CORPORATE SAFETY MANUAL

Revised: February 2026

This manual establishes procedures that provide a safe and healthful working environment for all partners and shall be available at the job site for inspecting and copying. These procedures apply to all work or services performed at our fabricating facility and any jobsite that is managed or operated by DECCO, Inc.

SAFE 24/7 Safety Accountability From Everyone

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Revision Date: February 2026

Revision No: 001

000_Policy Statement

Issue Date: July 6, 2020

Revision Date: September 2025

Revision No: 002

DECCO, Inc. Safety Policy Statement

DECCO's safety culture is reflected in the principle of S.A.F.E. 24/7 (Safety Accountability From Everyone) with an expectation that all projects provide the safest workplace possible for our partners, contractors, clients and members of the communities in which we work everywhere, every day.

Our history has demonstrated that the more aligned our business partners are with the principle of S.A.F.E. 24/7 rather than regulatory compliance, the safer and more successful the project outcome.

DECCO's S.A.F.E. 24/7 safety initiative is a continuous improvement process with a focus on upstream risk avoidance and the activities which produce risk. The S.A.F.E. 24/7 process seeks to increase frontline worker engagement in the safety and planning processes through engaging those closest to the risk in the decision-making process. S.A.F.E. 24/7 is anchored by a focus on positive reinforcement and feedback on safe behaviors by everyone involved in the delivery of the project. The S.A.F.E. 24/7 model promotes teamwork and proactive safety engagement by everyone.

It is DECCO's expectation that everyone is responsible and accountable for the safe performance of work. If anyone sees something that is unsafe, or someone performing work in an unsafe manner, it is their responsibility to do everything they can to stop the activity. If they are not able to do so, it is their responsibility to immediately bring the situation to the attention of a person with authority to eliminate the danger.

Thank you for your support and help maintaining a workplace that promotes the S.A.F.E. 24/7 culture. Together, we will continue to improve our performance and make our projects the safest possible.

Kyle Reagan

President and Chief Executive Officer
DECCO, Inc.

Responsibilities

Overview:

DECCO will make every reasonable effort to perform its work in the safest manner possible. We accept responsibility for the safety of our partners and will take all necessary steps to prevent accidental injuries and losses to individuals, equipment and property.

The partners of DECCO share in this responsibility. Accident prevention is not a separate function of management but must be a cooperative effort on the part of every partner. Our moral and legal obligations will not allow us to tolerate repeated safe work practice violations. Therefore, willful disregard of known safety requirements will be sufficient cause for discipline in accordance with the Company Progressive Disciplinary Policy up to and including termination.

It is each partner's right to work in the safest possible environment and be advised of any/all potential hazards. If a partner is aware of unsafe conditions or practices it is his/her obligation to bring these conditions to the immediate attention of the Frontline Leader. If the condition/practice is not rectified within a satisfactory amount of time, the partner should contact the Senior Director – Environmental, Health & Safety at the Nashua, New Hampshire office for further assistance.

Company Responsibility:

DECCO recognizes the need for safety training and incorporating safe working practices within every project. DECCO promotes the advancement of safety in the maintenance of equipment, maintenance of tools, hiring and documented training* of skilled craftspeople in the work practices necessary to perform his/her job and knowledgeable management. In addition, DECCO will assure that each partner is instructed in the known potential fire, explosion or toxic release hazards related to his/her job and the process and the applicable provisions of the emergency action plan. Frontline Leaders have the additional duty of administering the safety program by communicating support and actively promoting safety throughout the company.

**Documented training shall include partner name, date of training and the means used to verify that the partner understood the training.*

Chief Executive Officer (CEO)

The CEO has overall responsibility for health and safety and has delegated specific occupational, health and safety responsibilities to the COO, VP's, Directors, Safety Representatives, and line responsibilities through the Project Managers and Frontline Leaders of the Company.
The CEO in ensuring the effectiveness of the delegated health and safety responsibilities will hold these delegated officers to account through:

- Requesting weekly, monthly, annual and ad-hoc reports,
- Raising concerns relating to health and safety at executive meetings,
- Requesting other information necessary to ensure that all due diligence has been exercised by senior managers with delegated responsibilities.

Chief Operating Officer (COO) / Vice Presidents (VP) and Directors

The COO, VP's and Directors are accountable for the health, safety and welfare of those who work under their direction. They must become safety conscious and set standards in developing and maintaining a healthy and safe work environment. As a guide to accident prevention and hazard identification, assessment and control they shall:

- Ensure all level Managers and Frontline Leaders have been made responsible and accountable for their area of responsibility and that they have the necessary resources for identification, assessment and control of hazards,
- Participate in policy development and establish procedures and goals for occupational health and safety within their own area of responsibility,
- Ensure adequate budgetary provision to meet occupational health and safety needs,
- Ensure a program of partner training in health and safety appropriate to their area of responsibility particularly for key personnel,
- Provide leadership in occupational health and safety, and encourage partners to become safety conscious,
- Be prepared to devote time to health and safety matters,
- Ensure that the reporting mechanisms for occupational health and safety matters are working,
- Further develop the administrative framework of the health, safety and welfare system,
- Maintain and further develop the network of health, safety and welfare service within their area of responsibility,

- Ensure a good health and safety communications network, and ensure that appropriate consultation takes place,
- Ensure a rehabilitation program for partners who have suffered injury,
- Meet all legal requirements with regard to occupational health and safety.

Senior Director – Environmental, Health & Safety Responsibility:

The Senior Director – Environmental, Health & Safety is responsible for providing support, up-to-date information concerning safety matters and issuance, implementation of safety policies and procedures (corporate and site specific, as necessary) and monitoring the effectiveness of DECCO's safety program. He/She will be available as a resource to guide Project Managers and/or Frontline Leaders who are directly responsible for site safety. The Senior Director – Environmental, Health & Safety will be expected to provide input about safety performance by project based on accident and safety activities.

The Senior Director – Environmental, Health & Safety will establish and guide the Corporate Safety Committee and assure that meetings are being held as scheduled.

The Senior Director – Environmental, Health & Safety will monitor site safety by performing periodic site safety inspections and coordinate with outside certified safety personnel (loss control) to perform impartial safety inspections, as requested.

The Senior Director – Environmental, Health & Safety will be responsible for assuring that all of DECCO’s policies and procedures meet or exceed those required by OSHA.

The Senior Director – Environmental, Health & Safety will perform a follow-up investigation on any accident reported to assure that proper corrective action has been taken when necessary.

Should any workers compensation injury occur, the Senior Director – Environmental, Health & Safety will assure that proper medical attention is being provided and necessary investigations and follow-up reports are filed in accordance with State and Federal guidelines.

Project Manager Responsibility:

Project managers are ultimately responsible for the safe operation of their projects. It is their responsibility to provide active leadership in developing safety awareness of partners particularly through adhering to safety rules and the use of personal protective equipment where designated and randomly participating in safety meetings/activities.

Frontline Leadership Responsibility:

All Frontline Leaders are required, as a condition of employment, to successfully complete the OSHA 30-hour construction course. Supervisors and Foreperson must consider it an essential part of their job to incorporate safety within their function to maintain an efficient operation. Project performance should include not only production or quality control, but the effectiveness of safety activities. Job performance reviews will include safety performance.
It cannot be over emphasized that the attitude developed by partners towards safety is a direct reflection of Frontline Leaders. Therefore, prompt attention to partner suggestions, unsafe practices, site specific hazards, and their own adherence to safety rules is essential.

Partner/Employee Responsibility:

All partners are required, as a condition of employment, to successfully complete the OSHA 10-hour course and the New Hire Safety Orientation class, to follow safety practices, wear required personal protective equipment, and follow direction and rules established by their supervisors. All incidents must be reported immediately to Frontline Leadership. Suggestions to improve safety related areas are encouraged. No partner should ever undertake a job that appears to be unsafe. Ask questions, it is not only a partner right, but a partner responsibility.

001_ Meetings, Inspections and Recordkeeping

Issue Date: July 6, 2020

Revision Date: September 2025

Revision No: 002

Preconstruction Safety Meetings:

Before starting work at the job site, DECCO will conduct preconstruction meetings for the purpose of reviewing general project requirements for safety, health and environmental site logistics. In addition, DECCO will review submittal requirements such as Safety Program, Safe Plans of Action (SPA's), Hazard Communication Program, Toolbox Meetings and any specific safety and environmental requirements for the scope of work

DECCO's Safety and Health Program as a Subcontract Document:

Subcontractors bidding on any DECCO project will be notified that our Subcontractor Safety Responsibilities will be included (by reference) in all Subcontract Agreements. The bidders will be required to include in their price any costs associated with compliance with the program. DECCO's Subcontractor Safety Responsibilities will be made available for review by all bidders prior to submission of their bid.

As Subcontractors are selected, the DECCO Project Manager shall include language in all Subcontract Agreements binding the Subcontractor(s) to our Subcontractor Safety Responsibilities. Frontline Leaders will be responsible for Subcontractor compliance with our program. The Frontline Leaders, Field Safety Manager and Project Manager will work together to establish compliance and/or enforce all rights and remedies DECCO has per our Subcontract Agreement.

Daily Safe Plan of Action (SPA) Meetings:

Each first line crew Frontline Leader, either Foreperson or Supervisor, will hold a SPA at the start of each shift. The SPA will review *ALL* recognized hazards, the methods and equipment to protect individuals from the hazards and any permits required. All partners must acknowledge the information disseminated by signing the SPA. All SPA forms will be maintained in the project file. Reference Section 003, Safe Plan of Action, of this manual for further details.

Weekly Safety Meetings:

The Project Frontline Leader shall schedule, distribute notification of, and chair the weekly safety meetings. The following persons are required to attend:

- All DECCO jobsite partners,
- All Subcontractors' personnel.

These Meetings will be conducted by DECCO and will consist of reviewing safety procedures, safety program compliance, training programs, and discussion of recent incidents, inspections, upcoming project activities and any related safety requirements.

Weekly Safety Meeting minutes will be distributed to all attendees, all subcontractors not in attendance, and other persons as deemed necessary.

Weekly Safety Inspections:

Each site Frontline Leader will conduct a weekly safety inspection. The inspection will include a complete site review and will note all unsafe conditions per the DECCO Safety Policy and/or OSHA standards. The information developed from the inspection will be utilized to identify corrective actions required by DECCO, the Client / Owner or Sub Contractors. All inspection reports will be sent to the Field Safety Manager weekly. Additionally, DECCO safety representatives will conduct independent weekly safety inspections of active jobsites. Deficiencies noted must be corrected or have an action plan for correction attached. Results must be reviewed at the start of the weekly progress meeting or equivalent meeting on a weekly basis.

Weekly Toolbox Talks:

Project Frontline Leaders must conduct toolbox meetings and encourage participation from all partners. This meeting shall be held once per week.

The Toolbox Meeting topic shall focus on subjects related to specific work on the project(s), hazardous work conditions, unsafe work practices that have been identified, safe-work practices, safety rules and regulations and other topics pertinent to job safety.

An agenda shall be prepared and signed by all partners. Attendance sheets must be submitted to the Corporate office by the end of the week that the meeting was held.

Recordkeeping:

At a minimum, the following documentation shall be recorded on all DECCO projects.

Toolbox Talks

Project Frontline Leaders are required to conduct and document weekly toolbox talks.

Documentation must include:

- Name of individual conducting meeting
- Date of Meeting
- Project Name
- Company Name
- Signed Attendance Sheet
- Topic(s) discussed

Training and Safety Meeting Records

All Safety Meetings and training sessions involving DECCO partners and/or subcontractors shall be documented, and a copy maintained in the project files. Documentation should be prepared in the same manner as described for toolbox meetings.

Safety Inspection & Audits

A copy of all documented safety inspections and audits shall be maintained in the Project file.

Incidents Reports

Incident reports shall be immediately documented by field personnel with copies distributed to the Field Safety Manager.

OSHA Logs

DECCO's Senior Director – Environmental, Health & Safety will be responsible for maintaining all OSHA logs including OSHA form log 300 and 300A for work-performed by DECCO personnel. DECCO will keep records of fatalities, injuries, and illnesses.

Each recordable injury or illness must be entered on an OSHA 300 Log and 301 Incident Report, or other equivalent form, within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.

The Senior Director – Environmental, Health & Safety will sign and certify that he or she has examined the OSHA 300 Log and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

A copy of the annual summary must be posted in each establishment in a conspicuous place or places where notices to partners are customarily posted.
The Senior Director – Environmental, Health & Safety shall insure that the posted annual summary is not altered, defaced or covered by other material.

The annual summary must be posted no later than February 1st of the year following the year covered by the records and the posting kept in place until April 30th.

The OSHA 300 Log, the annual summary, and the DECCO Incident Report forms must be retained for five (5) years following the end of the calendar year that these records cover.

002_Safety Training

Issue Date: January 2022

Revision Date: September 2025

Revision No: 001

Purpose:

DECCO will provide ongoing training to our partners in the area of occupational health and safety to meet all regulatory requirements and to maintain a safe and healthy work environment.

Overview:

DECCO is committed to ensuring that our partners are protected from workplace injuries and illnesses whenever possible.

We want to ensure that safety training is provided to all partners to reduce the risk of injury. It is the responsibility of each and every partner to do their part in keeping themselves and their coworkers safe. Health and safety in the workplace starts with some basic safety rules and training. If a partner feels that they require training, they must make a request to a Frontline Leader or Safety Department member.

DECCO has established a list of safety training programs that may be required by partners based upon their position within the company and the likelihood of exposure to specific hazards or situations. The programs will generally consist of in class lectures, hands-on practical training, case studies and/or audio-visual programs.

General Training and Prevention Topics:

The following list of topics is provided for the protection of all partners within the workplace:

- New hire orientation,
- OSHA Construction 10 hour (trade partners)
- OSHA Construction 30 hour (field leads)
- HAZCOM, Global Harmonized Systems (GHS) and Safety Data Sheets (SDS),
- Confined space entry,
- Mobile Elevated Work Platform (MEWP),

- Hot work activities and fire prevention,
- Lockout/Tag Out (LOTO),
- Fall prevention/fall protection,
- Forklift operator,
- Hoisting and rigging,
- Personal Protective Equipment (PPE),
- Material handling and storage,
- Electrical,
- Scaffolding
- Incident/accident reporting and investigation
- First aid & CPR
- Respirable crystalline silica

This list is not inclusive. Please advise your Frontline Leader or Safety Department member of any additional safety training programs you may require.

003_Safe Plan of Action (SPA)

Issue Date: January 2022

Revision Date: September 2025

Revision No: 001

Purpose:

The purpose of the Safe Plan of Action (SPA) program is to mitigate or eliminate hazards associated with performing specific job tasks. The SPA program safely manages partner exposure to job-site hazards by providing a process and tool to identify, evaluate, discuss, mitigate, and document potential hazards and appropriate control measures. SPAs are vital to an organization's overall safety program because they encourage operational prioritization of safety, integrate safety as part of the work task for high risk and/or novel activities, and encourage safety communication at the crew level.

The purpose of this document is to describe guidelines for the preparation and communication of task-specific SPAs. All partners shall be trained on the hazard identification and risk assessment process.

The basic SPA described in this document is most often prepared by the Frontline Leader (or other personnel as assigned or designated), with ACTIVE input and participation from the crew partners, and used to stimulate substantive conversation regarding task steps or sequencing, specific hazards, and the corresponding control measures. Risk assessments conducted through the use of the SPA shall be performed before work begins to formally identify and assess potential hazards.

Definitions:

- Safe Plan of Action Process – The ongoing process to involve partners in improving safety work activities by identifying potential work hazards and developing plans to eliminate or mitigate those hazards.
- Safe Plan of Action (SPA) - The Safe Plan of Action is a task-driven planning document used to help ensure that every task receives proper safety preparation before commencement of work. The entire crew assigned to perform the work assists with developing the SPA with guidance from the Frontline Leader. A completed SPA identifies the scope of the work activity, potential hazards of the work activity, individual at-risk reactions to failure, and the safe plan to deal with the potential

hazards and at-risk reactions to failure and to identify necessary resources to safely complete the task.

Identifying Hazards and Control Measures:

An SPA is an important tool in the effort to identify hazards and outline effective mitigation or controls. To improve the effectiveness of identification and control efforts, the following suggestions are offered:

- It is important for SPA authors/facilitators to consider adjacent activities. SPAs can be too focused on the tasks they are scoped for, overlooking nearby hazards that could have an impact on the immediate task.
- Scanning the worksite for energy sources (potential energy, mechanical energy, thermal energy, etc.) has been a technique demonstrated to improve hazard identification effectiveness.
- It is more helpful to be specific than general when identifying hazards. For example, broadly citing “trip hazards” is not as effective as citing the “trip hazards from the cable trays in the Northeast corner of the site.”
- Identified hazards should be classified and ranked based on severity. Ranking or prioritizing hazards is one way to help determine which hazard is the most serious and thus which hazard to control first.
- Finally, SPAs are most valuable when they focus on substance over form. When done in a way in which the quality of the conversation is held to more importance than the format of the written, SPAs, encourage vital scenario-building, brainstorming and high engagement among field partners.

Once the task-related jobsite hazards are identified, designate control measures per the hierarchy of hazard control (i.e., elimination, substitution, engineered controls, administrative controls, PPE). The hierarchy of controls shall be used to mitigate hazards. When a hazard is identified, first attempt to eliminate the hazard. If elimination is not practicable, use engineering controls. If engineering controls are not practicable, implement administrative controls. If the hazard cannot be adequately controlled using engineering and/or administrative controls, employees must use Personal Protective Equipment. A combination of engineering controls, administrative controls, and Personal Protective Equipment is usually best.

SPA Communication and Presentation:

Effective SPAs are a process that integrates safety and health principles into a particular task. SPAs are more than a form. The keys to success of the SPA process are threefold:

1. All partners shall be trained on the hazard identification and risk assessment process.
2. Careful planning; and
3. Effective communication via crew involvement.

Include the entire crew assigned to a job activity in the SPA process to ensure all partners conducting a task understand the hazards and how to mitigate them.

- The SPA shall be communicated verbally and in detail with all crew personnel onsite, and then subsequently to any/all other individuals who visit or perform work on that site, before engaging in the work activity.
- Encourage the field personnel to openly discuss the SPA. By giving applicable field personnel a way to participate in safety decisions, their engagement can lead to improved hazard awareness and understanding of safe work practices.
- Frontline Leaders shall encourage the crew to actively participate. Asking questions and seeking input from crew members helps to create an environment where the entire crew is actively engaged in the SPA process.

Frontline Leaders are the key individuals responsible for the success of crew safety, compliance, quality, and production. Therefore, they should have the ability to communicate and engage their crew in developing, communicating, and executing safe work plans. The ability of the Frontline Leader to perform this task well will define the success of the program.

After the Frontline Leader explains in detail the task that is to be performed, encourage team partners to point out the potential hazards and their proposed mitigation or control measures. This encourages crew engagement and communication.

During the SPA discussion, give field personnel an opportunity to share examples of good catches, near misses, etc. to learn from experience and prevent potential reoccurrence.

SPA Reviews:

The SPA must be reviewed by all personnel entering the active work area, including but not limited to, field personnel, contractor management, owner company representatives, inspection staff, vendors, guests/visitors onsite, etc.

The initial review with all jobsite personnel shall take place prior to the start of any work task. Additionally, a recommended Best Management Practice (BMP) is to review the SPA with all jobsite personnel again after any break or interruption (e.g., weather, stop work, conditional change, lunch etc.) ≥ 30 minutes.

Additional reviews shall also take place any time conditions or work activities change, for example:

- If any equipment sustains damage.
- After a safety related incident (e.g., injury, accident, or near miss).
- When the job is altered; or
- Upon identification of a new hazard(s).

SPA Documentation and Recordkeeping:

- All SPAs shall be signed by all applicable crew members and visitors.
- All SPAs shall be turned in to DECCO safety on a weekly basis for review.
- Remember “If it’s not documented, it didn’t happen.”

004_DECCO Stretch and Flex Program

Issue Date: July 6, 2020

Revision Date: September 2025

Revision No: 002

One of the best ways to help prevent soft tissue injuries and strains and sprains is to enhance the flexibility of our partners and prepare their bodies for everyday work stress. Done daily, this will allow our body to maintain the proper biomechanical position and minimize muscle strains and sprains in our aging work force.

An onsite stretch and flex program will be conducted on each and every DECCO job site after the morning SPA review. All partners are required to participate. (See Exhibit 17)

- The stretch and flex component should not exceed 15 minutes. All partners should use their good judgement to the extent that their physical capabilities allow, and they should not perform motions that may aggravate previous injuries or other physical conditions.
- A trained Frontline Leader shall lead the stretch and flex each morning, by using the guide provided to them. As mentioned above, the stretching should not exceed 15 minutes, and will typically last 10 – 15 minutes. During the stretch and flex exercise, you should never bounce or have quick movements. Only stretch to the point of mild tension.
- The stretches diagramed in the guide, can prepare the body for everyday work stress. This is done through stretching and strengthening the specific muscles that are commonly associated with strains and sprains. If performed correctly and regularly, these exercises may reduce the possibly if soft tissue injuries on the job and at home.
- Stretching is important in maintaining the muscle's pliability and movement. When a muscle shortens, the ability to perform a task involving that muscle decreases which can then increase the risk of a soft tissue injury. This is especially noticeable in the lower back area. Tightness of the upper back, lower back, hamstrings, and calves can increase the risk of pain and injury to the spine. Maintaining the muscles proper flexibility and pliability allows the body to maintain the proper biomechanical position and decreases the possibility for injury. Stretching should always be performed slowly and deliberately.
- Stretch, do not bounce, until mild tension is felt. Hold the stretch position for 15 to 20 seconds. Then relax. Repeat stretches on the opposite side. You may choose to repeat the same stretch two or three times. All movements are gently but progressively increased. Remember "No quick

-or- bouncy movements"! Be as relaxed as possible. It is easier to stretch and strengthen a relaxed muscle versus a tight one. Stretch until you feel mild tension. Never stretch past the point of tension strain or pain. For partners that have existing muscular-skeletal issues, use extra caution as not to aggravate a preexisting issue. Stretching and flexing should always be performed slowly and deliberately, to the point of tension and pain free.

005_Personal Protective Equipment (PPE)

Issue Date: July 6, 2020

Revision Date: January 2022; Revision No: 001

Revision Date: June 2025; Revision No:002

Purpose:

This written program documents the steps DECCO has taken to prevent injury resulting from various occupational hazards present at our construction sites to protecting workers using personal protective equipment (PPE) when the hazards cannot be eliminated. DECCO will designate a Supervisor/Field Lead to assist in training partners and monitoring their proper use of PPE.

Policy:

All field partners of DECCO will be provided the personal protective equipment necessary to complete their jobs safely. Mandatory personal protective equipment required on the project site includes, but is not limited to, safety helmet/hardhat, safety glasses, gloves, reflective vests, and sturdy leather work boots at a minimum. A competent person onsite will determine necessary equipment.

Training:

Employees required to use PPE will be trained in the following:

- What PPE is necessary?
- When PPE is necessary?
- How to properly don, doff, adjust, and wear required PPE
- The limitations of required PPE
- The proper care, maintenance, useful life, and disposal of required PPE

DECCO partners must demonstrate an understanding of the above training, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE. Partner training must be certified and documented.

When the company has reason to believe that any affected employee who has already been trained does not have the understanding and skill required, DECCO shall retrain each such partner. Circumstances where retraining is required include, but are not limited to, situations where:

- Changes in the workplace render previous training obsolete; or
- Changes in the types of PPE to be used render previous training obsolete; or
- Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retrained the requisite understanding or skill.

DECCO shall verify that each affected employee has received and understood the required training.

Hazard Assessment:

The workplace will be assessed to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, DECCO will:

- Select, and have each affected partner use, the types of PPE that will protect the affected partner from the hazards identified in the hazard assessment.
- Communicate selection decisions to each affected partner; and
- Select PPE that properly fits each affected partner. The hazard assessment shall be certified by the person who completed the hazards assessment and the date the assessment was completed.

Procedures:

- All DECCO partners, subcontractor employees and visitors to project sites are required to wear safety glasses that comply with ANSI Z87.1. Dark lenses are not to be worn inside of buildings, in enclosed areas or at night. Prescription eyeglasses and sunglasses that do not comply with ANSI Z87.1 are prohibited.
- All DECCO partners, subcontractor employees and visitors to project sites are required to wear safety helmet/hardhat that comply with ANSI Z89.1. The safety helmet DECCO will supply to employee partners is the STUDSON-1 Full Brim safety helmet. Partners who choose the company supplied helmet or select to purchase their own ANSI Z89.1 hard hats MUST be sure they comply with the following standards:
    - **Hard hat color** – all head protection in the form of hard hat/safety helmet must be BLUE.

  - **Ensure proper fit** – hard hats must fit snugly and securely and be worn per manufacturer recommendations.
  - **Inspect for damage** – regularly check hard hats for cracks, dents, or other signs of damage.
  - **Replace damaged hard hats** – damaged hard hats should be replaced promptly.
- All DECCO partners, subcontractor employees and visitors to project sites are required to wear work boots with sturdy leather uppers and are either steel or composite toe cap protection.
- Where partners are performing work that could potentially cause materials to become flying objects such as, but not limited to, chipping, welding, grinding, cutting, drilling and chiseling, they shall utilize a face shield in addition to safety glasses. A face shield shall be worn while using powder-actuated tools and drilling overhead. Additionally, safety goggles may be required.
- Where necessary, each partner shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation.
- Where partners are performing work that could potentially expose them to harmful chemicals or micro airborne particles, they may be required to utilize safety goggles and or a face shield. Please refer to manufacturer SDS for specific requirements. Goggles are required for abrasive actions in which dust can enter the eye.
- Hand protection is required at all times unless the Safe Plan of Action (SPA) specifically states they are not required. The competent person is expected to select the appropriate cut resistant level glove that mitigates the potential hazard presented to DECCO partners.
- Partners exposed to dust, fumes, and/or gases shall be provided with proper respiratory protection designed to protect against the particular substance encountered. DECCO is responsible for the proper testing and training per OSHA standards, and to provide the appropriate equipment.
- Where partners could be exposed to noise in excess of 85 dBA, DECCO will provide hearing protection, which will reduce the noise to an acceptable level.
- Safety Harness shall be fitted to each partner and worn and used by all partners when working six (6’) feet or more above ground/floor or whenever working in a precarious position. Safety Harness shall also be worn and attached to the tie-off hook when working out of Mobile Elevated Work Platforms (MEWPs).
- All lanyards are to be as short as possible, but in no event longer than six (6’) feet. Shock absorbing devices shall be used in conjunction with the lanyards.
- All anchorages for personal fall protection systems shall be capable of resisting a force of 5,000 lbs. for each individual tied off to that anchorage.
- Clothing suitable for weather and work conditions will be worn. Torn or loose clothing, cuffs or neckwear are hazardous and are not allowed. Full length shirts with sleeves are a minimum

requirement. Shorts, sleeveless shirts and sneakers will not be allowed to be worn on DECCO jobsites.

- The PPE partners use must be kept clean and not give partners risk of illness.
- Defective or damaged PPE is not to be used. PPE that is in disrepair must be discarded or removed from service until repaired.

006_Stop Work Authority

Issue Date: January 2022

Revision Date:

Revision No:

Purpose:

This standard will outline the protective measures that partners are encouraged to utilize to reinforce partner participation in their own safety while recognizing unsafe work practices, procedures or unsafe conditions. All DECCO partners are given full Stop Work Authority training during safety orientation training which is always completed before initial assignment.

General:

All DECCO partners have the authority and obligation to stop any task or operation where concerns or questions regarding the control of health, safety, environmental (HSE) or property risk exist.

The Stop Work Authority program is intended to promote safe work environments as monitored by the very people who perform the work, without the fear of retribution from the company or harassment from fellow workers. Any form of retribution or intimidation directed at any individual for exercising their right to issue a stop work authority will not be tolerated.

Once a stop work condition has been issued, no work will resume until all stop work issues and concerns have been adequately addressed.

Definitions:

- Stop Work Condition – Includes any of the following conditions:
    - Unsafe Act or Condition.
    - A concern or question regarding the control of HSE risk exists.
    - Any task or situation where you feel uncomfortable that HSE risk exists.
- Unsafe Act - The actions of a person in a manner which vary from the accepted or legislated safe practice and create a hazard to themselves, another person, or equipment and/or property.

- Unsafe Condition - A condition in which something exists that varies from a normal accepted safe condition and, if not corrected, could cause injury, death, or property damage.
- Safety Suggestion – A thought, idea or procedure that may improve safety on the jobsite and is not related to any stop work condition.

Responsibilities:

The Program Administrator: DECCO Sr. Director - Environmental, Health & Safety
This person is responsible for:

- Issuing and administering this program and making sure that it satisfies all applicable federal, state and local requirements.
- Create a culture where Stop Work Authority is exercised freely.
- Maintaining training records for all partners included in the training sessions.

Project Managers, Supervisors and Foreperson
These people are responsible for:

- Promote a culture where Stop Work Authority is exercised freely.

Partners

- Read & Understand the elements of this policy.
- Initiate a stop work intervention when warranted.

General:

- When a stop work condition is identified the stop work intervention will be initiated, coordinated through the supervisor or foreperson, initiated in a positive manner, notify all affected personnel and supervision of the stop work issue, correct the issue, and resume work when safe to do so.
- It is the desired outcome of any stop work intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes. Additionally, there must be follow-up to all stop work interventions to ensure the desired outcome.

Methods of Compliance:

- Stop Work Intervention
    - The partner informs the supervisor or foreperson that work has been stopped and that a resolution of an immediate safety concern is necessary.
    - The supervisor or foreperson and the partner(s) discuss the problem and develop an approach for a resolution. Involved personnel should obtain assistance if necessary from DECCO Field Leads or Safety Department.
    - The supervisor or foreperson informs the partner(s) of the planned resolution, obtains agreement and the job is restarted.
    - The supervisor or foreperson will update the SPA to reflect the changes.
    - If the partner(s) and the supervisor/foreperson cannot agree on the resolution of the problem, then the next level of supervision will be contacted.
    - If representatives from management and safety agree on a plan and the partner(s) still do not feel comfortable completing the task, then the partner(s) will be reassigned to other duties. There will be no repercussion for this action.
    - At the conclusion, the site supervisor will complete the Stop Work Authority email communication to the Safety Department.

Reporting and Recordkeeping:

- Stop Work Authority email communication
    - All Stop Work Authority conditions will have a Stop Work Authority email communication
    - Stop work communications shall be documented by the site supervision and recorded with the following information:
        - Date of the stop work intervention
        - Partner(s) involved
        - Description of event or perceived stop work condition
        - Corrective action including preventing future reoccurrence

- Stop work communications shall be reviewed by the Chief Operating Officer (COO) and the Sr. Director – Environmental, Health & Safety in order to measure participation, determine quality of

interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learnings.

007_Incident Reporting

Issue Date: July 6, 2020

Revision Date: January 2026

Revision No: 002

Purpose:

This incident investigation procedure provides an approach to determine initiating events, contributing events, root cause, and contributing causes. The investigation must identify appropriate recommendations that address the problems and identify root causes. These may include, but are not limited to, engineering controls, personal protective equipment, and or training for affected partners. The intent of this procedure is to help prevent and/or mitigate similar incidents and accidents in the future.

Policy:

All safety incidents, including work-related injuries, accidents, regulatory violations, and near misses, will be investigated to determine the root causes. Incidents must be reported to applicable regulatory agency(s) within 8 hours of their discovery. Incidents must also be reported to the host client/ site operator as soon as possible, or in a timely manner (within 24 hours of incident). Recommendations will be developed and implemented to prevent recurrence of the accident/incident.

Training:

Members of the incident investigation team shall be qualified/competent individuals. The company shall provide training on investigation techniques used during an incident investigation. Personnel must be trained in their roles and responsibilities for incident response and incident investigation techniques.

Incident Investigation:

Incident investigation must be fact finding, not fault finding. The purpose is to learn the true cause of the incident so that similar incidents can be prevented and to determine facts bearing on legal liability. Initial identification of evidence might include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and

physical factors such as fatigue, age, and medical conditions. Witness interviews and statements must be collected. Evidence must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.

Another purpose of the investigation or fact finding is to prepare accurate documentation in case of litigation. Incident investigation must be initiated as promptly as possible following the incident, and corrective actions identified to prevent recurrence shall be documented and maintained for 5 years. Personnel must be trained in their roles and responsibilities for incident response and incident investigation techniques. All personnel involved in incident response should be trained in First Aid/CPR.

Emergency Cases (requiring ambulance services):

- Should ambulance service be necessary, the following procedures should be taken immediately:
    1) Administer first-aid (if properly trained) and/or contact the first aid attendant or nearest partner properly trained and certified in first aid.
    2) While first aid is being administered, contact necessary ambulance service.
    3) Contact DECCO's Senior Director – Environmental, Health & Safety.

A work-related death or the hospitalization of one or more partners must be recorded and reported to OSHA within eight hours. It is imperative that the Senior Director – Environmental, Health & Safety be notified immediately of any first-aid emergencies that occur.

A designated company representative should accompany the injured partner to the medical facility and remain at the facility until final diagnosis and other relevant information is obtained.

Incidents with Injuries:

Report all incidents immediately to the Project Frontline Leader who will inform the Field Safety Manager.

<u>Utilizing CORE Occupational Medicine</u>

CORE Occupational Medicine is our liaison between the partner, the medical provider and managers for workplace injuries and occupational health services to effectively communicate diagnoses and treatment

plans. Employees should follow these steps when workplace injury medical evaluation or treatment is needed:

- Initial Assessment: For serious injuries or medical emergencies, call 911. For non-emergency injuries, contact your Frontline Leader and proceed to call CORE Occupational Medicine at 888-349-1047.
- CORE Provides 24/7/365 access to licensed occupational health professionals to help guide medical care to ensure partners receive the appropriate level of care in a timely manner.
- Following initial evaluation of the specific injury, CORE will educate and explain all medical advice to the partner to ensure they have a full understanding of disposition.
- CORE will contact the local urgent care/medical treatment facility if an injury requires further evaluation or treatment.
- CORE will discuss treatment options and workplace accommodation availability with the medical provider to ensure appropriate treatment.
- CORE will maintain contact with the injured partner and the medical provider throughout the visit.

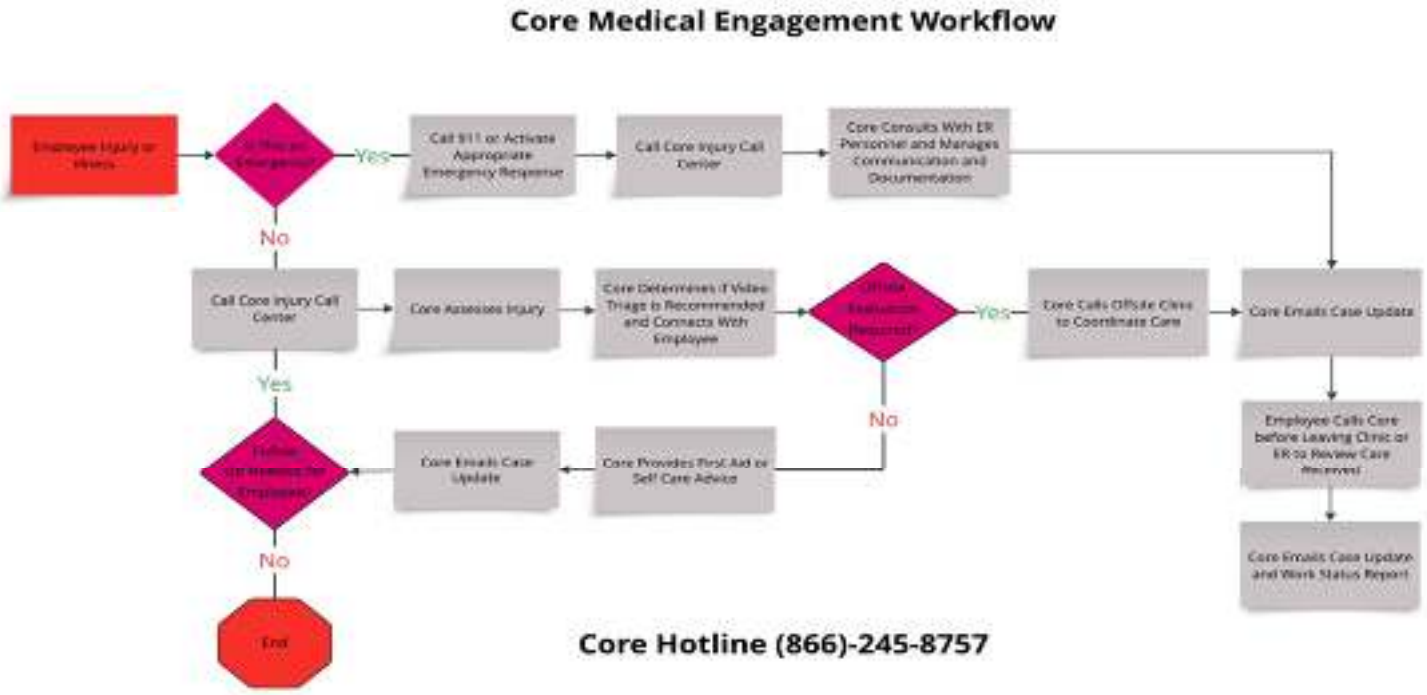
All incidents involving injury will be investigated. A thorough in-depth accident investigation will begin as soon as possible. A formal report will be completed within 24 hours and will include, but not be limited to, the following:

- Analysis of the accident or incident
- Signed witness statements
- Photographs, sketches, and/or drawings

Forms to be utilized in the investigation of major accidents or incidents are as follows:

- DECCO’s Incident Investigation Report
- Witness Statement(s)

Incidents must be reported to applicable regulatory agency(s) within 8 hours of their discovery. Incidents must also be reported to the host client/ site operator as soon as possible, or in a timely manner (within 24 hours of incident).



First Aid only Incidents:

Report all incidents immediately to the Project Frontline Leader who will inform the Field Safety Manager.

All First Aid only incidents will be investigated. A thorough in-depth accident investigation will begin as soon as possible. A formal report will be completed within 24 hours and will include, but not be limited to, the following:

- Analysis of the accident or incident
- Signed witness statements
- Photographs, sketches, and/or drawings

Forms to be utilized in the investigation of major accidents or incidents are as follows:

- DECCO's Incident Investigation Report
- Witness Statement(s)

Incidents with Property Damage:

Investigate any accident or incident that results in damage to property or equipment. Photographs of damaged equipment or property should be taken.

