



ENVIRONMENTAL, HEALTH & SAFETY PROGRAM HANDBOOK

Revised: OCTOBER 2009

For Compliance With

Wyoming General Rules and Regulations

1910



It is the policy and top priority of this Company to provide an accident-free and safe work environment by eliminating recognized hazards from the workplace for the safety of our employees, our equipment, facilities, and our environment. Our environmental, health and safety program, and specific individual programs, have been developed to assure compliance with federal, state, and local regulations with particular emphasis on the Wyoming Occupational Health and Safety Rules and Regulations that apply to our operations.

In order to maintain the safety standards desired by our company, it is necessary to actively pursue an accident prevention program through all levels of our company, from top management through all employees. Environmental, health and safety are functional responsibilities of each supervisor.

Environmental, health, and safety are of vital interest to everyone in the company: each level of our organization is accountable for safe performance. Compliance with this program and safety and health rules is taken very seriously. This means that failure to comply is sufficient grounds for disciplinary action or for termination of employment. These policies are an integral part of the company's personnel policies.

Safety demands cooperation on everyone's part. Thus, it is important that communication be kept open at all times between the management and employees. Workers who notice hazards or other safety problems, or feel that they need additional training, must notify their supervisor. Supervisors and management at all levels must address these concerns and take corrective action when warranted. Tasks should never be too urgent that we do not do them safely and take the time to protect the environment.

Environmental Safety and health safety are a top priority in this organization and is every bit as important as productivity and quality. In fact, they go hand in hand. Of course the best reason for you to observe these policies is because it's in your own self-interest to do so. Conscientiously following them can help you stay safe, healthy, and able to work, play, and enjoy life to its fullest.

A handwritten signature in black ink that reads 'Russell L. Underwood'. The signature is written in a cursive style with a large, sweeping 'R'.

Russell (Buck) Underwood – President

A handwritten signature in black ink that reads 'Reo Underwood'. The signature is written in a cursive style with a large, sweeping 'R'.

Reo Underwood – Vice President

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ENVIRONMENTAL REQUIREMENTS

- a. Northwinds of Wyoming will review and comply with all applicable environmental permits and conditions prior to commencing work.
- b. Northwinds of Wyoming will comply with applicable federal, state, and local environmental laws, regulations and requirements.
- c. Northwinds of Wyoming will handle, treat, characterize and dispose all waste in accordance with the resource the Resource Conservation Act (RCRA) and any specific contract requirements, such as Company approval of the disposal site. Northwinds of Wyoming shall maintain a clean and safe worksite by properly disposing of waste and debris. Trash and debris shall not be burned without proper permitting. Waste and hazardous materials shall be secured while on the worksite.
- d. Northwinds of Wyoming will not make any un-permitted discharges of water. In the event that our company obtains a discharge permit under the Clean Water Act (CWA) or an applicable state law, it will comply with all permit requirements.
- e. Northwinds of Wyoming will perform work in a manner that prevents offsite effects of soil erosion and sedimentation in compliance with the Clean Water Act (CWA). Employees will stay on approved access roads, working and parking areas. Clear and grade only areas necessary for construction by separating and replacing topsoil in accordance with project requirements. Sediment barriers will be installed, inspected, and maintained to contain spoil on the construction site and will be stabilized as soon as possible following construction in compliance with permit conditions or in accordance with landowner requirements.
- f. Northwinds of Wyoming will not collect or disturb cultural artifacts or human remains in compliance with the National Historic Preservation Act (NHPA). If artifacts or remains are discovered, work will stop immediately in the areas of the discovery and a Company representative will be notified. Work in the area may resume only after the company provides approval.
- g. Northwinds of Wyoming will not agitate, take, feed or otherwise harm wildlife or migratory birds or their nests in compliance with the Endangered Species Act (ESA) and Migratory Bird Treaty Act (MBTA). If wildlife or migratory birds and/or nests are affected by construction activity, we will cease activity in that area and contact a company representative. Work will only resume after the company provides approval.
- h. Northwinds of Wyoming will meet the requirements for needing a Spill Prevention Control and Countermeasure plan (SPC) requirements. The SPCC, if needed, shall be submitted to the company.
- i. Spills resulting from activity shall be reported to a company representative immediately, and reported to regulatory agencies and cleaned- up in accordance with state and federal regulations. Us and inspectors are required to immediately investigate and document all incidents within 24 hours. Utilize CSM-001 for proper documentation. These types of spills include, but are not limited to: small quantities of hydraulic fluid, motor oil and fuel spilled during equipment refueling operations. For spills of petroleum product, chemical and other hazardous material release, also see Identification of Hazardous Material Section 19.0.

