
- Hazards
- Hazard controls
- Emergency procedures

All workers must attend and participate.

3.PERSONAL PROTECTIVE EQUIPMENT (PPE)

3.1 General PPE Requirements

PPE protects employees from workplace hazards.

Minimum PPE requirements are determined by:

- TF Companies requirements
- Job hazards
- Site requirements

Typical PPE includes:

- Hard hat
- Safety glasses with side shields
- Protective footwear
- Gloves appropriate for the hazard
- Flame-resistant clothing when required
- Hearing protection when required

3.2 PPE Inspection

Employees must inspect PPE before use.

Inspect for:

- Cracks
- Tears
- Damage
- Excessive wear

Damaged PPE must be removed from service.

3.3 Specialized PPE

Additional PPE may be required depending on hazards:

Examples include:

- Face shields
- Chemical resistant gloves
- Arc flash PPE
- Respiratory protection
- Fall protection equipment

Follow hazard assessment and site requirements.

4. HAZARD COMMUNICATION AND CHEMICAL SAFETY

TF Companies Hazard Communication Program ensures employees understand chemical hazards.

Employees may encounter hazardous substances depending on facility and process.

Hazards may include:

- Benzene
- Solvents
- Corrosives
- Toxic gases
- Chemical vapors

Employees must:

- Know chemical hazards in their work area
- Review Safety Data Sheets when required
- Follow handling procedures
- Use required PPE

4.1 Safety Data Sheets (SDS)

Safety Data Sheets provide information about:

- Chemical hazards
- Exposure risks
- Protective measures
- Emergency procedures

Employees must know how to access and understand SDS.

4.2 Chemical Exposure Prevention

To prevent exposure:

- Follow handling procedures
- Use required PPE
- Avoid unnecessary exposure
- Follow site controls

Report exposure immediately.

5. ATMOSPHERIC AND GAS HAZARDS (WHEN APPLICABLE)

Some facilities may contain hazardous atmospheres.

Hazards may include:

- Hydrogen sulfide
- Benzene vapors
- Oxygen deficiency
- Toxic gases

Atmospheric testing may be required.

Employees must:

- Use gas monitors when required
- Follow permit requirements
- Leave the area if alarms activate
- Report hazards immediately

Never enter hazardous atmospheres without authorization.

6. CONTROL OF HAZARDOUS ENERGY (LOCKOUT / TAGOUT)

6.1 Purpose

Unexpected release of energy can cause serious injury or death. Equipment may contain electrical, mechanical, hydraulic, pneumatic, thermal, or stored energy.

TF Companies requires hazardous energy to be isolated and controlled before servicing, maintenance, or entry into equipment where unexpected startup or energy release could occur.

Lockout / Tagout is often abbreviated as LOTO.

Lockout / Tagout protects employees from:

- Electrocution
- Crushing injuries
- Amputations
- Burns
- Equipment startup

6.2 When Lockout / Tagout is Required

Lockout / Tagout must be used when:

- Servicing or maintaining equipment
- Removing guards
- Entering equipment
- Clearing jams
- Performing repairs

If unexpected startup could cause injury, Lockout / Tagout is required.

6.3 Authorized and Affected Employees

Authorized employees:

- Apply locks and tags
- Perform servicing or maintenance

Affected employees:

- Operate equipment
- Work near locked equipment

Affected employees must never attempt to operate locked equipment.

6.4 Lockout / Tagout Procedure

Before starting work:

1. Identify all energy sources

Energy sources may include:

- Electrical
- Mechanical
- Hydraulic
- Pneumatic
- Thermal
- Chemical

2. Shut down equipment

Use normal shutdown procedures.

3. Isolate energy sources

Use appropriate isolation devices such as:

- Disconnect switches
- Valves
- Breakers

4. Apply locks and tags

Each authorized employee must apply their personal lock.

5. Release stored energy

Stored energy may include:

- Pressure
- Springs
- Electrical charge

6. Verify isolation

Attempt to start equipment using normal controls.

Verification is critical.

6.5 Lock Removal

Locks must only be removed by the employee who installed them.

Supervisory removal must follow established procedures.

6.6 Group Lockout

When multiple employees work on equipment:

Each employee must apply their personal lock.

Never rely on another employee's lock.

6.7 Lockout / Tagout (LOTO) Field Reference Checklist

Before work begins:

- Energy sources identified
- Equipment shut down
- Isolation devices applied
- Locks and tags installed
- Stored energy released
- Isolation verified

7. CONFINED SPACE ENTRY (WHEN APPLICABLE)

7.1 Definition

A confined space has:

- Limited entry or exit
- Not designed for continuous occupancy

Examples include:

- Tanks
- Vessels
- Drums
- Pits
- Vaults

Confined spaces may contain serious hazards.

7.2 Hazards of Confined Spaces

Hazards may include:

- Hazardous atmospheres
- Oxygen deficiency
- Toxic gases
- Engulfment
- Mechanical hazards

These hazards can cause serious injury or death.

7.3 Permit-Required Confined Space

Permit entry may be required when hazards are present.