DECCO's Incident Report shall be submitted to DECCO's Field Safety Manager no later than 24 hours from the time of the incident.

Near Miss:

A near miss is an incident that had the potential to cause injury or damage to property or equipment but did not.

An example of this could be a piece of material that is knocked over the edge of an upper floor and lands on the ground without incident.

All near misses shall be reported to the Project Frontline Leader immediately.

Safety Violations:

Any and all unsafe conditions on DECCO's projects shall be corrected immediately by the responsible party.

At the sole discretion of DECCO's Senior Director – Environmental, Health & Safety and/or the Senior Director – Partner Development, repeated violations to DECCO's Safety Policies shall be dealt with in accordance with the Company Progressive Disciplinary Policy up to and including termination.

OSHA Recordable Injuries:

<u>Recordable</u>

- Loss of consciousness
- A significant injury or illness diagnosed by a physician
- Death
- Stitches, staples, or medical glue to treat lacerations
- Removal of Foreign Bodies embedded in the eye(s)

- Non-simple removal of foreign bodies from a wound
- Prescribed use of medications (even over the counter medications) prescribed at prescription strength
- Cutting away dead skin
- Positive X-Ray diagnosis
- Admission to the hospital (or equivalent) for treatment
- Lost time or restricted work
- Burns (first, second, or third) which cause days away from work, work restrictions or additional medical treatments
- Intravenous (IV) fluids for relief of heat stress

Non-Recordable

- Antiseptics
- Prophylactic treatments only (tetanus shots)
- Cleaning, flushing or soaking wounds on the surface of the skin
- Bandages, Butterfly Dressings or Steri-Strips
- Using hot or cold therapy
- Use of any non-rigid means of support such as elastic bandage
- Use of temporary immobilization devices (backboard and neck collars) for transportation only
- Drill of a fingernail or toenail to relieve pressure, or draining fluid from a blister
- Use of eye patch
- Removal of foreign bodies not embedded in eye (only irrigation or cotton swab)
- Simple removal of foreign bodies from a wound
- Non-prescription medications not prescribed by a physician
- Massage
- Drinking fluids for relief of heat stress
- Ointments
- Whirlpool bath therapy (first visit to medical personnel)
- Negative x-ray diagnosis
- Observation of injury during visit to medical personnel
- Rigid finger guard for a strained or sprained finger
- Administration of oxygen purely as a precaution

008_Transitional Duty / Return to Work

Issue Date: January 2022

Revision Date: September 2025

Revision No: 001

Purpose:

DECCO provides temporary and transitional alternative work opportunities (commonly referred to as “light duty”) to all partners temporarily disabled by a work-related injury or illness. The purpose of this temporary alternative duty is to provide meaningful work, within the acceptable limitations and restrictions placed on them by the treating healthcare provider, during the temporary period of healing following a work-related illness or injury and to assist partners in their transition back to full duty at the earliest possible date following a work related illness or injury. This policy is specific to work related injury or illness and does not apply to non-work-related injury or illnesses.

Overview:

DECCO has developed a return-to-work policy. The company defines “transitional” work as temporary modified work assignments within the partner’s physical abilities, knowledge, and skills.

Where feasible, transitional positions will be made available to injured partners in order to minimize or eliminate time loss.

The physical requirements of transitional/temporary work will be provided to the treating healthcare provider. Transitional/temporary positions are then developed with consideration of the partner’s physical abilities, the business needs of DECCO, and the availability of transitional work.

When a workplace injury happens:

1. Notify Frontline Leader and Safety Department of injury/illness immediately,
2. Apply First Aid, if required.
3. Get professional medical attention if required (hospital, walk-in clinic, etc.).
    a. Injured partner will obtain a Release to Return-to-Work document listing any functional restrictions and it must be returned to the Safety Department following the initial medical treatment.

   b. Partners cannot return to work without a release from the treating healthcare provider.
4. Complete Incident Investigation Form with the Frontline Leader.
5. The completed Release to Return-to-Work document will be reviewed by the Sr. Director – Environmental, Health & Safety and Sr. Director of Partner Development. A temporary/transitional Job Description will be prepared from information obtained from the treating healthcare provider for review and acknowledgement by the injured partner.
6. The partner will be asked to sign the bottom of the temporary/transitional job description indicating acceptance or refusal of the offered work assignment.
7. Copies of the temporary/transitional job description and treating healthcare provider release to return-to-work form will be forwarded to the Partner Services Department and the insurance carrier.
8. The Frontline Leader will monitor the partner's performance to ensure the partner does not exceed the partner's treating healthcare provider release.
9. Partners will not perform any duties other than those indicated on the temporary/transitional job description document. Partners who do not follow the temporary/transitional job description document by doing more than indicated will receive disciplinary action.
10. The Frontline Leader will monitor the partner's recovery progress through regular contact to assess when and how often duties may be changed. The Frontline Leader will assess the company's ability to adjust work assignments upon receipt of changes in physical capacities from the treating healthcare provider.
11. A partner must not return to full duties unless a completed Release to Return-to-Work document from the treating healthcare provider indicates that they are able to do so. The temporary/transitional job description document will be finished when the partner returns to full duties.

009_First Aid

Issue Date: July 6, 2020

Revision Date: September 2025

Revision No: 002

- DECCO shall provide an adequate number of first aid kits and supplies on all DECCO projects. First aid kits shall be in a weatherproof container with individual sealed packages for each type of item. Contents of the first aid kits shall be inspected before being sent out to the job site and at least weekly during the performance of the work, to ensure the expended items are replaced.
- DECCO shall provide suitable facilities for quick drenching or flushing within the work area for immediate use if an employee's eyes or body may be exposed to corrosive materials.
- DECCO shall make available proper equipment for prompt transportation of an injured person to a physician or hospital, or a communication system for contacting necessary ambulance service.
- In the absence of an infirmary, clinic, or hospital in near proximity to the workplace, a person or persons shall be available, adequately trained, and who has a valid certificate to render first aid.
- Telephone numbers and addresses of the physicians, hospital and ambulance shall be conspicuously posted.
- DECCO shall retain on file all “Employer’s First Report of Injury” and OSHA 300 Logs for the Project.

First Aid and Medical Procedures:

- Each occupational illness or injury shall be reported immediately to DECCO’s Project Frontline Leader and then to the Field Safety Manager.
- DECCO’s First Aid / CPR attendant or other competent person should treat the injured employee as often as necessary to ensure complete recovery, or the decision is made to seek medical treatment.
- Medical cases not normally requiring ambulance services are injuries such as minor lacerations, embedded foreign bodies in eye, minor sprains, strains, etc.
- Always provide prompt transportation of the injured person to a physician or hospital.
- A DECCO representative should always drive the injured partner to the medical facility and remain at the facility until the partner is ready to return. DECCO’s representative should also carry necessary forms, i.e., authorization slips, return to work notices, etc.

- If it is necessary for the first aid attendant to accompany the injured partner, provisions must be made to have another partner, properly trained and certified in first aid, to render first aid during the absence of the regular first aid attendant.
- If it is necessary to call the outside medical facility, this call should be made by DECCO's Project Frontline Leader or Field Safety Manager while the injured partner is being transported.
- If the partner is able to return to the job site the same day, he/she should bring with him/her a statement from the doctor containing such information as date, partner's name, date he/she is able to return to work, regular or restricted duty, date he/she is to return to doctor, diagnosis, signature and address of doctor. If the injured partner is unable to return to the job site the same day, the partner who transported him/her should bring this information back to the job site and report it to the Project Frontline Leader or the Field Safety Manager.

010_Bloodborne Pathogens

Issue Date: June 2022

Revision Date: September 2025

Revision No: 001

Purpose:

The purpose of this Safety Policy is to prevent or minimize occupational exposure to human blood, certain body fluids and other potentially infectious materials, and to fully comply with the referenced OSHA Bloodborne Pathogens Standard and known protocols relating to Bloodborne pathogens. 1910.1030.

Policy:

It is the policy of DECCO to provide a place of employment that is free from recognized hazards that cause or are likely to cause death, physical harm or illness to partners or the public. When hazards exist that cannot be eliminated, safe work practices, Personal Protective Equipment (PPE), and proper training regarding Bloodborne Pathogens will be implemented according to the referenced OSHA standard. This safety policy will include but is not limited to the Hepatitis B Virus (HBV) and the Human Immune Deficiency Virus (HIV) which causes AIDS. DECCO will ensure that partners who are exposed to bloodborne diseases are provided with confidential, fair, and equal treatment.

Definitions:

- Blood - Blood means human blood, human blood components, and products made from human blood.
- Bloodborne Pathogens - (BBP) 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 Immune Deficiency Virus (HIV).
- Bodily Fluids - Bodily fluids include but are not limited to blood, semen, vaginal fluids, saliva, vomit, amniotic fluid, and other body fluids that contain blood, serum or mucosal secretions, and all body fluids in situations where it is difficult or impossible to distinguish between body fluids.
- Contaminated - The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

- Decontamination - The use of chemical or physical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
- Disinfectant - An agent that disinfects by destroying, neutralizing, or inhibiting the growth of harmful microorganisms. The most common disinfectant is a solution of at least 10 percent chlorine bleach mixed with water.
- Exposure Control Plan - a written plan designed to eliminate or minimize partner exposure to BBP's and includes exposure determination, evaluation of circumstances surrounding exposure incidents, and input from non-managerial partners who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls.
- Occupational Exposure Incident - Parenteral and no parenteral contact with an partner's skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious material that may result from the performance of an partner's duties or job task.
- Parenteral - Piercing mucous membranes on the skin barrier through such events as needle sticks, human and animal bites, cuts, and abrasions.
- Personal Protective Equipment (PPE) - Equipment used to prevent the spread of infectious diseases. Examples include disposable gloves, face shields, protective garments, mouth-to-mouth resuscitation devices, etc. Normal work attire is not considered to be protective clothing.
- Regulated Biohazardous Waste - Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated needles and sharps; and any other wastes containing blood or potentially infectious materials.
- Contaminated Sharps - means any object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes or other items that can puncture or penetrate the skin.
- Sharps with engineered sharps injury protections - a non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.
- Universal Precautions - The concept of universal precaution is to treat all blood and body fluids as if they contain infectious Bloodborne Pathogens regardless of the source. This includes avoiding

contact with any human or animal blood products, the proper use of PPE, and immunization for the HBV virus should an occupational exposure occurs.

- Exposure Incident - A specific eye, mouth, other mucous membrane, on-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of a partner's duties.
- Engineering Controls - Controls (e.g. Sharps disposal containers, self-sheathing needles, safer medical devices, such has sharps with engineered sharps injury protections and needless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.
- Clinical Laboratory - Workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

Exposure Determination:

In developing an exposure control plan, DECCO has evaluated the work tasks associated with the functions of DECCO to determine which tasks could reasonably be anticipated to result in exposure to Bloodborne Pathogens. This exposure determination was made without regards to the use of personal protective equipment. DECCO uses the following categorical distinctions to determine the level of potential exposure:

Category I:

Definition: Tasks that involve exposure to human blood, body fluids, or tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of those items are Category I tasks.

Example: Category I tasks are those normally associated with frequent and repetitive handling and working directly with blood products such as those performed by physicians, nurses, Emergency Medical Technicians (EMT's), etc. These jobs by design require an almost constant exposure to the potential for infection.

DECCO has no partners whose job task requires this level of potential exposure to Bloodborne Pathogens.

Category II:

Definition: Tasks that generally do not involve exposure to blood, body fluids, or tissues; but employment may require performing planned or unplanned Category I tasks. The normal work routine involves no exposure to blood, body fluids or tissues, but exposure may be required as a condition of employment.

Example: Category II tasks are those normally associated with partners whose primary job function does not require them to be exposed to blood or body fluids under normal working conditions, but who are trained to respond to emergency medical situations, and are specifically identified and designated as emergency responders by the organization. This category does apply to partners who have received employer provided first aid or Cardiopulmonary Resuscitation (CPR) training. (NOTE: Partners who are not designated as emergency responders but who are trained and respond to emergencies do so as a "Good Samaritan" and should follow all universal precautions.)

Partners in this category also include those not identified or designated as an emergency responder, but whose job task may require them to perform planned or unplanned tasks that result in an anticipated exposure to Bloodborne Pathogens.

Should they desire one, partners identified in Category II tasks will be offered vaccinations free of charge prior to the potential exposure to Hepatitis B Virus. If a partner declines the vaccination, he or she is required to signify this in writing.

DECCO has identified the following job tasks and positions as Category II tasks.

- First Responder (CPR/First Aid)

First Responders have been identified in the Category II tasks. In an incident that could prove life threatening to a colleague or member of the public, immediate contact of Emergency Medical Technicians is not always practical. Therefore, First Responders in this situation may be called upon to perform Category I tasks.

Category III:

Definition: Tasks that involve no exposure to blood, body fluids, or tissues, and Category I tasks are not a condition of employment. The normal work routine involves no exposure to blood, body fluids, or tissues (although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids). Persons who perform these duties are not called upon as part of their

employment to perform or assist in emergency medical care or first aid or to be potentially exposed in some other way.

Example: Category III tasks are those tasks associated with normal work routines where there are no direct work tasks or pre-planned emergency response actions reasonably anticipated for the partner. All Category III partners should follow universal precautions in the performance of their duties, avoiding contact with blood, body fluids, or physical items contaminated with blood or body fluids.

Engineering & Work Practice Controls:

Engineering and work practice controls are to be used to eliminate, prevent or reduce the risk of partner exposure. Engineering controls and/or work practice controls are reviewed by Frontline Leaders on a regular basis, not to exceed one year, and any time a work task changes where the potential for occupational exposure is present.

Where potential occupational exposures remain after placing engineering and work practice controls in place, PPE shall also be provided and used which will be at no cost to the partners. Hand washing facilities that are readily available to partners are to be provided in DECCO facilities and jobsites.

Where it is not feasible to provide hand washing facilities such as on a work site, first aid kits will include an appropriate antiseptic hand cleanser or antiseptic towelettes. If an occupational exposure occurs where antiseptic hand cleansers or antiseptic towelettes are not available, the partner should be transported to the nearest facility with hand washing facilities and the affected area thoroughly washed with soap and running water.

When gloves or other PPE are used and removed, partners are to wash their hands immediately after removal of the protective gear. All gloves, PPE, and clothing contaminated with blood or body fluid will be disposed of in sealed containers according to disposal procedures.

Equipment that may become contaminated with blood or potentially infectious materials is to be visibly examined before use and decontaminated as necessary. For example, in operations where partners share hand held equipment (i.e., maintenance tools, slings or material handling equipment) that may be contaminated with blood or body fluids from open cuts, abrasions, or blisters, partners must inspect the equipment for visible signs of blood or body fluids prior to use. Where practical, partners should wear work

gloves when sharing equipment where blood or body fluids could be present. If blood or body fluids are detected, the equipment is to be thoroughly disinfected, even if work gloves are to be worn.

Housekeeping:

Frontline Leaders will ensure that equipment, working surfaces, and floors are cleaned and decontaminated after contact with blood or other potentially infectious materials. All bins, pails, cans, and similar receptacles that have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials are to be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately upon visual observation of blood contamination.

Disposal of Contaminated Materials:

All items that have been contaminated with blood or other potentially infectious materials are to be disposed of as a regulated waste. While it is not practical or economically feasible to place specially designed waste receptacles at all DECCO facilities and work sites, this does not diminish the requirement for proper labeling, handling, and disposal of bio-hazardous materials. If there is waste material generated which contains or is contaminated with blood or body fluids, take the following steps:

- Do not handle in any manner contaminated items without proper PPE.
- Place all contaminated items in a sealable container being careful not to contaminate the outside of the container. If the contaminated item is sharp or likely to puncture the container, use a container that is sufficiently sturdy to prevent the puncture of the container walls.
- Label the container prominently to identify that the contents are blood and/or body fluids -- a biological hazard.
- Place the container in a secure area with the label completely visible.
- Dispose of gloves and other protective equipment in the same container. Ensure that glove outer surfaces do not touch the skin as they are removed.
- Immediately notify the Safety Department regarding proper disposal of wastes. They will make the necessary arrangement to have the waste material properly contained, labeled, and disposed of.
- Management will designate trained individuals to maintain appropriate regulated bio-hazardous waste containers, with appropriate labeling and use these containers for the disposal of contaminated articles.

- Each generator of bio-hazardous waste will ensure that contracts are maintained with licensed bio-hazardous waste disposers and arrangements made for the pickup and disposal of materials contained in bio-hazardous waste containers.

Training Requirements:

All partners performing at risk tasks shall receive education about precautionary measures, epidemiology, modes of transmission, and prevention of HIV/HBV and other associated infectious agents. This training is provided at no cost to the partner and during normal work hours.

Training will be provided at the time of initial assignment to tasks where occupational exposures are "reasonably anticipated" to occur and at least annually thereafter.

A copy of the regulatory text of this standard (1910.1030) shall be made available for review by any partner who requests it.

DECCO's Exposure Control Plan for Bloodborne Pathogens shall be reviewed and the means by which a partner can obtain access to a copy of the written plan will be provided. Training is provided regarding the location and proper use of PPE, proper work practices, and the concept of Universal Precautions as it applies to their work practices. Training shall also include the meaning of color coding or other methods used to designate and dispose of contaminated articles or infectious waste. Partners shall be trained in the actions to take if there is personal exposure to fluids or tissues, appropriate reporting procedures, and the medical monitoring recommended in cases of needle stick injuries or other exposure to blood or body fluids. Information is provided on the Hepatitis B vaccine, including information on its safety, method of administration, the benefits of being vaccinated, and that a pre-exposure vaccine is offered free of charge.

Safe Operating Practices:

Partners that may be required to perform unplanned Category I tasks shall review General Safe Operating Practices, including the necessary controls and PPE requirements, to avoid exposure to blood borne pathogens. The applicable General Safety Operating Practices located in the Workplace Safety Manual are:

- Accident and injury response

- First aid
- Exposure to blood or bodily fluids

Pre-Exposure Vaccinations:

Partners identified as having Category I or II work tasks will be provided at no cost the Hepatitis B vaccination. If the partner refuses the HBV vaccination, he or she must sign a Hepatitis B vaccination declination form. When completed, the form must be retained indefinitely in the partner's file. If a partner has received an HBV vaccination from a previous employer, evidence of that vaccination must be obtained by the partner and placed in the partner's file.

Hepatitis A and Rabies pre-exposure vaccinations may be requested but whether to prove them are at the discretion of the Company and based on the occupational exposure and risk evaluation of the partner to those illnesses.

Post-Exposure Evaluation & Vaccinations:

Following a report of an exposure incident, a confidential medical evaluation and follow-up shall be made available to the partner. This post-exposure medical evaluation will be provided at no cost and will be performed by, or under the supervision of, a licensed physician within the DECCO Preferred Provider Network. As a result of the medical evaluation described above, any partner found to be seropositive for HBV or HIV, will be provided medical counseling at no cost. Counseling guidelines have been published by the Public Health Service. For detailed information, reference the Occupational Safety & Health Bloodborne Pathogen Standard 29 CFR part 1910.1030 (f) (3).

The medical evaluation and follow-up provided by the physician shall include the following at a minimum:

- Documentation of routes of exposure and circumstances under which the exposure occurred.
- Identification and documentation of source individual unless prohibited by law. Results of source individual testing shall be made available to the exposed partner. (If the source denies permission for testing, the local or state health director may order testing of the source if that director determines that the exposure poses a significant risk of transmission of HIV and that the source is at high risk for HIV infection.)

- Testing of the exposed partner's blood by consent.
- Post-exposure vaccination and treatment, when medically indicated, as recommended by the United States Public Health Service.
- Counseling and evaluation of reported illnesses.
- DECCO shall ensure that the physician or health care professional responsible for medical evaluation is provided with a copy of 29 CFR 1910.1030 (Bloodborne Pathogen Standard).
- DECCO shall provide the exposed partner with a copy of the evaluating health care professional's written opinion within 15 days of completion of the evaluation.

Partners who report work-related exposure will be provided Hepatitis B vaccination at no cost to them. If the employee refuses the HBV vaccination, he or she must sign a Hepatitis B vaccination declination form.

Upon completion, this form must be retained indefinitely in the partner's file. If a partner has received an HBV vaccination from a previous employer, evidence of that vaccination must be obtained by the partner and placed in the partner's file.

Recordkeeping:

DECCO shall maintain records at the Safety Department level for each partner involved in a Category I task or for Category II and III partners who have been exposed to bloodborne pathogens for a minimum period of their employment duration plus 30 years. These records will consist of:

- Training records that indicate the dates of the training sessions, the content of the training sessions, trainer's name and qualifications.
- Inspection reports for the areas and/or tasks where bio-hazardous tasks are performed, identifying conditions noted and corrective actions taken.
- Incident Investigation Reports for each incident of mucous membrane or parenteral exposure to body fluids or tissue, an evaluation of these conditions, and a description of corrective measures taken to prevent a recurrence or similar exposure.

A medical record (separate from partner Personnel files) consisting of the following:

- Partner name and social security number.

- A copy of the partner's hepatitis B vaccination records and medical records relative to the partner's ability to receive vaccination.
- A copy of all results of physical examinations, medical testing and follow-up procedures as they relate to the partner's ability to receive vaccination or to post exposure evaluation following an exposure incident.
- DECCO's copy of the physician's written opinion.
- A copy of all information provided to the physician.

Confidentiality:

Exposed partner medical records shall remain confidential. All other findings or diagnoses shall remain confidential and shall not be included in the health care provider’s written report. No information regarding partner medical information is to be disclosed or reported to any person outside the workplace, except as may be required by law.

Partner medical and training records shall be provided upon request for examination and copying to the subject partner and to anyone having the express and written consent of the partner in compliance with 29 CFR 1910.1020(h).

Copies of medical records shall be transferred in a confidential manner to a successor employer if the partner leaves DECCO employment.

011_Hazardous Communication / Global Harmonizing Systems

Issue Date: July 6, 2020

Revision Date: September 2025

Revision No: 002

Introduction/Definition:

The OSHA Hazardous Communication Standard/Global Harmonizing Systems, 29 CFR 1926.59, requires that all construction companies develop a written hazard communication program/Global Harmonizing Program.

The purpose of the Standard and the Program is to insure that all hazards are to be classified and evaluated, and to establish uniform requirements to make sure that the hazards of all chemicals produced, imported, or used in U.S. work places are evaluated, and that this hazard information is transmitted to effected employers and exposed employees.

“Classification” means to identify the relevant date regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemicals in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazards.

“Hazard class” means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

A hazardous chemical is defined as any chemical whose presence or use is a physical or health hazard. The word “Chemicals” is used in the broadest sense of the word in the Standard and includes, but not limited to; gases, cement, glues, solvents, wood dust, cleaners, welding fumes, and other such common items used on every construction site.

General Company Policy:

DECCO shall comply with the OSHA Hazardous Communication Standard/Global Harmonizing Systems, 29 CFR 1926.59, by having a written Hazardous Communication Standard/Global Harmonization Systems Program, by compiling a SDS Inventory List for each job site, by ensuring that hazardous chemical

containers are properly labeled, by collecting and using Safety Data Sheets (SDS), and by properly training partners as required by the standard.

This program applies to all work operations in the company where a partner may be exposed to hazardous substances under normal working conditions, or during a foreseeable emergency, and has been incorporated by reference into the safety program.

Under this program, partners shall be informed of the contents of the Hazard Communication Standard/Global Harmonizing Systems; the hazardous properties of chemicals with which they work; safe handling and storage procedures; and measures to take to protect themselves from these chemicals. They shall also be informed of the hazards associated with non-routine tasks, such as entering a confined space and the hazards associated with chemicals in unlabeled pipes.

The Project Frontline Leader shall be the Hazard Communication Program/Global Harmonizing System Administer, responsible for managing the Hazard Communication Program/Global Harmonizing Systems on their own particular job site. The Senior Director – Environmental, Health & Safety shall be responsible for managing the overall implementation of the program.

Multi-Employer Job Sites:

At multi-employer job sites, DECCO's Field Safety Manager shall offer to the site General Contractor –or- site safety director copies of the following elements of the DECCO Hazard Communication Program/Global Harmonizing Systems:

1) The list of chemicals at the job site.
2) All SDS sheets used at the job site.
3) The physical location of the employers HCP/GHS at the job site.
4) The name of the employers Hazard Communication Program/Global Harmonizing Systems Administrator at the job site.
5) The site phone number of the employers Hazardous Communication Program/Global Harmonizing Systems Administrator.

Exposure to chemicals from other employers at a multi-employer job site:

DECCO's Field Safety Manager shall contact the following personnel to obtain information about chemicals other employers are using which may affect employees at the job site:

1) Site General Contractor's Hazardous Communication Program/Global Harmonization Systems Administrator; -or-
2) Site Safety Director; -or-
3) Hazard Communication Program/Global Harmonizing Systems Administrator(s) of the other employers.

DECCO's Field Safety Manager shall obtain the following information from the site General Contractor, site Safety Director –or- other Hazard Communication Administrator(s):

1) A list of job site chemicals for each employer to which the employees may be exposed; and
2) Copies of SDS sheets for chemicals to which employees may be exposed.

The SDS sheets and lists should be marked to indicate the employer source. DECCO's Field Safety Manager shall use the information obtained from other employers to provide additional training, update the site written hazard program for employees, and ensure that other elements of the program are updated for exposed partners.

Documents:

SDSs shall be obtained and maintained for each hazardous chemical present in the workplace and readily accessible to employees on each shift. The original SDS Inventory List and SDSs are on file with the Field Safety Manager.

Copies of this Program and SDS shall be made available to all partners and subcontractor employees, their designated representatives, OSHA and NIOSH representative upon request.

SDS Inventory List:

DECCO's Field Safety Manager shall be responsible for completing and updating the SDS Inventory List and shall ensure that it contains all known hazardous chemicals delivered to all company job sites.

The Company will utilize Verisk to manage their SDSs electronically. Below is a link to the Company's online SDS account:

ACCESS LINK TO ONLINE SDS MANAGEMENT SYSTEM
CSUSA Online Safety Data Sheet Access

Labels –and- Warnings:

All chemicals on job sites shall be properly stored in their original –or- appropriate containers, which are properly labeled, tagged –or- marked. DECCO's shall rely on manufacture's applied labels and shall ensure that these labels are maintained. Containers that are "not" labeled –or- when manufacture's label has been removed –or- defaced, shall be replaced. Labels –or- other forms of warning are required to have at least:

1) Chemical identity.
2) Appropriate hazard warnings.
3) Name and address of the manufacturer, importer –or- other responsible party.

All labels shall be legible and shall contain product identifier, pictogram, signal word, Hazard statement(s), Name, address, and phone number. Labels or hazardous containers shall not be removed –or- defaced and shall be in English.

If chemicals are transferred from a labeled container to a portable container that is intended only for immediate use, no labels are required on the portable container. No unlabeled containers of any size shall be left in a work area unattended. Any chemical left in a portable container after work is completed shall be returned to the original container.

Safety Data Sheets:

The Safety Data Sheet (SDS) is a detailed information bulletin prepared by the manufacture –or- importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, control measures and environmental impact. While all SDS may not be uniform in appearance, they shall all contain the same information and be in English.

It also mandates 16-section SDS heading's, order of information, and what information is to be provided under the headings.

If a label indicates a hazard, an SDS is required and shall be requested if it is not received. If there are no hazards on the label, the user can assume the product is not hazardous and an SDS is not required. No hazardous chemical shall be used until a SDS is acquired on the job site.

DECCO's Field Safety Manager shall ensure that all SDS is acquired, that it is complete and updated for each hazardous chemical on the SDS Inventory List. If a delivery of hazardous chemicals is received and an SDS has not been supplied, the supplier, manufacture, importer –or- other responsible party listed on the hazardous chemical label shall be requested to supply one.

Informing Employees:

All SDS are made available at a central location, which is the field office trailer –or- site office area. Partners who produce, use –or- store hazardous chemicals at a workplace in such a way that employees of other employers may be exposed, shall be responsible for informing these other employers of what the hazardous chemical is –and- any precautionary measures that need to be taken to protect their employees.

Training:

DECCO partners who work with –or- may be potentially exposed to hazardous chemicals shall receive initial training on the Hazard Communication Standard/Global Harmonization Systems and the safe use of those hazardous chemicals, as well as SDS format and what the partners would expect to see on the new labels. Whenever a hazard changes –or- a new hazard is introduced, additional training shall be provided. Site Safety Meetings shall be used to review the information presented in the initial training and for additional training. Training for all new hire personnel shall take place as they are assigned to their respective positions. The Project Frontline Leader shall be trained regarding hazards and appropriate protective measures so that they will be available to answer questions from partners and provide daily monitoring of safe work practices.

The training shall emphasize the following items:

A) Summary of the OSHA Standard and its written program, as well as the new labels SDS format.
B) How they might use that information (product identifier, signal word, hazard statement(s), pictograms, and the general understanding of the how the elements interact).

C) Chemical and physical properties of the hazardous material (i.e., flash point, reactivity) and the methods that can be used to detect the presence –or- release of hazardous chemicals in the workplace.
D) Physical hazards of chemicals (i.e., potential for fire, explosion, etc.)
E) Health hazards, including signs and symptoms associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemicals.
F) Procedures to protect against hazards (i.e., personal protective equipment required, proper use and maintenance of PPE; work practices –or- methods to assure proper use and handling of chemicals; and procedures for emergency response).
G) An explanation of the container labels and where SDS are located, and how partners may obtain additional information. Each trained DECCO partner shall sign Hazard Communication/Global Harmonization Systems Training Certification form. These original forms shall be sent to the Field Safety Manager to be kept on file. Copies of these forms shall be made available to representatives of OSHA upon request.

Hazardous Non-Routine Tasks:

DECCO partners are periodically required to perform hazardous non-routine tasks (i.e., entering confined spaces, etc.). Prior to starting work on such a task, each effected partner shall be informed by their Project Frontline Leader –or- the Field Safety Manager about hazardous chemicals to which they may be exposed during such activity and proper precautions to take to reduce –or- avoid exposure.

Such information shall include, but not limited to:

A) Specific chemical hazards.
B) Protective/safety measures that the partner shall take to prevent exposure.
C) Measures DECCO has taken to lessen the hazard including ventilation, respirators, presence of another partner, and emergency procedures.

Emergency Response:

Any incident/accident of over exposure –or- spill of a hazardous chemical shall be reported immediately to the Project Frontline Leader, who shall in turn notify the Field Safety Manager, who shall in turn notify the proper government agencies. Personnel that are trained in hazardous materials response shall take the proper emergency actions in any leak –or- spill situation.

012_Fall Protection

Issue Date: July 6, 2020
Revision Date: September 2025
Revision No: 002

Purpose:

These guidelines identify when fall protection should be incorporated into work activities and provides options for protecting partners from the hazards of falls resulting from working at heights, near floor or wall openings, and excavations. These guidelines do not address design activities, nor do they address all options available for the activities described.

These guidelines are not meant to supersede or replace regulatory requirements, nor is it intended to be all inclusive of the applicable regulatory requirements. Instead, view this data as supportive and complementary to any operating requirements.

Definitions:

- Anchorage: A secure point of attachment for lifelines, lanyards, or a deceleration device. Fall protection anchor point requirements mandate that an anchor must withstand a minimum force of 5,000 pounds per worker attached, or be part of an engineered system designed and installed under a qualified person's supervision that maintains a safety factor of at least two to support twice the expected impact load.
- Body Harness: Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with means for attaching it to other components of a personal fall arrest system.
- Deceleration Device: Any mechanism (e.g., rope grab, rip-stitch lanyard, specially woven lanyard, tearing, or deforming lanyards, automatic self-retracting lifelines/lanyards) that serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on a worker during fall arrest.
- Fall Protection Rescue Plan: A plan designed to assist persons who are injured during elevated work or have fallen and are suspended by a Fall Arrest System to a level where First Aid or medical care can be administered.

- Floor Hole: An opening measuring less than 12 inches, but more than 1 inch, through which material but not persons may fall.
- Floor Opening: An opening measuring 12 inches or more in its least dimension in any walking or working surface through which a person may fall.
- Guardrail System: A barrier erected to prevent workers from falling to lower levels.
- Lanyard: A flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline or anchorage.
- Lifeline: A component consisting of a flexible line for connection to an anchorage at one end to hand vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.
- Personal Fall Arrest System: A system used to arrest a worker in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline or suitable combinations of these.

Requirements:

Work performed by DECCO partners or subcontractors who are exposed to a potential fall requires fall protection. Maintenance and service work shall comply with General Industry requirements of 4 feet or more, and construction work shall comply with Construction Industry requirements of 6 feet or more. (DECCO does not utilize controlled access zones). This includes, but is not limited to, an unprotected floor opening (including unprotected skylights), edge of an excavation, wall opening, roof edge, or non-weight bearing floor/ceilings or roofs. Full-body harness shall also be worn and attached to the tie-off hook when working out of Mobile Elevated Work Platforms (MEWP). Fall protection systems should be in place as soon as work is commenced on sites where potential exposure to falls exists. The only type of fall arrest equipment allowed to be used will be a full-body harness used with a shock absorbing or retractable lanyard. Safety belts are not permitted.

Training and Initial Use:

Full-body harnesses shall be fitted to each partner prior to initial use. Partner shall receive documented training on this policy prior to initial use. Re-training shall be completed when any of the following conditions occur:

1. Deficiencies in training.
2. Work environment changes.
3. Fall Protection systems or equipment changes that render previous training obsolete.

Inspections and Maintenance:

All fall protection equipment shall be visually inspected by the user prior to each use for wear, damage and deterioration and replaced if found defective. Any fall protection equipment actually exposed to an in-service load (arresting a fall) must be immediately removed from service and replaced. Preventive maintenance should be performed on fall protection equipment such as fall arrest systems, self-retracting lifelines, etc. at a minimum annually and/or required by OSHA regulations and manufacturer's recommendations.

Storage:

All fall protection devices should be kept clean and stored to prevent exposure to chemicals or excessive dirt or wear. All equipment shall be stored as per OSHA/ANSI regulations and manufacturer's recommendations.

Accident Investigation:

Any incidents involving fall protection issues shall be investigated per DECCO Safety Policy 007, Incident Investigations.

Guardrails (Permanent and Temporary):

A permanent and/or temporary barrier used to prevent partners from falling to lower levels shall be used. The barrier must be capable of withstanding an outward force of 200 lb. and be constructed of proper materials such as wood, pipe, cable, etc. Nonmetallic rope is prohibited. Guardrails must be constructed with a top rail at 42'' +/- 3", a mid-rail at 21" and a toe board affixed to the floor.

All permanent and/or temporary guardrails shall be constructed, maintained and utilized as per OSHA regulations subpart M, "Guardrails, Handrails and Covers", 1910.500.

Anchorage Points (Tie-Off Points):

A secure point of attachment for lifelines, lanyards and/or fall arrest systems must have a minimum breaking strength of 5,000 pounds per worker or be designed by a Professional Engineer with Safety Factor of 2:1. Anchorage points shall be constructed, maintained and utilized as per OSHA regulations subpart M, “Fall Protection Standard”, 1926.500.

Roof or Unprotected Sides or Edges/Opening/Skylights:

A motion stopping safety system (MSS) or warning line system shall be utilized while performing work within fifteen (15) feet of roofs, unprotected sides or edges/openings/skylights. Required characteristics of these fall protection systems are provided in OSHA regulations subpart M; section 1926.500, “Guardrails, Handrails and Covers”.

Emergency Rescue:

An emergency rescue plan shall be developed when a partner is exposed to a work condition where they can be suspended by their personal fall arrest system without means of self-rescue. The plan will include the means and methods for the rescue as well as identifying the emergency rescue personnel to complete the rescue. All rescue personnel shall be trained on the rescue plan prior to the exposure.

013_Electrical Safety

Issue Date: July 6, 2020

Revision Date: September 2025

Revision No: 002

Regulations:

All electrical work, installation and wire capacities shall be in accordance with the pertinent provisions of NFPA 70E, ANSI and OSHA Standards.

All electrical equipment and wiring in hazardous locations must conform to the National Electrical Code standards. The frames of all welding machines shall be grounded.

Responsibilities:

The responsibility for the prescribed use of all tools, cords and equipment utilizing any electrical system belongs to each individual partner performing the work.

Training:

Partners who are exposed to electrical hazards and are not qualified persons shall be trained in electrical awareness and safety related work practices that pertain to their respective job assignments.

General Safe Work Practices:

- Safety signs, safety symbols, or accident prevention tags will be used where necessary to warn partners about electrical hazards which may endanger them. Such signs and tags will be designed and used in accordance with regulations (29 CFR 1910.145).
- Barricades will be used in conjunction with safety signs where it is necessary to prevent or limit partner access to work areas exposing partners to un-insulated energized conductors or circuit parts. Conductive barricades may not be used where they might cause and electrical contact hazard.

- If signs and barricades do not provide sufficient warning and protection from electrical hazards, an attendant will warn and protect partners.
- DECCO supplies power through a Ground Fault Circuit Interrupter (GFCI) 100% of the time on all 120-volt, single phase 15 and 20-ampere temporary wiring on construction sites with the exception of Electrical Welding Equipment which will be subject to an assured equipment grounding program noted below.
- A Ground Fault Circuit Interrupter (GFCI) is a fast-acting device that detects small current leakages to ground. It is designed to shut off electricity within 1/40 of a second. The three basic types of GFCI devices most commonly used on construction sites are:
    - GFCI adapter plug cords (Pig Tails)
    - GFCI electrical outlets
    - GFCI breakers
- All GFCI circuits shall be tested at the beginning of each use. Each use is defined as the period when the GFCI was plugged into an electrical receptacle.
- Each tool, cord and power set shall be visually inspected before each use for external defects such as deformed or missing pins or external casing /insulation damage, and not be used if found defective.
- Extension cords used with portable tools must be of a heavy duty 3-wire type no smaller than 16 gauge. Flat extension cords will not be allowed.
- Extension cords will be deployed so they are suspended above the floor at a minimum elevation of 7 feet with a nonconductive material. The cord is not to be fastened with staples, hung from nails, or suspended by non-insulated wire.
- Temporary lighting must have guards to prevent accidental contact with the bulb. Temporary lights shall not be suspended by the cord unless the fixture was specifically designed in that manner, as with trouble lights.
- Portable electric lighting used in moist or other hazardous locations such as drums, tanks, vessels, bins, bunkers, etc., shall be operated at a maximum of 12 volts (non-explosive).
- Electrical tools and extension cords found to be defective; missing or broken ground pins and exposed conductor will immediately be tagged “out of service” and removed from the work area.
- A weekly cord roll-up is required on all DECCO job sites. Each week all extension cords, weld leads, and any other “cords” will be disconnected and “rolled” back to be inspected for wear and/or defects. After complete inspection, “cords” may be re-deployed in accordance with this policy.
- As stated in Section 014 Ladders, DECCO will use only fiberglass ladders. Ladders with conductive side rails will not be used on any DECCO project sites.