OCCUPATIONAL HEALTH AND SAFETY ACT

The Wyoming Occupational Health and Safety Act became effective January 1, 1974. It provides that every employer engaged in business in the State of Wyoming shall:

- a. Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.
- b. Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to company business and operations.
- c. Comply with, and require all employees to comply with, occupational health and safety standards and regulations under the Act, which are applicable to their actions and situations.
- d. Encourage employees to contact their immediate superior for information that will help them understand their responsibilities under the Act.

HEALTH AND SAFETY RESPONSIBILITIES

Our Goal is to protect employees from injury while working for our company. This must receive top priority from everyone.

Duties and responsibilities of all personnel under our health and safety program are in the following.

SAFETY MANAGER

- a. Administers all aspects of the occupational health and safety program.
- b. Develops programs and technical guidance to identify and remove physical and other hazards from facilities, operations and sites.
- c. Assists management and supervisors in the health and safety training of employees.
- d. Conducts inspections to identify unhealthy or unsafe conditions or work practices. Completes written reports of inspections.
- e. Recommends programs and activities that will develop and maintain incentives for and motivation of employees in health and safety.
- f. Recommends disciplinary action for repeat violators of health and safety rules.
- g. Maintain the OSHA 300 Log and other notices required by Wyoming Workers' Safety. Ensures this information is posted, as required, in the appropriate places.
- h. Develops and maintains accident and incident investigation and reporting procedures and systems. Investigates serious or reportable accidents and takes action to eliminate accident causes. Reports to management the findings.

PROJECT MANAGER / SUPERINTENDENT

- a. Familiarizes him/her self with health and safety regulations related to his/her area of responsibility.

- b. Directs, implements, and coordinates health and safety program elements and activities within their area or responsibility.
- c. Requires all employees supervised to use individual protective equipment and safety devices.
- d. Ensures that safety equipment is available, maintained, used and stored correctly.
- e. Ensures that all persons within area of responsibility receive job safety and health training as required.
- f. Conducts daily health and safety inspections of work areas. Directs correction of unsafe conditions.
- g. Conducts weekly safety meetings with all supervisors and workers.
- h. Ensures that supervisors are aware of and comply with requirements for safe practices.
- i. Investigates all accidents within area of responsibility. Reviews all accidents or incidents with foreman and workers involved. Ensures accident reports and Workers' Compensation forms are completed and submitted as appropriate. Ensures that corrective action is taken immediately to eliminate the root cause of the accident.
- j. Requires all subcontractors and subcontractor personnel working within the company's facilities to comply with health and safety regulations.
- k. Maintains copies of applicable programs and Wyoming Workers' Safety forms in the work area, in accordance with company practice and policy. For example, the hazard communication program, material safety data sheets, and other pertinent documents.

FOREMEN AND OTHER FRONT LINE SUPERVISORS

- a. Be familiar with, explains, and enforces health and safety regulations that apply to company operations within his/her area of responsibility.
- b. Ensure that persons under his/her supervision use safety devices and proper individual protective equipment.
- c. Instructs and trains all persons within area of responsibility in job health and safety requirements, and requires compliance by workers with the safety rules established.
- d. Conducts frequent and regular safety and health inspections of his/her work areas and ensures that no unsafe conditions exist in area of responsibility.
- e. Conducts daily safety briefings with all workers under his/her supervision.
- f. Ensures that injuries are treated promptly and reported properly.
- g. Investigates all accidents/incidents, obtains all pertinent data, and initiates/takes corrective action.
- h. Acts on reports of hazards or hazardous conditions reported to them by employees.
- i. Ensures that Job Safety Analysis's are conducted and discussed.

CLERK / OFFICE MANAGER

- a. Maintains all records and reports of accidents that have taken place during company operations. These forms and reports may include the OSHA Form 300 Injury/Illness Log, the OSHA form 101 Supplementary Record of Occupational Injury and Illnesses. The equivalent form, Wyoming Workers' Safety and Compensation Division Report of Occupational Injury or Disease, may be kept instead of the OSHA 101. The originals are sent to the Douglas office, copies are filed in the District Office.

- b. Ensures that employee's Report of Occupational Injury or Disease report is filed with the main office within 3 days of the incident. The Safety Manager will ensure that the report is filed with the State within 10 days of the incident.
- c. Process all paperwork associated with accidents, on-site inspections and in-house audits. Maintains a copy record for company files.
- d. Maintains all medical records, evaluations and exposure monitoring records for a period of 30 years.
- e. Maintains all training records for a period of three years.

ALL EMPLOYEES

- a. Be familiar with, and comply with proper health and safety practices.
- b. Use the required safety devices and proper personal protective safety equipment.
- c. Notify supervisor immediately of unsafe conditions/acts, accidents, and injuries.