Permit procedures ensure:

- Hazards identified
- Atmosphere tested
- Rescue available

Follow site permit requirements.

7.4 Atmospheric Testing

Atmospheric testing must be performed when required.

Testing evaluates:

- Oxygen levels
- Flammable gases
- Toxic gases

Testing must occur:

- Before entry
- During entry when required

7.5 Entry Roles

Entry Supervisor:

- Ensures safe entry conditions

Attendant:

- Remains outside the space
- Remains alert and focused on the entrants
- Monitors entrants
- Never leaves the monitoring duty unless replaced by another attendant or all entrants are outside of the confined space

Entrant:

- Performs work inside the space
- Notifies Attendant of any concerns

7.6 Confined Space Safety Requirements

Before entry:

- Obtain permit when required
- Isolate energy sources
- Test atmosphere
- Use required PPE

Never enter a confined space without authorization.

7.8 Confined Space Entry Field Reference Checklist

Before entry:

- Permit obtained
- Energy isolated
- Atmosphere tested
- Attendant present
- Rescue procedures available

8. FALL PROTECTION

8.1 Fall Hazard Recognition

Falls are a leading cause of serious injury.

Fall hazards may exist when working:

- On elevated platforms
- On ladders

- On structures
- On scaffolds

Fall protection must be used when required.

8.2 Fall Protection Systems

Fall protection may include:

- Guardrails
- Personal fall arrest systems
- Safety nets

Follow site and TF requirements.

8.3 Personal Fall Arrest Systems

A personal fall arrest system includes:

- Full body harness
- Lanyard or lifeline
- Anchorage point

All components must be inspected before use.

8.4 Anchorage

Anchorage must be:

- Secure
- Approved
- Capable of supporting required loads

Never tie off to unapproved structures.

8.5 Equipment Inspection

Inspect before each use:

- Harness stitching
- Hooks
- Lanyards

Remove damaged equipment from service.

8.6 Fall Protection Field Reference Checklist

Before working at height:

- Fall hazard evaluated
- Fall protection available
- Harness inspected
- Anchorage verified
- Tie-off complete

9. ELECTRICAL SAFETY

9.1 Electrical Hazard Recognition

Electrical energy is present in most industrial environments. Contact with energized electrical equipment can result in:

- Serious burns
- Shock

- Electrocution
- Arc flash injuries

Electrical hazards may exist in:

- Equipment panels
- Motors
- Power distribution systems
- Temporary power systems
- Extension cords and tools

Electrical hazards must be identified and controlled before work begins.

9.2 Qualified and Non-Qualified Employees

Only qualified employees may perform electrical work.

Qualified employees have:

- Training
- Knowledge of electrical hazards
- Authorization to perform electrical tasks

Non-qualified employees must never work on energized electrical equipment.

9.3 De-Energizing Equipment

Electrical equipment must be de-energized before servicing whenever possible.

Follow Lockout / Tagout procedures.

De-energizing includes:

- Turning off equipment
- Opening disconnects
- Applying locks and tags
- Verifying zero energy

Verification must always be performed.

9.4 Electrical Tool Safety

Electrical tools must be inspected before use.

Inspect for:

- Damaged cords
- Exposed wiring
- Broken insulation

Do not use damaged tools.

9.5 Grounding

Electrical equipment must be properly grounded when required.

Improper grounding increases risk of shock.

Follow site grounding requirements.

9.6 Electrical Field Reference Checklist

Before electrical work:

- Only qualified personnel performing electrical work
- Electrical hazards identified
- Equipment de-energized when required
- Lockout / Tagout applied
- Tools inspected

10. RIGGING AND MATERIAL HANDLING

10.1 Rigging Hazard Recognition

Rigging operations present serious hazards.

Hazards include:

- Dropped loads
- Equipment failure
- Struck-by injuries

Improper rigging can result in fatal injuries.

10.2 Rigging Equipment Inspection

Rigging equipment must be inspected before use.

Inspect:

- Slings
- Shackles
- Hooks
- Chains

Remove damaged equipment from service.

10.3 Load Control

Loads must be:

- Properly secured
- Balanced
- Within rated capacity

Never exceed equipment ratings.

10.4 Personnel Safety

Employees must:

- Stay clear of suspended loads
- Never stand under loads
- Maintain safe distance

Dropped loads can occur without warning.

10.5 Rigging Field Reference Checklist

Before lifting:

- Rigging inspected
- Load weight known
- Equipment rated for load
- Area clear

11. RESPIRATORY PROTECTION (WHEN APPLICABLE)

11.1 Respiratory Hazard Recognition

Respiratory hazards may exist depending on facility and work activity.

Hazards may include:

- Chemical vapors
- Dust
- Fumes
- Toxic gases

Respiratory protection may be required.

11.2 Respirator Use

Respirators must be used when:

- Required by hazard assessment
- Required by permit
- Required by site procedures

Only trained employees may use respirators.

11.3 Respirator Inspection

Inspect respirators before use.

Inspect for:

- Damage
- Proper fit
- Cleanliness

Do not use damaged respirators.