- Conductive apparel (such as watch bands, bracelets, rings, key chains, necklaces, cloth with conductive thread, or metal headgear) shall not be worn unless it is rendered non-conductive by covering, wrapping or other insulating means.

Energized Parts

- All circuits and equipment are considered energized until opened, locked/tagged out and tested by a qualified person who verifies with an approved testing device that it is de-energized.
- Conductors and parts of electrical equipment that have been de-energized but not locked or tagged out shall be treated as “live” parts. While any partner is exposed to contact with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts shall be locked out or tagged or both.
- Only qualified partners shall work on live parts. All DECCO partners are non-qualified employees and shall maintain clearance distances defined in this policy.
- Conductive materials and equipment that are in contact with any part of a partner’s body will be handled in a manner that will prevent them from contacting exposed energized conductors or circuit parts. If a partner is expected to handle long dimensional conductive objects (such as pipes) in areas with exposed live parts, the following work practices shall be implemented to minimize the hazard:
- Insulate conductive objects
- Provide guarding against contact
- Implement material handling techniques
- Adequate illumination shall be provided to work areas that contain exposed energized parts to enable partners to perform tasks safely.

Approach Distances

- For exposure to energized parts of 50kV or less, personnel and equipment must be kept at least 10 feet away from the source.
- For exposure to energized parts above 50kV, the distance increases by 4 inches for each kV over 50kV.

Overhead Lines

- If work will be performed near energized overhead lines, either adequate clearance distance must be maintained, the lines must be de-energized and grounded, or other safety measures must be taken to protect all partners from electrical hazards. Protective measures may include:
    - Keep vehicles, mechanical equipment, and unqualified persons at least 10 feet from overhead lines, adding 4 inches for every additional 10,000 volts. Qualified personnel must maintain approach distances as per OSHA Table S-5 (located in 29 CFR1910.333(c)(3)).
    - Guard or place barriers between the lines and work areas.
    - Have the lines insulated with brush guards by the company that supplies the power and follow the company's requirements for working near the insulated lines.

Confined Spaces

- DECCO will provide and partners will use approved protective shields, protective barriers or insulating materials to protect partners from contact with energized parts when working in confined spaces. Doors, hinged panels and other moveable objects that may move and push towards electrical hazards need to be secured. See 017 Confined Space section of this manual for the plan and permit.

Electrical Welding Equipment Assured Grounding Procedure

- All Electrical Welding Equipment will be visually inspected prior to each use by a competent person for proper electrical grounding performance and for external damage, such as:
    - Missing or deformed grounding pins.
    - Damaged insulation on cords.
    - Signs of internal damage, such as bulges or severe kinks.

014_Lockout / Tagout

Issue Date: July 6, 2020

Revision Date: September 2025

Revision No: 002

Purpose:

This operating procedure establishes the minimum requirements for the lockout and/or tagout of energy isolating devices whenever maintenance, servicing or tie-ins are done on machines, equipment, or systems. It shall be used to ensure that the system, machine or piece of equipment is isolated from all potentially hazardous energy and locked out and/or tagged out, and freed of all residual or accumulated energy before any partners perform any activities where the unexpected energizing, start-up or release of stored energy could cause injury.

This operating procedure has been developed in accordance with the Occupational Safety and Health Administration's (OSHA) workplace standard, 29 CFR 1910.147, The Control of Hazardous Energy (Lockout/Tagout), and a periodic inspection of the procedure shall be conducted at least annually by the Safety Department to ensure the procedure is being followed.

Definitions:

- Affected Employee: A partner whose job requires him/her to operate or use machinery or equipment in which servicing, or maintenance is being performed under lockout/tag out, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- Competent Person Authorized Employee: An employee who is authorized by DECCO management to lock and tag out machines or equipment in order to perform servicing or maintenance on them.
- Energized: Connected to an energy source or containing residual or stored energy. (Zero Energy state, no energy source is available to equipment)
- Energy isolating device - a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated circuit breaker; a disconnect switch; a slide gate; a slip blind; any line valve (ball or gate); a mechanical block; and any similar used to block or isolate energy. NOTE: Push buttons, selector switches and other control circuit type devices are not acceptable energy isolating devices.

- Energy Source: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, etc., energy.
- Lockout: The placement of a lockout device on equipment or machinery (in accordance with this procedure) to indicate that the equipment being controlled may not be operated until the lockout device is removed.
- Lockout Device: A device that utilizes a positive means such as a lock (either key or combination type) to hold an energy isolating device in a safe position to prevent the energizing of a machine or equipment. Blank flanges and bolted slip blinds are included as a positive means lockout device.
- Tag Out: The placement of a tag out device on equipment or machinery to indicate that the equipment being controlled may not be operated until the tag out device is removed.

General Requirements:

- Partners are required to comply with 29 CFR 1910.147 as well as the restrictions and limitations imposed upon them during lockout/tag out procedures.
- Authorized employees are required to start, energize, or use machinery or equipment that had been previously locked or tagged out.
- Partners shall not attempt to start, energize, or use machinery or equipment that has been locked or tagged out.
- DECCO shall use a lockout device whenever feasible. If an energy-isolating device is not capable of being locked out, only then shall a tag out device be utilized in place of a lockout device.
- Locks and tag out devices shall only be used for their intended purposes. They are not to be used for any other purpose, such as locking a toolbox. All locks must be single keyed. That is to say only one key has been manufactured to open the lock.
- Locks and tags shall be capable of withstanding the environment in which they may be exposed to; shall have a minimum breaking strength of 50 pounds; and shall be self-locking.
- Tag out devices shall obviously warn against hazardous conditions. Post clearly marked signs such as Do Not Start/Operate or Do Not Open.
- Locks shall be easily identified. A brightly colored lock is a good method to use to help notify partners of the locked-out equipment.
- Affected employees shall be notified of the application and removal of lockout/tag out devices.
- DECCO shall adhere to Owner lockout/tag out procedures.

- In the absence of an Owner's lockout/tag out procedures, this program shall be utilized for all DECCO jobs that require lockout/tag out.
- An authorized person shall coordinate shift changes.

Failure to follow the DECCO Lockout/Tag out Program shall result in the issuance of progressive disciplinary action up to and including termination.

Training:

- DECCO shall provide training to ensure that the purpose and function of this lockout/tag out program is understood by partners and that the knowledge and skills required for the safe application, usage, and removal of the energy control devices are acquired as well. Retraining will be provided to each authorized employee whenever there is a change in job assignment, a change in equipment or machines that would pose a new hazard or whenever a change occurs in the DECCO's procedures for lockout/tagout. The training shall include the following:
    - Competent Person or Authorized Employees: Able to recognize applicable hazardous energy sources. Shall have an understanding of the type and the magnitude of energy available in the workplace. Instructed on the methods and the means necessary for energy isolation and control.
    - Affected Employees: Understand the purpose and the use of energy control procedures.
    - Other Employees: Employees whose work operations are in or around the area where energy control procedures may be utilized shall be instructed on this program and of prohibited attempts to re-start or re-energize machines or equipment which is locked or tagged out.
- If lockout systems cannot be used and tag out systems are utilized, partners shall be trained in the following limitations of tags:
    - Tags are essentially warning devices affixed to energy isolating devices.
    - Tags may only be removed by the authorized person responsible for affixing them.
    - Tags must be securely attached (50 Lb. strength zip-tie) and legible.
- Training shall be documented.
- Re-training shall be conducted when there is a change in job assignment, machinery, equipment, any process that may present new hazards, or incompetence in the lockout/tag out requirement is demonstrated.

Coordination with Host Employer:

- When partners of DECCO are to work in facilities containing lockout/tag out that are controlled by the host employer, the authorized representative of DECCO shall coordinate all lockout/tag out requirements with a properly authorized representative of the host employer. As a minimum, the following information shall be exchanged/determined:
    - The host employer shall apprise the DECCO representative of all elements including the hazards identified in the lockout/tag out area.
    - Any precautions or procedures that have been implemented by the host employer for the protection of their employees in or near the affected equipment area where partners of DECCO will be working.
    - Communicate all lockout/tag out operations to protect both the host employer employees and partners of DECCO or employees of other contractors who are working near the lockout/tag out area.
    - The authorized representative of DECCO shall debrief the host employer at the conclusion of lockout/tag out operations.

Lockout/Tagout Procedure:

Each Frontline Leader shall ensure that all authorized employees comply with the following procedures when performing a lockout/tagout for all required activities. Authorized employees shall use the lockout/tagout permit tag to ensure compliance with these established procedures.

- Notify all affected employees whenever a lockout/tag out system is going to be utilized and the reason thereof.
- Initiate the DECCO Lockout/Tag out Permit by the DECCO Authorized Person.
- The machine or equipment shall be turned off or shutdown using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to partners as a result of the equipment stoppage.
- The authorized employee shall walk-down the machinery or equipment to identify the type and magnitude of energy that the machine or equipment can utilize and shall understand the hazards thereof.

- Authorized employees shall properly place the energy isolating devices so that the equipment is isolated from its energy sources. Stored energy (such as that found in hydraulic systems and air, gas, steam, heat, or water pressure equipment) must be dissipated or restrained by methods of blocking, repositioning, or bleeding down.
- Lockout and/or tag out the energy isolating devices by each affected person with assigned individual lock(s) and tag(s). Lockout devices and tagout devices shall indicate the identity of the partner applying the device(s). NOTE: If the machine will accept locks the system shall be locked out. Tags may only be used when the machine or equipment does not have lockout capability. Remember when tags are used, in addition to informing affected employees, all other employees who have access to the immediate area will be briefed on the area, machine, and type of hazard tagged out.
- Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a safe or off position.
- Tag out devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the safe or off position.
- After ensuring that no personnel are exposed (it is best to disconnect the energy sources), switch the equipment to the on position and test to assure that there is no stored power and at Zero Energy state. Always return the controls to the neutral off position after the test.
- Initiation of lockout/tag out is achieved when zero energy is verified, and all applicable locks and tags are in place. The equipment or machinery is now safely locked or tagged out and ready to be worked on.

Procedure Involving Group Lockout/Tagout for Multiple Partners:

In the preceding steps, if more than one individual is required to lockout or tag out equipment, each partner has responsibility. They shall place his/her own assigned lockout device or tag out device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tag out device (hasp) may be used. If lockout is used, a single lock applied by an authorized individual may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks by other authorized employees to secure it. Each partner will then use his/her own assigned lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet and sign-off of the lockout/tag out permit accordingly.

Shift or personnel changes - if a lockout/tagout is to be continued or extended to the next shift, each off-going authorized employee shall remove their device and the personnel coming on shall apply their device to the appropriate energy isolating device(s). If the oncoming shift will not be performing any service or maintenance activities on the equipment or machine and it is not ready for return to service, the original authorized employees who initiated the lockout/tagout shall leave their devices in place until completion of the process.

Restoring Equipment, Machines or Systems to Normal Operations:

- Once the servicing of the equipment is completed and the equipment is ready for normal operations, ensure no one is in the immediate area of the equipment or at risk of being exposed to the equipment.
- After all tools have been removed from the equipment and guards and covers have been reinstalled, remove all lockout/tag out devices to restore energy.
- Locks and tags are to be removed only by the persons who have affixed them.
- If the employee who affixed the lockout/tag out device is not available, the authorized person's immediate supervisor (authorized person) may remove the lockout/tag out device only after failed attempts to contact the person who affixed the lock have been made, authorization from the DECCO Project Manager, Field Safety Manager and Owner's Representative has been received, completion of the DECCO Lockout/Tagout Emergency Lock Removal Form has been completed, and determining that it is completely safe to do so.
- If it cannot be determined who put the lockout/tag out device on, only the Project Supervisor (authorized employee) may remove the lock or tag after obtaining authorization from the DECCO Field Safety Manager and the Owner's Representative, and ensuring it is completely safe to do so.
- Authorized employees will start, energize, or use machinery or equipment that had been previously locked or tagged out followed by Terminating/Discontinuing the DECCO Lockout/Tag out Permit.
- Should the system require testing prior to the removal of the LOTO device the following shall occur: Clear away tools; remove employees; remove the LOTO device; energize and proceed with testing; de-energize and reapply control measures. Document who performed the test and applied the control measures.

015_Line Breaking

Issue Date: July 6, 2020

Revision Date: September 2025

Revision No: 003

Purpose:

To outline minimum requirements for personnel who perform line breaking or equipment and vessel opening activities. To protect all partners from injury caused by the potential unexpected release of hazardous materials while opening or disconnecting process piping or equipment that cannot be verified as cleared and/or depressurized.

Scope:

This operating procedure shall apply to all DECCO personnel and all contract personnel who participate in line breaking activity on all DECCO job sites. This procedure applies to all systems and equipment.

Definitions:

- Blanking or Blinding: The absolute closure of a pipe or line by the fastening of a solid plate (such as a skillet blind) that completely covers the bore opening and that is capable of withstanding the maximum pressure of the pipe or line with no leakage.
- Cleared Lines: Pipelines or equipment that have been drained, vented, flushed and verified to be clear of any hazardous residue, plugs, or pressure.
- Double Block and Bleed: The closure of a pipe or line by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the pipe or line between the two closed valves.
- First Line Break: The initial opening of pipes, lines or equipment after appropriate preparation.
- Hot Tap: Mechanical methods of adding a new tie-in or drain point to an existing piping service or equipment without interrupting the exiting service.
- Immediately Dangerous to Life and Health (IDLH): An atmospheric concentration of any substance that:
    - Poses an immediate threat to life –or-

  - Would cause irreversible or delayed adverse health effects –or-
  - Would interfere with an individual's ability to escape from a dangerous atmosphere.
- Line Break: Opening of drained or undrained pipes, lines or equipment by disconnecting flanges, opening valves, breaking pipe joints, removing blanks or opening ports and penetrating a line by mechanical or other means.
- Line Breaking: The physical opening or breaking apart of a portion of a process system which contains/or is suspected to contain hazardous or unknown materials.
- Verified: To confirm flow of liquid or gases, open and clear bleeder within four feet of break point or some other method which proves that only residual material may be present.

Activity Plan:

A detailed activity plan is required that addresses the line break or line breaks that will be performed that day with a thorough hazard analysis and hazard controls identified. In addition to engineering and administrative controls, the activity plan will detail the area to be barricaded and what PPE will be required. Hazards include chemicals, pressure, heat and cold, flammable atmosphere, and potential for IDLH atmosphere.

Emergency Procedures (must be included in the activity plan)

- Locations of nearest emergency eyewash stations and showers
- Methods to summon emergency services
- Evacuation routes and procedures
- Any pertinent emergency first aid measures

Identification of Initial Break Point:

The break points must be clearly identified in the activity plan. They must also be marked at the actual point the break or tap will take place or as close as humanly possible by attaching a visual indicator or tag. Show the break point to all partners who will be participating in the activity.

Line Break Permits:

A line breaking permit must be completed by the Frontline Leader in charge of the work. A properly completed line breaking permit must be attached to the activity plan and reviewed with all partners. The permit must be reviewed, and hazardous conditions identified at the start of each shift in the new activity plan when new personnel take over and continue the job. The new incoming Frontline Leader must sign off on the permit. Each partner must sign off on the activity plan.

Client/Owner or designee shall flush, neutralize or, at a minimum, drain systems (i.e. - washout, steam, clear blockages, open drains and vents, depressurize, lockout/tagout, etc.) prior to DECCO beginning line breaking. The client/owner shall provide written verification of line flushing confirming that specified lines have been flushed according to their specific procedure, and make sure to contain any residual product and remove it from the work area.

Lockout/Tagout:

Conduct lockout following DECCO's Lockout/Tagout Policy and Procedure. In addition, in cases where pumps are actuated only by a float valve, or where it is not possible to make a positive check on the lockout, the equipment will be isolated by either pulling the fuses, disconnecting wires or by some other means to deactivate the source of energy.
The portion of the line being worked on will be isolated from the rest of the system in the most effective way.

Blinding Requirements:

- Colored tape should be applied on one side of the pipe flange to identify the correct location of the blind/pancake installation.
- The client is responsible for placing the tape/marking of the flange(s) to assist DECCO in verifying and locating the proper system to be blinded/pancaked.
- A steel leader with an approved DECCO "Pancake Installed" tag shall be hung in place of caution tape, at each blind/pancake location. See exhibit 18 in the DECCO Safety Manual. This will make the location of the installed blind/pancake easily visible to both DECCO partners and the client. NOTE: The number of blinds/pancakes shall be recorded in the proper location on the DECCO Hydrostatic and Pneumatic Test Report.
- All blinds/pancakes shall be properly sized to adequately resist the maximum pressure to which it may be exposed.

- A DECCO partner and the client representative shall jointly physically verify that all blinds/pancakes have been installed in their proper locations signed off on the test report.
- By signing the test report, both signatures verify that the line(s) blinded/pancaked are accurate.
- Any blinds/pancakes removed shall be by a DECCO partner and the client representative together, physically verifying that all blinds/pancakes have been removed from their installed locations and signed off on the test report.

Performing Line Break:

Prior to the actual line breaking, the area will be barricaded for maximum protection to passersby and nearby workers with red danger tape. A funnel or suitable container to collect the drainage will be used where applicable. Where floor openings are near, ensure that liquids are isolated to prevent possible exposures on other floors below.

It is difficult to prescribe a general set of rules covering the precise and safest way to accomplish all line openings. All breaks will be thoroughly planned with a completed permit.

When dismantling or opening closed pressurized or gravity fed systems, internal pressure shall be relieved or other methods utilized to prevent sudden release of pressure or spraying of liquid. These will include:

- Loosen the bolts of a flange that are farthest from the partner first.
- Replace potentially corroded bolts one at a time prior to the actual line breaking.
- Shield wherever possible. Stand aside to avoid any spray.
- Flange spreaders or flange jacks should be used for opening flange joints whenever the use of such tools is possible and practical to minimize partner exposure.
- Where the use of such tools is impossible or impractical due to close quarters or size of pipe, standard wedges will be used as an alternate. In such cases, a suitable chain or a strong flexible wire must be attached to the wedge and the pipeline or other fixed objects so as to prevent the wedge from flying in the event it slips out of the joint.
- Wherever possible, old flange bolts will be removed one at a time and replaced with new bolts that can be gradually backed off as the wedge is being inserted. This will prevent sudden openings of the joint, particularly where it is under stress.
- The use of drift pins, cold chisels, spud wrenches and similar tools as alternatives is not allowed.

Precautions in Breaking Lines with Flammable/Explosive Mixture Hazards:

- Non-sparking tools must be utilized when breaking lines where there is potential for flammable/explosive mixtures. If bolts cannot be broken due to rust or corrosion, other means can be considered that minimizes the possibility for igniting the explosive mixture (e.g. Air or hydraulic operated impact wrenches).
- When it is absolutely necessary to implement spark producing methods, the following procedures are mandatory:
    - The line must be broken at the nearest flange where non-sparking tools can be utilized in order to vent the line.
    - All flange bolts must be replaced one at a time without separating the flanged joint. Keep flange area cool. Use abrasive wheels as opposed to a torch to minimize heat and open flames.
    - After all bolts have been replaced, the flange may be separated.
    - The line must be separated and remain open to the atmosphere. The remaining portion of the line not being worked on must be blanked.
    - Explosive meter tests must be taken by a qualified person.
    - The person taking the explosive tests must ensure that the meter used is properly calibrated and the calibration has been logged.
    - If an explosive mixture is found, the line must be purged with air if a suitable inert gas cannot be obtained (nitrogen) and then re-tested. This procedure is repeated until an explosive mixture is not found.
    - A hot work permit must be issued to cover required hot work.
    - If flange cannot be pried apart easily then flange spreader, flange jack or wedges will be used.

Down Time After Line Breaking:

- Where line breaking includes an extended period of down time following the breaking, such as in the replacement of a pump, the breaks in the system will be properly capped as with blind flanges or fry pans will be installed of the appropriate material of construction unless the lock out process zero energy policy can guaranty zero flow. In all cases, the blind flanges shall be of sufficient strength, and installed as to provide safe conditions of pressure, temperature, and service.

- Safeguards such as locked switches and locked valves will be continued until the system is again a closed or continuous one.
- Where there is the possibility of a line refilling, a drain valve will be attached to the blank flange used.

Changes to Plan:

Whenever conditions change from the original plan partners must stop and reassess. If conditions are changed from those contained in the original permit, then a new permit must be completed and signed.

Ending the Permit:

All openings of lines or systems made during the course of the job must be checked for closure before the job is considered to be complete and released for resumption of normal use. When the job is completed, the person performing the job should return the permit to the DECCO safety representative or designee and inform him/her that the job has been completed.

Training:

All partners taking part in the activity shall be trained in the following:

- The requirements of the procedure.
- How to interpret the requirements on the line breaking permit being used.
- Required PPE
- HazCom / GHS – specific hazards of the chemicals that could be encountered during the activity, including a review of the SDS sheets.

016_Ladders

Issue Date: July 6, 2020
Revision Date: September 2025
Revision No: 002

Ladders shall be used in conformance to OSHA Standards 29 CFR Part 1926, Subpart X – "Ladders".

DECCO will use only fiberglass ladders. Ladders with conductive side rails will not be used on any DECCO project sites.

A 'Ladder's Last' approach should be considered by the competent person during pre-task planning to identify other means of access including elevated platforms to protect workers and support safe production. Other alternatives such as mobile elevated work platforms (MEWP), scaffolds, baker staging and podium ladders with railings shall be considered as the preferred option.

Stepladder:

- Always set all four feet of a stepladder on a level, solid, firm surface.
- When using a stepladder make sure it is fully opened and the spreaders are locked in place.
- Do not use a stepladder as a straight ladder unless specifically manufactured for that purpose.
- Never climb the back section of a stepladder. This is not designed to climb or support your weight.
- Never work off the last two rungs or the pail shelf of a stepladder.
- A platform ladder, also known as a podium ladder, is a self-supporting, non-adjustable ladder featuring a stable, large-sized platform at the highest intended standing level, along with rails, for secure, hands-free work at height.
- Do not straddle the front and back of a stepladder.

Extension and Straight Ladders:

- A ladder that does not support itself must be placed at an angle that is safe. This angle is defined by OSHA as being about one-quarter of the working length of the ladder, which is usually known as a 4:1 ratio. This means the ladder must be one foot from the wall for every four feet it reaches up.

- Extension and straight ladders used for access to an upper landing surface must extend a minimum of three feet (3) above the landing surface, or if not practical, be provided with grab rails and secured against movement while in use.
- Extension and straight ladders must be tied off at the top or bottom of the ladder. Have someone hold the ladder while the ladder is being tied off.
- Extension ladders must be overlapped a minimum of three rungs up to 36 feet, four rungs up to 48 feet, or five rungs up to 66 feet. The upper section shall rest on the lower section at all times.
- Never use an extension ladder over 66 feet long.
- Single ladders shall not exceed 30 feet in height.
- Never work from the top three rungs of an extension or straight ladder.
- It is strictly forbidden to splice two short ladders together to make a longer ladder.
- Do not take apart an extension ladder to use a section separately.
- The rope on an extension ladder must be in good shape, as well as its locks and pulleys.
- After an extension ladder has been raised, be certain the latches are engaged and locked.
- Do not adjust an extension ladder while a partner is on it.
- Extension or straight ladders shall be supported on a flat, firm, equally supported, solid surface.

General Requirements:

- All ladders must meet or exceed the applicable requirements specified under Federal, State, and Local regulations.
- A competent person in ladder safety shall be present at projects where ladders are employed. This generally will be the Frontline Leader.
- Select the appropriate size and type of ladder for the job.
- Ladders shall be used only for their intended purpose for which they were designed.
- Ladders should not be employed for lengthy tasks.
- Fall Protection is required when working off a ladder 6’ or more above a lower level where three (3) points of contact cannot be maintained. Working off of ladders during high winds is prohibited.
- A ladder (or stairway) must be provided at all work points of access where there is a break in elevation of 19 inches or more unless a suitable ramp, runway, embankment, or personal hoist is provided to give safe access to all elevations.
- Ladders shall be visually inspected prior to each use by a competent person for defects that can be seen and after any event that could make them unsafe to use.

- Ladders with structural defects must be immediately marked to show they are unsafe to use or be tagged with "Do Not Use" or similar language. They must be taken out of service until they are repaired. This includes ladders with broken or damaged rungs, cleats, steps, rails, or having any corroded components. It shall be noted that it is the user's responsibility to make the ladder inoperable and notify supervision.
- Ladders shall be maintained free of oil, grease, and other slippery substances.
- Repairs or modifications are not permitted on any type of ladder.
- Fixed ladders must be used at a pitch no greater than 90º from the horizontal, measured from the back side of the ladder.
- Where the total length of a climb is greater than or equal to 24 feet, fixed ladders shall be equipped with cages, safety devices, self-retracting lifelines, or multiple ladder sections with rest platforms.
- Ladders must not be used on slippery surfaces unless secured or provided with slip resistant feet to prevent accidental movement. Slip resistant feet must not be used as a substitute for the care in placing, securing, or holding a ladder.
- Ladders shall be placed on stable and level surface.
- Cleats shall be spaced as per 29 CFR 1926.1053(a)(3)(i iii).
- Never use a ladder in the horizontal position.
- Never use a ladder on a scaffold platform. Build up the scaffold platform instead.
- Ladders are not intended to be used as a support for scaffold boards or scaffolds.
- If it is necessary to place a ladder in or over a doorway, barricade the door and post warning signs.
- Ladders shall be properly stored and protected from the weather when not in use.
- Ladders must be used according to manufacturer's recommendations. Ladders shall not be loaded beyond the maximum intended load for which they were built, or beyond the manufacturer's rated capacity. See side labels of ladders for restrictions.

Inspection and Repair:

- Ladders will be visually inspected by a competent person on a weekly basis.
- Ladders will be visually inspected by employee prior to each use.
- Ladders with defects will be withdrawn from service and tagged "Do Not Use" or similar language. Additionally, the requirement to remove the ladder from service is satisfied if the ladder is blocked, as with plywood attachment that spans several rungs.

- Ladder repairs must restore the ladder to a condition meeting the original design criteria prior to returning to use.

017_Fire Protection

Issue Date: July 6, 2020

Revision Date: September 2025

Revision No: 002

Purpose

The purpose of this standard is to familiarize DECCO partners with the different classes of fires, the general principles of fire extinguishers and instill good fire prevention practices.

The first line of defense against fire is prevention. It is the responsibility of all partners to prevent fires. All partners will be apprised of the potential fire hazards in their work area and will be trained on safe work procedures and practices prior to their initial assignment and annually thereafter. Partners are expected to follow proper procedures to prevent fires and to notify their Frontline Leader or other management personnel if they observe any condition that could lead to the ignition of a fire or could increase the spread of a fire.

Classes of Fire

- Class A Fire: Ordinary combustibles such as wood, cloth, paper, and plastics.
- Class B Fire: Flammable liquids such as gasoline, oil, grease, and oil-based paint.
- Class C Fire: Energized electrical equipment including wiring, fuse boxes, circuit breakers, machinery, and appliances.
- Class D Fire: Combustible metals such as magnesium, sodium, and potassium.

Each class of fire requires its own type of fire extinguisher. Fire extinguishers are rated for the type of fire they can extinguish. This information should be visually labeled on the fire extinguisher itself. Always use the correct fire extinguisher for the type of fire you are fighting. Using the wrong fire extinguisher can be dangerous. Read and know the different types of fire extinguishers at your jobsite.

P.A.S.S.

When operating a fire extinguisher, remember the acronym P.A.S.S., and follow the four steps below:

- **P**ull the pin of the extinguisher. This unlocks the extinguisher and allows you to discharge the contents.
- **A**im the hose at the base of the fire. When fighting a fire, stand 6-8 feet away.
- **S**queeze the handle. This discharges the extinguisher agent.
- **S**weep the extinguisher from side to side.

Fire Extinguisher Requirements

- A fire extinguisher shall be provided for every 3,000 square feet of the building. Every extinguisher must have a minimum rating of 2A.
- A fire extinguisher must be within 30 feet of each open flame operation being performed.
- Travel distance to the nearest fire extinguisher shall not exceed 100 feet.
- At a minimum, one 2A rated fire extinguisher must be provided for each floor.
- Fire extinguishers are to be inspected monthly to ensure that they are operable and fully charged. Frontline Leaders are responsible for conducting the monthly checks and ensuring extinguisher labels are up to date.
- Fire extinguishers shall be subject to an annual maintenance check by an authorized fire equipment company.
- Fire extinguishers are to be in plain view and readily accessible at all times.
- Facility fire extinguishers should always be kept in the same place.
- Portable fire extinguishers are designed to contain small (incipient) fires until the proper authorities respond. These extinguishers are not intended to fight large or spreading fires.
- In the event of any fire, the following steps are to be taken:
    - Activate the fire alarm.
    - Notify the proper authorities.
    - Ensure that the building has been evacuated by following evacuation procedures.
- Never fight a fire in which you feel you or others are in immediate danger. Life safety is paramount.
- DECCO employees shall be instructed initially about the different types of fire extinguishers, their proper uses, and how to accurately inspect them, and annually thereafter.
- Always be aware of the nearest fire extinguisher in your work area.
- Once a fire extinguisher has been used, it must be reported to the Frontline Leader immediately. The fire extinguisher must then be immediately replaced.

- Carbon dioxide and pressurized water extinguishers are to be hydrostatically tested every five years. All other extinguishers must be hydrostatically tested at a minimum of every twelve years. However, all should be tested sooner if evidence of corrosion, welding, or physical or mechanical damage exists.
- Any person caught tampering with fire extinguishing equipment will face progressive disciplinary action.

018_Welding, Cutting and Hot Work

Issue Date: July 6, 2020

Revision Date: September 2025

Revision No: 002

Purpose:

Cutting and welding operations (commonly referred to as hot work) are associated with machine shops, maintenance, and construction activities. Potential health, safety, and property hazards result from the fumes, gases, sparks, hot metal and radiant energy produced during hot work. Hot work equipment, which may produce high voltages or utilize compressed gases, also requires special awareness and training on the part of the partner to be used safely. The hazards associated with hot work can be reduced through the implementation of effective control programs.

Scope:

The Occupational Safety and Health Administration (OSHA) prohibits cutting and welding operations unless appropriate steps are taken to minimize fire hazards, such as removal or guarding of combustible materials and, when possible, restricting hot work to specially designated areas. Workplaces where hot work is performed are responsible for ensuring that adequate controls and procedures are in place before work begins.

Training:

Partners involved in all types of hot work cutting and welding operations, along with supervisors, shall be suitably trained in the safe operations of their equipment and this policy prior to their first assignment and as conditions change. In addition, those partners in charge of oxygen or fuel gas supply equipment shall be judged competent for such work.

General Requirements:

Cutting and welding operations often are found in fabrication shops but can also occur on construction sites. Adequate controls and procedures must be used to minimize the hazards associated with these activities.

Fabricators, welders and Field Leads must be suitably trained in the safe operations of their equipment and the safe use of the process. Operators of equipment should report any equipment defect or safety hazards and discontinue use of equipment until its safety has been assured. Repairs shall be made only by qualified personnel. Partners assigned to operate arc welding equipment must be properly instructed and qualified to operate such equipment and must be familiar with OSHA sections (1910.254) and with 1910.252(a)(b) & (c). Additionally, first aid equipment shall be available at all times.

General Cutting and Welding Controls

Areas where hot work is done should be properly designated and prepared. Before cutting or welding is permitted the area shall be inspected by the Field Lead responsible for inspection and granting authorized welding and cutting operations. Precautions that are to be taken shall be in the form of a written permit. Combustible and flammable materials within the work area shall be protected against fire hazards and the operation should not pose a hazard to others in nearby areas. To help achieve this, the following controls shall be used:

- Cutting and welding operations restricted to authorized, properly trained individuals.
- If possible, hot work performed in a properly designed shop area equipped with all necessary controls and adequate ventilation.
- Always check to see that there is appropriate fire protection equipment (fire extinguisher) immediately available before doing any welding or cutting or hot work.
- Move combustible materials at least 35 feet from the work area. If this is not possible, protect combustible materials with metal guards or by flameproof curtains or covers (other than ordinary tarpaulins).
- Cover floor and wall openings within 35 feet of the work site to prevent hot sparks from entering walls or falling beneath floors or to a lower level.
- Fire resistant curtains and /or tinted shields used to prevent fire, employee burns, and ultra-violet light exposure.
- Partners shall report any equipment defect or safety hazard to their Frontline Leader and the use of the equipment shall be discontinued until its safety has been assured. Repairs shall be made only by qualified personnel.
- If the requirements stated above cannot be followed the welding and cutting shall not be performed.

Electric Arc Welding

- A suitable approved fire extinguisher shall be ready for instant use in any location where welding is done. Screens, shields, or other safeguards should be provided for the protection of personnel or materials, below or otherwise exposed to sparks, slag, falling objects, or the direct rays of the arc.
- A dedicated fire watch shall be present at all welding operations and remain for at least 30 minutes after the hot work has halted.
- The welder shall wear approved eye and head protection. Individuals assisting the welder shall also wear protective glasses, head protection and protective clothing. Adequate exhaust ventilation shall be maintained at all welding and cutting work areas.
- Electric welding equipment, including cables, shall meet the requirements of the National Electric Code. All arc welding and cutting cables shall be of the completely insulated flexible type capable of handling the maximum current requirements of the work. Cables in need of repair shall not be used. The frames of all arc welding and cutting machines shall be grounded either through a third wire in the cable connecting the circuit connector or through a separate wire which is grounded at the source of the current. All ground connections shall be inspected to ensure that they are mechanically strong and electrically adequate for the required current. Welding practices shall comply with all applicable regulations.
- Work permits shall be obtained daily, prior to any welding operations on the worksite.

Gas Welding or Cutting

- When gas cylinders are stored, moved, or transported, the valve protection cap shall be in place. When cylinders are hoisted, they shall be secured in an approved cage or basket. The valve cap shall never be used for hoisting. All cylinders shall be stored, transported, and used in an upright position. If the cylinder is not equipped with a valve wheel, a key shall be kept on the valve stem while in use.
- At the end of each workday or if work is suspended for a substantial period of time, compressed gas cylinder valves must be closed, regulators removed and properly stored.
- Oxygen and fuel gas cylinders should be stored separately with the protective valve caps in place. Except when in use, oxygen and fuel gas cylinders should be stored at least 20 feet from any flammable gases or petroleum products or separated by a noncombustible wall at least 5 feet high.
- Cylinders containing oxygen or acetylene, or other fuel gas shall not be taken into confined spaces.
- Cylinders containing oxygen or acetylene, or other fuel gas shall be stored in designated areas as approved by DECCO.
- No one shall use a cylinder's contents for purposes other than those intended by the supplier.

- All hoses used for carrying acetylene, oxygen, or other fuel gas shall be inspected at the beginning of each working shift. Defective hoses shall be removed from service.
- Oxygen cylinders and fittings shall be kept away from oil and grease. Oxygen shall not be directed at oily surfaces, greasy clothes, or hands.
- Regulators, gauges, backflow check valves, and torches shall be kept in proper working order.
- An approved fire extinguisher shall be readily available.
- Flash arrestors are required on the oxygen and acetylene hoses; positioned at the regulators.
- Appropriate personal protective equipment, such as burning glasses, shields, and/or gloves, shall be used. Adequate exhaust ventilation shall be maintained at all welding and cutting work areas.
- Work permits shall be obtained daily, prior to any burning or cutting operations on the site.

Atmospheric Testing and Ventilation:

Hot work shall not be conducted in the presence of explosive mixtures of flammable gases, vapors, liquids, or dusts or where explosive mixtures could develop inside improperly prepared tanks or equipment. Atmospheric testing and monitoring for combustible gases and vapors shall be done before work begins and at regular, predetermined intervals thereafter. Any welding, cutting, or burning of lead base metals, zinc, cadmium, mercury, beryllium or exotic metals or paints shall have proper ventilation and/or respiratory protection. Ventilation of the work site, either through local or general exhaust ventilation, must be adequate for the work performed.

General Permit Procedures:

Burning, welding, and hot work operations that are covered by this procedure may not begin until proper permit is issued and signed according to this procedure. Permits may not be completed in anticipation of burning, welding, and/or hot work. The Project Frontline Leader shall establish the requirements for obtaining these permits.

All permits must be posted at the hot work site and a copy must be kept in the office or central location of the permit issuer. The field copy must be visible at the work areas until the job is completed or stopped. At the completion of the job, the permit requester must remove the permit from the hot work site and return it to the permit issuer.

All Hot Work Permits require a Fire watch assignment. The fire watch shall be fully trained per DECCO Safety Policy Section 017 Fire Protection. The fire watch shall remain in the hot work area for a minimum of thirty (30) minutes after all hot work has been completed.

Stainless Steel Welding or Cutting:

Welding or cutting of stainless steel produces Hexavalent Chromium and an initial review of the work area must be done prior to the start of any welding or cutting. Contact the Field Safety Manager to determine if additional ventilation or other means of environmental control is required.

019_Confined Space Entry

Issue Date: July 6, 2020

Revision Date: July 2022

Revision No: 002

Overview:

The company recognizes the potential dangers of confined spaces. This program is designed to ensure that partners engaged in construction activities are protected from the potential hazards associated with work in or around confined spaces.

Scope:

This operating procedure shall apply to all DECCO personnel and all contract personnel who participate in confined space entry activity on all DECCO job sites.