WORKERS' COMPENSATION CLAIMS MANAGEMENT

The following actions will be taken/followed on all accidents/injuries being submitted as a Workers' Compensation Claim.

- a. Injured employees must report all accidents/injuries to their supervisor immediately (within 72 hours), who in turn will notify other appropriate company officials, such as the safety manager. The safety manager and supervisor will investigate, to determine the facts and take corrective action to prevent recurrence.
- b. Employees, within ten days after notification to the employer, must complete the Worker Information section of the Workers' Safety and Compensation Report of Occupational Injury of Disease forms package.
- c. The supervisor or safety manager will complete the Employer's Information section of the same report within ten days of the notification.
- d. The safety manager will ensure that the Wyoming Workers' Safety and Compensation Division is notified as appropriate by filing the above report with ten days of the notification.
- e. The accident investigation must confirm that the injury was job related for the resultant claim to be valid.
- f. Injured employees will be entered into a modified job program, i.e., light duty, restricted duty, part time duty, when such is recommended by the attending physician.

DRUG-FREE WORKPLACE

- a. The unlawful use, possession, transfer, or sale of illegal drugs or controlled substance and the misuse of alcohol by employees during work hours are prohibited.
- b. The consequences for violation of the drug-free policy may include, but are not limited to a referral for therapeutic help, discipline and/or discharge.
- c. A list of community resources that provide substance abuse treatment and prevention services is posted at the bulletin board where they may be regularly viewed by employees. The Department of Health also provides information on their website, or may be contacted directly.

- d. Encourage the designation of a partially smoke free workplace.

FIREARMS

- a. Firearms are not permitted at any Northwinds of Wyoming, Inc. sites.
- b. All contractor vehicles and equipment located on Northwinds of Wyoming Inc. job sites, leases, and properties are subject to unannounced searches for and seizures of illegal drugs and firearms.

DRIVING SAFETY

Vehicle operations are an integral part of our business. Therefore, the following rules shall apply to all business vehicle operations. Hopefully, employees will follow these rules when operating their own personal vehicles.

- a. All vehicle operators are required to have a current and valid drivers' license for the vehicle to be operated, i.e. trucks, commercial driver's license (CDL). In addition, all drivers must be insurable under normal status. High-risk requirements are not acceptable.
- b. No unauthorized use of company vehicles shall be permitted.
- c. All cargo or other items, i.e. laptops, suitcases, etc., shall be secured to prevent them from creating hazards in the event of hard braking.
- d. Prior to entering the vehicle visually inspect the entire vehicle. Look for broken windows, light covers, low tires pressure, etc. Complete the pre-trip inspection report. Report all damage to your supervisor.
- e. Adjust all mirrors for the proper vision of the operator.
- f. All occupants shall fasten their seat belts. The vehicle shall not be started until all occupants have fastened their seat belts.
- g. Check all gauges and switches for proper function and location, i.e. cruise control, windshield wipers, lights, gearshift, and radio. Do not look for these while you are operating the vehicle. Test the brakes to determine their effectiveness and get a feel for the necessary brake pressure.
- h. Obey all traffic laws while operating the vehicle. This includes the speed limit.
- i. Vehicles shall NOT be operated while under the influence of alcohol or drugs, which may impair your driving ability. Some prescription drugs and over-the-counter drugs also may affect your driving and decision making abilities.
- j. Cell phone operation must be conducted ONLY while stopped and out of traffic. A drivers non-cell phone use form must be signed and on file.
- k. PAY ATTENTION! Keep your mind on driving and watching the road. Watch out for other drivers. Make sure you are well rested and alert.
- l. Don't get involved in "road rage". Don't become angry at aggressive drivers. Simply pull over to the right lane or the side of the road and allow them to pass.
- m. Always stay at least two seconds behind the vehicle in front of you. If driving conditions are not optimal, allow a further following distance.
- n. Always carry a fire extinguisher, first aid kit, and flashlight.

OSHA FORM 300 INJURY/ILLNESS LOG

The OSHA Form 300 Log of all reportable occupational injuries and illnesses is maintained for each facility at the Douglas Office. This involves ensuring the information from the initial accident report is posted onto that facility's log in the main office within seven days after the accident has occurred. The summary section of the OSHA Form 300 must be posted at each work facility/site by February 1st of the following year and remain in place until April 30th.