11.4 Field Reference Checklist

Before using respirator:

- Respirator required?
- Respirator inspected
- Proper respirator selected
- Employee trained

12. FIRE PREVENTION AND HOT WORK

12.1 Hot Work Hazard Recognition

Hot work includes:

- Welding
- Cutting
- Grinding

Hot work can create:

- Fires
- Explosions

Permits may be required.

12.2 Hot Work Safety Requirements

Before hot work:

- Remove flammable materials
- Follow permit requirements
- Use fire protection equipment

Follow site procedures.

12.3 Fire Prevention

Employees must:

- Keep work areas clean
- Control ignition sources
- Follow fire safety procedures

Report fire hazards immediately.

12.4 Hot Work Field Reference Checklist

Before hot work:

- Permit obtained when required
- Fire protection available
- Area inspected

13. EXCAVATION AND TRENCHING (WHEN APPLICABLE)

13.1 Excavation Hazard Recognition

Excavations can collapse without warning. Soil movement can trap or crush workers in seconds.

Excavation hazards include:

- Cave-ins
- Falling materials
- Hazardous atmospheres
- Water accumulation
- Underground utilities

Employees must never enter unsafe excavations.

13.2 Protective Systems

Protective systems may include:

- Sloping
- Shoring
- Shielding
- Trench boxes

Protective systems must be used when required.

13.3 Inspection

Excavations must be inspected:

- Before each shift
- After rainstorms
- After changes in conditions

Stop work if hazards are identified.

13.4 Access and Egress

Safe access must be provided when required.

Ladders must extend:

- Above the landing surface
- Be secured

13.5 Excavation Field Reference Checklist

Before entering excavation:

- Protective system in place
- Excavation inspected
- Safe access provided
- Utilities identified

14. HEAVY EQUIPMENT AND MOBILE EQUIPMENT

14.1 Equipment Hazard Recognition

Heavy equipment presents serious hazards, including:

- Struck-by incidents
- Caught-between hazards
- Rollovers

Only trained and authorized employees may operate equipment.

14.2 Equipment Inspection

Equipment must be inspected before use.

Inspect:

- Brakes
- Steering
- Horns
- Backup alarms
- Safety devices

Remove unsafe equipment from service.

14.3 Safe Operation

Operators must:

- Wear seat belts

- Maintain visibility
- Follow site traffic rules
- Maintain safe distance from personnel

Spotters may be required.

14.4 Heavy Equipment & Mobile Equipment Field Reference Checklist

Before operating equipment:

- Operator trained
- Equipment inspected
- Safety devices functional
- Area clear

15. HAND AND POWER TOOLS

15.1 Tool Inspection

Hand and power tools must be inspected before use.

Inspect for:

- Damage
- Loose parts
- Frayed cords

Do not use defective tools.

15.2 Safe Use

Employees must:

- Use tools for intended purpose
- Maintain secure footing
- Wear required PPE

Never modify tools.

15.3 Hand and Power Tools Field Reference Checklist

Before using tools:

- Tool and cord inspected
- Guards in place
- PPE worn

16. INCIDENT REPORTING AND INVESTIGATION

16.1 Reporting Requirements

All incidents must be reported immediately, including:

- Injuries
- Near misses
- Property damage
- Unsafe conditions

Timely reporting ensures hazards are addressed.

16.2 Injury Reporting

Injuries must be reported immediately to supervision.

Employees must:

- Seek medical attention when required
- Cooperate with investigation

Failure to report injuries immediately violates policy.

16.3 Investigation

Incidents will be investigated to:

- Identify root causes
- Prevent recurrence
- Improve safety practices

16.4 Incident Reporting Field Reference Checklist

After incident:

- Supervisor notified
- Area secured
- Medical care provided
- Incident documented

17. EMERGENCY ACTION PROCEDURES

17.1 Emergency Awareness

Emergency procedures vary by facility.

Employees must understand:

- Alarm signals
- Evacuation routes
- Muster points
- Emergency contacts

17.2 Medical Emergencies

In a medical emergency:

- Stop work
- Notify supervision
- Contact emergency services
- Do not move injured employee unless necessary

17.3 Fire or Explosion

If fire occurs:

- Activate alarm if required
- Evacuate area
- Follow site emergency procedures

Do not fight fires unless trained and authorized.

17.4 Emergency Action Field Reference Checklist

Before starting work:

- Emergency routes known
- Muster point known
- Emergency contacts known

18. ENVIRONMENTAL AND PHYSICAL HAZARDS

18.1 Heat Stress

Heat stress may occur in high-temperature environments.

Symptoms include:

- Dizziness
- Fatigue
- Confusion

Prevention includes:

- Hydration
- Rest breaks
- Monitoring coworkers

18.2 Cold Stress

Cold stress may result from low temperatures.

Employees must:

- Wear appropriate clothing
- Monitor for symptoms

18.3 Noise Exposure

High noise levels may cause hearing loss.

Hearing protection must be used when required.

18.4 Environmental and Physical Hazards Field Reference Checklist

Before working in extreme conditions:

- Hazard identified
- PPE worn
- Hydration available