Definitions:

- Acceptable Entry Conditions: Conditions that must exist in a permit space, before a partner may enter that space, to ensure that partners can safely enter into, and safely work within, the space.
- Attendant: An individual stationed outside one or more permit spaces who assesses the status of authorized entrants and who must perform required duties.
- Authorized Entrant: A partner who is authorized by the entry supervisor to enter a permit space.
- Competent Person: One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to partners, and who has the authorization to take prompt corrective measures to eliminate them.
- Confined Space: A space that:
    - Is large enough and so configured that a partner can bodily enter it.
    - Has limited or restricted means for entry and exit.
    - Is not designed for continuous partner occupancy.
- Early-Warning System: The method used to alert authorized entrants and attendants that a hazard may be developing. Examples of early-warning systems include but are not limited to: Alarms

activated by remote sensors; and lookouts with equipment for immediately communicating with the authorized entrants and attendants.

- Immediately Dangerous to Life and Health (IDLH): An atmospheric concentration of any substance that:
    - Poses an immediate threat to life –or-
    - Would cause irreversible or delayed adverse health effects –or-
    - Would interfere with an individual's ability to escape from a dangerous atmosphere.
- Non-Permit Confined Space: A confined space that meets the definition of a confined space but does not meet the requirements for a permit-required confined space.
- Permit-Required Confined Space: A confined space that has one or more of the following characteristics:
    - Contains or has the potential to contain a hazardous atmosphere.
    - Contains a material that has the potential for engulfing an entrant.
    - 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.
    - Contains any other recognized serious safety or health hazard.

General Requirements:

- Before work begins, a competent person designated by the company is responsible for identifying all confined spaces in which employees may work. Through consideration and evaluation of the elements of each confined space, the competent person must identify which spaces are a permit-required confined space.
- Exposed partners must be informed of the existence and location of, and the danger posed by each permit space through the posting of danger signage or other equally effective means. Signs should read "DANGER-PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER" or use other similar language. Effective measures must be taken to prevent company personnel that are not authorized to work in a permit space from entering the space.
- When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, or some indication that the initial evaluation of the space may not have been adequate, the competent person must reevaluate that space and, if necessary, reclassify it as a permit-required confined space.

- A space classified as a permit-required confined space may only be reclassified as a non-permit confined space when the competent person determines that all of the following applicable requirements have been met:
    - If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated or isolated without entry into the space.
    - Hazards must be eliminated or isolated without entering the space unless it is demonstrated to be infeasible. If it is necessary to enter the permit space to eliminate or isolate hazards, such entry must be performed under the permit-required confined space procedures outlined in this program. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated or isolated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated or isolated. Note: Control of atmospheric hazards through forced air ventilation does not constitute elimination or isolation of the hazards.
    - The basis for determining that all hazards in a permit space have been eliminated or isolated must be documented through a certification that contains the date, the location of the space, and the signature of the person making the determination.
    - If hazards arise within a permit space that has been reclassified as a non-permit space, each partner in the space must exit. The space must then be reevaluated and reclassified as a permit space as appropriate.

Permit-Required Confined Spaces:

Because the company performs work activities that require partners to enter permit-required confined spaces, the following policies and procedures must be followed.

- Identify and evaluate the hazards of permit spaces before partners enter them and implement necessary measures to prevent unauthorized entry.
- Implement the means, procedures, and practices necessary for safe permit space entry operations, including, but not limited to, the following:
    - Specify and ensure acceptable entry conditions.
    - Provide each authorized entrant with the opportunity to observe any monitoring or testing of permit spaces.
    - Isolate the permit space and physical hazard(s) within the space.
    - Purge, flush, or ventilate the permit space as necessary to eliminate or control atmospheric hazards.

  - Ensure that, in the event the ventilation system stops working, the monitoring procedures will detect an increase in atmospheric hazard levels in sufficient time for the entrants to safely exit the permit space.
  - Provide barriers as necessary to protect entrants from external hazards.
  - Verify that conditions in the permit space are acceptable for entry throughout the duration of an authorized entry and ensure that partners are not allowed to enter into, or remain in, a permit space with a hazardous atmosphere unless it can be demonstrated that personal protective equipment (PPE) will provide effective protection for each partner in the permit space.
- Provide and maintain the following equipment, and ensure that each partner uses the equipment properly:
  - Testing and monitoring equipment.
  - Ventilating equipment needed to obtain acceptable entry conditions.
  - Communications equipment, including any necessary electronic communication equipment for attendants assessing entrants' status in multiple spaces.
  - Personal protective equipment when engineering and work-practice controls do not adequately protect employees.
  - Lighting equipment that is approved for the ignitable or combustible properties of the specific gas, vapor, dust, or fiber that will be present, and that is sufficient to enable partners to see well enough to work safely and to exit the space quickly in an emergency.
  - Needed barriers and shields.
  - Equipment, such as ladders, needed for safe ingress and egress by authorized entrants.
  - Rescue and emergency equipment, except to the extent that the equipment is provided by rescue services.
  - Any other equipment necessary for safe entry into, safe exit from, and rescue from, permit spaces.
- When entry operations are conducted, evaluate permit space conditions as follows:
  - Test conditions in the permit space to determine if acceptable entry conditions exist before changes to the space's natural ventilation are made, and before entry is authorized to begin. When it is demonstrated that isolation of the space is infeasible because the space is large or is part of a continuous system (such as a sewer), the company will:
    - Perform pre-entry testing to the extent feasible before entry is authorized and continuously monitor entry conditions in the areas where authorized entrants are working.

        - Provide an early-warning system that continuously monitors for non-isolated engulfment hazards. The system must alert authorized entrants and attendants in sufficient time for the authorized entrants to safely exit the space.
    - Continuously monitor atmospheric hazards.
    - When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors.
    - Provide each authorized entrant an opportunity to observe the pre-entry and any subsequent testing or monitoring of permit spaces.
    - Reevaluate the permit space in the presence of any authorized entrant who requests that the company conduct such reevaluation because there is some indication that the evaluation of that space may not have been adequate.
- Provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operations.
    - Attendants may be assigned to more than one permit space provided the required attendant duties can be effectively performed for each permit space.
    - If multiple spaces are assigned to a single attendant, the means and procedures to enable the attendant to respond to an emergency affecting one or more of those permit spaces without distraction from the attendant's responsibilities must be included in the permit.
- Develop and implement procedures for summoning rescue and emergency services (including procedures for summoning emergency assistance in the event of a failed nonentry rescue), for rescuing entrants from permit spaces, for providing necessary emergency services to rescued partners, and for preventing unauthorized personnel from attempting a rescue.

Permitting Process: DECCO Confined Space Entry Permit

- Before entry begins, the entry supervisor identified on the permit must sign the entry permit to authorize entry.
- The completed permit must be made available at the time of entry to all authorized entrants by posting it at the entry portal or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.
- The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.
- The entry supervisor must terminate entry and take the following action when any of the following apply:

  - Cancel the entry permit when the entry operations covered by the entry permit have been completed.
  - Suspend or cancel the entry permit and fully reassess the space before allowing reentry when a condition that is not allowed under the entry permit arises in or near the permit space and that condition is temporary in nature and does not change the configuration of the space or create any new hazards within it.
  - Cancel the entry permit when a condition that is not allowed under the entry permit arises in or near the permit space.
- The company will retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program. Any problems encountered during an entry operation must be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

Duties of Entry Supervisor:

Entry supervisors must be familiar with and understand the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure. Entry supervisor duties include:

- Verify, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
- Terminate the entry and cancel or suspend the permit as required.
- Verify that rescue services are available and that the means for summoning them are operable, and that the company will be notified as soon as the services become unavailable.
- Remove unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
- Determine, whenever responsibility for a permit space entry operation is transferred, and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

Duties of Attendants:

Each attendant must be familiar with and understand the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure. They must also be aware of possible behavioral effects of hazard exposure in authorized entrants. Duties of attendants include:

- Continuously maintain an accurate count of authorized entrants in the permit space and ensure that the means used to identify authorized entrant accurately identifies who is in the permit space.
- Remain outside the permit space during entry operations until relieved by another attendant.
- Communicate with authorized entrants as necessary to assess entrant status and to alert entrants of the need to evacuate the space.
- Assess activities and conditions inside and outside the space to determine if it is safe for entrants to remain in the space and order the authorized entrants to evacuate the permit space immediately under any of the following conditions:
    - If there is a prohibited condition.
    - If the behavioral effects of hazard exposure are apparent in an authorized entrant.
    - If there is a situation outside the space that could endanger the authorized entrants.
    - If the attendant cannot effectively and safely perform all required duties.
- Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
- Take the following actions when unauthorized persons approach or enter a permit space while entry is underway:
    - Warn the unauthorized persons that they must stay away from the permit space.
    - Advise the unauthorized persons that they must exit immediately if they have entered the permit space.
    - Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
- Perform non-entry rescues.
- Perform no duties that might interfere with the attendant's primary duty to assess and protect the authorized entrants.

Duties of Authorized Entrants:

It is vital that partners who are authorized to enter a permit space properly use all equipment and are familiar with and understand the hazards that may be faced during entry, including information on the mode,

signs or symptoms, and consequences of the exposure. They must communicate with the attendant as necessary to enable the attendant to assess entrant status and to enable the attendant to alert entrants of the need to evacuate the space.

The attendant must be alerted whenever:

- There is any warning sign or symptom of exposure to a dangerous situation.
- The entrant detects a prohibited condition.

All entrants must exit from the permit space as quickly as possible whenever:

- An order to evacuate is given by the attendant or the entry supervisor.
- There is any warning sign or symptom of exposure to a dangerous situation.
- The entrant detects a prohibited condition.
- An evacuation alarm is activated.

Rescue and Emergency Services:

Non-entry rescue is required unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of entrants. Whenever non-entry rescue is selected, retrieval systems or methods must be used whenever an authorized entrant enters a permit space. In addition, it must be confirmed, prior to entry, that emergency assistance is available in the event that non-entry rescue fails. Non-entry retrieval systems must meet the following requirements:

- Each authorized entrant must use a full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head. Wristlets or anklets may be used in lieu of the full body harness if it is demonstrated that the use of a full body harness is infeasible or creates a greater hazard and that the use of wristlets or anklets is the safest and most effective alternative.
- The other end of the retrieval line must be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device must be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.
- Equipment that is unsuitable for retrieval must not be used, including, but not limited to, retrieval lines that have a reasonable probability of becoming entangled with the retrieval lines used by other authorized entrants, or retrieval lines that will not work due to the internal configuration of the permit space.

- If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information must be made available to the medical facility treating the exposed entrant.

The company will designate an entry rescue service whenever non-entry rescue is not selected. When designating rescue and emergency services, the company will evaluate a prospective rescuer's ability to respond to a rescue summons in a timely manner. A prospective rescue service's ability must be evaluated in terms of proficiency with rescue-related tasks and equipment, to function appropriately while rescuing entrants from the particular permit space or types of permit spaces identified.

A rescue team or service will be selected that:

- Has the capability to reach the victim(s) within a time frame that is appropriate for the permit space hazard(s) identified.
- Is equipped for, and proficient in, performing the needed rescue services.
- Agrees to notify the company immediately in the event that the rescue service becomes unavailable.

Each rescue team or service will be informed of the hazards they may confront when called on to perform rescue and will be provided with access to all permit spaces from which rescue may be necessary so that the rescue team or service can develop appropriate rescue plans and practice rescue operations.

When company partners are designated to provide non-entry permit space rescue and/or emergency services, all equipment and training will be provided at no cost. In this situation, the company will adhere to the requirements outlined in OSHA's 29 CFR 1926.1211(b).

Training:

Training will be provided to each partner whose work is regulated by this program. Partners must possess the understanding, knowledge, and skills necessary for the safe performance of their assigned duties.

Training will include information about hazards in permit spaces and the methods used to isolate, control or in other ways protect partners from these hazards, and for those partners not authorized to perform entry rescues, in the dangers of attempting such rescues.

At a minimum, training records will contain each partner's name, the name of the trainer, and the date(s) of training.

020_Respiratory Protection

Issue Date: July 6, 2020

Revision Date: September 2025

Revision No: 002

Purpose:

The purpose of the Respiratory Protection Program is to establish minimum guidelines for the proper selection, use, inspection, and maintenance of respiratory protection equipment.

Scope:

This respiratory protection program applies to all DECCO partners who are required to wear respirators while working at job sites that demonstrate harmful vapors or oxygen deficient atmospheres, and to those who choose to wear respirators on a voluntary basis. Partners who wear dust masks are not subject to the medical evaluation, cleaning, storage and maintenance provisions of this program. Dust masks provide lower-level protection against nuisance dusts and non-toxic airborne particles. They are not typically certified by the National Institute for Occupational Safety and Health (NIOSH). Respirators on the other hand provide high-level protection against a wide range of airborne hazards, including hazardous gases, vapors, fumes, and particulate matter. They are typically certified by NIOSH or other regulatory bodies.

Training and Information:

Effective training for partners who are required to use respirators is essential. The training must be comprehensive, understandable, and recur annually and more often if necessary. Training will be provided prior to requiring the partner to use a respirator in the workplace. The training shall ensure that each partner can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, and maintenance can compromise the protective effect of the respirator.
- Limitations and capabilities of the respirator.
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
- How to inspect, put on and remove, use, and check the seals of the respirator.

- What the procedures are for maintenance and storage of the respirator.
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
- The general requirements of this program.

General Information:

- The use of respiratory protection shall conform to the requirements set forth in the OSHA regulations (29 CFR 1910.134).
- Appropriate respirators shall be selected and provided based on the respiratory hazards to which partners are exposed and workplace and user factors that affect respirator performance and reliability. *NOTE: Work in Immediately Dangerous to Life and/or Health (IDLH) conditions is not permitted*.
- Before anyone can use a respirator, they must receive training, medical evaluation, and a fit test as required by OSHA regulations (29 CFR 1910.134).
- Only physically qualified partners may be trained and authorized to use respirators. A pre-authorization and annual certification by a qualified physician will be required and maintained. Any changes in a partner's health or physical characteristics will be reported to DECCO and will be evaluated by a qualified physician.
- Before a partner is required to use any respirator with a negative or positive pressure tightfitting face piece, the partner must be fit tested with the same make, model, style, and size of respirator that will be used. DECCO will ensure that a partner using a tight-fitting face piece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.
- Only NIOSH approved respirators may be used.
- Manufacturer’s operating and maintaining manuals shall be read and understood by all persons who use or maintain respirators.
- A competent person shall be designated at each affected jobsite to implement and administer this Respiratory Protection Program. This is usually the Frontline Leader.
- DECCO work environments may sometimes include exposure to various airborne contaminants. These contaminants may include vapors, dust, fumes, and mists.

- Ideally, control and prevention of airborne contaminants is accomplished by accepted engineering and administrative control measures. When such controls are not feasible, personal respiratory protection may be necessary and must be used in accordance with these procedures.
- Safety Data Sheets (SDS) and relevant product information provides ways of identifying potential contaminants and can help users identify which respirators are best suited for the contaminant.

Respirator Operation and Use:

Respirator users will be required to follow the respiratory protection safety procedures established in this program. The Operations and Use Manuals supplied by the manufacturer for each type of respirator will be maintained and be made available to all qualified users.

Each time a qualified partner dons a respirator; a positive and a negative fit check should be performed to ensure a proper fit. These can be completed as follows:

- Positive pressure check: Close the exhalation valve(s) and exhale gently into the face piece. This should build a slight positive pressure inside the face piece without any air leaking out at the seal.
- Negative pressure check: Close the inhalation valve(s) and inhale gently. The face piece should collapse against the employee's face. Hold breath for 10 seconds. The face piece should stay collapsed with no air leaks.

Facial Hair Policy:

Testing and research has shown that excessive facial hair prevents a good seal from forming between the skin and respirator sealing surface. It is the policy of DECCO that partners required to use a respirator must be clean-shaven and have no hair in the facial areas where a specific respirator must seal. A properly trimmed and groomed mustache is acceptable. However, beards, extended sideburns and goatees are unacceptable. This policy does not apply to partners who use a helmet or hood type respirator where a tight face seal is not required.

In addition, any other condition that interferes with the face-to-face piece seal or valve function will not be allowed. If a partner wears corrective glasses or goggles or other personal protective equipment, the Company shall ensure that such equipment is worn in a manner that does not interfere with the seal of the face piece to the face of the user.

Cleaning and Disinfecting:

DECCO will provide each respirator user with a respirator that is clean, sanitary, and in good working order. Cleaning and Storage of respirators is the responsibility of each partner assigned a respirator. Respirators should be cleaned and disinfected after every use.

Respirator Inspection:

All respirators will be inspected before and after each use and at least monthly. Should any defects be noted, the respirator will be taken to the DECCO Frontline Leader. Damaged Respirators will be either repaired or replaced.

Respirator Storage:

Respirators are to be stored as follows:

- All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the face piece and exhalation valve.
- Emergency Respirators shall be kept accessible to the work area; stored in compartments or in covers that are clearly marked as containing emergency respirators; and stored in accordance with any applicable manufacturer instructions.

Program Evaluation:

This respirator program shall be evaluated at least annually to determine the overall effectiveness of the program in assuring the proper selection and use of respiratory protective equipment. Special attention will be given to proper record keeping, which includes training, fit testing, and medical records.

021_Trenching and Excavation

Issue Date: July 6, 2020

Revision Date: September 2025

Revision No: 002

Purpose:

Excavating is recognized as one of the most hazardous construction operations. The primary hazards associated with excavations are the potential for cave-ins and the accidental contact or displacement of existing underground installations, with the accompanying risk potential of personal injury and/or property damage. OSHA's Excavation & Trenching regulation found at 29 CFR 1926 Subpart P is the basis that DECCO will utilize to provide a safe working environment while working in excavations of any kind.

This procedure applies to all DECCO personnel working on projects where excavation safety requirements are applicable.

Applicability:

This policy applies whenever any excavations are made. This includes the following:

- A trench, or a narrow excavation made below the surface of the ground where the depth is greater than the width, but where the width does not exceed 15 feet.
- A general excavation, which is any man-made cut, cavity, trench or depression in the earth's surface formed by earth removal, including anything from cellars to roadways.

Safety Awareness Training:

Personnel will be informed of basic preventive measures to ensure safety on the job site while working within trenches or excavations. Personnel will be instructed on the importance of taking preventive measures while working in trenching and excavation environments. Personnel will be familiar with common hazards of the job and the safety regulations that have to be followed. All personnel working in and/or around excavations and trenches will be able to demonstrate the knowledge required to safely enter, work in and exit a trench and/or excavation.

Inspections:

- A competent person must inspect all excavations daily prior to partners working in the excavation.
- Inspections must be carried out after any occurrence that may adversely affect the stability of the soil. Examples are rain, blasting, heavy vehicular traffic, etc.
- If hazardous situations are found the competent person will immediately remove the partners and correct any problems. Partners cannot return to the hole until the hazard has been abated.

Access and Egress:

- Excavations more than 4 feet deep need stairs, ramps, ladders or another form of safe egress/access.
- A partner must have a means of egress within 25 feet of lateral movement.
- Earthen ramps may only be used as an exit if a worker can walk on them in an upright position and if they have been evaluated by a competent person.
- If structural ramps are used, they must meet the following criteria:
    - Structural ramps shall be designed by a professional engineer.
    - Ramps or runways constructed of two or more structural members shall have the structural members connected together to prevent displacement.
    - Ramps used instead of stairs must have cleats for traction.

Protection from Water Accumulation:

- Partners shall not work in an excavation where water has accumulated.
- A competent person must monitor any devices used to protect employees against water accumulation (i.e. water pumps, trench shields, special supports, etc.).
- Partners shall immediately evacuate any excavation where water is actively flowing in any amount, including rainfall.
- A competent person shall inspect excavations after rainfall to determine the structural integrity of the soil.

Protective Systems:

- Excavations more than five feet deep must have a protective system to protect employees. Protective systems include:
    - Sloping
    - Benching
    - Trench Boxes
    - Shoring
    - Professionally Engineered Systems
- Protective systems are not needed if excavations are made in stable solid rock.
- Protective systems must be able to withstand without failure all loads that are reasonably expected to be applied or transmitted to the system.
- Before any sloping, benching or support system is selected, the soil will be evaluated and classified by a competent person.
- Any unclassified soil shall be considered Type C. One method of ensuring the safety and health of workers in an excavation is to slope the sides to an angle not steeper than one and one-half horizontal to one vertical (34 degrees measured from the horizontal). These slopes must be excavated to form configurations that are in accordance with those for Type C soil (found in Appendix B of 29CFR1926 Subpart P). A slope of this gradation or less is considered safe for any type of soil (*see Figure 1*).
- There will be no excavating below the level of the base of any foundation or retaining wall unless there is an adequate support system.
- Keep materials or equipment that might fall or roll into an excavation at least 2 feet from the edge of excavations, or have retaining devices, or both.

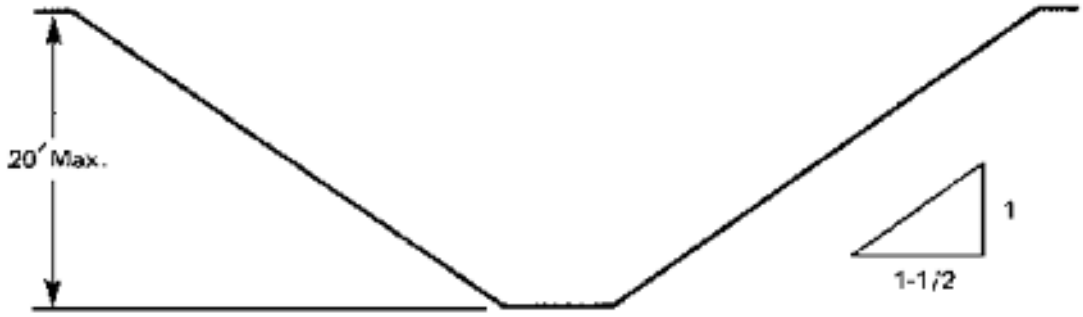


Figure 1. Excavations Made in Type C Soil

022_Scaffolding

Issue Date: July 6, 2020

Revision Date: September 2025

Revision No: 002

Purpose:

Scaffolding on the job site can expose partners and our subcontractor's to serious accidents. This standard is to provide partners with general guidelines on the proper use, erection, and dismantling of scaffolding. It also establishes safe work practices while performing scaffold operations.

Scaffold General Requirements:

- Scaffolds shall be erected in accordance with requirements of 29 CFR 1926.451. Fall protection during erection and dismantling of scaffolding is required unless a competent person determines fall protection is infeasible or would create a greater hazard.
- Scaffolds must be erected, used, and dismantled according to the manufacturer’s requirements.
- Drawings and specifications for all frame scaffolds over 125 feet in height shall be designed by a registered professional engineer.
- The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement.
- No scaffold shall be erected, moved, dismantled or altered, except under the supervision of competent person(s). Competent person(s) must be designated at each project and inspect scaffold systems prior to use and periodically each day.
- If lumber guardrails are used, guardrails shall be constructed of 2x4 lumber as a minimum and approximately 42 inches high with a mid-rail at 21 inches, when required. Vertical supports shall be at intervals not to exceed eight feet. Toe boards shall be minimum of four inches in height. Cross braces do not suffice as guardrails.
- Scaffolds four to ten feet in height, having a minimum horizontal dimension in either direction of less than 45 inches, shall have standard guardrails installed on all open sides and ends of the platform.
- Scaffolds ten feet or more in height shall have standard guardrails, mid-rails, and toe boards installed on all open sides and ends of their platforms.

- Guardrails and mid-rails are not required on the building, tank, or structure side if the platform is less than 14 inches from the building, tank or structure.
- Scaffolds should be erected as close to a permanent structure as possible. Scaffold sections shall be secured to the structure every 30 feet horizontally and 26 feet vertically.
- Where scaffold frames are set on top of one another, toggle pins or the equivalent, shall be utilized to prevent uplift.
- Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toe board and the mid-rail
- Scaffolds shall be cleared of ice, snow, or any other slippery conditions prior to being used for work activities.
- Scaffolds and their components shall be capable of supporting without failure at least four times the maximum intended load.
- All planking shall be scaffold grade, or equivalent, as recognized by approved grading rules for the species of wood used.
- All planking of platforms shall be overlapped a minimum of 12 inches or secured from movement.
- Scaffold planks shall extend over their end supports between six and twelve inches (no less or more) or have both ends of the plank(s) cleated.
- Gaps between adjacent planks or toe boards should not exceed one inch.
- An access ladder or the equivalent shall be provided to elevated work areas.
- Scaffolds shall be properly braced by cross bracing or diagonal braces, or both, for securing vertically members together laterally.
- The poles, legs, or uprights of the scaffold shall be plumb, and securely and rigidly braced to prevent swaying and displacement.
- Overhead protection shall be provided for partners on scaffold exposed to overhead hazards. Protection shall be provided no more than nine feet above the platform.
- Working loads on a platform shall be evenly distributed.
- Scaffolding is not to be erected or used in the immediate vicinity of power lines and other electrical conductors until proper lockout/tagout procedures have been taken.
- When erecting scaffolds, a minimum of two boards are required as decking.
- All work platforms must be fully planked.
- Scaffolding and accessories having damaged or weakened parts must be replaced or repaired immediately.
- Interchanging of manufactured parts and accessories is strictly prohibited.

Safe Practices with Scaffolds:

- A Competent Person is to inspect scaffold before each use including the ground and footing around the base of the scaffold.
- General scaffold tagging requirements are as follows:
    - A scaffold that is ready for use shall be tagged with either a green or a yellow tag.
    - A green scaffold tag designates a complete scaffold, as defined by the manufacturer.
    - A yellow scaffold tag designates a scaffold that is not complete, but which is altered to suit a specific job and may be used safely. A yellow scaffold tag shall detail the reason or reasons the scaffold is incomplete and what fall protection safety measures are necessary.
    - If scaffold is in the process of being erected, changed, or dismantled, it shall have a red tag. A scaffold that contains a red tag shall be considered unsafe and shall not be used.
    - If a scaffold has been damaged or is defective, a Red Tag must be attached.
- Tools, equipment, and material must be hoisted or lowered from scaffolding by the use of a rope, hoist, or other means.
- Access the scaffold the correct way. Use a ladder or steps. Do not use cross braces for access.
- Warning signs or the equivalent shall be placed where partners or vehicular traffic are required to work or pass under scaffolds.
- Do not remove planks or supporting members from a working level.
- Do not remove guardrails, mid-rails, or toe boards without making the scaffold safe.
- Bridging is prohibited between the following types of scaffolds – mobile scaffolds, ladder jack scaffolds, swing staging, and step, platform, and trestle ladder scaffolds.
- All work should be done within platform area of scaffolding. Do not overreach.
- Unstable objects may not be added to the scaffold decking to give workers additional working height.
- Scaffold decking should not be placed on or in close proximity to hot work surfaces.
- Unnecessary debris, equipment, and tools shall not accumulate on scaffolds.
- Partners shall not work off scaffolds during high winds and storms.

Mobile Scaffold:

- Mobile scaffolds shall be on level floors that are within three degrees of level.

- Mobile scaffolds shall not exceed four times the minimum base dimension unless the tower is properly guyed or otherwise stabilized.
- Only approved castors shall be used to support four times the maximum intended load.
- Castors shall be a minimum of five inches in diameter.
- Castors shall be provided with a positive locking device to hold the scaffold in position.
- The castors shall be locked while performing work on a mobile scaffold.
- Castors shall be pinned to the scaffold.
- Adjustable screw jacks shall not extend greater than 12 inches.
- Mobile scaffolds shall be properly crossed braced and horizontally braced. Horizontal bracing is required every 20 feet.
- Scaffold platforms shall be tightly planked for the full width of the scaffold.
- A ladder shall be provided for access to the mobile scaffold. The ladder shall be placed in a manner that would not tip the scaffold.
- Partners are not permitted to ride on a mobile scaffold.
- Mobile scaffolds shall be moved from the base of the scaffold. Partners are prohibited from moving a scaffold while remaining on the work platform and attempting to push or pull.
- Ensure adequate clearance and remove all obstacles form the intended path of the mobile scaffold prior to moving it.
- Partners shall guard against overhead hazards (electrical lines) while moving mobile scaffolds.
- Loose tools and materials shall be removed or secured while moving a mobile scaffold.

Training:

Affected partners will receive instruction on the particular types of scaffolds which they are to use. Training should focus on proper erection, handling, use, inspection, and care of the scaffolds. Training must also include the installation of fall protection, guardrails, and the proper use and care of fall arrest equipment.

This training should be done upon initial job assignment and shall be conducted by a qualified person. Retraining shall be done when job conditions change. Periodic refresher training shall be done at the discretion of the Field Safety Manager.

Company designated “competent person(s)” will receive additional training regarding the selection of scaffolds, recognition of site conditions, recognition of scaffold hazards, protection of exposed personnel and public, repair and replacement options, and requirements of standards.

023_General Waste Management and Housekeeping

Issue Date: July 6, 2020

Revision Date: January 2022

Revision No: 001

Poor housekeeping on DECCO projects creates unsafe walking and working conditions due to tripping hazards and is an ever-present fire hazard due to the flammable and combustible nature of most construction debris and should be removed daily.

The Supervisor shall develop a housekeeping program at the start of the project to address project wastes, trash, and/or scrap materials and assign responsibilities for cleanup and removal of debris as required.

The following housekeeping rules shall be enforced:

- Make certain that subcontractors understand their contractual obligations for cleanup and removal of their debris. Enforce contractual requirements.
- Materials stored on-site must be kept to a minimum to allow the greatest area available to work.
- Deliveries should be scheduled on an “as-needed” basis.
- Allow sufficient room around stored materials for safe access to both the materials and work area.
- Plan and set up schedules for prompt emptying of rubbish containers.
- Full containers shall be removed promptly and replaced with empty containers.
- Hoses, extension cords, welding leads, etc., shall not be laid on the floor in occupied areas outside of work areas. All such lines shall be hung overhead.
- Combustible or flammable debris shall be cleaned up and removed daily. Accumulations of this type of debris are prohibited.
- Construction debris shall be cleaned daily up as the work progresses and shall not be permitted to accumulate or remain scattered and strewn about.
- All areas must remain broom clean as work progresses. Accumulation of debris that causes a hazard during a work shift will not be allowed. Debris and waste material must be removed from the work area often enough to maintain a safe and uncluttered condition
- In no case shall construction debris be permitted to become strewn or accumulated in occupied areas outside of work areas.
- Waste materials should be properly stored and handled to minimize the potential for a spill or impact to the environment.
- Partners shall be instructed on the proper handling, storage and disposal of wastes.

- DECCO encourages proper segregation of waste materials to ensure opportunities for reuse or recycling.
- The following areas shall always be kept clear of debris:
    - Walkways
    - Aisles
    - Stairways
    - Ladder ways (6’ clearance, if feasible)
    - Ramps
    - Loading docks
    - Entrances to the project
    - Scaffolds
- All rolling objects such as pipe, rod, and conduit shall be chocked, blocked, or racked.

024_Hand and Power Tools

Issue Date: July 6, 2020

Revision Date: November 2025

Revision No: 002

Purpose:

This standard is to provide partners with guidelines in recognizing hazards associated with hand and power tools and to establish safe work practices to eliminate tool related hazards.

General Requirements:

- Hand and Power tools shall be used in accordance with 29 CFR 1926.300-305.
- Users shall understand and follow the applicable Owner's manual for the tools they will be using.
- Tools shall have specified maintenance, be serviced and inspected for worn or damaged parts at regular intervals as recommended by the tool manufacturer, and as defective mechanical issues arise.
- Never use a malfunctioning tool. Defective or damaged power tools shall be tagged Out of Service and not used until repaired. Notify supervision.
- Use tools only for their intended purpose.
- Management shall not issue or permit the unsafe use of hand/power tools.
- Partners shall inspect each hand and power tool prior to use.
- Whether furnished by DECCO or partners, the tools shall be maintained in a safe condition.
- Maintain secure footing and balance while using hand and power tools. Do not overreach.
- Keep observers and unnecessary employees at a distance from work area.
- Alert other partners in the vicinity prior to operating a hand/power tool.
- Wear the required PPE, such as safety glasses and earplugs, and tie back long hair, but never wear loose clothing, jewelry, or anything that could get caught in moving parts when using hand and power tools. See manufacturer's recommendations regarding glove utilization.
- Keep floors clean and dry to prevent slipping while using hand and power tools.
- Work areas shall be well lit when using hand and power tools.
- Keep work areas clean while using hand and power tools.
- Be aware of all power lines and electrical circuits when using electric powered tools.

- Disconnect power tools when not in use at the power supply and also before adjusting, making repairs, cleaning, or changing accessories, such as blades. This includes both air and electric tools.
- Tools shall be secured when being used overhead to prevent them from falling to a lower level.
- Do not throw tools from one level to another or drop tools to the ground.
- Never force a tool. Guide the tool and let the tool do the work.
- When finished, return tools to their proper storage area.

Hand Tools:

- Keep hand tools sharp, clean, and in proper working order.
- Wrenches, including adjustable, pipe end, and socket wrenches shall not be used when jaws are sprung to the point where slippage occurs.
- Impact tools, such as drift pins, wedges, and chisels, shall be kept free of mushroomed head.
- The wooden handles of tools shall be kept free of splinters or cracks and shall be kept tight in the tool.
- Cheaters are prohibited to increase the overall strength of a hand tool.
- Do not use any type of tool as a pry bar.
- Do not carry sharp tools or objects in pockets or clothing. Carry tools in specifically designed holsters.

Power Tools:

- Electric power operated tools shall be approved double insulated, properly grounded, or used with a GFCI.
- Do not carry or hoist a power tool by the electrical cord.
- Do not yank the cord to disconnect it from the receptacle.
- Keep electrical cords away from aisles and stairs. If possible, have cords run overhead or protected from physical damage. Secure cords with a non-conductive material.
- Keep electrical cords away from heat, water, oil, chemicals, and sharp edges.
- Keep all required guards in place and in proper working order. Tools that are designed to accommodate guards shall be outfitted with such guards while in use. Guards may not be manipulated in such way that will compromise its integrity or compromise the protection in which intended.

- Moving parts such as belts, gears, shafts, etc., shall be guarded if such parts are exposed to contact by partners or otherwise create a hazard.
- One or more methods of machine guarding shall be provided to protect the operator and other partners in the machine area from hazards such as those created by point of operation, in-going nip points, rotating parts, flying chips and sparks.
- Points of operations of machines shall be guarded.
- Special hand tools shall be provided at points of operation for allowing easy handling of material without the operator placing a hand in the danger zone.
- Machines designed for a fixed location shall be securely anchored to prevent walking or moving.
- Remove any adjusting keys and wrenches from power tool before turning on the power.
- Secure your work. Use clamps or vises to hold work pieces.
- Maintain a firm grip on power tool while in operation.
- Avoid accidental starting of power tools. Workers shall not hold finger on switch button while carrying an electrical power tool.
- Assure that power switch is in the OFF mode when plugging tool into power supply.
- All hand held power tools with wheels greater than two inches in diameter shall be equipped with a momentary contact on/off control and may have a lock on the control provided that the turnoff can be accomplished by a single motion of the same finger, or fingers, that turn it on.
- All handheld power tools with wheels less than two inches in diameter may be equipped with only a positive on/off control.
- All other handheld power tools, such as circular saws, without positive accessory means, shall be equipped with a constant pressure switch that will shut off the power when the pressure is relented.
- The maximum angle exposure of the grinding wheel periphery and sides cannot be more than 90 degrees, except when work requires contact with the wheel below the horizontal plane of the spindle, the angular exposure cannot exceed 125 degrees.
- Work rests shall not be further than one-eight inch from the surface of the wheel.
- All abrasive wheels shall be closely inspected, and ring tested before mounting.
- Grinding wheels shall fit freely on the spindle and shall not be forced on. The spindle nut shall be tightened only enough to hold the wheel in place.

Pneumatic Tools:

- Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the two from becoming accidentally disconnected.
- Safety clips, wire, or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled.
- Pressure ratings for air hose and hose connections shall not be exceeded.
- Keep air hose away from aisles and stairs. If possible, have hoses run overhead or protected from physical damage.
- Air pressure shall be turned off and bled before disconnecting power tools unless equipped with a quick disconnect.
- In changing accessories on a pneumatic tool shut the pressure off and bleed the line or disconnect the power tool from the air source.

025_Mobile Elevated Work Platform (MEWP)

Issue Date: July 6, 2020

Revision Date: Feb 2022

Revision No: 002

This program establishes the minimum requirements for the operation of mobile elevating work platforms (MEWPs) used in the course of work performed by DECCO personnel. This program addresses the basic requirements for the operation of mobile elevating work platforms to provide access to an elevated work location.

MEWP Overview:

An MEWP is distinguished by Group and by Type.

- The Group is determined by where the platform location is in reference to the tipping line. There are 2 groups, Group A and Group B. Group A machines do not allow the platform to extend beyond the tipping line. A perfect example of this would be a scissor lift. Group B machines allow the platform to extend beyond the tipping line. An example here would be an articulating or telescoping boom.

- The Type is determined by means of travel. There are 3 Types, classified as 1, 2 and 3. Type 1 machines can only move when the machine is in its stowed position. Examples here would be a manually propelled vertical lifts or a trailer mounted boom. Type 2 machines are controlled from a point in the chassis while they are in the elevated position. An example here would be an under-bridge inspection machine. Type 3 machines can travel with the platform in an elevated position and are controlled from a point inside of the platform. Examples here would be electric or rough terrain scissor lifts and articulated or telescoping booms.

- Examples of how these machines would be classified:

    - Electric scissor lift would be a Type 3 Group A (3A)
    - Trailer mounted lift would be a Type 1 Group B (1B)
    - Articulating boom would be a Type 3 Group B (3B)

Definitions:

- Aerial Ladder -An aerial device consisting of a single or multiple-section extensible ladder.
- Aerial Lift -Vehicle-mounted aerial lifts or devices used to position personnel that include the following:
    - Extensible boom platforms
    - Aerial ladders
    - Articulating boom platforms
- Articulating Boom Platform -An aerial lift with two or more hinged sections
- Competent Person -One who has been trained in the operation of an aerial lift and has obtained the skill necessary to satisfactorily operate the unit. The Competent Person is also capable of identifying existing and predictable hazards in the surroundings or working conditions where the aerial lift is to be operated.
- Extensible Boom Platform -An aerial lift (except ladders) with a telescopic or extensible boom. Telescopic derricks with personnel platform attachments are considered to be extensible boom platforms when used with a personnel platform.
- Full Body Harness -A design of straps which may be secured about the partner in a manner to distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with the capability of attaching to other components of a personal fall arrest system
- Insulated Aerial Device -An aerial device designed for work on energized lines and apparatus.
- Mobile Elevating Work Platform (MEWP)- A mobile or portable aerial device designed to provide personnel with a platform equipped with a power-assisted means to access an elevated work location. These devices include aerial lifts, scissor lifts, and personal portable lifts.
- Personal Portable Lift -A lightweight portable aerial device designed with a platform for one person to access limited heights.
- Platform -Any personnel-carrying device (basket or bucket) which is a component of an aerial device.
- Stock Picker -A power-driven or manually pushed vertical mast aerial device designed with a platform for one person to access elevated locations primarily to manage stock inventories.
- Vertical Tower -An aerial lift designed to elevate a platform in a substantially vertical axis.