HAZARD COMMUNICATION PROGRAM

This company has a Hazardous Communication Program in place because of our work with and exposure to hazardous chemicals in the workplace. Important elements of this program are: a written program explaining what the program is about; a master listing of hazardous chemicals in the workplace; material safety data sheets (MSDS's) of those chemicals; labeling requirements of chemicals container; and training for all employees on the program and its elements. Employees are encouraged to review this program at any time. The office manager/clerk/ foremen, or any other person that purchases hazardous items is responsible to make sure that the MSDS sheets are delivered to the office. The office manager/ clerk will file the MSDS's in the proper place.

TRAINING

Training and education cannot be over-emphasized as a means of learning a healthful and safe approach to employee work effort. Knowledge of the safety rules, supplemented by compliance, is essential to safety.

- a. Employees scheduled for any safety and health training will attend such training.
- b. New employees will be provided orientation training and will be furnished information and literature covering the company health and safety policies, rules and procedures. This orientation training must be provided prior to the employee's exposure to the work environment. An orientation receipt and statement of understanding will be signed and delivered to the main office for filing.
- c. Individual job/task training will be provided to all employees. Included in this training is: the applicable regulations/standards for their job; the recognition, avoidance, and prevention of unsafe conditions; areas and activities that require personal protection equipment; and how to use protective equipment. JSA's should be used in this training.
- d. Weekly on-going safety training sessions will be conducted to provide information and training on new equipment, new procedures, new chemicals, refresher/remedial training in specific areas, or meet annual requirements. Such training may be held in conjunction with the safety briefings/meetings addressed elsewhere in this program.
- e. Various individual Wyoming Workers' Safety programs specify that training be provided to employees. Supervisors will ensure their employees are scheduled and provided this training as required. Examples of specified training include (but not limited to):
 - ❖ Fire extinguisher training
 - ❖ Confined Space Entry
 - ❖ Respirator care and use
 - ❖ Hazard Communication

- ❖ Lockout/Tag out Procedures
- ❖ Industrial truck/forklift operations
- ❖ Electrical Safety, to name a few.

- f. Training addressed above will be documented in the employees' personnel records and/or in a master training record.

HAZARD IDENTIFICATION, ASSESSMENT, AND CONTROL

Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe workplace for employees, but also requires employee involvement. As such, hazard evaluation and control shall be an on-going concern for all. It is the responsibility of everyone (management, supervisors and all employees) to identify, report, and correct, all possible hazards. Employees are particularly important in this process as they are in the best position to identify hazards in the workplace and day-to-day operations. Reporting hazards is a protected activity and no action will be taken against anyone for identifying unsafe conditions. Reports should be made to the safety manager or supervisor for appropriate action.

This company has a procedure for conducting inspections of workplaces/jobsites for compliance with health and safety rules. The purpose of the in-house inspections is to identify hazards and unsafe practices before they cause an injury or accident.

Formal safety and health inspections will be conducted under the following minimum timelines:

- a. Health and Safety Manager: Quarterly on all fixed facilities and shops.
- b. Project Manager/Superintendent: Monthly of his/her area of responsibility.
- c. Superintendent/Foreman: Weekly of area of responsibility, not in conjunction with above inspections.
- d. The company health and safety program will be reviewed at least annually.
- e. Wyoming Workers' Safety-Technical Assistance, private consultations services, and insurance company representatives may conduct on-site consultation and inspections, if desired and requested.

After completing jobsite or facility inspections, the person making the inspections will:

- a. Discuss findings with employees responsible for creating the condition. Invite their comments, suggestions and aid.
- b. Ensure recommended corrections/changes are transmitted to/discussed with the Safety Manager.
- c. Follow up on changes, corrections, and other actions necessary.
- d. Provide a copy of the checklist to the safety manager, along with a statement or corrective actions taken or still required.

INSPECTION GUIDELINE

This listing includes items, area, and categories that may be looked at during health and safety inspections of the workplace and in the shop. It is generic and

not all inclusive, but provides a guideline of areas to be surveyed or developed into a checklist for use during the inspection.