Maintenance:

Periodic (depending on activity, severity of service and environment) maintenance inspections shall be performed by the manufacturer or authorized representative of the lift on a timely basis by qualified mechanics. Inspection items listed in the maintenance manuals shall be tested, evaluated and, if applicable, corrected by qualified personnel before the unit is returned to service. Lifts shall not be operated if they are out of compliance with manufacturer specifications. Altering or disabling of safety devices, such as warning beepers, guards or interlocks is prohibited, and modifications shall be done only with the permission of the manufacturer.

Prestart Inspection:

The MEWP shall be inspected for defects prior to each operation. The prestart inspection shall be performed and documented by the operator and will include items in accordance with manufacturer's recommendations for each specific MEWP, such as:

- Operating and emergency controls.
- Safety devices including the back-up alarm.
- Personal protective devices.
- Hydraulic, air, pneumatic, fuel and electrical systems for wear, leakage, excessive dirt, moisture or any other condition which may impair the use of these systems.
- Fiberglass and other insulating components for visible damage or contamination.
- Missing or illegible placards, warnings, operational, instructional, and control markings.
- Visual inspection of all mechanical fastenings.
- Cables and wiring harnesses.
- Loose or missing parts.
- Wheels and tires.
- Operating manual(s), and their placement in weatherproof containers on the lift, or in the cab of the truck.
- Outriggers, stabilizers, and other structures.
- Guardrail systems.
- Other items specified by the manufacturer.

The MEWP shall not be operated if the prestart inspection indicates that repair is necessary.

Worksite Inspection:

Operators will inspect the workplace to remove hazards before and during MEWP use. The worksite will be inspected for hazards such as:

- Overhead obstructions and high voltage hazards.
- Slope(s), ditches, bumps, debris, drop-offs, and floor obstructions.
- Wind and weather conditions.
- Other hazardous locations and atmospheres.
- Inadequate support (The working surface that the lift is sitting on cannot support the weight of the machine, men, etc. for the operation).
- Presence of unauthorized persons or other hazardous conditions.

Operation Overview:

This section discusses various phases of operation such as prestart inspections, workplace inspections, and operating requirements. Operators shall be trained before using any MEWP. The training shall include familiarization with the specific group of lifts to be used and alerting the operators to their responsibilities with respect to the lifts. When an operator is directed to operate an unfamiliar MEWP, the operator shall receive instructions regarding the location of the manufacturers' manuals, the purpose and function of all controls, and the safety devices and operating characteristics specific to the group of MEWPs prior to operating. Operators shall also be afforded the opportunity to familiarize themselves with the operation of the lifts.

Operating:

The operator shall perform all prestart and workplace and operating inspections as specified. When operating the lift, the operator shall follow the Operator Warnings and Instructions.

- Only properly trained authorized persons shall operate a MEWP
- Boom and basket load limits specified by the manufacturer shall not be exceeded.
- Operators shall stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders or other devices for a work position.

- The vehicle must have a reverse signal alarm audible above the surrounding noise level or the vehicle is backed up only when an observer signals that it is safe to do so.
- The lower controls of MEWPs shall not be used for continuous operation with personnel in the platform.
- MEWPs should not be operated at wind speeds greater than 30 mph. The operator must understand and comply with the wind limitations established by the unit manufacturer.
- MEWPs are not normally insulated for use near electrically energized circuits such as power lines or exposed bus bars. In general, scissors lifts are not electrically insulated and will not provide protection from contact with or proximity to electrical current. Any MEWP intended for use around electrically energized circuits shall meet the electrical requirements of American National Standards Institute/Scaffold Industry Association (ANSI/SIA) A92.2-2001, “Vehicle-Mounted Elevating and Rotating Aerial Devices.” Refer to the manufacturer’s owner’s manual and identification plate affixed to the machine for the category of insulating aerial device (if applicable). Operators shall maintain safe distances from electrical power lines and apparatus in accordance with governmental regulations and the Minimum Safe Approach Distance (MSAD). For lines rated 50 kV. or below, minimum clearance between the lines and any part of the equipment or load shall be at least 10 feet.
- MEWPs are not normally designed for use in hazardous locations. Do not operate an MEWP in hazardous locations or areas where potentially flammable or explosive gases, vapors, toxic substances and Carbon Monoxide (CO) or Carbon Dioxide (CO2) can accumulate. Refer to the manufacturer’s owner’s manual and identification plate affixed to the machine to determine whether it is permissible to operate the machine in hazardous locations (if applicable). The EH&S Office shall review and agree to all indoor work that involves lifts with internal combustion engines. For additional information on the indoor use of internal combustion engines contact the EH&S Office.

Training:

Only partners who have received instructions regarding the inspection, application, and operation of an MEWP, including recognition and avoidance of hazards from a competent person shall operate that MEWP. The operator shall be retrained if any performance deficiencies are noted and/or management deems it necessary.

Responsibilities:

Authorized Operators

Before operation, the operator shall:

- Ensure that their training is current.
- Read and understand the manufacturers' manuals.
- Understand all labels, warnings and instructions on the lift.
- Ensure all occupants of the platform wear appropriate personal safety equipment for the conditions under which the platform will be operated (e.g., fall protection, hard hats).
- Have been instructed by a qualified person in the intended purpose and function of each of the controls.
- Ensure that manufacturers' machine manuals, such as operations manuals, the maintenance manuals for each make and model of lift owned, and the manual of responsibilities (if it is a scissor lift) are in the weatherproof containers located on the lifts or in the mobile unit.
- Perform written prestart inspections before use of the lift each day and perform a visual and functional test.
- Conduct worksite inspections before and during MEWP use.
- Barricade or otherwise protect by standards from overhead work areas.
- Observe operator warnings and instructions to be used before and during each movement of the platform.
- Shut down lift operations in case of any suspected malfunction, or if a hazard or potentially unsafe condition exists. Notify the work supervisor about any problems or malfunctions that affect the safety of operations. These problems or malfunctions shall be repaired prior to the use of the lift.
- Perform prestart activities prior to performing work.
- FALL PROTECTION - All properly trained partners shall wear a full body harness with a self-retractable lanyard, properly secured to the manufacturers anchor point, while operating any MEWP.

Work Supervisors

Work supervisors (e.g., Foreman, Job Site Supervisor) shall:

- Ensure that the MEWP is used only for intended applications as defined in the operating manual, and that recognized safety practices are followed.

- Select operators based on their experience and physical qualifications.
- Ensure that operators' training is current.
- Monitor the performance of lift operators to ensure that they comply with safety rules.
- Ensure that unauthorized persons do not operate the lifts.
- Monitor daily written prestart inspections.
- Ensure that lifts are equipped with required safety equipment (e.g., overrides, back-up beepers, anchorage points for personal fall arrest systems).
- Ensure that lifts are maintained and that qualified personnel perform periodic inspections.
- Ensure that lifts are not operated if they are out of compliance with their applicable maintenance schedules.

Corporate Safety

The Safety Department shall:

- Determine, in conjunction with the supervisor, the safety measures to be taken if the lift will be used in a location that has unusual hazards.
- Review and approve indoor work that involves lifts with internal combustion engines.
- Provide technical assistance where necessary.
- Stay current with regulations governing the operation of lifts and transmit changes to the appropriate parties. (The MEWP Subject Matter Expert has this responsibility.)
- Review and update the MEWP safety program.

026_Material Handling

Issue Date: July 6, 2020

Revision Date: Feb 2022

Revision No: 002

Purpose:

Material Handling is the process of moving material using devices that are not classified as rigging and lifting tools. This policy will focus on the manual lifting by oneself and using common assistive devices such as dollies and carts.

General Requirements:

- Always choose to team lift and never lift any material over 50 pounds per person.
- Musculoskeletal injuries caused by improper lifting must be investigated and documented. Incorporation of investigation findings into work procedures must be accomplished to prevent future injuries.
- Manual lifting equipment such as dollies, hand trucks, lift-assist devices, jacks, carts, hoists are provided for partners. Other engineering controls will be considered and shall be assessed by frontline leaders.
- Manual lifting equipment should be used instead of manual lifting where possible. Frontline leaders shall enforce the use of lifting equipment.
- Defects observed in equipment shall be reported to a frontline leader and must be repaired or replaced before being used again.
- Where the appropriate PPE for the task and material being handled.
- Avoid overloading equipment when moving materials mechanically by letting the weight, size, and shape of the material being moved dictate the type of equipment used.
- Inspect materials for slivers, jagged, or sharp edges, burs, rough, or slippery surface.
- Grasp the object with a firm grip.
- Keep fingers away from pinch and shear points, especially when setting down materials.
- Wipe off greasy, wet, slippery, or dirty objects before trying to handle them.

Safe Lifting Guidelines:

- Plan ahead.
  - Is my path of travel clear of trip hazards.
  - Look the load over. Can I safely make this lift?
  - How is the load balanced? i.e.: Heavier on one side?
- Position yourself on as level ground as possible.
- Position yourself so the load is close to your body.
- Spread your feet shoulder width apart to give you a good solid base.
- Bend your knees.
- Get a firm grip. Get as much of your hands as you can under the load not just your fingers. Wear gloves that provide a good grip.
- Tighten your stomach muscles.
- Lift with your leg muscles.
- Avoid twisting your body. To change direction, point your toes in the direction you want to move and pivot in that direction.
- Keep your back straight in almost a vertical position.
- Make a nice smooth lift. NO jerky movements.
- Do not try to lift any object by yourself that is too heavy.
- DECCO has a 50lb maximum capacity per person. This may be less for some partners. Stay within your safe comfort zone.
- Use equipment, machinery to move objects whenever feasible. i.e.: Hand trucks, Dollies, Carts, Rigging, Fork trucks.
- Use the buddy system. Remind each other to lift properly.
- When buddy lifting use good, clear communication.

Safe Unloading Guidelines:

- Face the spot you have chosen and slowly lower the load into position.
- Bend at the knees, not your back. Let your legs do the work
- Be careful not to drop or set the load down on your fingers. This can be done by placing the load on its edge allowing you to remove your hands. Then slowly setting load into position.

Lifting a load from an elevated position:

- Don’t reach above your shoulder height.
- Stand on a secure platform or ladder.
- Move the load in several small pieces if possible.
- Test the load weight by carefully pushing up on the load to get a feel for how heavy the object may be.
- Slide the load close to your body.
- Grip it firmly and slide it down.
- When working on ladder, a second person maybe be needed to hand the object off to before climbing down the ladder.
- Take in consideration the rated ladder load weight, your weight, and the weight of the object being lifted. Do not overload the ladder.
- Always ask for help when needed.

Warm up before lifting:

- Warm up before lifting
- Practice stretch and flex prior to beginning the workday and / or stretch before making a lift.
- Stretching warms up the muscles and will reduce the chances of injury.

Hand Trucks, Carts & Dollies:

- Two-Wheeled Trucks
    - Tip the load to be lifted forward slightly so that the tongue of the truck goes under the load.
    - Push the truck all the way under the load to be moved.
    - Keep the center of gravity of the load as low as possible. Place heavy objects below lighter objects.
    - Place the load well forward so the weight will be carried by the axle, not by the handles.
    - Place the load so it will not slip, shift, or fall.
    - Load only to a height that will allow a clear view ahead.
    - Let the truck carry the load. The operator should only balance and push.
    - For extremely bulky items or pressurized items, such as gas cylinders, strap or chain the item to the truck.

  - When going down an incline, keep the truck ahead so that it can be observed at all times.
- Four-Wheeled Trucks or Cart
  - Trucks or cart should be evenly loaded to prevent tipping
  - Trucks should be pushed rather than pulled.
  - They should be loaded so that the operators can see where they are going.
  - Contents of load should be arranged so that they will not fall.
- Pallets
  - Splintered, broken, or loose parts should be repaired or replaced. Loose nails or chunks of wood can cause injury to workers and damage to the trucks.
  - Pallets should be neatly stacked so that they are stable and secure against falling.
  - They should not be left standing on edge or in a leaning position from which they may topple onto our workers.
  - Large stacks of pallets should be maintained outside.
  - Pallets should be hoisted with powered or hand trucks.
  - The pallets should be inspected before loading or stacking for defects by the operator.

027_Rigging Equipment for Material Handling

Issue Date: July 6, 2020

Revision Date: August 2022

Revision No: 001

General Requirements:

- Prior to making a lift. The weight of the material to be lifted must be known. The structure supporting the rigging and the rigging equipment itself must be capable of supporting the load. The rigging equipment and structure shall be capable of supporting 2x the anticipated load to be lifted.
- Individuals who rig loads must be trained and qualified.
- Rigging equipment shall not be loaded with in excess of its safe recommended safe working load. These working loads are clearly defined in 1926.251 Tables H-1 to H-20.
- Rigging equipment when not in use shall be stored in a manner as not to damage the equipment and create a trip hazards for employees in the area.
- Special custom designed hooks, grabs, clamps, lifting devices, shall be marked with their load capacity and tested to125% of their rated load before they are put into service.
- The rigging equipment shall be inspected before each use and after each use for damage that may have occurred during the lift. All defective equipment shall be immediately removed from service and have a red tag installed.
- Do not use hooks that are sprung or deformed from loading.
- Ensure all safety latches are on chain fall and come along hooks and are in proper working order before use. Do not use a hook without a properly working latch.
- Use softeners when rigging cables and slings are placed over sharp edges or a hard break. This will help prevent the edges from cutting through and causing the equipment to fail.
- Prior to lifting material make sure there is no loose material left on the material to be lifted. This includes the bottom as well. Wooden cribbing can become stuck or frozen (winter) to the bottom of material being lifted.
- Use tag lines when material is being lifted by a crane or fork truck or when you are unable to have control of the object being lifted.
- When tag lines are used ensure they are to be a single length section of rope to prevent snagging and are long enough to gain leverage and keep you clear of the load.
- Do not walk / stand / work under or near a suspended load until it is secured.

- When chain falls and come a-longs are used do not wrap the chain around the object to be lifted (pipe etc.) and hook back into the chain. Like all chokes this will significantly reduce the capacity of the chain and lifting device.
- Wire cable, chain, and synthetic slings shall have ID tags attached indicating the size, grade, rated capacity, and the manufacture.
- If an alloy chain or steel cable should become energized or suspected to have been energized (ie contact by an electrode, defective welding lead) the chain or cable shall be immediately removed from service and be red tagged.

Lifting Chains

- Alloy steel lifting chains must have a permanently affixed, durable identification tag stating size, grade, rated capacity and sling manufacturer. Only Grade 8 or better is permitted.
- Job made shop hooks or links, makeshift fasteners formed from rebar or bolts or other such attachments are not allowed on DECCO projects.
- Additional lifting chain inspection criteria is based upon the frequency of use, the severity of the service conditions, the nature of the lifts being made, and the experience gained on the service life of slings used in similar circumstances. Such inspections shall in no event be at intervals greater than once every 12 months.
- Lifting chains must be inspected, prior to each use.

Wire Rope Slings

- The manufacturer's safe working loads must be followed at all times. The capacity tags must be present.
- Wire rope must not be used if, in any length of eight diameters, the total number of visible broken wires exceeds 10% of the total number of wires.
- Wire rope must not be used if it shows signs of excessive wear, corrosion or defects.
- Slings must not be shortened with knots, bolts or other makeshift devices.
- Slings must be protected from sharp edges with padding, softeners or similar devices.
- Shock loading of a sling is prohibited, and slings must not be pulled from under a load when the load is resting on the sling.

Synthetic Slings

- Each synthetic sling must be identified with the name of the manufacturer, rated capacities and type of material.

- Nylon and polyester slings must not be used in temperatures in excess of 180 degrees F.
- Synthetic slings must be immediately removed from service if any of the following conditions are present; acid or caustic burns, melting or charring of any of the sling surface, snag, puncture, tear or cut, broken or worn stitches or distorted fittings.

Shackles & Hooks

- Attachments, including, but not limited to hooks, rings, shackles, oblong links, pear-shaped links or other welded or mechanical links, must have a rated capacity at least equal to the lifting chain, nylon sling or wire rope.

028_Forklifts / Powered Industrial Trucks

Issue Date: July 6, 2020

Revision Date: November 2025

Revision No: 003

Introduction:

Material handling is a significant safety concern. During the movement of products and materials, there are numerous opportunities for personal injury and property damage if proper procedures and caution are not used. This program applies to all powered industrial trucks, including forklifts, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines. The information in this program and applicable standards should be used to train prospective industrial truck operators and provide the basis for refresher and annual retraining.

Responsibilities:

The Senior Director – Environmental, Health & Safety is responsible for developing, implementing, and administering forklift safety program. The Senior Director – Environmental, Health & Safety will review the forklift safety program annually and make recommendations for revisions if necessary. The Senior Director – Environmental, Health & Safety must ensure that all partners who operate or work near forklifts are properly trained and competent.

Supervisors must ensure that their partners follow safe operating procedures when using forklifts.

Partners who operate forklifts must follow the safe operating procedures specified below.

Pre-Qualifications for Powered Industrial Truck Operators:

All candidates for powered industrial truck (PIT) operators must meet the following basic requirements prior to starting initial or annual training:

- Have a driver's license and good driving record.
- No adverse vision problems that cannot be corrected by glasses or contacts.

- No adverse hearing loss that cannot be corrected with hearing aids.
- No physical impairments that would impair safe operation of the PIT.
- No neurological disorders that affect balance or consciousness.
- Not taking any medication that affects perception, vision, or physical abilities.

Training:

An experienced, qualified instructor, selected by the Senior Director – Environmental, Health & Safety, must conduct training for PIT operators. All operational training must be conducted under close supervision. All training and evaluation must be completed before an operator is permitted to use a PIT without continual and close supervision. Each trained operator must be re-evaluated at least every three years and if required, complete refresher training.

Trainees may operate a powered industrial truck only:

- Under the direct supervision of persons, selected by the Senior Director – Environmental, Health & Safety, who have the knowledge, training, and experience to train operators and evaluate their competence; and
- Where such operation does not endanger the trainee or other partners.

Training consists of a combination of formal instruction, practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

Initial Training

As specified in the OSHA standard, PIT operators must receive initial training in the following truck-related and workplace-related topics:

Truck-related topics:

- Operating instructions, warnings, and precautions for the type of truck the operator will be authorized to operate.
- Differences between the truck and automobiles.

- Truck controls and instrumentation.
- Engine or motor operation.
- Steering and maneuvering.
- Visibility (including restrictions due to loading).
- Fork and attachment adaptation, operation, and use limitations.
- Vehicle capacity.
- Vehicle stability.
- Vehicle inspection and maintenance that the operator will be required to perform.
- Refueling and/or charging and recharging of batteries.
- Operating limitations; and
- Operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the partner is being trained to operate.

Workplace-related topics:

- Surface conditions where the vehicle will be operated.
- Composition of loads to be carried and load stability.
- Load manipulation, stacking, and unstacking.
- Pedestrian traffic in areas where the vehicle will be operated.
- Narrow aisles and other restricted places where the vehicle will be operated.
- Hazardous (classified) locations where the vehicle will be operated.
- Ramps and other sloped surfaces that would affect the vehicles' stability.
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust; and
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

Refresher Training and Evaluation

Refresher training, including an evaluation of the effectiveness of that training, must be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.

Refresher training in relevant topics must be provided to the operator in the following situations:

- The operator has been observed operating the vehicle in an unsafe manner.

- The operator has been involved in an accident or near-miss incident.
- The operator has received an evaluation that reveals that the operator is not operating the truck safely.
- The operator is assigned to drive a different type of truck.
- A condition in the workplace changes in a manner that could affect safe operation of the truck.
- Once every three years, an evaluation will be conducted of each powered industrial truck operator's performance.

Safe Operating Procedures:

- Only authorized, trained and competent personnel will operate PITs.
- All PITs will be equipped with a headache rack, fire extinguisher, rotating beacon, back-up alarm, and seat belts. The operator will wear seatbelts at all times.
- The operator will perform daily pre- and post-trip inspections. (see Exhibit #16)
- Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm) will be reported for immediate repair or the PIT will be taken out of service.
- Operators will follow the proper recharging or refueling safety procedures.
- Loads will be tilted back and carried no more than six inches from the ground. Loads that restrict the operator's vision will be transported backwards.
- PITs operators will obey posted speed limits and slow down on wet floors and going around turns.
- PIT operators in high lift areas will wear hard hats.
- Operator will sound the horn and use extreme caution when meeting pedestrians, making turns, and cornering.
- Passengers may not ride on any portion of a PIT. Only the operator will ride PITs.
- If PITs are used as a man lift, an appropriate man lift platform (cage with standard rails and toe-boards) will be used.
- Aisles will be maintained free from obstructions, marked, and wide enough (six-foot minimum) for vehicle operation.
- Lift capacity will be marked on all PITs. Operators will assure the load does not exceed rated weight limits.
- When unattended, PITs will be turned off, forks lowered to the ground, and the parking brake applied.

- All PITs (with the exception of pallet jacks) will be equipped with a multi-purpose dry chemical fire extinguisher.
- Operators must report all accidents, regardless of fault and severity, to the Supervisor.
- When loading trailers, dock plates will be used. Operators will assure dock plates are in good condition and will store them on edge when not in use.
- Trailers will be parked squarely to the loading area and have wheels chocked in place. Operators will follow established docking/undocking procedures.

Changing and Charging Storage Batteries:

- Battery charging installations must be located in areas designated for that purpose.
- Facilities must be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.
- A conveyor, overhead hoist, or equivalent material handling equipment must be provided for handling batteries.
- Reinstalled batteries must be properly positioned and secured in the truck.
- A carbon filter or siphon must be provided for handling electrolyte.
- When charging batteries, acid must be poured into water. Water must not be poured into acid.
- Trucks must be properly positioned, and brake applied before attempting to change or charge batteries.
- Care must be taken to assure that vent caps are functioning. The battery (or compartment) cover(s) must be open to dissipate heat.
- Smoking is prohibited in the charging area.
- Precautions must be taken to prevent open flames, sparks, or electric arcs in battery charging areas.
- Tools and other metallic objects must be kept away from the top of uncovered batteries.

Operations:

- If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck must be taken out of service until it has been restored to safe operating condition.
- Trucks must not be driven up to anyone standing in front of a bench or other fixed object.

- No person will be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- Unauthorized personnel may not ride on powered industrial trucks.
- Arms or legs may not be placed between the uprights of the mast or outside the running lines of the truck.
- When a powered industrial truck is left unattended, load engaging means must be fully lowered, controls neutralized, power shut off, and brakes set. Wheels must be blocked if the truck is parked on an incline.
- A safe distance must be maintained from the edge of ramps or platforms while on any elevated dock, or platform. Trucks must not be used for opening or closing freight doors.
- There must be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- An overhead guard must be used as protection against falling objects. An overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
- A load backrest extension must be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- Trucks must not be parked so as to block fire aisles, access to stairways, or fire equipment.

Traveling:

- All traffic regulations must be observed, including authorized speed limits. A safe distance must be maintained, approximately three truck lengths from the truck ahead, and the truck must be kept under control at all times.
- The right of way must be yielded to ambulances, fire trucks, or other vehicles in emergency situations.
- Do not pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
- The driver must slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver must travel with the load trailing.
- Railroad tracks must be crossed diagonally wherever possible. Parking closer than eight feet from the center of railroad tracks is prohibited.
- The driver must look in the direction of and keep a clear view of the path of travel.

- Grades must be ascended and descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks must be driven with the load upgrade. On all grades, the load and load engaging means must be tilted back if applicable and raised only as far as necessary to clear the road surface.
- Under all travel conditions the truck must be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay are prohibited.
- The driver must slow down on wet and slippery floors.
- Dock board or bridge plates must be properly secured before they are driven over. Dock board or bridge plates must be driven over carefully and slowly, and their rated capacity never exceeded.
- Avoid running over loose objects on the roadway surface.
- While negotiating turns, reduce speed to a safe level by turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel must be turned at a moderate, even rate.

Loading:

- Only stable or safely arranged loads can be handled. Exercise caution when handling off-center loads that cannot be centered.
- Only loads within the rated capacity of the truck can be handled.
- Adjust the long or high (including multiple-tiered) loads that may affect capacity.
- Trucks equipped with attachments must be operated as partially loaded trucks when not handling a load.
- A load engaging means must be placed under the load as far as possible. The mast must be carefully tilted backward to stabilize the load.
- Use extreme care when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated is prohibited except to pick up a load. An elevated load may not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, use only enough backward tilt to stabilize the load.
- Using a powered industrial truck in a lifting and rigging operation requires careful planning. Key practices include verifying the truck's capacity, inspecting all rigging equipment, securing the load with proper rigging hardware, maintaining a stable load by keeping the mast tilted back and the load

low, and always following established safety procedures, such as having a clear documented lift plan.

Fueling Safety:

- Fuel tanks may not be filled while the engine is running. Avoid spillage.
- Spillage of oil or fuel must be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- No truck can be operated with a leak in the fuel system until the leak has been corrected.
- Do not use open flames for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

Maintenance:

- Any power-operated industrial truck not in safe operating condition must be removed from service. Authorized personnel must make all repairs.
- Those repairs to the fuel and ignition systems of industrial trucks that involve fire hazards must be conducted only in locations designated for such repairs.
- Trucks in need of repairs to the electrical system must have the battery disconnected before such repairs.
- Only parts equivalent as to safety with those used in the original design must replace all parts of any such industrial truck requiring replacement.
- Industrial trucks must not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer. They also cannot be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counterweighting of fork trucks must not be done unless approved by the truck manufacturer.
- Industrial trucks must be examined before being placed in service and must not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination must be made at least daily. Where industrial trucks are used on a round-the-clock basis, they must be examined before each shift. Any defects must be immediately reported and corrected.

- When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle must be removed from service and not returned to service until the cause for such overheating has been eliminated.
- Industrial trucks must be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning trucks. Low flash point (below 100 degrees F) solvents must not be used. High flash point (at or above 100 degrees F) solvents may be used.

029_Overhead Cranes and Hoists

Issue Date: February 2022

Revision Date:

Revision No:

Purpose:

The purpose of this safety policy is to ensure all overhead cranes and hoists used by DECCO partners are installed, inspected, maintained, and operated in a safe manner.

Scope & Applicability:

This safety policy applies to overhead cranes and hoists having the fundamental characteristics of a hoisting mechanism attached to a movable bridge or trolley and traveling on an overhead runway structure or fixed structure to move loads.

Reference:

This safety policy is established in accordance with OSHA 29 CFR 1910.179, Overhead Cranes and the ANSI/ASME B.30 series.

Policy:

It is the policy of DECCO to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to partners or the public. All overhead cranes and hoists covered by the scope of this policy shall be properly installed, inspected, maintained, and operated in a safe manner.

Definitions:

- Crane – A machine for lifting and lowering a load and moving it horizontally, with the hoisting mechanism an integral part of the machine.

- Overhead Crane - A crane with a movable bridge carrying a movable or fixed hoisting mechanism and traveling on an overhead fixed runway structure.
- Bridge Girder - A crane member, on which trolleys travel horizontally, mounted between and supported by trolleys or end trucks.
- Hoist – An apparatus that lifts or lowers a load. It can be installed in a fixed location or on an overhead trolley.
- Bumper - Is an energy absorbing device for reducing impact when a moving crane or trolley reaches the end of its permitted travel; or when two moving cranes or trolleys come in contact.
- Qualified Person - A person who, by possession of a recognized degree in an applicable field or certificate of professional standing, or by extensive knowledge, training, and experience has successfully demonstrated the ability to solve problems relating to the subject matter at hand.
- Rated Load - The maximum load for which a crane or individual hoist is designed and built by the manufacturer and shown on the equipment nameplate(s).
- Frequent Inspection - A monthly inspection at a minimum.
- Periodic Inspection - An annual inspection at a minimum by a third-party inspector.

Training of Inspection Personnel:

Qualified persons inspecting and maintaining overhead cranes and hoists shall receive training specific to the type of inspection they will perform i.e. pre- use, frequent, periodic inspection, load testing, and maintenance. This training shall be completed before the qualified person begins inspecting an overhead crane. It is recommended that re-training occur every three years or when equipment or job conditions change. Re-training should also occur if there is an indication or incident that suggests lack of knowledge or skill. A qualified person shall conduct or direct this training.

Pre-Use Inspection:

Each overhead crane or hoist shall be given a pre-operational inspection. At a minimum this inspection shall include a visual inspection of the hook for safety latch, cracks, bends or twists, and overhead crane/hoist operation that is smooth with no unusual sounds. This inspection does not need to be documented.

Frequent (Monthly) Inspection:

Each overhead crane/hoist shall be given a frequent inspection. At a minimum, this inspection shall be conducted monthly, documented, and include a visual examination of the following areas:

- Operating controls
- Trolley and bridge
- Beams for damage
- Power supply
- Chain limit switch
- Hook for deformation and safety latch
- Proper lubrication

Periodic (Annual) Inspection:

Each overhead crane/hoist shall be given a periodic inspection by a third-party inspector. At a minimum this inspection shall be conducted every twelve months, documented, and include an examination of the following areas:

- The items in the frequent inspection
- Measurement of the chain or wire rope and the hook.
- Inspection of the brake unit
- Electrical wiring and instructional decals
- Beam bolts and other attachment hardware
- Bent, cracked, or corroded members on the bridge or runways
- Magnetic particle or dye penetrant non-destructive testing of all hooks
- Shafts, bearing, bushings and couplings
- Annual Load Test
    - As part of the periodic or annual inspection, each overhead crane/hoist shall be load tested at a minimum of 100% but not to exceed 125% of the rated load capacity.

Training of Operators:

Partners shall be trained in the proper pre-use inspection and operation of an overhead crane and hoist. This training shall be completed before a partner begins using an overhead crane/hoist. It is recommended that re-training occur every three years or when equipment or job conditions change. Re-training should also occur if there is an indication or incident that suggests lack of knowledge or skill.

A qualified person shall conduct or direct this training.

General Operation & Use:

Hoisting Practices - The operator shall practice the following good operation practices:

- The operator shall be focused on the operation of the overhead crane/hoist and the load at all times.
- A spotter shall be utilized to ensure free and safe travel of the load while it is being moved by the overhead crane.
- Each operator is responsible for the load while it is under his or her control. If there are any questions as to the safety of the lift; then the operator shall stop operations until safety has been assured.
- No load shall be left unattended while suspended.
- The overhead crane/hoist shall be operated in a smooth deliberate manner and shock loading shall be avoided.
- The overhead crane/hoist shall not be loaded above the rated load limit.
- The load shall be directly under the hoist to prevent the load from swinging when lifted. (Use tag lines as needed)
- All rigging devices/equipment shall be inspected visually for damage prior to use and shall not be overloaded.
- Slings and other lifting devices must be fully and securely seated in the hook before lifting the load.
- The load shall not be carried or positioned over personnel.
- Partners in the direction of travel should be warned to move and stay clear of the load at all times.

Handling the Load:

Only personnel trained in the safe operation of an overhead crane or hoist shall operate this equipment. No load will be moved until:

- All precautions have been taken to ensure that the load does not exceed the posted rated capacity of the overhead crane/hoist system.
- It has been determined that the load can be lifted, moved and lowered in a safe manner.
- All personnel are clear of pinch points.
- All rigging equipment has been inspected and cleared of any damage or defects.

Lockout/Tagout of Overhead Crane:

Any overhead crane/hoist that is unsafe, in need of repair or in the process of being repaired shall be:

- Rendered inoperable by disconnecting the power supply and attaching a lockout device and tag if an electric type of overhead crane/hoist or chained together with a lock and tag if a manual chain fall type hoist.
- The control panel shall be tagged with a tag that reads: “Do Not Operate”.

Partners should never operate an overhead crane/hoist that has been tagged with a “Do Not Operate” tag.

030_Heat Illness Prevention Plan (HIPP)

Issue Date: Feb 2022

Revision Date:

Revision No:

General:

DECCO, Incorporated (DECCO) is committed to providing a safe workplace for the benefit of their partners and subcontractors. In order to provide a safe work environment, personnel must be able to perform their job duties in a safe, secure, productive, and effective manner, and remain able to do so throughout the entire time they are working.

The purpose of this document is to provide partners with the necessary training and equipment to protect against heat related injury and illness while working for DECCO.

Training:

All partners who are or may be exposed to potential heat related illnesses will receive training on the following:

- The environmental and personal risk factors that cause heat related illnesses.
- Procedures for identifying, evaluating and controlling exposures to the environmental and personal risk factors for heat illness.
- The importance of frequent consumption of small quantities of water, up to 4 cups per hour under extreme conditions of work and heat.
- The importance of acclimatization.
- The different types of heat illness and the common signs and symptoms of heat illness.
- The importance of partners immediately reporting to the Supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
- Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- Procedures for contacting emergency medical services, and if necessary, for transporting partners to a point where they can be reached by an emergency medical service provider.

- Prior to supervising partners, Supervisors shall be trained in the heat illness emergency response procedures to prevent heat illness and procedures to follow when a partner exhibits symptom consistent with possible heat illness, including emergency response procedures.

Heat Illness Recognition:

Supervision and trade partners MUST be able to recognize heat illness. The earlier in the process that it is recognized, the easier it is to treat and recover. Partners can go from one stage to the next very quickly. Supervisors must ensure personal risk factors that contribute to heat related illness are taken into consideration before assigning a task where there is the possibility of a heat-related illness occurring. The most common personal factors that can contribute to heat related illness are age, weight/fitness, drug/alcohol use, prior heat-related illness, etc.

Types of Heat Illness (Listed from Minor to Most Severe):
Heat Rash – A skin irritation caused by excessive sweating. Not significant, but a good indicator of things to come.

Heat Cramps – Heat cramps are painful, brief muscular cramps or spasms that occur when the body loses electrolytes during profuse sweating or when inadequate electrolytes are taken into the body. The most common time this will happen is when the body is working in a hot environment. Heat cramps usually begin in the arms, legs, or abdomen, and often precede heat exhaustion. Cramping may be delayed and occur hours after the performed work. If caught at this stage, treatment is simple and can be done on the job. Rest in a cool location and water will normally take care of the situation within 15 to 30 minutes. Any other heat illness will require professional medical attention.

Heat Exhaustion – This is the point where the body temperature starts to lose its cooling capacity. The list of symptoms is long - heavy sweating, painful muscle cramps, extreme weakness, nausea, dizziness, and headache. Body temperature may be high, but not always. Fainting, fast or weak pulse, fast and shallow breathing are also symptoms. You will observe some and possibly all of the above symptoms.

Heat Stroke – This can be fatal unless medical treatment is provided promptly. The following are outward signs and symptoms of someone suffering from heat stroke. The body has stopped sweating. The worker may be confused, delirious, or having convulsions. The skin is likely to be hot and dry. The heart rate is

rapid and weak. His/her muscles may twitch, and he or she may have a throbbing headache. Victims may be unconscious or have an elevated body temperature.

Treatment/Medical Aid for Heat Illness:

When a partner displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. When an employee displays possible signs or symptoms of heat illness, and no trained first aid worker or supervisor is available at the site, emergency service providers will be called.

IMPORTANT: A sick worker will not be left alone, as he or she can take a turn for the worse!

Activate Emergency Response Systems (911) if...
...the victim shows symptoms of significant heat illness (decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, and a red, hot face), does not look OK, or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital!

Worksite First Aid – Heat Rash

- Wear loose clothing to help prevent it.
- Change damp clothing immediately. Have the worker keep the affected area dry.
- Use drying lotions on areas to prevent infection. Once the individual returns to a cool environment, heat rashes will eventually disappear.

Worksite First Aid – Heat Cramps

- Worker is to stop all activity and sit quietly in a cool/shaded place.
- Have them drink water, clear juice, and/or sports drinks.
- Lightly stretch, gently massage the cramped area.
- Do not allow the worker to return to strenuous activity for a period of time after the cramps subside, as further exertion may lead to heat exhaustion or heat stroke.

Worksite First Aid – Heat Exhaustion

If Employee is Showing Signs/Symptoms, Contact a DECCO Safety Representative immediately for Help/Advice. Without prompt care, heat exhaustion can quickly become heat stroke.

- Encourage worker to drink water.
- Rest in shade or, better yet, an air-conditioned environment.
- Loosen tight clothing.
- Spray worker with cool water.

Worksite First Aid – Heat Stroke

If Employee is Showing Signs/Symptoms - Activate Emergency Response Systems Immediately (911)

- Call for medical assistance immediately.
- Move the person to a cool place.
- Have the person lie down with feet slightly elevated (8 to 12 inches).
- Loosen tight clothing.
- Remove perspiration-soaked clothing.
- Apply cool wet towels to the skin.
- Fan the person.
- If the person is conscious, give SMALL (4 oz. every 15 minutes) amounts of cool water to drink.

Note: If the person refuses water, vomits or starts to lose consciousness:

- Place the person on their side.
- Continue to cool the person by using ice or cold packs that are wrapped in a towel on their wrists, ankles, groin, neck and in their armpits.

Heat Illness Prevention:

Prevention is the easiest, cheapest, and least disruptive path to take. Physical factors that contribute to heat related illness should be taken into consideration before performing a task. The most common physical factors that can contribute to heat related illness are type of work, level of physical activity and duration, and clothing color, weight and breathability.

These steps are to be taken whenever the temperature is forecast to be over 80 degrees Fahrenheit, or where work conditions require lots of physical effort which might cause “over heating”. This may include time when the weather is cold, and workers are wearing heavy coats or layered clothing.

All jobs sites are to comply with the following:

Provisions of water - Partners shall have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity throughout the work shift.

Water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking the entire shift for a total of 2 gallons per employee per 8-hour shift. Partners may begin the shift with smaller quantities of water if effective procedures for replenishment of water during the shift have been implemented to provide partners one quart or more per hour.

Access to shade - Partners suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling. Such access to shade shall be permitted at all times. Shade areas can include trees, buildings, canopies, lean-tos, or other partial and/or temporary structures that are either ventilated or open to air movement. The interior of cars or trucks are not considered shade unless the vehicles are air conditioned or kept from heating up in the sun in some other way.

Acclimatization - Workers new to the heat will need time to acclimate to the heat. This would include all workers, if the weather shifts from cool to hot suddenly, new workers, and others which are not accustomed to working in the heat. These workers are tasked part of the day in the sun and heat and part of the day in cooler, less strenuous area or job.

Medications - Workers are to be cautioned against the use of medication, drugs, alcohol, caffeinated or carbonated drinks. All these can accelerate the onset of heat illness. DECCO cannot tell a partner not to take their prescription medication. Instead we ask them to talk to their personal doctors and/or pharmacist about the affect their medicine might have with the heat and then relay that message to us.

Worker monitoring - Personnel monitoring can be done by checking the heart rate, recovery heart rate, oral temperature, or extent of body fluid loss. The following monitoring programs can be implemented on a job site where there is a potential for heat illnesses to develop.

- Checking Heart Rate: To check the heart rate, count the radial pulse (located on your wrist) for 30 seconds at the beginning of the rest period. If the heart rate exceeds 110 beats per minute, shorten the next work period.

- Body Fluid Loss: Body fluid loss can be measured by weighing the worker on a scale at the beginning and end of each workday. The time weighed in and out should be the same each day. The worker's weight loss should not exceed 1.5% of total body weight in a workday. If a weight loss exceeding this amount is observed, fluid intake should increase, and person should not be placed into a hot environment until the percentage decreases below 1.5.

Heat Index Environmental Temperature (°F)

Environmental Temperature (°F)											
	70°	**75°**	**80°**	**85°**	**90°**	**95°**	**100°**	**105°**	**110°**	**115°**	**120°**
Relative Humidity	**Apparent Temperature**										
0%	**64°**	**69°**	**73°**	**78°**	**83°**	**87°**	***91°***	***95°***	***99°***	***103°***	**107°**
10%	**65**	**70**	**75**	**80**	**85**	***90***	***95***	***100***	**105**	**111**	**116**
20%	**66**	**72**	***77***	**82**	**87**	***93***	***99***	**105**	**112**	**120**	**130**
30%	**67**	**73**	**78**	**84**	***90***	***96***	***104***	**113**	**123**	**135**	**148**
40%	**68**	**74**	**79**	**86**	***93***	***101***	**110**	**123**	**137**	**151**	
50%	**69**	**75**	**81**	**88**	***96***	**107**	**120**	**135**	**150**		
60%	**70**	**76**	**82**	***90***	***100***	**114**	**132**	**149**			
70%	**70**	**77**	**85**	***93***	**106**	**124**	**144**				
80%	**71**	**78**	**86**	***97***	**113**	**136**	**157**				
90%	**71**	**79**	**88**	***102***	**122**	**150**	**170**				
100%	**72**	**80**	***91***	**108**	**133**	**166**					

Apparent Temperature	**Heat Stress Risk with Physical Activity and/or Prolonged Exposure**
90° - 100°	**Heat cramps or heat exhaustion possible.**
101°-129°	**Heat cramps or heat exhaustion is likely. Heat stroke is possible.**
130° and up	**Heat stroke is highly likely.**

031_Hexavalent Chrome

Issue Date: July 6, 2020

Revision Date: November 2025

Revision No: 003

Purpose:

The purpose of this procedure is to establish controls in compliance with 29 CFR 1910.1126 Hexavalent Chrome, and ensure that the partners of DECCO, sub-contractors, company property, and client property are properly protected against all occupational exposures to Hexavalent Chromium (Cr(VI)) and Chromium (VI) compounds, in all forms, in all fabrication and construction work where a partner may potentially be exposed to Hexavalent Chromium. Fabrication and construction work is defined as work involving construction, alteration and/or repair, including but not limited to the following:

- Demolition or salvage of structures where Chromium (VI) or materials containing Chromium (VI) are present.
- Cutting, brazing, burning, grinding or welding on surfaces that were painted with Chromium (VI) - containing paints.
- Construction, alteration, repair, maintenance, or renovation of structures, substrates, or portions thereof that contain Chromium (VI), or materials containing Chromium (VI).
- Chromium (VI) welding; cutting and welding Chromium (VI)-plated steel; brazing or welding with Chromium (VI) alloys.

Chromium is a metal and exists in several different forms; Divalent, Trivalent, and Hexavalent. Hexavalent Chromium is a toxic and carcinogenic substance. When inhaled, it can damage the lining of the nose and throat and irritate the lungs. When swallowed, it can upset the gastrointestinal tract and damage the liver and kidneys.

This procedure is designed to keep exposures to workers as low as practical. The maximum exposure levels shall not exceed:

- The Permissible Exposure Limit (PEL) of 5.0 ug/m3 calculated TWA for qualified workers.
- The Action Level of 2.5 ug/m3 calculated TWA, but less than the PEL for no more than 29 days per calendar year for qualified workers.
- The Excursion Limit of 0.5 ug/m3 calculated TWA for unqualified workers.

DECCO will provide for monitoring or measuring of partner exposure. Periodic monitoring shall be conducted at least every 6 months if initial monitoring shows partner exposure. If exposure monitoring results indicate exposure is above the PEL, DECCO will include in written notification the corrective action being taken to reduce exposure to or below the PEL.

Scope:

The procedure covers any oxygen fuel gas and electric arc cutting and welding operation. The procedure applies to all partners and contractors working for DECCO.

Engineering Controls:

Engineering controls is an effective method of controlling exposures to Cr(VI) to the lowest feasible levels. Information in this procedure describes the minimum standard when applying engineering controls. If these controls are not able to be followed due to work site location, restricted access due to interferences, or other unforeseen issues, respiratory protection may be required. Even when not required, a partner may elect to wear approved respiratory protection at any time. Either way, the person must be medically qualified, fit tested, and trained, as applicable, to the device being worn.

- Mechanical Ventilation shall consist of either general mechanical ventilation systems or local exhaust systems.
- General mechanical ventilation shall be of sufficient capacity and so arranged as to produce the number of air changes necessary to maintain welding fumes and smoke within safe limits.
- Local exhaust ventilation shall consist of freely movable hoods, such as with a fume extractor or HEPA filter intended to be placed by the welder or burner as close as practicable to the work. This system shall be of sufficient capacity and so arranged as to remove fumes and smoke at the source and keep the concentration of them in the breathing zone within safe limits. The minimum size HEPA ventilation unit is 125 CFM.
- Contaminated air exhausted from a working space shall be discharged into the open air or otherwise clear of the source of intake air.
- All air replacing that’s withdrawn shall be clean and respirable.
- Oxygen shall not be used for ventilation purposes, comfort cooling, blowing dust from clothing, or for cleaning the work area.

- Ventilation and filter systems will be checked prior to each use to assure that they are working properly. No work is to be done in an area that requires the ventilation.

PPE & Respiratory Protection:

Respirators and other PPE will be provided to partners at no cost when there is a hazard from skin or eye contact. Gloves, aprons, coveralls, goggles, foot covers etc. Contaminated PPE will be removed at the end of the work shift. DECCO will arrange for cleaning, laundering, repairing and replacing protective clothing as needed.

Respirator protection is required:

- Whenever required engineering controls cannot be used.
- When an individual requests one for personal use.
- At the discretion of the Safety Department.
- During some confined space welding activities.
- In emergency situations.

The person must be medically qualified, fit tested, and trained, as applicable and in accordance with 1910.134, to the device being worn.

Medical Surveillance:

DECCO shall institute a medical surveillance program for all partners who are or may be exposed to Cr(VI) at or above the action level unless DECCO demonstrates that the partner is not, and will not be, exposed at or above the action level on 30 or more days per year (twelve consecutive months). The medical surveillance shall also be provided if a partner experiences signs or symptoms of the adverse health effects of Hexavalent Chromium (dermatitis, asthma, bronchitis, etc.). Medical evaluations will be provided at no cost to partners. Examinations will be performed by or under the supervision of a physician or other licensed health care professional. DECCO has demonstrated through third party testing air monitoring results that exposure levels are well below the action level.

Precautions & Limitations:

- Partners shall not be rotated to control exposure.
- Partners shall not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in areas where skin or eye contact with Cr(VI) occurs. Partners may not carry the products associated with these activities or store such products in these areas.
- Work evolutions that require respiratory protection as the method of controlling exposure to Cr(VI) shall be demarcated with adequate postings. The postings shall contain the following information on a “Warning” – Orange and Black sign:

  Hexavalent Chromium Regulated Area

  Authorized Personnel Only

- If respiratory protection is required, housekeeping should be performed to the extent practical for the work activity. Surfaces shall be maintained free of accumulation of chromium. All spills and releases of chromium shall be cleaned promptly. Other examples of acceptable housekeeping methods are HEPA vacuum cleaners, wet mopping, wet hand wiping, etc.
- DECCO will provide change rooms for decontamination and ensure facilities prevent cross-contamination. Washing facilities shall be readily accessible for removing chromium from the skin. Workers must wash their hands and face or any other potentially exposed skin before eating, drinking, or smoking.

Training:

Prior to the start of any work covered under the Cr(VI) standard, DECCO will assure that each partner who, in the normal course of their job assignments, may reasonably be expected to have an exposure to Hexavalent Chromium is trained in the work practices necessary to safely perform his or her job. Initial training will be given prior to or at the time of the initial assignment to a job involving potential exposure to Cr(VI). Training must cover:

- The health hazards associated with Cr(VI).
- The location, manner of use, and release of Cr(VI) in the workplace, and the specific nature of operations that could result in exposure to Cr(VI), especially exposure above the PEL.
- The engineering controls and work practices.
- The purpose, proper selection, fitting, proper use, and limitations of respirators and protective clothing.

- Measures partners can take to protect themselves from exposure to Cr(VI) including modification of personal hygiene and habits such as smoking.
- The purpose and a description of the Medical Surveillance Program.
- The partner's rights of access to records as described in this program.

The Site Supervisors will be responsible for ensuring that each partner has received and understood the required training. Training will be documented and will consist of the partner's name, the date of training, and the means used to verify that the partner understood the training.

Recordkeeping:

DECCO will maintain and make available an accurate record of all partner exposure monitoring, medical surveillance, and training records.

- Training records will be kept for a minimum of 3 years.
- Exposure monitoring records (including results) will be kept for the duration of employment plus 30 years.
- Medical surveillance records will be kept for the duration of employment plus 30 years.

Medical removal records are retained for at least the duration of a partner's employment.

032_Asbestos Compliance / Awareness

Issue Date: July 6, 2020

Revision Date: August 2022

Revision No: 001

Policy:

Due to the infrequent need to perform asbestos removal, DECCO has determined that it is not cost-effective to perform or maintain the training, licenses, equipment, and other related activities needed for site personnel to perform asbestos remediation. Instead, DECCO will use the services of a professional remediation contractor to perform asbestos-related work as required for DECCO contractual scopes of work. However, the purpose of this policy is to provide a company awareness of asbestos hazards and the signs and symptoms of exposure.

Scope:

General Requirements

- If at any time there are doubts about whether or not a material may contain asbestos, or a material containing asbestos may become damaged in the course of a job assignment, work activities shall cease, and management must be notified.
- Documented Asbestos Awareness Training is required for partners whose work activities may contact Asbestos Containing Material (ACM) or Presumed Asbestos Containing Material (PACM) but do not disturb the ACM or PACM during their work activities. The training shall be provided prior to or at the time of initial assignment & at least annually thereafter. The training program shall be done in a manner that the partner is able to understand & should include health effects associated with exposure to asbestos.
- Never enter an area where asbestos abatement is being done.

General Information

- Asbestos materials are used in the manufacture of heat-resistant clothing, automotive brake and clutch linings, and a variety of building materials including insulation, soundproofing, floor tiles, roofing felts, ceiling tiles, asbestos-cement pipe and sheet, and fire-resistant drywall. Asbestos is also present in pipe and boiler insulation materials, pipeline wrap and in sprayed-on materials located on beams, in crawlspaces, and between walls.

- Friable means that the material can be crumbled with hand pressure and is therefore likely to emit fibers. The fibrous or fluffy sprayed-on materials used for fireproofing, insulation, or sound proofing are considered to be friable, and they readily release airborne fibers if disturbed. Materials such as vinyl asbestos floor tile or roofing felts are considered non-friable and generally do not emit airborne fibers unless subjected to sanding or sawing operations. Asbestos-cement pipe or sheet can emit airborne fibers if the materials are cut, abraded or sawed, or if they are broken during demolition operations.
- Exposure to asbestos has been shown to cause lung cancer, asbestosis, mesothelioma, and cancer of the stomach and colon.
- Signs and labels shall identify the material which is present, its location, and appropriate work practices which, if followed, will ensure that Asbestos Containing Material (ACM) and/or Presumed Asbestos Containing Material (PACM) will not be disturbed. DECCO shall ensure that partners working in and adjacent to regulated areas comprehend the warning signs.
- If partners working on multi-contractor worksites immediately adjacent to a Class I asbestos jobs are potentially exposed to asbestos due to the inadequate containment of such job, DECCO shall remove the partners from the area until the enclosure breach is repaired, and request that the client perform an initial exposure assessment pursuant to 1926.1101(f). The air quality (safety) is to be determined from breathing zone air samples. The samples shall be representative of the 8-hour TWA and 30-min. short-term exposure. Measurements are required for documentation.
- The permissible exposure limit for asbestos is 0.1 fibers per cubic centimeter.

033_Lead Compliance / Awareness

Issue Date: July 6, 2020

Revision Date: August 2022

Revision No: 001

Policy Statement:

DECCO is not in the business of performing lead abatement work.

It is the policy of DECCO to refrain from engaging in the removal/disturbance or abatement of lead containing materials when performing construction or building maintenance activities. DECCO will request that owners have an inspection made by a certified testing company, industrial hygienist, or lead removal contractor prior to the start of work. Where lead is found, the owner must contract for its removal. DECCO must obtain certification that the lead has been removed and the area is safe to work.

Scope:

Lead is a hazardous material and thus is highly regulated to protect people (workers and public) and the environment. Lead can get into your body as fumes containing lead are formed during the melting or paving process when lead is heated to extreme temperatures, i.e., plumbing, removing paint or soldering. Dust containing lead is formed during sandblasting, grinding, sanding or cutting processes.

Common symptoms of acute lead poisoning are loss of appetite, nausea, vomiting, stomach cramps, constipation, difficulty in sleeping, fatigue, moodiness, headache, joint or muscle aches, and anemia. Long term (chronic) overexposure to lead may result in severe damage to the blood-forming, nervous, urinary, and reproductive systems.

Procedures:

- Prior to the start of work, DECCO will request the construction manager or building owner to provide a pre-demolition survey for lead based materials, prepared by a qualified consultant.
- All partners must receive Lead Hazard Awareness Training prior to beginning work in areas that have materials containing lead.

- If the assessment identifies lead containing material, DECCO will request that the owner remove or abate the area of concern and provide written certification (e.g. clean letter) that the ambient condition of the area is below OSHA's action level for lead (<30ug/m3).
- If lead is encountered during construction activity, DECCO will stop work and request that the construction manager or owner remove or abate the material.
- Before resuming work, the DECCO Supervisor will request a written certification (e.g. clean letter) that the ambient condition of the remediated area is below OSHA's action level for lead (<30ug/m3).
- If the construction manager or owner requests that DECCO perform the abate work, a contract of convenience must be entered into with DECCO and only qualified remediation contractors, who satisfy company pollution liability requirements, will be retained.
- The DECCO Supervisor must notify the Field Safety Manager and the Senior Director – Environmental, Health & Safety if lead containing material is discovered.
- If DECCO is contractually obligated to manage the remediation the Business Unit Vice President must secure written approval from the Chief Operating Officer and the Senior Director – Environmental, Health & Safety.
- A Lead Compliance Plan that includes negative exposure assessments by work activities will be required and created if DECCO or their subcontractors are required to disturb lead based painted surfaces during demolition or renovation activities. This plan includes the requirements for engineering controls, work practice controls, personal protective equipment, HEPA vacuums, respirators, air monitoring, dust controls and personnel hygiene (hands and faces shall be washed if lead containing materials are contacted) for protection from exposure to lead. The Plan will provide guidance for complying with the regulatory requirements of 29 CFR 1926.62 Lead.

034_Respirable Crystalline Silica

Issue Date: July 2020

Revision Date: December 2025

Revision No: 002

Purpose:

This Respirable Crystalline Silica Program was developed to prevent partner exposure to hazardous levels of Respirable Crystalline Silica that could result from construction activities or nearby construction activities occurring on worksites. The requirements of this section apply to all partners who may be exposed to respirable crystalline silica onsite.

Scope:

This Program applies to all partners who have the potential to be exposed to respirable crystalline silica when covered by the OSHA Standard. The OSHA standard applies to all occupational exposures to respirable crystalline silica in construction work, except where partner exposure will remain below 25 micrograms of respirable crystalline silica per cubic meter of air (25 µg/m3) as an eight-hour time-weighted average (TWA) under any foreseeable conditions.

Responsibilities:

- Safety Department shall be responsible for administration, execution, recordkeeping and management of this program for the company and shall evaluate the effectiveness of the program annually.
- Project Management shall assist the Safety Department in conducting job site assessments for silica-containing materials and perform partner hazard assessments in order to determine if an Exposure Control Plan (ECP), exposure monitoring, or medical surveillance are necessary.
- Project frontline leadership (Supervisor, Foreperson, Competent Person) shall Identify existing and foreseeable respirable crystalline silica hazards in the workplace and take prompt corrective measures to eliminate or minimize them. Additionally, make frequent and regular inspections of job sites, materials, and equipment to implement the written ECP.

- Trade partners shall follow recognized work procedures as established in the project's ECP and this program, use the assigned PPE in an effective and safe manner, and participate in exposure monitoring and the medical surveillance program when necessary.

Definitions:

- Action Level: A concentration of airborne Respirable Crystalline Silica of 25 µg/m3, calculated as an eight-hour TWA.
- Competent Person: An individual who is capable of identifying existing and foreseeable Respirable Crystalline Silica hazards in the workplace and who has authorization to take prompt corrective measures to eliminate or minimize them.
- High-Efficiency Particulate Air (HEPA) Filter: A filter that is at least 99.97 percent efficient in removing monodispersed particles of 0.3 micrometers in diameter.
- Objective Data: Information, such as air monitoring data from industry-wide surveys or calculations based on the composition of a substance, that demonstrates partner exposure to Respirable Crystalline Silica associated with a particular product/material or a specific process, task, or activity. The data must reflect workplace conditions closely resembling or with a higher exposure potential than the processes, types of material, control methods, work practices, and environmental conditions in the employer's current operations.
- Permissible Exposure Limit (PEL): The employer will ensure that no partner is exposed to an airborne concentration of Respirable Crystalline Silica in excess of 50 µg/m3, calculated as an eight-hour TWA.
- Respirable Crystalline Silica: Quartz, Cristobalite, and/or Tridymite contained in airborne particles determined to be respirable by a sampling device designed to meet the characteristics for respirable-particle size selective samplers specified in the International Organization for Standardization (ISO) 7708:1995: Air Quality-Particle Size Fraction Definitions for Health-Related Sampling.

General Requirements:

DECCO shall determine if respirable silica hazards may exist at unsafe levels at a project, work location, or during the completion of a task. Such determination shall be made by a Competent Person(s), and may be accomplished by methods such as but not limited to:

- Examination of current or upcoming work activities.
- Observation of the presence of dust that may contain silica.
- Project inspections.
- Air sampling.
- Information in Safety Data Sheets, product specs, or other reliable objective data.

When possible and applicable, DECCO will conduct activities with potential silica exposure to be consistent with OSHA's Construction Standard Table 1. Supervisors will ensure that each partner under their supervision and engaged in tasks identified on OSHA's Construction Standard Table 1 have fully and properly implemented the engineering controls, work practices, and respiratory protections specified for the tasks on Table 1 (unless DECCO has assessed and limited the exposure of the partner to respirable crystalline silica in accordance with an Alternative Exposure Control Method).

For tasks or silica hazards not in OSHA Table 1, DECCO shall ensure that no partner is exposed to airborne respirable crystalline silica in excess of OSHA PEL 50ug/m3 calculated as an 8-hour TWA. This shall be accomplished by a Competent Person conducting an exposure assessment using the performance method or the scheduled monitoring method described in OSHA 1926.1153(d)(2).

If it is determined that silica hazards exist or shall exist at or above the OSHA Action Level of 25ug/m3 calculated as an 8-hour Time Weighted Average (TWA), then a written silica exposure control plan in compliance with OSHA 1926.1153(g) will be created.

Written Exposure Control Plan:

When partner exposure on a construction project is expected to be at or above the Action Level, a Written Exposure Control Plan (ECP) will be established and implemented. This ECP will contain at least the following elements:

- A description of the tasks in the workplace that involve exposure to respirable crystalline silica.
- A description of the engineering controls, work practices, and respiratory protection used to limit partner exposure to respirable crystalline silica for each task.
- A description of the housekeeping measures used to limit partner exposure to respirable crystalline silica; and

- A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of partners exposed to respirable crystalline silica and their level of exposure, including exposures generated by other employers.

The written ECP will designate a Competent Person to make frequent and regular inspections of job sites, materials, and equipment to ensure that the ECP is implemented.

The written ECP will be reviewed at least annually to evaluate its effectiveness and to update it as necessary. However, ECPs are project-specific and most project durations do not exceed a year. The written ECP will be readily available for examination and copying, upon request, to each partner covered by this program and/or ECP, his/her designated representatives, and OSHA.

Engineering Controls:

Engineering controls shall be applied first when silica respiratory hazards are found to expose employees to unsafe levels above the OSHA Permissible Exposure Limit (PEL) of 50 ug/m3 calculated as an 8-hour TWA. If engineering controls alone do not limit the exposure to safe levels, then respiratory protective equipment (respirator) shall be used in addition to the engineering controls. Respirators shall not be used without first applying engineering controls.

If water is used as an engineering control, it must be applied at a rate sufficient to eliminate visible dust. Water must be applied at the point of operation, and the flow must be sufficient to control the dust. If dust collection is used as an engineering control, it must not discharge silica dust in a manner that may affect others in the vicinity.

For routine housekeeping procedures, dry sweeping that creates an airborne silica dust exposure shall not be permitted if it is feasible instead to use sweeping compound, wet sweeping, or HEPA vacuum.

Leaf blowers or compressed air shall not be used to remove silica dust from floors, walls, or similar surfaces if such use creates a silica exposure hazard. Leaf blowers or compressed air shall not be used to remove silica dust from a person or their clothing if such use creates a silica exposure hazard.

Partners will not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in any areas where exposure to silica is above the PEL (regulated areas).

Respirator Usage:

If respirators are required in addition to engineering controls, their selection, medical evaluation, fit testing, and training shall be done in accordance with the DECCO Respiratory Protection Program, and OSHA 1910.134 requirements.

For silica protection, respirators must have a minimum Assigned Protection Factor (APF) of 10 or better. Nuisance dust masks, bandanas, or similar methods shall not be permitted for protection against silica hazards.

Medical Surveillance:

DECCO partners who wear or use respirators for more than 30 days in a calendar year shall be provided with medical surveillance services at no charge and at a reasonable time and place to the employee.

Medical surveillance services shall comply with OSHA 1926.1153(h). It shall be provided by a Physician or other Licensed Health Care Professional (PLHCP) and shall include the following:

- Initial examination with review of work history and anticipated exposure to silica dust.
- A physical exam with emphasis on respiratory health.
- A chest x-ray.
- A pulmonary function test.
- A test for latent tuberculosis infection.
- Any other tests deemed appropriate by the PLHCP.
- An explanation of the results to the employee by the PLHCP.

Silica Training:

Partners who may be exposed to silica hazards shall be trained in the following:

- Health hazards of respirable silica.
- Work activities that may result in respirable silica exposure.

- DECCO measures (engineering controls, work practices, and respirators) used to protect partners from the hazards of respirable silica.

Recordkeeping:

DECCO will make and maintain an accurate record of all exposure measurements taken to assess partner exposure to respirable crystalline silica.

Program Evaluation:

This program will be reviewed and evaluated on an annual basis by the Safety Department unless changes to operations, the OSHA Respirable Crystalline Silica Construction Standard (29 CFR 1926.1153), or another applicable OSHA Standard require an immediate re-validation of this program.

035_Infectious Disease

Issue Date: June 2022

Revision Date: December 2025

Revision No: 001

Purpose:

DECCO, Incorporated (DECCO) is dedicated to the protection of its partners, facilities, and resources. We are also committed to ensuring that our facilities and jobsites can continue all aspects of its critical processes during an infectious disease pandemic and can safely resume normal operations as quickly as possible after such a pandemic affects our facilities and jobsites. We place a high priority on developing, validating, and, if necessary, implementing our Company's Infectious Disease Plan. If after reading this plan, you have any questions or recommended improvements, please contact Edwin Jones, our Senior Director of Environmental, Health & Safety at 603-249-7438. We encourage all suggestions because the success of this written plan is important. This plan is intended to be used as a guide only and deviation from the plan may be necessary depending on each situation.

Definitions:

Seasonal (or common) flu is a respiratory illness. Flu symptoms include rapid onset of fever, chills, sore throat, runny nose, headache, non-productive cough, and body aches. Seasonal flu is a contagious illness and can easily spread from one person to another. It is spread through contact with droplets from the nose and the throat of an infected person during coughing and sneezing. Most people have some immunity, and a vaccine is available.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets. There is no human immunity and currently no vaccine available.

Pandemic flu is a virulent flu that causes a global outbreak, or pandemic, of serious illness. Because there is little to no immunity, the disease can spread easily from person to person.

Pandemic Periods & Phases:

An infectious disease pandemic can occur when a change takes place in an influenza strain resulting in the emergence of a new strain to which people have little or no immunity. If this new subtype, or strain, has the ability to spread easily from person to person, many people around the world could become ill and possibly die. This is referred to as an influenza pandemic.

The World Health Organization (WHO) has identified three distinct pandemic periods: the inter-pandemic period, when there are outbreaks of influenza in animals and/or birds but no new influenza strains are detected in humans; the pandemic alert period, characterized by human outbreaks of a new influenza strain; and the pandemic period, with sustained human-to-human transmission of the virus in the general population. Each period is further subdivided in specific phases, according to the assessed risk of a pandemic. Changes from one phase to another are triggered by several factors, including the spread of the disease among humans and the characteristics of circulating viruses. Each phase coincides with a series of recommended activities to be undertaken by the WHO, the international community, governments and industry.

Inter-Pandemic Period

Phase 1: No viruses circulating among animals have been reported to cause infections in humans.

Phase 2: An animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans and is therefore considered a potential pandemic threat.

Pandemic Alert Period

Phase 3: An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4: Is characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause "community-level outbreaks." The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed, and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a forgone conclusion.

Phase 5: Is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Pandemic Period

Phase 6: The pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5. Designation of this phase will indicate that a global pandemic is under way.

Administrative Leadership:

DECCO's Pandemic Leadership Team is responsible for establishing and implementing our written Infectious Disease Response Plan. The Leadership Team has full authority to make necessary decisions to ensure the success of this plan. The plan and emergency communication strategies shall be periodically tested to ensure it is effective and workable. Following a pandemic event, the Leadership Team shall identify learning opportunities and take action to implement any corrective actions.

Copies of this written plan may be obtained from the Partner Services or Health & Safety Departments. It should be noted that orders from the State may supersede this plan at any time.

Leadership Team

Kyle Reagan, President & Chief Executive Officer
Edward Kozloski, Chief Operating Officer

Don Marsonlini, Chief Strategic Officer
Michael DiBacco, Executive Vice President – DECCO Construction
Cory Canning, Vice President - DECCOServ
William Burg, Senior Director-Partner Development
Molly Brown, Director-Partner Services
Edwin Jones, Senior Director-Environmental, Health & Safety

Business Impact Analysis:

The business impact analysis determines the effect of mission-critical system failures and partner absenteeism on the viability and operations of critical business processes. The business impact will be determined on an as needed basis. If significant absenteeism or changes in business practices are required, business operations will be effectively maintained. Tele-commuting or other work-at-home strategies shall be developed. Partners shall be encouraged to stay at home when ill, when having to care for ill family members, or when caring for children when schools close, without fear of reprisal.

Communication:

DECCO will communicate to those working for our company to inform them of the status of the pandemic flu approaching or affecting our facilities and jobsites and their responsibilities during the pandemic. Also, DECCO will reach out to management to provide input and notify them of any needs or changes in absenteeism rates and health status. Likewise, communicating with our community and customers about our current capabilities, plans, and delays will help to reduce unnecessary tensions and fears, and when operations resume.

Kyle Reagan or his Designee officially declares the dates on which our pandemic containment period begins and ends. Partners will be notified of these dates via mass email distribution.

Training:

Information and training are at the heart of infectious disease planning and containment. Our goal is to ensure partner comprehension and understanding of how partners may be exposed to pandemic flu, what their responsibilities are, and what protective measures they can take. Partners should be trained on health

issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Due to the complexity of a flu pandemic and the continuity and recovery process, Molly Brown, William Burg and Edwin Jones will coordinate DECCO's pandemic training and will distribute information as it becomes available.

Technology Services:

In case of a Pandemic emergency, the DECCO Information Technology (IT) department will be able to support and manage essential services (Payroll, e-mail, and network stored data) remotely from partners' homes. The IT department can remotely manage and control our essential servers using remote access.

The IT department will also be working with DECCO Corporate Leadership Management to determine essential staff that we will install a remote access program onto their home computers to access the essential tools they will need to continue to work from home. Staff has been and will be notified again to save all essential documents to their network drive storage space for back up and access remotely.

Vaccinations & Medications:

DECCO encourages partners to obtain vaccinations unless a person has a known allergy to the vaccine or its preservatives. Granting time off work to obtain the vaccine should be considered when vaccines become available in the community.

While the seasonal flu vaccine will not protect against pandemic flu, it can help persons stay healthy.

Preventative Measures:

Housekeeping

A clean work environment is key to reducing the spread of any flu including a pandemic flu. Frequent hand washing with soap and water will be necessary. Alcohol-based hand rubs where available will be distributed to all departments and dispensers will be placed in entry points and jobsite office areas. The maintenance staff will be responsible for maintaining and refilling soap, alcohol-based hand rubs, paper towels, and disposal containers.

Hygiene

Because good hygiene practices may lower any potential risk of a flu outbreak and /or pandemic flu infection and prevent its spread, DECCO makes available and encourages partners to take the following precautions before and during a pandemic flu outbreak:

- Wash hands often with antibacterial soap and water or use a 65% alcohol-based hand rub.
- Wash hands after coughing or sneezing.
- When wearing gloves for cleaning, wash hands after removing.
- Keep hands away from the eyes, nose, mouth, and face.
- Cough/sneeze into a tissue, sleeve, or elbow.
- Dispose of used tissue in proper waste receptacles.
- Disinfect work surfaces, keyboards, and telephones after your shift.
- Wash dishes in hot water or dishwasher.
- Use disposable dishes and dispose of them properly.

Social Distancing during Pandemic Phase 5 and 6

Social distancing is taking measures to keep partners away from other people, including other partners, customers, and the public, in order to prevent exposure. Kyle Reagan will be responsible for determining which one or more of the following social distancing measures must be taken, the specifics of each measure, and the affected partners. Affected partners will be notified via the Office Occupancy Plan and Exposure Prevention Preparedness and Response Plan.

- Prohibiting hand shaking or hugging
- Prohibiting public events
- Prohibiting group activities
- Prohibiting group training
- Prohibiting shared workstations
- Encourage partners to refrain from eating in lunchrooms, break rooms, and restaurants
- Spread out at lunch and breaks. Use your own vehicle as your own break area if necessary
- Prohibiting unnecessary travel

- Avoid riding together (carpooling) to and from work.
- Allow telecommuting
- All meetings will be held by teleconference when possible
- For all safety meetings and activity plan reviews: Do not pass around a pen and clipboard
- For activity plans, have the supervisor initial that each team member was present during the brief and then check with each individual at the end of the shift to ensure no injuries and sign them out.
- For safety meetings, print out a list of team members on site and have someone assigned to check off every person who is at the meeting. Ensure team members spread out for each of these to maintain that social distancing
- Implementing quarantine or isolating those who are or may be infected
- Closing the facilities
- Assigned Administrative home-based team. Flexible work policies will be developed as possible. Workers shall be encouraged to stay at home when ill, when having to care for ill family members, or when caring for children when schools close, without fear of reprisal.

Sick Leave & Time Off:

During a pandemic, the company recommends that any partner who is symptomatic stay at home and not be in physical contact with other partners to avoid spreading the illness. Contact Molly Brown at 603-249-7442 for more specifics regarding required time off.

Stress Management:

Fear, stress, frustration, anxiety, and loss are to be expected during a pandemic flu outbreak. Rumors and misinformation may abound. This may cause increased absenteeism, distress, and lowered productivity. For these reasons, DECCO ensures the following measures are taken in hopes that stress can be reduced and/or eliminated:

1. Information will be kept current as to the status of the pandemic.
2. Information of any necessary changes will be made as soon as possible.
3. Information will be available as to what DECCO is doing about the current situation.
4. Partners will be made aware of the Partner Assistance Program that can be contacted at 888-293-6948.

During a pandemic, the company will strive to maintain all operational and support services functioning and will encourage all personnel to take the infection control precautions outlined in this plan and the COVID-19 Exposure Prevention, Preparedness & Response Safety Plan. It is recognized, however, that during the active phase (i.e., Phase 5 and 6) of an epidemic, significant changes may be necessary to reduce human contact.

036_Hearing Awareness

Issue Date: July 6, 2020

Revision Date: December 2025

Revision No: 002

Purpose:

DECCO is committed to provide a hazard free workplace and will take all practical measures to eliminate the hazard of excessive noise levels through a Hearing Awareness Program that will ensure the safety, health, and hearing conservation of all partners.

Scope:

Compliance with this program is mandatory and is applicable to all partners. Failure to comply will result in progressive disciplinary action and/or is grounds for termination. To ensure the company is in compliance with 29 CFR 1910.95, all partners exposed to high noise levels in the workplace where exposure is equal to or exceeds a time weighted average (TWA) of 85 decibels for an eight-hour period will receive annual audiometric testing to establish a baseline for future reference, and be placed in a hearing conservation program. In addition, employee training will provide all applicable partners with information necessary to understand noise, the hazards associated with noise, the proper use and care of protective equipment, and when and where hearing protection is required. Retraining will occur annually.

Definitions:

- Frequency - is the pitch of the sound (high or low)
- Intensity - refers to the loudness of a sound
- Decibels (dB) - units used to measure the loudness of sound
- Baseline - the first audiometric exam results used for future reference
- Noise Reduction Rating (NRR) - sound level protection built into a hearing protection device

Introduction:

Hearing loss due to excessive noise exposure in the workplace is usually not identified as a health hazard because it often takes a long period of time to develop. By the time hearing loss is detected, it is too late to correct it. Loss of hearing is frequently blamed on the aging process and little thought is given to the possibility that damage occurred in the workplace. Studies have linked exposure to high noise levels with headaches, high blood pressure, ulcers, and sleeping disorders.

What is noise

Noise is something that everyone is exposed to daily either at home, work, or recreation. It can be described as unwanted sound that can be loud, prolonged, and deafening. The effects of sound depend on the loudness in relationship to pitch, length of exposure, and a person's existing health and age. Temporary hearing loss is attributed to short-term exposure and normal hearing usually returns within a short amount of time. Prolonged exposure to high noise levels over a period of time gradually causes permanent hearing damage.

To understand how sound affects our hearing it is important to identify and examine the source. Sounds are sent into the air as vibrations that are known as sound waves. These sound waves enter the ear and are changed into nerve impulses that are received by the brain and are then interpreted.

The ear identifies sound through frequency and intensity. Frequency is the pitch of the sound and can be high or low. A high frequency sound tends to cause more damage to the ear than a low frequency sound. Intensity refers to the loudness of the sound. Decibels (dB) are used to measure the loudness of sound. Intensity is used to establish hearing protection guidelines in the workplace. If the intensity of noise exceeds an average of 90 dB over an eight-hour workday hearing loss may result.

Types of noise

There are three types of noise to understand:

- Wide Band - Noise that is spread over a wide range of pitches. An example is a production area, where many machines operate at the same time producing different pitches.
- Narrow Band - These noises are associated with a narrow range of pitches. An example is a power tool.

- Impulse/Impact - Impulse noise can be identified by temporary “beats” that can occur in a pattern or randomly. An example is a hammer.

Effects of noise

Overexposure to noise can cause temporary hearing loss and permanent hearing loss can occur due to exposure over a period of years. High blood pressure, headaches, ulcers, and irritability may exist from high noise exposure. The strain of talking or listening over loud sounds may cause communication problems and misunderstood instructions resulting in production errors. Reasons for hearing loss may include not wearing ear protection, not wearing ear protection properly, use of inadequate ear protection, and exposure to off-the-job noise where ear protection is not used, and ear infection or disease.

The Purpose of Audiometric Testing

Within 6 months of a partner's first exposure at or above the action level, the employer shall establish a valid baseline audiogram against which future audiograms can be compared.

The purpose of a baseline audiometric testing is to measure an employee's level of hearing. This test is an effective tool for early detection of hearing loss. The results from the exam are recorded on an audiogram. The first exam is called a baseline and it shows the endurance level for each ear and provides a reference for future test results. The test can only be administered if the personnel have not been exposed to any workplace noise for 14 hours. This exam is conducted annually if required, and any change in hearing ability is recorded. This change is known as a hearing threshold shift and the partner shall be informed of this fact in writing, within 21 days of the determination. Use of hearing protection shall be re-evaluated and/or refitted and if necessary, a medical evaluation may be required.

Monitoring and Requirements

The company will conduct noise level surveys when applicable and advise partners of the various noise levels present. Monitoring will be completed in a manner that will accurately identify partners who are exposed to noise. Noise level monitoring will take place when new equipment, machinery, or production processes are introduced into the workplace. Every effort will be made to make engineering or mechanical changes where feasible, to eliminate or reduce noise to a level below 85 dB. However, partners are

required to wear hearing protection where noise levels equal or exceed 85 dB. Exposure measurements shall include the following:

- All intermittent, continuous, and impulsive noises within 80-130 dB.
- Measurements shall be taken during normal working hours and procedures.
- Partners who are monitored must be informed of the results.
- Monitoring instruments shall be calibrated.
- The final report shall include: Employee monitored, type of instrument used, calibration date, monitoring area, TWA, peak sound exposure, and date employee was monitored.