- a. First Aid Equipment
- b. Safety Equipment
- c. PPE – In good repair and replacement available.
- d. Required posters and signs.- Shop
- e. Accident reporting records.
- f. Employees training provided and documented.
- g. New employee orientation given and documented.
- h. Housekeeping.
- i. Sanitation: Toilets
- j. Noise hazards – Earplugs available.
- k. Ventilation for gases, vapors, fumes. – Shops
- l. Fire protection – Fire extinguishers in equipment and vehicles. – In good repair and inspected monthly.
- m. Storage areas/Trailers-Orderly. No unauthorized flammables or chemicals. MSDS sheets available.
- n. Re-fueling areas. Fire extinguisher available. No refueling in wetlands areas or near creeks or rivers.
- o. Temporary heating devices-Rated and in good repair.
- p. Fall protection-Available and in good repair- Where needed.
- q. Electrical Systems-Frayed cords repaired or replaced, grounding requirements met, circuit breaker panels in good condition and clear access, receptacle and switches-cover plates in good repair
- r. Material Handling Equipment – In good condition and rated for the load. Slings rated for load and in good condition.
- s. Ladders-Rated for load and placed properly. Stored to prevent damage. Scaffolds and Overhead storage areas – Approved railings and toe-boards where applicable.
- t. Lock out Tag out – Procedures in place. Equipment available.
- u. Machines and Equipment – Back up alarms, Fire extinguishers-Mobile equipment. Belts and Pulleys guarded. Handrails and steps in good condition. Hydraulic lines and cables (where applicable) in good repair. Operator trained and competent.
- v. Preventative maintenance Program- Daily vehicle inspections sheet checklist filled out, signed and turned in to office. Report any malfunctions of equipment to Supervisor.

HEALTH AND SAFETY RULES

In order for a health and safety program to be effective, it is vital that it be understood and implemented at all levels from management to all employees.

The following are the primary Wyoming Workers' Safety occupational health and safety rules and regulations applicable to our operation that are company must comply with.

GENERAL WORKPLACE SAFETY RULES

- a. Report any unsafe condition to your immediate supervisor.

- b. Promptly report all accidents/injuries/incidents to your immediate supervisor.
- c. Use eye and face protection where there is danger from flying objects or particles. Particular emphasis is placed on welding, chipping, grinding, and buffing.
- d. Dress properly. Wear appropriate work clothes, gloves, hard toed boots, and hard hats. People involved with hot work (welders, helpers, fitters, hot applied taping crews, etc.) shall wear long sleeves made of a natural fiber. No polyester or nylon. Additional PPE, such as fire retardant coveralls may also be employed. No loose clothing or jewelry.
- e. Operate machines or other equipment only when all guards and safety devices are in place and in good operating condition. If a machine becomes unsafe, contact your supervisor. Do NOT operate it.
- f. Use your PPE. Store and care for it properly. If it becomes defective, replace it.
- g. Lock out any equipment or pipeline that you are working on. Check to be sure that it could not be started or placed in service while you are making repairs or connections. Tag out only scenarios should only be used when it is VERY unpractical to lock out. It is important to understand that tag out only procedures may be used only if it is deemed effective.
- h. Practice good housekeeping. Keep all debris out of aisles, walkways, and egress routes. Keep operator stations and cabs free from debris and mud.
- i. Unsupervised equipment operations are allowed only after proper training or experience. Do not operate equipment that you are not familiar or experienced with. Some equipment requires specific training, i.e. forklifts. Contact your supervisor to see if your equipment requires training.
- j. The frontline employee is in the best position to prevent an accident or injury. Make good, safe decisions in your work practices. If a situation makes you uncomfortable, talk to your supervisor or an experienced co-worker, **BEFORE** you proceed. You are in the best position to take care of you.

HOUSEKEEPING

- a. Proper housekeeping is the foundation for a safe work environment. It helps prevent accidents and fires, as well as creating a professional appearance in the workplace.
- b. Debris, garbage, and other litter will be picked up and removed at regular intervals. Stored materials will be properly stacked and chocked to prevent shifting. Combustibles shall never be stored near a heat source or open flame.
- c. Overhead storage areas shall be marked as to maximum load ratings.

FIRE PREVENTION

- a. All portable fire extinguishers will be conspicuously located, accessible, and maintained in operating condition. Portable fire extinguishers will receive an annual service check and a monthly visual inspection. These will be documented on the tag on the extinguisher or other form.
- b. All employees must know the location of fire fighting equipment in the work area and have knowledge of its use and application.

- c. Exits will be marked as such by a readily visible sign. Other doors likely to be mistaken for an exit will be marked as to their character or "Not An Exit".
- d. Approved cans shall be used for handling or storing flammable liquids.
- e. When heat-producing equipment is used, the work area must be kept clear of all fire hazards and sources of potential fires eliminated.
- f. Fire extinguishers will be available at all times when utilizing heat-producing equipment.

INDUSTRIAL HYGIENE AND OCUPATIONAL HEALTH

- a. When no medical facility is reasonable accessible to the workplace, a person who has a valid certificate of first aid training and first aid supplies will be available at their workplace to render first aid.
- b. Employees exposed to noise levels above the permissible noise level will be included into the hearing conservation program. Hazardous noise areas will be posted and hearing protection worn in those areas as required.
- c. Employees exposed to harmful gases, fumes, dust, and similar airborne hazards will be furnished protection through proper ventilation or personal respiratory equipment.
- d. Any demolition or renovation will be assessed for lead exposure, particularly if drywall or any painted surface or abrasive blasting or grinding is involved and asbestos exposure.