Designated Hearing Protection Areas

While a time weighted average of 85 dB may not be present at some work areas, there are designated areas in the operation where the noise level may be equal to or exceed 85 dB. As a result, all partners are required to wear hearing protection whenever they are working in these designated areas. The company will provide proper hearing protection to all partners who have a chance of exposure at 85 dB or greater.

Due to the style of fieldwork the company performs, seldom at the same location, it is difficult to determine when specific exposures may occur. All partners and assisting partners operating all equipment that produces 85 dB or higher are recommended to wear hearing protection during that time.

The Purpose of Hearing Protection

Hearing protection can help prevent the loss of hearing and it is important to understand what hearing protection devices are best for the workplace. There are advantages and disadvantages to all types of hearing protection. The hearing protection depends on sound level protection built into the hearing protection device. These levels are known as the Noise Reduction Ratings (NRR). The number on the label indicates the hearing protection effectiveness.

Permissible Noise Exposure

Duration per day, hours	Sound level dBA, slow response
8	90
6	92

4	95
3	97
2	100
1 ½	102
1	105
½	110
¼ or less	115

Hearing Protection Devices

- Earplug Protectors: These hearing protection devices are normally referred to as inserts or earplugs. These types of earplugs are made of rubber, plastic, acoustical fibers, foam, and wax impregnated cotton.
- Molded Inserts. They usually have an NRR within the range of 25-26 dB and are made of soft silicone, rubber, and plastic.
    - Advantages: Generally inexpensive, able to wash and reuse, and there is little danger of inserting the plug too far into the ear canal.
    - Disadvantages: Often hard to get a snug fit because of ear canal sizes, eventually the molded insert hardens and shrinks, must maintain a variety of sizes, and possible allergic reaction due to earplug material.
- Form-able Inserts. Due to the design of form-able inserts, they have an NRR that ranges from 27-33 dB. The materials used are often fine glass fiber, expandable plastic, foam, and wax impregnated cotton.
    - Advantages: Can fit all ears, mold to the ear canal, and available with a cord.
    - Disadvantages: Possible to push plug too far into the ear canal, usually good for one-time use, becomes dirty easily, and more prone to cause ear infections.
- Canal Cap Protectors: This type of protection is made to rest against the outer edge of the ear canal. They are made of a soft rubber and are held in place with a headband. The NRR on this type of protector ranges from 17-25 dB.
    - Advantages: Reusable and one size fit all with an adjustable headband.
    - Disadvantages: Does not provide a high NRR and requires regular cleaning.
- Earmuff Protectors: Earmuffs are designed to fit over the entire ear and ear lobe and seals against the side of the head with suitable cushion or padding. They generally have an NRR that ranges from 22-29 dB when used properly.

- Advantages: A good alternative to those who are allergic to inserts, easy to replace the protective seal, and many can be adjusted easily to fit an individual's head.
- Disadvantage: Perspiration eventually stiffens the plastic seal, not practical for confined space work, and efficiency of the muff type protector is reduced when worn over the frames of eye protection.

Hearing protection is evaluated for the specific noise environments in which the protector will be used and will be supplied to all partners free of charge.

Fit & Care for Hearing Protection

- Earplugs
  - Proper Fit. Wash your hands. Slowly roll and compress foam plugs into a very thin cylinder. Reach around the head and pull the ear outward and upward during insertion. While compressed - insert plug well into the ear canal and hold in place for a moment until it begins to expand.
  - Proper Care. Keep plugs as clean as possible. Inspect before reinsertion and if damaged or dirty - dispose of immediately and replace. Periodically check to be sure the fit is still snug, and do not share ear plugs with others.
- Earmuffs
  - Proper Fit. Earmuffs must fully enclose the ears to seal against the head. Adjust the headbands so cushion exerts even pressure and keep hair from underneath the cushion.
  - Proper Care. Clean with warm water and mild soap; do not use alcohols or solvents to clean cushions. Replace the cushion if stiff, worn, cut, or torn, and check the headband for deterioration.

Record Keeping & Partner Access:

Partners have the right of access to all information regarding this hearing conservation program as well as the right of access to the results of their individual audiogram and related audiometric test results. Partners are responsible for understanding the results and corrective measures to be taken. Hard copy audiometric test results will be kept in the employee personnel file.

Audiometric test results will be retained for the duration of the tested employee's employment and as long thereafter as inactive records are maintained.

Work area and equipment noise exposure measurement records will be retained for two years, or until new measurements are recorded.

All records pertaining to hearing conservation shall be provided upon request to partners, former partners, representatives designated by the partner.

Information & Training:

The company will conduct annual information and training sessions. Information and training requirements will be accomplished through handouts and video programs. Topics will include a review of this program, how noise effects hearing, how hearing works and is diminished by excessive noise, where hearing protection is required, and the selection, fitting, use, and care of hearing protection devices. All information and training will be documented and kept in employee personnel files.

Document Management:

If after reading this program, you find that improvements can be made, please contact the Senior Director-Environmental, Health & Safety. DECCO encourages all suggestions because we are committed to the success of this Program. We strive for clear understanding, safe behavior, and involvement from every level of the company.

Change Control:

All management system changes are reviewed, approved, or disapproved by the Safety Department.

Personnel:

The Owners of DECCO have the ultimate responsibility for the Hearing Awareness Program. They have designated the Senior Director-Environmental, Health & Safety to manage the Hearing Awareness Program.

037_OSHA Inspection

Issue Date: July 6, 2020

Revision Date: January 2026

Revision No: 002

The typical OSHA inspection consists of three parts:

1. Opening Conference
2. Walk-around (Physical Inspection)
3. Closing Conference

Entry onto Work Site:

OSHA may conduct an inspection for any of the following reasons:

- Imminent danger
- Accident Investigations
- Employee complaints
- Routine general inspections
- Follow-up inspections

DECCO policy is that a warrant is not required unless an Owner requests that a warrant be obtained prior to entry.

An OSHA compliance officer shall be permitted on the work site after presenting his/her credentials. Confirmation of the compliance officer's credentials can be confirmed by calling his/her respective OSHA office. The company representative shall record names, addresses, and telephone numbers applicable to the office the inspector represents. Utilize the OSHA Facility/Site Inspection Form located in the Exhibits section of the DECCO Safety Manual for proper documentation.

Opening Conference:

Prior to the inspection, the OSHA compliance officer shall conduct an opening conference explaining the purpose and scope of his/her inspection, and the federal or state standards that apply. The company

representatives shall be given a copy, if any, of employee complaints (names will be withheld). The compliance officer will request company and craft representatives who will accompany him/her during the inspection. When at all possible a member of the DECCO Safety Department should accompany the compliance officer. If a Safety Representative is not already onsite, request time from the compliance officer for the Safety Representative to arrive to the jobsite.

Call the DECCO main office and inform your Project Manager and the Field Safety Manager immediately that an inspection is imminent. If the inspector is on-site for another contractor or GC notify the Field Safety Manager immediately. Inform the inspector that a company representative is on his way and ask him to delay the inspection until the representative arrives. They generally will give you about 1 hour. Do not supply any further documentation even if requested. Always try to hold the officer in a location out of view of any construction. The company can be fined for any violations the inspector sees even before the official walk-around inspection has begun.

Do not offer more information than is being asked. Provide only direct answers to the questions being asked. Everything stated is fair game. Remember there is no such thing as OFF the record.

DECCO may stop all work activities on site during the inspection if the project manager and / or the Senior Director- Environmental, Health & Safety believe that the work force is distracted with OSHA's presence and the distraction may create an unsafe condition.

Walk Around Inspection:

The main purpose of the walk around inspection is to identify potential or alleged safety and health hazards in the workplace.

During the inspection the OSHA compliance officer may:

- Question any partner, including supervisors.
- Confer privately with individual partners.
- Perform environmental monitoring.
- Obtain instrument readings.
- Take photos.
- Examine any records pertaining to the inspection.

The company representative accompanying the compliance officer during the inspection shall take detailed notes, identical photos, instrument readings (if possible), samples, etc. Whatever the compliance officer does, the DECCO representative should do also.

The OSHA inspector is prohibited from:

- Entering the work area without wearing the appropriate level of personal protective equipment, such as a safety helmet, safety glasses, or hearing protection.
- Causing unreasonable disruption of work operations.
- Jeopardizing their own or partners' safety and health.
- Ordering unscheduled equipment to be operated.

During the course of the inspection, the OSHA compliance officer shall notify the company representative of any unsafe or unhealthful working conditions. At this point, the company representative shall either stop the specific act or job, or immediately take corrective actions if feasible. Do not argue and do not admit to the violation.

The OSHA compliance officer will likely review:

- Written Safety Program (DECCO Safety Manual and any project-specific manual).
- OSHA 300 Log, First Reports of Injury, and Accident Investigation forms.
- The Hazard Communication Program.
- Safety Data Sheets.
- Verify access to employee exposure and medical records.
- Required postings.
- Current citations.
- Other records, programs, or policies related to the inspection.
- Employer ID# (DECCO # is: 02-0512875)

The compliance officer is permitted to copy and retain documents that federal and/or state regulations require the company to provide OSHA. However, this is only upon request by the OSHA Inspector. Do not volunteer documents, policies, programs or regulations.

The company representative shall inform supervisors and team members that they:

- Are not required to sign any document the compliance officer may present.

- Are entitled to retain a copy of any statement they provide the compliance officer

Closing Conference:

At the completion of the inspection, the OSHA compliance officer shall conduct a closing conference with the company representatives. The compliance officer at this time will discuss all unsafe or unhealthful conditions noted during the walk-around inspection and indicate all alleged violations. The inspection results will then be passed on to the OSHA Area Director, who will then determine whether citations will be issued, and penalties proposed.

038_Fatigue Management Plan

Issue Date: November 2020

Revision Date:

Revision No:

General:

DECCO, Incorporated (DECCO) is committed to providing a safe workplace for the benefit of their partners and subcontractors. In order to provide a safe work environment, personnel must be able to perform their job duties in a safe, secure, productive, and effective manner, and remain able to do so throughout the entire time they are working. DECCO recognizes that an effective fatigue management program can contribute to reducing the potential incidents and injuries among their workers.

Managing fatigue also means recognizing and assessing it as a possible factor in workplace incidents. Normal incident investigation questions should provide the investigator with an indication if fatigue could have been a contributing cause of an incident.

Fatigue is a message to the body to rest. It is not a problem if the person can and does rest. However, if rest is not possible, fatigue can increase until it becomes distressing and eventually debilitating. The symptoms of fatigue, both mental and physical, vary and depend on the person and his or her degree of overexertion.

Fatigue Signs and Symptoms:

How can you tell if someone is fatigued? Partners who present three (3) or more signs and symptoms of fatigue (which may include but are not limited to those listed below) may be experiencing fatigue related impairment:

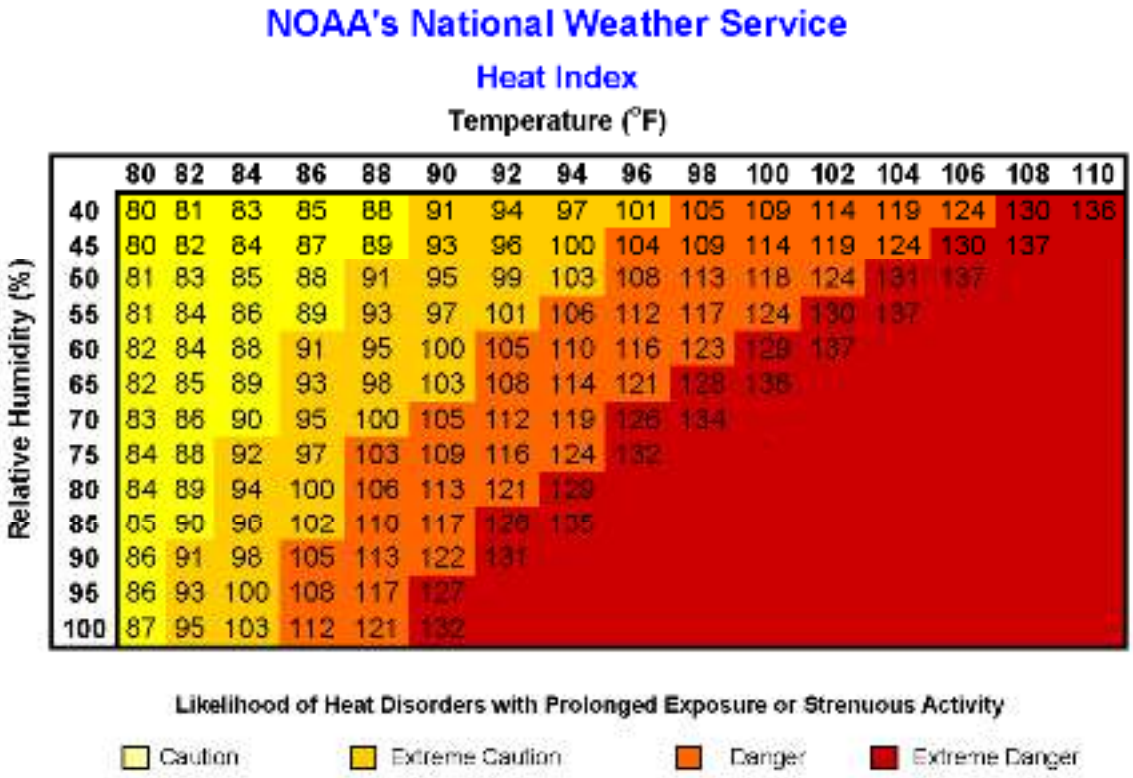
Physical signs of fatigue may include: Excessive yawning, lack of energy, heavy eyelids, eye-rubbing, head drooping, micro sleeps, reduced hand-eye coordination. A fatigued worker may also experience symptoms not obvious to others including, but not limited to, drowsiness, headaches, dizziness, blurred visions or impaired visual perception.

Mental signs of fatigue may include: Difficulty concentrating on tasks, lapses in attention, difficulty remembering, failure to communicate important information, failure to anticipate events or actions, making accidental errors or omissions.

Emotional signs of fatigue may include: Quiet or withdrawn, lacking in motivation to do the task well, irritable or grumpy with colleagues, family or friends, emotional outburst, aggression/rage, repeatedly arriving late for work, frequent unexplained absences.

Fatigue and Environmental Considerations:

Working near heat sources (for example, hot plant or hot surfaces) or in the direct sun increases exposure not only to heat, but also fatigue. When assessing irregular work scheduling or excessively long shifts in elevated heat situations partners must also factor in the effects on work fatigue. Extreme heat (high heat and humidity with temperatures above 90 degrees) makes the body work harder using up valuable body fluids resulting in dehydration which is one symptom of fatigue. Reference the Heat Index chart below when completing the Fatigue Risk Assessment Guide.



Scope:

A Fatigue Management Plan (FMP) shall be created by the project management team and implemented for all medium and high-risk operations as identified by utilizing the fatigue risk assessment guide below. Required amendments / changes to the plan will be done by the Project Manager.

Fatigue Risk Assessment Guide:

Instructions

- Tick each box that applies.
- Tally the ticks in each column and record it against “Column ticks”.
- Record the column points by multiplying the ticks as indicated.
- Record the total points by adding the three column point totals.
- Record the risk as low, medium or high, as shown in the key.

Fatigue Risk Assessment Guide (based on a 7-day work cycle)		
Low Risk	**Medium Risk**	**High Risk**
Less than 50 hours* ☐	50 – 70 hours* ☐	More than 70 hrs* ☐
Shifts of 10 hours or less ☐	Shift of up to 12 hrs ☐	Shift exceeds 12 hrs ☐
Min 12 hr break btw shifts ☐	8 – 12 hr break btw shifts ☐	Less than 8 hr break ☐
No night shifts ☐	Up to 3-night shifts ☐	4 or more night shifts ☐
Single break taken in shifts ☐	Two breaks taken in shift ☐	>2 breaks taken in shift ☐
2 or more work free days ☐	1 day free from work ☐	No days free from work ☐
On call 3 days or less ☐	On call 4 or 5 days ☐	On call 6 or 7 days ☐
Heat Index below "Extreme Caution" ☐	Heat Index at "Extreme Caution" ☐	Heat Index at "Danger" ☐
Column ticks ☐ Column points (ticks x 1) ☐	Column ticks ☐ Column points (ticks x 2) ☐	Column ticks ☐ Column points (ticks x 3) ☐
TOTAL POINTS – Low risk: up to and including 11 points ☐ **Medium risk:12 to 17 points** **High risk: 18 or more points**		
RISK = ☐ **Important: If the risk is assessed as MEDIUM or HIGH, work must not proceed until there has been a review of the FMP controls by senior management.**		
***Includes overtime, extended hrs., time spent when called back to work and hours worked in secondary employment.**		

Planning to Control Fatigue Risk:

General Requirements

WORK HOURS	GUIDELINE
Maximum hours in a 14-day period	• No person will work more than 144 hours
Break between consecutive shifts	• A minimum break of 10 hours in suitable accommodation (excluding travel) must be made available.

	• Within every 14-day cycle (2 weeks), as a minimum, people shall be required to have at least 2 days off. • For regular rostered nightshift work, the number of days off following successive nightshifts should equal the number of successive nightshifts worked.
Recall to duty	• If occurs during 10-hour break period after last shift worked, the 10-hour break will be observed at the end of callout.
Minimum breaks during the working shift	• 6-8 hours of work – 1 x 30-minute break; • 9-10 hours of work – 1 x 30-minute and 1 x 15- minute breaks • 11-12.5 hours of work – 2 x 30-minutes, or 1 x 30-minutes and 2 x 15-minute breaks. • >12.5 hours – additional breaks as per the SPA involved for the additional work.
Maximum number of continuous shifts	• 12 Day shifts; or • 6 Night shifts.

Responsibilities:

Supervisors / Managers / Foreman are responsible for:

- Ensure that all personnel are trained in the policy. Annual training will be provided on how to recognize fatigue, how to control fatigue through appropriate work and personal habits and reporting of fatigue to supervision.
- Time off shall ultimately be managed by the respective supervisor.
- A time-off schedule shall be created and communicated prior to the start of any shutdown and/or overtime required work classified as MEDIUM or HIGH risk.
- Observing the attentiveness, performance, and behavior of the partners they supervise.
- Assuring the partners they supervise are fit for duty.

- Following their written FMP when presented with circumstances or knowledge that indicate that a partner(s) may be showing signs of fatigue.
- Managing work schedules to help control worker fatigue.
- The supervisor will monitor the work to ensure that personnel are attentive and performing their tasks in a safe and efficient manner.
- The Supervisor will present information and/or observations to personnel at the earliest possible time in order to address the fatigue issues that may arise from their work schedule. This discussion will include the possibility of changes to their tasks and time requirements (these may be adjusted to minimize the work conditions placed on the worker).

Workers / Partners are responsible for:

- Managing their time away from the worksite in a manner that allows them to get plenty of rest and approximately 7-8 hours of sleep every evening.
- Taking micro breaks throughout the day and taking advantage designated breaks to minimize fatigue and increase mental fitness.
- Notifying their supervisors when they feel like they are getting fatigued and are not fit for duty.
- Notifying the supervisor when they observe a coworker acting in a manner that indicates the coworker may be fatigued.
- Reporting any medication being taken including any over the counter medication such as for cold or flu, as these may impair the partner's ability to work safely and contribute to them getting fatigued at a quicker pace.

Fatigue Control Strategies:

Fatigue control is a shared responsibility. Where possible, fatigue control strategies should be employed by staff and supervisors to minimize risks associated with fatigue in the workplace. Proactive control strategies for staff and supervisors may include:

- Getting adequate sleep.
- Staying hydrated.
- Taking adequate breaks (and supervisors encouraging workers to do so) Effectively managing overtime, shift swapping and on call duties.

- Consider adjusting a worker's start and/or end time if they have previously worked an extended shift due to call-out, emergency etc.
- Scheduling complex tasks to be performed on day shifts, if possible.
- Enforcing controls and procedures if performing moderate to very high-risk work during periods of high fatigue.
- Increasing supervision during periods of low alertness, especially when workers are completing moderate to very high-risk work.
- Ergonomic equipment will be used to improve workstation conditions such as anti-fatigue mats for standing, lift assist devices for repetitive lifting, proper lighting and control of temperature, and other ergonomic devices as deemed appropriate.
- Considering job rotation strategies, and scheduling strategies (including time of day), for repetitive or monotonous work, or work that involves heavy physical exertion.
- Stopping work when the activities are unsafe due to fatigue.

039_Process Safety Management-Contractor Responsibilities

Issue Date: June 2022

Revision Date:

Revision No:

Purpose:

The purpose of Process Safety Management (PSM) is to prevent or minimize consequences of catastrophic releases of toxic, reactive, flammable or explosive chemicals in various industries such as pharmaceuticals. The requirements of a Process Safety Management Program are outlined in 29 CFR 1910.119. DECCO partners will perform work at job sites that are covered by this standard. Therefore, the purpose of this written program is to ensure our partners are trained in the practices necessary to conduct their work at PSM covered work sites and to ensure they abide by the safe work practices of the employers that hire us to perform various jobs.

General:

Contractors under the Process Safety Management program are those who are involved in the installation or maintenance of equipment and systems at a facility that has one of the following:

(i) A process which involves a chemical at or above the specified threshold quantities listed in Appendix A to 29 CFR 1910.119.
(ii) A process which involves a flammable liquid or gas (as defined in 1910.1200) on site in one location, in a quantity of 10,000 pounds (4535.9 kg) or more except for:

(A) Hydrocarbon fuels used solely for workplace consumption as a fuel (e.g., propane used for comfort heating, gasoline for vehicle refueling), if such fuels are not a part of a process containing another highly hazardous chemical covered by this standard.
(B) Flammable liquids stored in atmospheric tanks or transferred which are kept below their normal boiling point without benefit of chilling or refrigeration.

As contractors covered under the PSM Program, we will be provided necessary information concerning the hazardous process, equipment, and procedures of the particular job site our partners are working at.

Special Requirements:

Pre-Work Review

Prior to allowing DECCO partners to commence work in a process covered under PSM, the following requirements must be completed by the PSM Company we will be doing work for:

- Obtain and evaluate information regarding DECCO's safety performance and programs (written documentation required).
- Inform DECCO Field Leadership or other designated DECCO partner of the known potential fire, explosion, or toxic release hazards related to the work area and processes of the Company.
- Explain the applicable provisions of the emergency action plan to DECCO partners.
- Provide Field Leadership with copies of local safety programs, safety and emergency procedures and a copy of the PSM program.
- Complete all the requirements of the Company's Contractors Liability Agreement. Inform DECCO that a periodic performance evaluation will be conducted to ensure our partners are fulfilling our obligations.
- Inform DECCO that a contract employee injury and illness log related to our work in process areas must be maintained on site for the duration of the contract work.

DECCO will provide information to the Contract Employer relating to any unique hazards presented by our partner's work or any hazards found by our partners.

Training:

Prior to the start of any work at a facility covered under the PSM standard, DECCO will assure that each partner is trained in the work practices necessary to safely perform his or her job. DECCO will provide the following documentation to each PSM covered facility that we will be performing work at:

- Our safety program information and other documentation required by the Company's Contractors Liability and Safety Agreement.

- Certification that we have informed our partners of potential fire, explosion, or toxic release hazards that may exist at or near their work area at the facility, and that we have explained the Company's Emergency Action Plan to our partners.
- Safety Data Sheets will be used to discuss process safety information for the particular site we will be working at.
- Training documentation concerning training provided to our partners to ensure they understand the safe work practices necessary to safely perform tasks.
- Certification that we have explained the Hot Works Permit Program of the Company we are working for and other permits the Company uses that will be needed during their time on company property.
- Agreement to advise the Company we are working for of any unique hazards presented by our work and found during our work.
- Certification that materials, parts and equipment to be installed meet industry and engineering standards for the application used.

DECCO will assure that our partners have been instructed in known potential fire, explosion, or toxic release hazards related to his/her job. Field Leadership will be responsible for ensuring that each partner has received and understood the required training. Training will be documented and will consist of the partner's name, the date of training, and the means used to verify that the partner understood the training.

Safe Work Practices:

DECCO partners will be required to abide by PSM employer's safety work practices during operations such as lockout/tagout, confined space entry, opening process equipment or piping, and controls over entrance to the facility. Safe work practices will be covered during site-specific training courses. Training will be documented.

Hot Work:

Before cutting or welding is permitted at a work site, the area must be inspected by the individual responsible for authorizing cutting and welding operations at the Company we are performing work for. DECCO partners will not be allowed to perform hot work until a hot work permit is obtained from the employer's designated representative. The permit shall document that provisions of CFR 1910.252 (a) have

been met. See the 009 Welding, Cutting and Hot Work written program for more information about safe work practices.

Incident Investigations:

Partners must immediately report all accidents, injuries and near misses to their Field Leadership, who will then notify the correct Company individuals. An incident investigation must be initiated as soon as possible, along with a formal report within 24 hours. Resolutions and corrective actions must be documented and maintained for five years.

Trade Secrets:

DECCO partners must respect the confidentiality of trade secret information when any Process Safety Information is released to them.

040_Misconduct of Safety Rules

Issue Date: June 2022

Revision Date:

Revision No:

Purpose:

At DECCO we value the safety of our partners, contractors, and the public and we believe that all incidents are preventable. This shared belief drives us to be vigilant and proactive about safety in our decisions, actions, and interactions.

A disciplinary program does not exist to solely punish personnel. Both DECCO and partners should understand the purpose is to control the work environment so that everyone is protected, and incidents are prevented.

This policy applies to all work performed by DECCO partners. Any deviation, unless spelled out specifically in the policy, requires the permission of the Senior Director – Environmental, Health & Safety or their designee.

General Misconduct of Safety Rules – Class 2 Violation (Less Serious or Non-Life Threatening):

DECCO expects managers to administer immediate disciplinary actions for general misconduct infractions. A Class 2 violation would not potentially cause death, serious injury, or property damage. Examples would include not wearing a hardhat (no serious overhead hazards), safety glasses, etc. If partners are found to be in violation of general misconduct infractions, they shall be given the opportunity to improve; however, a Class 2 violation shall result in a verbal documented or written warning. The second warning will result in suspension from work without pay for three (3) full workdays and safety training related to the violation and/or reorientation.

A partner who violates safety requirements may be charged with a violation regardless of whether his or her action was intentional. It is the partner’s obligation to know the pertinent safety requirements.

The Misconduct of Safety Rules are about safety, not discipline. Our first course of action is to complete a thorough investigation whenever we believe a Misconduct of Safety Rule may have been broken. This is in keeping with our values of Partnership and Ethics and with our desire to create a just safety culture at DECCO in which we have the opportunity to learn from our mistakes.

It is only after our investigation is complete that we determine what discipline, if any, is appropriate. As with any violation of DECCO policy or procedure, termination is and must be a potential disciplinary outcome.

DECCO expects managers and field leadership to adopt a Zero Tolerance standard for Misconduct of Safety Rules.

Serious and Willful Misconduct of Safety Rules – Class 1 Violation (Serious or Life Threatening):

Safety begins at the highest level, filtering down through all levels of the company. All partners share equal responsibility for working smart and safely as a condition of their continued employment at DECCO. All partners have the responsibility to ensure, and the right to request safe work conditions.

Because we care about the well-being of the team, DECCO places a safe work environment as our number one value. The most desirable outcome to the Company is that every partner goes home to their loved ones in better condition than they came to work.

Serious and Willful Misconduct of Safety Rules Violations: Serious and willful misconduct is behavior more serious than general misconduct infractions or just mere carelessness. Serious and willful misconduct must be considered whether the partner(s) engaged in a deliberate and intentional violation of safety rules, regulations or laws known to the partner(s) and whether the violation was in reckless disregard for their or others safety. Furthermore, it must be demonstrated that the partner(s) should have recognized the violation had the potential to result in injury and/or property damage, or with deliberate disregard of the violation's probable consequences (high risk and high consequence). These rules apply to everyone at DECCO and compliance is mandatory. Anyone found knowingly engaged in serious and willful misconduct of safety rules will be subject to disciplinary action up to and including termination of employment. Examples are, but not exclusive to:

- Drug and/or alcohol use

- Control of hazardous energy (Lockout/Tagout)
- Machine or equipment safeguarding
- Confined Space Entry
- Fall prevention and protection
- Failure to report an injury
- Operation of company vehicles

Accountability:

Disciplinary Measures to be applied as a minimum for any violation classified as serious and willful misconduct:

First Offense: At a minimum, three (3) full workdays off without pay (example: violation happened on a Wednesday so the partner is not eligible to return to work until the following Tuesday after a time lapse of three project site working business days) documented in writing on a progressive disciplinary report. If termination is warranted after this first offense the partner may be considered for work with DECCO after three (3) months; however, rehire requires the approval of the Chief Operating Officer (COO).

Members of Executive Management may enforce stricter penalties depending on the individual situation.

Second Offense (within one (1) year from the first offense): Immediate termination documented in writing on a progressive disciplinary report. Partner may reapply for work with DECCO after three (3) months; however, rehire requires approval of the COO.

These minimum disciplinary measures can be increased up to termination of employment for the first offense if warranted by accumulative unsatisfactory performance or willful behavior because of the potential risk of serious injury or death upon approval by the COO and Senior Director – Environmental, Health & Safety.

Any partner who has received a disciplinary action for performance or safety in accordance with this policy, as well as the 716 Progressive Discipline policy may be ineligible for company monetary bonuses (holiday and performance) within the infraction year (12 months). Determination will be at the discretion of Executive Management.

In order to ensure fairness in the process, any termination of a partner, due to an accountability issue, will require concurrence of the next highest level of authority. Any individual who feels they have not been treated fairly will be given the opportunity to discuss their situation with the Chief Executive Officer (CEO) and Senior Director – Partner Services.

Discipline of Supervisors: Supervisors, including trade Foreperson, must take responsibility for enforcing the safety requirements. Each Supervisor must administer disciplinary action(s) to subordinate partners as required. Depending on the circumstances, violations by subordinate partners may justify issuing a violation against the Supervisor as well. For example, a Supervisor who observes a violation and does not attempt to correct it may also be cited for a violation.

041_Temporary Barricading & Barrier Requirements Policy

Issue Date: August 2025

Revision Date:

Revision No:

General:

The purpose of this procedure is to identify situations requiring a Barricade or Barrier to prevent personnel injury and/or equipment damage. This procedure will provide the minimum requirements for acceptable types of Barricades and Barriers that will be used on DECCO sites. Access to areas with hazardous activities or unsafe conditions will be restricted. These situations require the use of Barricades, Barriers, caution/danger tape, and/or signage.

Barricade and Barrier Requirements:

Physical Barrier

- Physical Barriers are a way of restricting access to danger zones and provide physical isolation or protection from the hazard. They must completely enclose the identified hazardous area and have appropriate signage. Barriers shall consist of a top-rail and a mid-rail, with the top-rail located approximately 42” above the ground or floor. Barriers shall be constructed of pipe, wire rope (minimum ¼” diameter), steel chain, or other materials of similar strength.
- All barrier members shall be capable of withstanding the concentrated load of 200 pounds applied at any point and in any direction. The maximum deflection (sag) of the flexible barrier prior to and during a 200-pound load shall be 3 inches.

Barricade Tape

All barricade tape shall be one of several colors that convey different levels of hazard warning.

- Red tape is used to convey ‘DANGER – DO NOT ENTER’, which means no one is to enter without the approval of the Frontline Leader/craftsman in charge and must wear all required personal protective equipment indicated for the hazard.
- Yellow or Yellow/Black is used to convey ‘CAUTION’. Personnel are allowed to enter the barricade only after they have read the sign to understand the purpose of the barricade and are alerted to the hazards within the area.

- Barricade tape shall be used only on a temporary basis to denote a hazard area. Barricade tape tends to be damaged easily by personnel who must travel in and out of the barricade, wind, and other environmental elements.
- Hard barricades are encouraged whenever possible to guard against hazards that remain longer than one shift. In the event hard barricades are not feasible, the Frontline Leader should designate a person who is responsible for ensuring the barricade remains in good condition.
- Barricade tape shall be erected at a height of 39 to 45 inches such that the barricade is effective (completely encompass the hazard area) and does not present tripping hazards. Effort should be made to use stanchions that are sturdy and can be expected to maintain the barricade at the appropriate height.

Yellow/Black Caution Barricade Tape

- Yellow-black 2" tape shall designate an area of 'CAUTION' (excavations less than 4 feet, tripping hazards, separation of work areas from walkways, etc.).
- It is designed to alert employees to a hazard exposure.
- Employees shall be allowed to move through an area marked with "CAUTION" marking, but only with knowledge of why the area is marked and with the approval of the individual(s) who erected the barricade.
- A yellow barricade should be attended or a sign used to explain the hazard, identify the barricade owner, and the date of placement.

Red Danger Barricade Tape

- Red 2" tape shall designate an area of 'DANGER.'
- Only authorized personnel shall enter a designated 'DANGER' area. All others shall go around.
- Red 2" tape denotes a high hazard or 'DANGER' area that is restricted only to those necessary and authorized to enter by the barricade owner.
- A red barricade should be attended or a sign used stating: 'Danger, Authorized Personnel Only', a brief explanation of the hazard, barricade owner's name, and date of placement.

Identification Signs

Signs shall be placed on all barricades to indicate:

- The person that placed the barricade tape.
- Purpose or reason for the barricade.

- PPE that is required to enter.
- Date placed.
- Personnel are to make sure that all writing is legible.

Caution Zones

Use for work areas to warn of potential hazardous situations that could cause minor to moderate injuries, or property damage if not avoided. It may also be used to alert against unsafe practices, or hazards associated with Danger signs but are of significantly less magnitude. Examples include:

- Open holes in decks or walkways where the opening is one square foot or less.
- Construction zone.
- Overhead work/falling debris.
- Welding and/or grinding in progress.
- Wet floor or surface.
- Slip, trip, and same level fall hazards.
- Excavations/tranches less than 4 feet.
- Separation of work areas from walkways.

Danger Zones

Danger Zones require warnings with Barricades that block off the location from access using red danger tape and/or signs to signify the point of danger. This danger type may include, but not be limited to, the following:

- Open holes in decks or walkways are greater than one square foot.
- Overhead work areas where there is potential for dropped/falling objects.
- Control of hazardous energy.
- Confined space entry.
- Trenches/excavations greater than 4 feet.
- Rigging and lifting operations.
- Use of heavy machinery.

Training:

There are no formalized training requirements for this procedure other than being familiar with the requirements.

Auditing:

This procedure shall be audited (and updated as necessary) via regular workplace safety observations.

042_Safety Committee Charter

Issue Date: June 2022

Revision Date: January 2026

Revision No: 001

DECCO is committed to providing a safe work environment. To prevent workplace injuries and illnesses, a joint field-office safety committee will be established. Partner involvement in accident prevention and support of safety committee members and activities is necessary to ensure a safe and healthful workplace.

Purpose:

The purpose of our safety committee is to involve field and office partners in a non-adversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change. Our goal is an injury free workplace.

Organization and Membership:

Partner representatives shall be volunteers or elected by their peers. Senior Management representatives will be appointed. Safety committee members will serve terms of at least one year. Committee membership terms will be staggered, so experienced members are always serving on the committee.

Extent of Authority:

The safety committee advises corporate leadership about safety and health issues in the workplace. All written recommendations from the safety committee will be submitted to the appropriate department manager. Corporate leadership will consider the recommendations and respond in writing to the safety committee within a reasonable time. Recommendations shall be concise, clear, and provide reasons for implementation.

Committee Actions and Member Responsibilities:

- Review and evaluate accident reports and near misses. Elements to be evaluated:
    - Timeliness – reported by partner and paperwork submitted

  - Use of proper forms
  - Accuracy and completeness of information
  - Are there appropriate recommendations for prevention or corrective actions
- Make recommendations for improvement of the accident investigation process.
- Participate in periodic jobsite/shop inspections.
- Report unsafe conditions and practices.
- Attend all weekly safety meetings.
- Review and recommend safety policies.
- Identify trends.
- Recommend ideas for improving safety and health.
- Work in a safe and healthful manner.
- Complete assignments given to them by the chair.
- Act as a work-area representative in matters pertaining to health and observing how safety and health is enforced in the workplace.
- Create and promote open communication in an atmosphere of honesty, trust, and respect.
- Monitor the progress of recommendations, corrective actions.
- Recognize and support the contributions of each person.

Chairperson/Co-Chair Responsibilities:

There may be co-chairs for the Safety Committee; one will be the designated Safety Administrator, the other elected by the committee. The following are the duties of the chair(s):

- Set the meeting date, time (normal day shift) and location.
- Set the agenda.
- Facilitate the meeting.
- Assign a record-keeper.
- Distribute minutes to all committee members as well as members of senior management.
- Notify members, supervisors, managers, directors when minutes posted.

Meetings:

Safety committee meetings will be held the last Thursday of each quarter from 7:00 am to 8:00 am.

Exceptions: If a state/federal holiday occurs on the last Monday of a particular month, the committee will vote to decide whether to reschedule the meeting or cancel it for that particular month. If one or more committee members believe a particular month's meeting should be canceled or rescheduled for some legitimate reason (for example, possible absence of most members because of the meeting being near a holiday), the committee will vote to decide whether to have that month's meeting as scheduled, reschedule it, or cancel it for that particular month.

Summary:

The safety committee shall be a constructive entity, providing guidance and leadership in matters pertaining to the overall health and safety of the company.

043_Company Fleet Usage and Driver Safety Policy

Issue Date: June 2021

Revision Date: January 2026

Revision No: 002

General:

DECCO, Incorporated (DECCO) is committed to providing a safe workplace for the benefit of their partners. The purpose of this policy is to ensure the safety of those individuals who drive company vehicles and to provide guidance on the proper use of company fleet vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, DECCO endorses all applicable state motor vehicle regulations relating to driver responsibility. The company expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely. DECCO's Fleet Manager and Senior Director – Environmental, Health & Safety are responsible for general administration of this policy.

Responsibilities:

Management

- Provide annual defensive-driver training for all partners authorized to operate company vehicles.
- Train authorized partners on vehicle inspection and accident procedures.
- Maintain company vehicles is a safe condition.
- Maintain active insurance policies on all company vehicles.