PERSONAL PROTECTIVE AND RELATED EQUIPMENT

- a. Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. This exposure is determined by a personal protective equipment hazard assessment of the workplace by the supervisor. Equipment selection and wearing requirements are determined from this assessment.
- b. All field employees will wear hard hats, safety glasses, and steel toes. These PPE requirements also apply to shop and office personnel as determined by the hazard analysis.
- c. Hand protection is required when hands are exposed to severe cuts, abrasions, burns or chemical absorption.
- d. The use of safety harnesses or lanyards are required when working more than ten feet above a floor or ground level and there are no guardrails or other form of fall protection, and on certain suspended scaffolds. Each employee will be on a separate safety line, and this line will be adjusted so that the employee cannot fall more than six feet.

LOCKOUT/TAGOUT PROGRAM

- a. Before any work or maintenance is performed on any machine, equipment, electrical system or pipeline, they will be made totally safe before work starts by removing any source of energy or power to them. This includes any stored or residual energy or substance that could cause harm.
- b. This program provides for a safe method of working on, near, or in machinery or equipment that can cause serious injury. This program will be used by all employees to ensure that the machine, equipment or pipeline, is stopped, isolated from all potentially hazardous energy

sources, and locked out before employees perform any servicing or maintenance where the unexpected energy input or start-up of the machine or equipment, or release of stored energy, could cause injury.

ELECTRICAL

- a. Live electrical parts shall be guarded against accidental contact by cabinets, enclosures, location, or guarding. Open circuit breaker openings or knock out holes, broken receptacles/switches, missing covering plates, etc., will be reported to supervisors for repair or replacement.
- b. Working and clear space around electric equipment and distribution boxes will be kept clear and accessible.
- c. Circuit breakers switch boxes, etc.; will be legibly marked to indicate its purpose.
- d. All extension cords and electric powered tools (except double insulated) will be grounded. Ground prongs will not be removed.
- e. Electric cords and their strain relief devices will be in good condition, with no splices.
- f. Electric wiring and cords exiting and entering any panel, control, or junction box will be secured with clamps or other appropriate strain relief device.
- g. Extension cords and other flexible cords will not be used in lieu of permanent wiring and receptacles. Cords will not be run through holes in doors, walls, windows, nor will they be fastened to wall, poles, equipment, etc.
- h. All lamps below seven feet used for general illumination will have the bulbs protected against breakage

GUARDING

- a. All flywheels, shafting pulleys, belts, gears, sprockets, chains, and fan blades will be guarded or enclosed when located below seven feet above the floor or work platform.
- b. Guards installed on machinery and equipment, such as air compressors, conveyors, drill presses, etc., will not be removed when operating.

COMPRESSED GAS CYLINDERS

- a. All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
- b. Cylinders must be transported, stored, and secured in an upright position. They will never be left lying on the ground or floor, nor used as rollers or supports.
- c. Cylinder valves must be protected with caps and closed when not in use.
- d. Oxygen cylinders and fittings will be kept away from oil or grease. Oxygen cylinders will be stored at least 20 feet from any fuel gas cylinder, or separated by a fire barrier at least five feet high.
- e. When cylinders are hoisted, they will be secured in a cradle, sling-board, or pallet. Valve protection caps will not be used for lifting cylinders from one vertical level to another.

LADDERS

- a. Ladders will be inspected frequently to identify any unsafe condition. Those ladders, which have developed defects, will be removed from service, and repaired or replaced. They will be tagged or marked as such.
- b. Portable ladders will be placed as to prevent slipping, or if used on other than stable, level and dry surfaces, will be tied off or held. A simple rule for setting up a ladder at the proper angle is to place the base from the vertical wall equal to one-fourth the working length of the ladder.
- c. Portable ladders will extend at least three feet above the upper level to which the ladder is used to gain access.
- d. The top of a stepladder will not be used as a step.
- e. Only one person will be on a ladder at a time.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

- a. Only approved safety cans, original containers, or portable tanks will be used to store flammable or combustible liquids.
- b. Above ground storage tanks will be separated from each other by a minimum of three feet or 1/6 the sum of their diameters. Dikes or drainage to prevent accidental discharge from reaching adjoining property or waterways will be provided.
- c. No more than 25 gallons of class IA and 120 gallons of class IB, IC, II, or III liquids may be stored outside a storage cabinet or an inside storage room.
- d. An emergency shut off switch located 15-75 feet from the pumps and a fire extinguisher will be provided at company fuel servicing areas.

CRANES AND HOISTS

- a. All cranes and hoists will be inspected prior to each use to make sure it is in safe operating condition.
- b. A monthly inspection of hooks, running ropes, and hoist chains will be made and identification record to include date, inspector signature, and hook, rope, and chain identifier will be maintained.
- c. Frequent and periodic inspections (See 1910.179 for required intervals) shall be conducted and documented.
- d. The rated load of the hoist and/or crane will be plainly marked on each side of the crane. If the crane has more than one hoisting unit, each rating will be marked on the unit or its load block.
- e. Loads will never be swung over the heads of workers in the area.
- f. Tag lines must be employed to keep workers at a safe distance.
- g. Loads, booms, and riggings, will be kept at least 10 feet from lines rated 50 KV or lower, unless the lines are de-energized. For lines rated greater than 50KV, see 1910.180 (j) for required distances.
- h. Job or shop hooks or other makeshift fasteners using bolts, wire, etc., will not be used.
- i. All slings will be inspected each day before use. Damaged or defective slings will be immediately removed from service. In addition, alloy chain slings will receive a thorough inspection periodically. (At least annually)
- j. Alloy steel chain slings, metal mesh slings, and synthetic web slings will have permanently affixed identification, markings, or coding to show rated capacities.

WELDING

- a. Combustible material will be cleared for a radius of 35 feet from the area around cutting or welding operations. If the combustible material cannot be cleared or the work cannot be moved, the welding will not be done.
- b. Welding helmets and goggles will be worn for eye protection and to prevent flash burns. Eye protection will be worn to guard against slag while chipping, grinding and dressing or welds.
- c. Welding screens will be used and in proper position to protect nearby worker from welding rays.
- d. Cables, leads, hoses, and connections will be placed so that there are no fires or tripping hazards. Cables will not be wrapped around the welder's body.
- e. Oxygen cylinders will be stored at least 20 feet from fuel gas cylinders, or separated by a noncombustible fire wall with a one-half hour rating at least five feet high.
- f. Valve protection caps will be in place on cylinders not in use.
- g. Ventilation is a pre-requisite for welding in any confined spaces.

TOOLS

- a. Hand tools with broken or cracked handles, mushroomed heads, or other defects will not be used. Files will have handles installed.
- b. Take special precautions when using power tools. Defective tools will be removed from service.
- c. Power tools will be turned off and motion stopped before setting them down.
- d. Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.
- e. Power saws, table saws, and radial arm saws will have operational blade guards installed and used. Anti-kickback teeth and spreaders will be used when rip sawing.
- f. Portable abrasive grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed ratings will never be less than the grinder RPM.
- g. Pedestal grinders will be permanently mounted, tool rests installed and adjusted to within 1/8 inch of the wheel, tongue guards installed and adjusted to within 1/4 inch of the wheel, and side spindle guards installed.
- h. Air compressor receivers will be drained frequently to prevent buildup of water in the tank.
- i. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle, and then only with effective chip guarding and proper personal protective equipment.
- j. Any employee-furnished tools of any nature must meet all Wyoming Workers' Safety requirements.

SAFETY RAILINGS AND OTHER FALL PROTECTION

- a. All open sided floors and platforms, four feet or more above adjacent floors or ground level, will be guarded by a standard railing. (Top and mid-rail, and toe board, if required)

- b. All stairways of four or more risers will be guarded by a handrail, or stair rails on the open side. Handrails or stair rails will be provided on both sides if the stairs are more than 44 inches wide.
- c. Safety harnesses, lanyards, and lifelines may be used in lieu of other fall protection systems to provide the required fall protection.
- d. Adjustments of lanyards must provide for a not more than a six foot fall, and all tie of points must be at least waist high.

SCAFFOLDS

- a. Scaffold platforms more than ten feet above the ground, floor, or lower level will have standard guard rails installed on all open sides and ends of platforms.
- b. Planking will be laid tight; overlap at least 12 inches, and extend over end supports 6-12 inches.
- c. Mobile scaffolds will be erected no more than a maximum height of four times their minimum base dimension.
- d. Scaffolds will not be overloaded beyond their design loadings.

FORKLIFTS

- a. Only authorized and trained employees will operate forklifts and other industrial trucks.
- b. Safe speeds, load handling, turning, and other safe driving practices will be followed at all times.
- c. Operators will ensure loads are stable and secure before moving.
- d. Employees will not operate any forklift that is in need of repairs, defective, or unsafe. Such forklifts will be removed from service for repair.

AERIAL LIFTS

- a. Only trained operators will operate aerial lifts.
- b. A body harness will be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- c. Employees will stand firmly on the basket floor, and not sit, stand or climb on the edge of the basket. Planks, ladders, or other devices will not be used for additional elevation.
- d. Aerial truck lifts will not be moved with workers in an elevated basket.
- e. Lift controls will be tested each day prior to use.

EXCAVATIONS AND TRENCHES

- a. Any excavation or trench five feet or more in depth will be provided cave-in protection through shoring, sloping, benching, or the use of trench shields. Specific requirements of each system are dependent upon the soil classification as determined by a competent person.
- b. A competent person will inspect each excavation prior to entry, after every rainstorm, or other hazard-increasing occurrence, and as needed throughout the shift.
- c. Means of egress will be provided in trenches four feet or more in depth so as to require no more than 25 feet of lateral travel for each employee in the trench.

- d. Spoil piles and other equipment will be kept at least two feet from the edge of the trench or excavation.

MISCELLANEOUS

- a. Only trained employees will service large truck wheels. A cage or other restraining devices plus an airline assemble consisting of a clip-on chuck, gauge, and hose will be used to inflate tires.
- b. Any inspection, disassembly, or assembly of vehicle brakes or clutches must address the hazard of asbestos exposure.

WYOMING WORKERS' SAFETY INDIVIDUAL SAFETY AND HEALTH PROGRAMS LISTING

Wyoming Occupational Health and Safety Rules and Regulations specify various individual programs that are applicable to Northwinds Of Wyoming, Inc. Highlights of these programs are provided below, and specific written programs or procedures are in our safety manual or other specific documents.

COMPANY HEALTH AND SAFETY RULES These rules provide safety guidance for the company and employees to follow in the workplace. They cover various requirements in such areas as housekeeping, fire prevention, electrical, ladders, scaffolds, machine guarding, material handling, etc; that can be encountered in the workplace or on the job site.

HAZARD EVALUATION PROGRAM Employers are required to furnish to employees a workplace that is free from recognized hazards. An in-depth hazard evaluation and safety inspection conducted by Wyoming Workers' Safety, insurance companies, or in house audits, are means of identifying and eliminating workplace hazards. An on-going periodic self-inspection program will help ensure that hazards are identified and eliminated.

HAZARD COMMUNICATION PROGRAM If employees are exposed to or work with hazardous chemicals in the workplace, this program is required. Important elements of the program are: a written program including a master listing of chemicals; materials safety data sheets on each chemical; labeling; and training of employees on the program, the chemicals exposed to, and material safety data sheets.

PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT. Employers must assess their workplaces to determine if hazards are present, or are likely to be present, which necessitates the use of personal protective equipment. This assessment must be documented through a written certification that identifies the work evaluated, the person certifying that the assessment has been completed, the date of the assessment, and which identifies the document and a certification of the hazard assessment.

CONFINED SPACE ENTRY PROGRAM If employees enter a confined space that contains or has the potential to contain an atmospheric or physical hazard, this program is required. Primary elements of the program are: identification of applicable confined spaces, testing, monitoring, control or elimination of hazards, protective equipment, specific written entry authorization, attendants, training, and rescue.

RESPIRATORY PROTECTION PROGRAM If employees are exposed to hazardous chemicals, paint or other gasses, vapors, fumes, dust, or mists above their permissible exposure limit, and/or employees wear respirators, this program is required. Program elements are: written program for the selection, maintenance, care, and use of respirators; fit testing, training, and employee physical evaluation for use.

OCCUPATIONAL NOISE EXPOSURE/HEARING CONSERVATION If employees are exposed to noise levels above the permissible noise exposures, protection against the effects of noise through engineering controls, administrative actions. Or personal protective equipment, and an effective hearing conservation program, is required. Program elements would include a written program, identification and posting of hazardous noise areas, establishment of administrative actions for exposure control, noise monitoring, hearing evaluations and follow-up testing, personal protective equipment, and maintenance of medical records.

LOCK OUT / TAG OUT PROGRAM If employees service or maintain machines or equipment and the unexpected energization or start up of the equipment or release of stored energy could cause injury to the employee, this program is required. Such forms of hazardous energy include electrical, hydraulic, pneumatics, heat, or chemicals. Program elements include written energy control procedures delineating specific lockout/tag out action for each operation, employee training, and periodic inspections.

EMERGENCY RESPONSE PLAN If employees are engaged in emergency response to a hazardous substance, an emergency response plan must be developed and implemented to handle anticipated emergencies. Program elements include a written response plan, identification and training of responding employees, medical surveillance and consultation, and post response operation.

FIRE PREVENTION PLAN Northwinds Of Wyoming, Inc. has a written fire prevention plan. Plan elements include major workplace fire hazards, housekeeping, and training. Fire extinguisher training is available annually.