Authorized Drivers

- Authorized drivers shall follow the safe driving guidelines set forth in this policy at all times.
- Annually have an acceptable/cleared Department of Motor Vehicles (DMV) license check.
- Sign the DECCO Driver Acknowledgement and Fleet Safety Rules Forms.
- Operate company vehicles in a safe, responsible manner and obey all traffic laws.
- Participate in driver-training programs.
- Participate in the DECCO Substance Abuse Prevention Program.

  - Any authorized driver of a company vehicle who has a verified positive, adulterated, or substituted test result, or who otherwise violates DECCO's substance abuse prevention policy, will be immediately removed as an authorized driver and not be permitted to operate any company owned vehicles for a minimum period of three (3) months. The individual will be required to be participating in the return-to-work agreement process prior to being reconsidered as an authorized driver.
- Ensure all vehicle occupants use seatbelts before moving the vehicle.
- Follow safe fueling procedures.
- Conduct a visual pre-use inspection before any first daily use.
- Immediately report any safety defects or vehicle problems.
- Report use of all prescription medication.

Unauthorized Use of Vehicles:

Assigned drivers and other authorized partners will not allow an unauthorized individual to operate a company vehicle. No exceptions! Disciplinary action may be taken. Additionally, if unauthorized use results in an accident, the responsible partner may be required to make restitution for the damages.

Personal Vehicles on Company Business:

Partners who drive their personal vehicles on company business are subject to the requirements of this program including:

- Maintaining auto liability insurance with minimum limits of $250,000/$500,000 for bodily injury and $100,000 for property damage or a combined single limit of $300,000
- Maintain current state vehicle inspections when required.
- Maintain their vehicle in a safe operating condition when driven on company business.

Driver Guidelines and Reporting Requirements:

1. Company vehicles are to be driven by authorized partners only.
2. Any partner who has a driver's license revoked or suspended shall immediately notify the Fleet Manager by 9 a.m. eastern time the next business day, and *immediately discontinue operation of the*

company vehicle. Failure to do so may result in disciplinary action, including termination of employment.

3. All accidents in company vehicles, regardless of severity, must be reported to the police and to the Fleet Manager and Senior Director – Environmental, Health & Safety. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in personal vehicles while on company business* *must* follow these same accident procedures. Accidents involving the employee's personal injury must be reported to the Senior Director – Environmental, Health & Safety for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
4. Drivers must report all ticket violations received during the operation of a company vehicle within 72 hours to the Fleet Manager.
5. Motor Vehicle Records will be obtained on all drivers prior to employment and no less than every twelve months. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy by the Fleet Manager and Senior Director – Environmental, Health & Safety, will result in a loss of the privilege of driving a company vehicle.

* *Company business is defined as driving at the direction, or for the benefit, of employer. It does not include normal commuting to and from work.*

Driver Criteria and Administration:

Partners must have a valid and current Driver's license to operate a company vehicle, or a personal vehicle with current auto insurance while on company business.

Partners are expected to drive in a safe and responsible manner and to maintain a good driving record. The Fleet Manager and Senior Director – Environmental, Health & Safety are responsible for reviewing records, including accidents, moving violations, etc., to determine if a partner's driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation to Senior Leadership for suspension or revocation of driving privileges.

A driver is unacceptable if the driver's accident/violation history in the past year includes one or more of the following moving violation convictions:

- Driving under the influence of alcohol or drugs (DWI).

- Hit and run.
- Failure to report an accident.
- Negligent homicide arising out of the use of a motor vehicle.
- Operating during a period of suspension or revocation.
- Using a motor vehicle for the commission of a felony.
- Operating a motor vehicle without the owner's authority.
- Permitting an unlicensed person to drive.
- Reckless driving (3 or more in a 3-year period).
- Speeding (3 or more in a 3-year period).
- Two or more preventable accidents in a 12-month period.

Drivers who are identified as high risk or in violation may be subject to several actions from management including, but not limited to:

- Driver may be required to attend a Defensive or Safety Driving course on their own time & expense.
- Driver may have their driving Privileges suspended or revoked.

* *Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed relevant by the Fleet Manager and Senior Director – Environmental, Health & Safety.*

Driver Safety Rules:

1. Driving on company business and/or driving a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
2. Cell phone use while driving should be kept to a minimum. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, Drivers should complete calls while the vehicle is parked and/or use the phone in a “hands free” mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
3. No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.

4. All drivers and passengers operating or riding in a company vehicle ***must*** wear seat belts.
5. No unauthorized personnel are allowed to ride in company vehicles.
6. Loads shall be secure and shall not exceed the manufacturer's specifications and legal limits for the vehicle.
7. Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
8. All State and Local laws must be obeyed.

Defensive Driving Guidelines:

- Drivers are required to maintain a safe following distance at all times. Drivers should keep a three second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least five seconds.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.
- Drivers are to drive at the speed of traffic but never to exceed the posted speed limit.
- Turn signals must be used to show where you are heading, while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary and may prevent you from being pushed into the car in front of you if you are rear-ended.

- Practice pull-through parking (locate two empty spaces, and drive through one space before parking in the other) Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.

**Check behind your vehicle before backing.*
**Back to the driver's side. Do not back around a corner or into an area of no visibility.*

Accident Procedures:

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
- Call for medical aid if necessary.
- Call the police. All accidents, regardless of severity, must be reported to the police.
- Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Complete the vehicle accident report located in the Exhibits section. Pertinent information to obtain includes license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.
2. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.
3. Provide the other party with your name, address, driver's license number, and insurance information.
4. Immediately report the accident to the Fleet Manager and Senior Director – Environmental, Health & Safety. Provide a copy of the accident report and/or your written description of the accident to the Fleet Manager and Senior Director – Environmental, Health & Safety ASAP.
5. There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.

044_Emergency Evacuation

Issue Date: December 2021

Revision Date: January 2026

Revision No: 001

Purpose:

The purpose of this plan is to define the general emergency evacuation instructions in the event of an emergency such as a fire, bomb threats, suspicious mail, biohazards and chemical spills, gas leaks, floods and other natural disasters, etc. The emergency evacuation procedure ensures that:

- A full and safe evacuation of the facility is achieved without delay.
- All personnel are accounted for.
- Any missing persons are identified.
- A system is in place for reporting a fire or other emergency.
- The facility is in compliance with 29 CFR 1910.38 (Emergency Action Plan).

Scope and Applicability:

This program applies to all working personnel at DECCO's corporate office and operating shops/facilities including partners and visitors.

Definitions:

- Assembly Area – A designated area that is marked by signs for the purpose of assembling personnel in a common area so an accurate headcount can be taken.
- Emergency – An unforeseen combination of circumstances or the resulting state that calls for immediate action or an urgent need for assistance or relief.
- Emergency Coordinator – Person that is in charge of the emergency scene, and responsible for relaying information to any responding outside agencies.
- Evacuation Wardens – A person responsible for a specific area of the building and works closely with the Emergency Coordinator to prepare for building emergency evacuations.
- Hazardous Materials – Anything that could cause harm to persons, property, or the environment.
- Head Count – An accurate count of evacuated personnel.

Responsibilities:

Partners

- Shut down operating equipment if able to do so without endangering themselves or other partners.
- Evacuate by the quickest, most direct route and do NOT re-enter an evacuated area.
- Assemble in the assembly area or other designated area and ensure they are accounted for.
- Remain outside and accounted for. Do NOT enter vehicles.
- Remain outside until the “All Clear” signal is given and do not leave during the evacuation. NO vehicle traffic is allowed into or out of the parking lot during an evacuation unless permission is granted from the Emergency Coordinator or external responding agency.

Emergency Wardens

- Sweep areas of responsibility for personnel and direct them to the nearest emergency exit.
- Assign capable representatives to aid in the evacuation of individual disabled, or temporarily disabled personnel when applicable.
- Attend training for the implementation of this program as it pertains to the role.

Supervisors/Managers

- Obtain a headcount from their respective department and conduct a head count during any evacuation to ensure all personnel have evacuated.
- Check in with the Emergency Coordinator after headcount has been completed.
- Notify the Emergency Coordinator of their group’s status (all accounted for or if any personnel are unaccounted for and may still be in the building).

Emergency Coordinator

- Maintain active and accurate headcount of personnel in the facility.
- Activate emergency notification system in the event of an emergency.
- Remove visitor logbook from lobby and assist in ensuring all visitors are located by completing a proper headcount reconciliation.
- Relay information to the Fire Department or other responding agencies such as the area of the alarm or any missing personnel.
- Give the “All Clear” signal once received from the responding agency.

EH&S Department

- Implementation and review of this policy.

Procedure:

Fire Alarm Activation

- If you see a fire, pull the nearest fire pull station upon evacuation. In the event the fire alarm is activated, exit the building immediately. If possible, report what you saw to the Emergency Coordinator. Do NOT attempt to fight a fire with a portable fire extinguisher unless you have been trained to do so and it impedes your ability to exit the facility.
- Primary exits shall be used unless they are obstructed, then use the secondary exits for egress.
- Upon exiting the building assemble in the assigned area so a head count can be taken. Supervisors/Managers must complete a headcount for their respective department and relay the information to the Emergency Coordinator.
- The “All Clear” will be given when the Emergency Coordinator receives clearance from the responding agency that the building is safe to re-enter. The “all Clear” is a verbal declaration from the Emergency Coordinator to all personnel at the emergency assembly area.

Evacuation Procedure

- When the alarm is sounded, all personnel (partners and visitors) will exit the facility by the nearest exit. The fire alarm system consists of both audible and visual alarms throughout the facility.
- In the event that the fire alarm system is inoperable, a manual system will be used. This will consist of a verbal announcement over the phone intercom system.
- All personnel will then assemble at the assembly area. The assembly area is identified on signage and markings in the parking lot.
- Supervisors/Managers or their designees are responsible for taking headcount and reporting to the Emergency Coordinator the status of their group (all accounted for or names of those missing).

Non-Employees

- All visitors that have signed in the visitor logbook must congregate at the assembly area to check in with the Emergency Coordinator and confirm their safe evacuation from the facility.

Training

- All partners shall be trained on this plan when they are initially assigned and annually thereafter.
- Re-Training will occur when the evacuation plan is changed or when the partner's responsibility under the plan changes.
- Emergency Coordinators, Evacuation Wardens, and Supervisors/Managers will be provided with training, annually at minimum, commensurate with their roles and responsibilities to ensure proper understanding and comprehension of the role's expectations. This will also include routine team meetings to discuss potential scenarios and recent updates to the plan.
- To ensure partner competence, one (1) fire drill will be conducted annually. Actual facility evacuations will be counted towards this requirement.

Role Assignments

- The Receptionist, with backups established as Office Manager and Partner Development Administrator, fill the role of Emergency Coordinator during normal weekday operations.
- Evacuation Warden responsibilities are assigned to select staff that reside in the selected areas in order to assist with a timely evacuation.
- EH&S will maintain an updated list of assigned roles and responsibilities in order to assure proper training on these assignments.

Program Review

- This program will be reviewed for effectiveness by the Safety Department as required.

045_Subcontractor Safety Responsibilities

Issue Date: February 2021

Revision Date: January 2026

Revision No: 001

General:

To the extent that a subcontractor of any tier performs any part of the contract scope of work, said entity assumes responsibility for complying with the provisions of this Program and the most current version of the DECCO Safety Manual. The Subcontractor has the responsibility for participating in and enforcing all site-specific safety and loss prevention programs established for the Project that shall cover all work performed by it and its sub-subcontractors. Subcontractor shall cooperate fully with DECCO, the Owner, and all insurance carriers and loss prevention engineers on loss and accident prevention. There is no substitute for the exercise of good professional judgment.

This Subcontractor Safety Responsibilities procedure shall be utilized by all personnel who will work on any DECCO project including all Trade Contractors, Sub-Tier and all Sub-Contractors, Vendors, and Visitors on a project site and operating shops/facilities.

Any person who does not abide by these basic safety practices and procedures will not be allowed to continue work on this, or any, DECCO project. The site Supervisor, Project Manager, Safety Representative, and Sr. Director-Environmental, Health & Safety shall have the authority and responsibility to ensure that all work is executed in a safe manner and in compliance with this Program as well as all applicable regulations. If necessary, work will be stopped, and violators will be required to leave the project site. No DECCO trade contractors will be allowed to work in conditions that are unsafe or be allowed to create unsafe conditions.

Keep in mind that compliance with OSHA standards is considered the minimum standard for DECCO projects. DECCO requires a higher level of performance when it comes to safety. While working on a DECCO project, please remember that safety is everyone’s business all the time. We ask for your cooperation, participation, and input to ensure the success of this program. An appropriate level of oversight and monitoring will be put in place to verify subcontractor performance for the life of the contract. DECCO will periodically review the safety performance of subcontractors and verify compliance with regulatory and work-specific requirements.

Responsibilities / Working Rules:

1. DECCO will verify that on-site subcontractors have the appropriate licenses, registrations, insurance, written Health, Safety and Environmental programs and training documentation applicable to the type of work the subcontractor will perform to complete their work. Subcontractor shall perform all parts of its Purchase Order/Contract while assuming responsibility for complying with all applicable federal, state and local safety standards, regulations, rules, ordinances and insurance requirements. Subcontractor shall comply with all requirements relating to safety including those set forth by DECCO and the Contract between the Owner/General Contractor and DECCO.
2. Past performance is a key indicator of future performance. Incident statistics shall be obtained and analyzed to ensure that only safe subcontractors are hired. DECCO will obtain a copy of the subcontractor's OSHA Logs and Experience Modifier and compare their performance to others in their industry. Those who outperform the industry shall be selected whenever practicable.
3. Prior to the start of work DECCO and subcontractor will establish an emergency action plan, clear lines of roles and responsibilities, and communication that includes an effective reporting relationship. The aim of this process is to improve safety performance by facilitating the interface of contractor's activities with those of the client, other contractors, and subcontractors.
4. In connection with all Work performed hereunder, Subcontractor shall include provisions for and shall comply with all Safety and Health Regulations of the Occupational Safety and Health Act of 1970 (29 CFR. 1926 and 1910), including all amendments and modifications thereto (hereinafter “OSHA”). In the event there is a conflict between the safety and health provisions of federal, state or local regulations, the more stringent provision shall prevail. Subcontractor acknowledges and agrees that with respect to the scope of its Work under this Subcontract, it shall comply with all obligations and assume all responsibilities imposed upon DECCO as such term is defined and construed under all OSHA rules and regulations.
5. The use of illicit drugs and alcohol is strictly prohibited. Consumption of alcohol or drugs during or prior to work, which would impair judgment or performance is prohibited. Violators will be subject to immediate dismissal.
6. Harassment based upon age, race, sex, religion, national origin or sexual orientation is strictly prohibited on any DECCO site. Violators of this policy will be subject to immediate dismissal.

7. Fighting, provoking a fight, or engaging in horseplay is strictly prohibited. Individuals who engage in such activities will be discharged from the location.
8. All Subcontractor training records must be made available to DECCO representatives and client representatives upon request. All Subcontractors are responsible for providing adequate and required federal, state, and client-specific training to their employees.
9. Subcontractor shall appoint and submit in writing the name of the competent person who is qualified by training and experience to recognize and anticipate predictable hazards and has the authority to take prompt corrective action to abate them and must have the authority to stop work of his/her work forces in the event of a safety issue.
10. All Subcontractor personnel working on a DECCO project shall attend a project-specific safety orientation prior to executing any work (refer to Appendix A).
11. Any Subcontracted personnel, or person employed by any company under contract to DECCO, will be authorized to stop work that may be considered hazardous to personnel, equipment, or the environment.
12. To ensure that all potential workplace hazards have been identified and addressed, Subcontractors and lower-tier subcontractors will develop and document a Safe Plan of Action (SPA) daily for all significant activities before beginning the work.
13. Subcontractor shall schedule weekly Toolbox safety meetings conducted by their job foreman for all their site employees under their supervision with sign-off and submit to the DECCO Project Supervisor weekly. As an exception, Subcontractor and all their site employees may attend the DECCO weekly Toolbox safety meetings instead.
14. Stretching is important in maintaining the muscle’s pliability and length. Participation in the DECCO stretching program is required and should be conducted during the morning safety briefing. Personnel should engage in this program to the extent that their judgment and physical capabilities allow and should not perform motions that may aggravate previous injuries or other physical conditions. A discussion with one’s medical provider is highly recommended before participating in any stretch and flex program.
15. Subcontractor shall implement immediate corrective action to eliminate unsafe practices and conditions when they are observed or reported.
16. Subcontractor Management and/or Safety Representative shall investigate all events resulting in personal injury and/or hospitalization as well as incidences of property damage, fire and any third-

party claim to determine the causes. All findings shall be in writing and submitted to DECCO. Subcontractor's follow-up in connection with such investigations shall consist of immediate corrective action and a written report submitted to DECCO within twenty-four (24) hours of the event.

17. ANSI approved hard-hats, safety glasses with side shields, hard-toed safety shoes, task-specific gloves, and high visibility attire (where required) (vests and/or shirts) are to be worn at all times on all DECCO projects. Subcontractors shall be responsible for providing and maintaining all PPE, as well as training their personnel on the proper use of PPE. Subcontractor shall be prepared to take immediate corrective action for noncompliance that shall include dismissal if Subcontractor's employee(s) refuses to utilize the provided safety equipment.
18. Any use of respirators must comply with the OSHA requirements described in 29 CFR 1910.134. Training and a thorough medical evaluation as required in the OSHA standard must be completed before respiratory protective equipment can be used, and documentation must be available to support this.
19. The quantity of hazardous materials (fuels, solvents, oils, paints, etc.) brought on a DECCO project site should be kept to a minimum and stored in designated areas approved by DECCO Site Management. Any hazardous chemicals brought onto a job site (as defined by the OSHA Hazard Communication Standard and GHS Program) must be properly labeled and accompanied by a current safety data sheet (SDS). SDS books shall have an accurate table of contents. Flammable liquid (including gasoline and diesel fuel) must be kept in approved and clearly labeled safety cans. The Contractor who brought them to the project site is responsible for removing any unused hazardous materials from the site.
20. The Subcontractor confined space entry program and the associated work activities conducted in permit-required and non-permit-required confined spaces shall be accordance with 29 CFR 1910.146 statutory requirements.
21. All Subcontractors are expected to maintain their work area in a condition that is clean, orderly, and free from obvious hazards. Poor housekeeping on any DECCO project is not acceptable.
22. DECCO requires 100% fall protection whenever working six feet or more above a lower surface (four feet for General Industry 1910).
23. An operable Ground Fault Circuit Interrupter (GFCI) plugged in at the power source or a GFCI circuit breaker shall protect temporary power for all power tools and cord sets. If no GFCI outlets are available, the subcontractor shall provide a GFCI "pigtail". Above 110 V, any cord and plug set shall be protected via GFCI or Assured Equipment Grounding Conductor Program (AEGCP).

24. Subcontractor site employees are to inspect all hand tools and extension cords prior to use. Defective tools and extension cords found to be defective are to be taken out of service immediately. The subcontractor's competent person prior to use shall inspect other equipment, such as scaffolding and ladders for any defects. If equipment is defective or unserviceable, it is to be immediately brought to the attention of the supervisor and removed from service.
25. Hot work permits and qualified full-time fire watch are required for all hot work activities.
26. All excavation work performed by subcontractors on any DECCO project site must comply with the OSHA requirements contained in 29 CFR 1926, Subpart P.
27. Only authorized and properly instructed/trained/licensed employees shall operate machinery, equipment, vehicles and tools.
28. Utilize proper lifting techniques (lift with the legs and not the back). Workers are not to lift or push heavy objects by themselves (50 pound weight limit for single person manual lifts). Get help if necessary or utilize mechanical aiding equipment.
29. Subcontractors bringing hoisting & rigging equipment on site shall be able to demonstrate that their equipment is properly maintained, in safe operating condition, and that operators are experienced and qualified. All hoisting & rigging equipment brought on site shall be in a new or like new condition free of hydraulic or oil leaks. All Subcontractor hoisting & rigging activities shall be conducted in accordance with 29 CFR 1926, Subpart CC and 29 CFR 1926.753 requirements.
30. Mobile Elevated Work Platforms (MEWPs) (scissor lifts, extensible or articulating boom platforms) used on any DECCO project must comply with OSHA requirements (29 CFR 1926.453) and manufacturer's specifications. Only personnel who are properly trained and certified shall operate MEWPs. Personnel operating or working from MEWPs must complete the DECCO lift inspection form daily prior to operating the lift and be equipped with a personal fall arrest system that is tied off to an acceptable anchorage within the lift and not the guardrails. Personnel must always stand firmly on the floor of the basket and shall not climb, sit or stand on the railings or edge of the basket.
31. Scaffolds shall be erected and used in accordance applicable OSHA regulation 29 CFR 1926, Subpart L.
32. Lockout/Tag-Out must be employed whenever maintenance, servicing, or demolition work is being performed on equipment, machinery, or systems where the unexpected energization of the machines or equipment or the release of stored energy could cause injury to Subcontractor personnel.

33. All ladders utilized on any DECCO project must conform to manufacturer's specifications and applicable OSHA requirements. Ladders shall be manufacturer-certified minimally as ANSI Type IA or IAA. Ladders must be placed on a stable surface to ensure that they will not move while being used. Subcontractor personnel shall always face the ladder and maintain three points of contact when ascending or descending. Never work off the top two rungs or the pail shelf of a stepladder. Extension and straight ladders must be tied off at the top to prevent movement.
34. Subcontractor shall comply with respirable Crystalline Silica 1926.1153 and provide silica training to ensure employee can demonstrate knowledge and understanding of health hazards associated with exposure to respirable crystalline silica, specific tasks hazards associated with exposure to RCS, and measures that can be implemented including engineering controls, work practices and respirators to be used.
35. Post-job performance reviews shall be conducted for subcontractors. A combination of factors may be considered including, but not limited to, housekeeping, cost, safety, and quality of work.

046_Short Service Employee

Issue Date: September 2023

Revision Date: January 2026

Revision No: 001

Purpose:

The purpose of the Short Service Employee (SSE) Management program is to prevent work related injuries and illnesses to new hires and temporary workers. The Field Leads and co-workers must be able to readily identify Short Service Employee participants. The Company will assign experienced employee-partners to oversee the daily activities of those assigned to the SSE program. This policy applies to all Company employee-partners in shop and field operations.

Definitions:

- Short Service Employee – An employee, temporary labor or sub-contractor employee with less than six months experience in the same job or with his/her present employer.
- Mentor – An experienced employee-partner that possess knowledge and skills in particular operations, who has been assigned to help and work with a new Short Service Employee by his/her supervisor.

Responsibilities:

- Managers and Field Leads shall ensure that this program is implemented and followed. Managers and the Safety Department will randomly audit for process compliance. This will involve interviewing individuals in the Short Service Employee program (documentation is not required).
- Employee-partners shall follow the requirements of this program.
- Prior to starting work, DECCO shall notify the Client that Short Service Employees are present on work crews.

General:

- Applies to all newly hired Company employees (regardless of experience), temporary agency personnel or our independent contractors working on company or client locations/ facilities.
- Field Leads will assure that all new, transferred and temporary employees have been through Company Safety Orientation and have a complete knowledge of the expectations for their job function.
- Field Leads will identify all employee-partners and temporary personnel with less than 180 days of service, or those partners they desire to return to a mentoring status for improvement in job and/or safety performance.
    - Any Short Service Employee experiencing an OSHA Recordable injury during the initial 180 days will repeat the mentoring program.
- If, at the end of the six-month period, the Short Service Employee has worked safely, adhered to safety policies and has no recordable incident attributable to him/her, the SSE identifier may be removed at the discretion of DECCO.
- Mentors will set the proper safety example for any Short Service Employee assigned them.
- Mentors will be assigned one Short Service Employee and must remain on site with the individual.
    - Exception: in shop environments, a maximum of 3 Short Service Employee participants may be assigned per mentor.
- Mentors will converse daily with those persons assigned to them, continuously throughout the day.
- Managers shall notify client prior to SSEs being sent off site.
- Short Service employees on client locations may not work alone. A work crew of less than 5 employees may not have more than one Short Service Employee.
- Subcontractors must manage their SSEs in accordance with this plan.

047_Fit for Duty

Issue Date: September 2022

Revision Date:

Revision No:

Purpose:

DECCO is committed to promoting a safe and healthy environment for its partners. Such an environment is possible only when each partner is able to perform his or her job duties in a safe, secure, and effective manner, and remains able to do so throughout the entire time they are working. Partners who are not fit for duty may present a safety risk to themselves and to others.

Policy:

This policy outlines the responsible parties and necessary actions when a partner's fitness for duty is in question, the steps necessary to assess the partner's physical or mental capabilities, necessary follow-up, and return to work. This policy covers only those situations in which a partner is:

- Having observable difficulty performing his/her duties in an effective manner that is safe for the partner and/or for his or her co-workers, or
- Posing a serious safety threat to self or others. The policy prescribes the circumstances under which a partner may be referred to an independent, licensed health care evaluator for a fitness for duty evaluation should either of those situations be present.

Requirements:

It is the goal of DECCO to provide a safe workplace for all partners. To accomplish this goal, we have adopted the following fitness for duty policy requirements. Supervisors will work with the Safety and Partner Services departments when they have a concern about a partner's fitness for duty.

- Partners are physically capable of performing their job function- The Company requires that physical evaluations are conducted in the hiring process, and also in a post-injury returning to work situation based on the severity of the injury.
- Client Drug and Alcohol Testing Requirements- Drug and alcohol testing for pre-employment, post-accident or random as prescribed by the host facility shall be implemented. Procedures must include and be implemented for drug and alcohol testing as prescribed by DOT or the host client facilities.

- Personal Medical Reporting Requirements- Partners need to report all medications to their supervisor they are taking that could impair their ability to work safely. Over-the-counter medications such as allergy or cold and flu medications could also impair one's ability to perform safely and must also be reported to their supervisor. The reporting must occur before the partner arrives for work.
- Partner Activity and Behavior Project- Frontline Leadership will monitor partner activities and behaviors to determine if partners should be removed from the work site based on our drug and alcohol program requirements. Partner's activities and behaviors will be monitored to determine if partner should be removed from the work site if their ability to perform their duties safely is questioned.
- Partner Self-Referrals- Partners are responsible for notifying their supervisor if they are fatigued to the point of not being able to perform their duties safely. Partners must be responsible for ensuring they are physically and mentally fit to perform their job functions safely. Partners must take responsibility for their own safety as well as not reporting to work in a condition as to endanger the safety of their fellow workers.

Procedure:

- When any supervisor observes a partner, who is not performing his/her job safely, appropriately, and effectively, or an odor of alcohol is present, or whose behavior is inappropriate, that supervisor is to remove the partner from her/his duty immediately and call members of the Safety and Partner Services departments to continue the Fitness for Duty procedure. The partner will be referred to a medical provider for a Fitness for Duty exam.
- The Fitness for Duty evaluation may include testing for chemical (e.g. alcohol and drug) levels, referral for psychiatric evaluation or any other evaluation or follow-up deemed necessary.
- The supervisor or designee must document the reasons for the fitness for duty request by recording the partner's behavior and noting the names of any witnesses who observed that behavior. Documentation must be submitted to the Safety and Partner Services departments.
- The partner is required to cooperate fully with the supervisor and medical personnel. Refusal to cooperate will be considered insubordination and will be grounds for disciplinary action. The partner should be suspended pending investigation, which could result in termination.
- Medical personnel will advise the Partner Services department if the partner is fit or not fit for duty. The medical results of the fitness for duty exam will be communicated to the Sr. Director-Partner Services.

- If medical personnel determine that the partner is FIT FOR DUTY, the partner must contact the Sr. Director-Partner Services and the project manager, in consultation with the Sr. Director-Environmental, Health & Safety, will determine discipline in situations where misconduct may have occurred.
- If medical personnel determine that the partner is NOT FIT FOR DUTY:
    - The Sr. Director-Partner Services makes every effort to arrange for safe transportation home for the partner.
    - The partner will need to contact the Sr. Director-Partner Services for instructions, and will determine discipline actions in situations where misconduct has occurred.

048_Laser Safety Policy – Mechanical Fabrication Shop

Issue Date: November 2025

Revision Date:

Revision No:

Purpose:

This policy establishes the minimum safety requirements and procedures for the use of Class 4 lasers in the mechanical fabrication shop. The goal is to protect employees and visitors from hazards associated with laser operations and to ensure compliance with applicable safety standards.

Scope:

This policy applies to all personnel who operate, maintain, or work in proximity to the Class 4 laser system within the mechanical fabrication shop.

Definitions:

- Class 4 Laser: The most hazardous class of lasers, capable of causing eye and skin injuries from direct, reflected, or scattered beams, and may present a fire hazard.
- Controlled Area: A designated space where laser use is restricted and access is controlled during operation.
- Laser Safety Officer (LSO): The individual responsible for overseeing laser safety, training, and compliance in the shop.

Responsibilities:

Laser Safety Officer

The Laser Safety Officer is the individual responsible for managing the Laser Safety Program. The LSO will conduct annual laser safety assessments. The class 4 welding laser shall be operated only with the written approval of the LSO. Additionally, the LSO shall have final authority in determining if laser control measures are adequate or if alternate controls are necessary. The LSO shall have the authority to terminate laser operations at any time.

- Ensure all users are properly trained and authorized.
- Maintain records of laser use and safety training.
- Conduct routine safety inspections and audits.
- Update safety protocols as needed.
- Ensuring that laser users have proper protective equipment (PPE).

Laser Operators

All individuals seeking to use a class 4 laser must become an authorized laser user. All laser users must meet the training requirements outlined in the training section of this policy. Additionally, all laser users have the minimum responsibilities:

- Complete required training before operating the laser.
- Follow all safety procedures and report hazards immediately.
- Wear appropriate personal protective equipment (PPE).
- Report any unsafe concerns to the LSO.
- Ensure all individuals present during operation wear appropriate PPE.
- Immediately report all incidents and injuries involving the laser to the LSO.

Beam Hazards:

Laser class 4 is considered dangerous for eye and skin hazards. The direct beam, diffuse reflections, or specular reflections from a laser can damage tissue due to the intense light amplification and high energy deposition density of the laser. The effects on the eyes and skin are both photochemical and thermal depending on the wavelength of laser light. Symptoms range from mild reddening (erythema) to blistering and charring of tissue.

Non-Beam Hazards:

While laser beams are the most obvious hazard associated with lasers, they are not the only danger.

Electrical

Shocks are the most common injuries to personnel involving lasers. Most laser systems contain power supplies with high voltages that are extremely hazardous. Electrical hazards can arise from discharging capacitor banks or improper grounding of laser equipment.

Laser Generated Airborne Contaminants

Laser cutter/welders will often vaporize materials creating particles that are a respiratory hazard. Additionally, lasers can produce fumes or vapors that can be harmful to health if inhaled. Any potential airborne contaminants must be removed from the work environment via exhaust systems.

Fire

Fire hazards can arise from the use of combustible materials near laser equipment, such as paper or fabric. Oftentimes laser-related fires are caused by the use of a non-laser rated beam barrier. Ensure that fire extinguishers are placed within reach in case of an emergency.

Hazard Control Measures:

Engineering Controls

- The Class 4 laser must be used inside a designated, enclosed, and interlocked area (Laser Control Area).
- Beam enclosures, beam stops, and barriers must be used to contain stray or reflected beams.
- Warning lights and signs must be posted at all entrances to the laser area.
- Emergency shut-off switches must be clearly marked and accessible.

Administrative Controls

- Access to the laser area is restricted to authorized personnel only.
- Standard Operating Procedures (SOPs) for laser use must be posted and followed at all times.
- A logbook of laser use and maintenance activities must be maintained.
- Alignment procedures must be performed at reduced power whenever possible.

Personal Protective Equipment (PPE)

- Laser safety eyewear appropriate for the laser wavelength and power must be worn at all times when the laser is in operation.
- Protective clothing and gloves should be used if there is a risk of skin exposure.

Training:

- All laser operators must complete Class 4 laser safety training prior to use.

- Refresher training is required for continued authorization every two years from the date of their initial laser safety training.
- Training records must be kept on file by the LSO.

Emergency Procedures:

- In the event of an accident or exposure, immediately shut down the laser and seek medical attention.
- Report all incidents and near-misses to the LSO and shop supervisor.
- Follow established evacuation and emergency response protocols.

Signage and Labeling:

- All entrances to the laser-controlled area must display appropriate warning signs indicating the presence of a Class 4 laser.
- Laser equipment and beam paths must be clearly labeled with hazard warnings.

Review and Compliance:

- This policy shall be reviewed annually and updated as necessary to maintain compliance with applicable regulations and standards (e.g., ANSI Z136.1).
- Violations of this policy may result in disciplinary action and revocation of laser use privileges.

References:

- ANSI Z136.1 – Safe Use of Lasers
- OSHA 29 CFR 1910.132 – General Requirements for PPE
- Manufacturer’s Laser Operation Manual

049_Commercial Motor Vehicle & DOT Safety Policy

Issue Date: June 2025

Revision Date:

Revision No:

General:

The provisions of this policy apply to all regulated commercial motor vehicles (CMV) owned by DECCO and the rules herein apply to any person who operates a CMV on behalf of DECCO upon any public road.

The purpose is to clearly define policies for all commercial drivers engaged in safety-sensitive transportation activities regulated under Title 49-Federal Motor Carrier Safety Administration (FMCSA), a division of the USDOT, as an employee of DECCO. The safety of our employees, customers, business partners, and the general public shall remain the guiding force behind this program while ensuring the compliant transport of company assets in the communities in which we travel.

Definitions:

1. CDL- A Commercial Driver's License issued to an individual by a State or other jurisdiction, in accordance with the standards defined in 49 CFR Part 383, which authorizes the driver to operate a commercial motor vehicle providing:

a. It has a gross vehicle weight rating ("GVWR"), gross combination weight rating ("GCWR"), gross vehicle weight ("GVW"), or gross combination weight ("GCW") of 26,001 pounds or more, inclusive of a towed unit with a GVWR of more than 10,000 pounds; or

b. Is designed to transport 16 or more passengers; or

c. Any size vehicle used to transport hazardous materials as defined in 49 U.S.C. 5103 requiring placarded under 49 CFR Part 172 or any quantity of a material listed as a select agent or toxin in 42 CFR Part 73.

2. CMV- A Commercial Motor Vehicle is any self-propelled motor vehicle or combination motor vehicle and trailered equipment used to transport passengers or property as part of commerce providing:

a. It has a gross vehicle weight rating ("GVWR"), gross combination weight rating ("GCWR"), gross vehicle weight ("GVW"), or gross combination weight ("GCW") of 10,001 pounds or more; or

b. Is designed to transport 8 or more passengers (including the driver) for compensation; or

c. Is designed to transport 16 or more passengers (including the driver) without compensation; or

d. Any size vehicle used to transport hazardous materials as defined in 49 U.S.C. 5103 requiring placarded under 49 CFR Part 172 or any quantity of a material listed as a select agent or toxin in 42 CFR Part 73.

3. Confidential Document- Documents obtained in the normal course of business in order to make employment decisions. These documents can be, but are not limited to, Motor Vehicle Report, criminal background report, reference checks, etc.

5. DER - Designated Employer Representative is a designated DECCO employee authorized to receive communications and test results from service agents, to immediately remove employees from safety-sensitive functions, and to make necessary decisions in the testing and evaluation processes.

6. Disabling Damage- Damage which precludes departure of a motor vehicle from the scene of an accident in its usual manner in daylight following simple repairs or would result in further damage if driven.

7. Disqualified- Status associated with a CMV driver who no longer meets the criteria established by this policy to perform safety-sensitive functions on behalf of DECCO.

8. DOT- Department of Transportation is the federal agency that regulates issues of public transportation including federal highway, air, railway, maritime and other transportation functions; administered by the FMSCA, FAA, FRA, NHTSA, FTA, etc.

9. DOT Program Administrator- Person(s) responsible for administering DECCO's DOT Compliance Program and associated policies who is authorized to represent DECCO as the subject matter expert and to advise Senior Management on DOT- related issues.

10. DOT Status- DECCO identifies two (2) DOT status categories to distinguish respective driver types. These distinctions ensure accurate drug and alcohol testing periodicities and protocols are used to comply with FMCSA. These respective DOT Status categories are as follows:

a. Non-DOT regulated- Any employee who operates a vehicle with a GVWR of 10,000 lbs or less and is NOT regulated under FMCSA, PHMSA, FAA, or similar section of USDOT authority, or does not operate a DECCO motor vehicle.

b. CMV/non-CDL – Any driver that operates a vehicle with a GVWR of 10,001 lbs up to 26,000 lbs. This driver is regulated by the DOT as per certain provision.

11. DQ File- Driver qualification file created for each CMV driver performing safety-sensitive functions for DECCO and maintained by the DECCO DOT Program Administrator for retaining DOT-regulated documents.

12. Driver- Any person who operates any commercial motor vehicle as defined by DOT and this policy.

13. DVIR- Daily vehicle inspection report is a documented daily inspection required by 49 CFR Part 396.11 intended to identify any conditions that would affect the safe operation of the equipment while on public

roadways. Property-carrying drivers must submit a DVIR if any defects are discovered from their visual inspection.

14. Employee- Any individual employed by DECCO who, in the course of his or her employment, maintains, inspects, repairs, operates, or directly affects the safety of a CMV on behalf of DECCO.

15. Form MCS-63- The Driver-Vehicle Examination Report is the standard DOT form used to document inspection deficiencies or declare a driver or piece of equipment legally “Out of Service” for use on public roadways.

16. Mandatory 30 Minute Break- [After June 30, 2013], CMV drivers may NOT drive beyond eight (8) hours without logging an off-duty break period of at least 30 minutes. This mandatory break may be taken prior to reaching the eighth hour and may include meal periods or any other off-duty period.

17. MVR- Moving violation reports describe standard reports issued by state or local licensing authorities documenting moving violations, citations, and convictions of driving offenses for individuals licensed within that state or jurisdiction.

18. On Duty- On-duty shall, for the purposes of DOT compliance include, but is not limited to, any time engaged in safety-sensitive functions for which that employee receives compensation per 49 CFR Part 382.107. “On-duty” time starts at the beginning of the driver’s shift or time he or she is required to be in a “ready to work” status until the end of their shift or being relieved from all work responsibility as specified in 49 CFR Part 395.2.

19. Out-of-Service Order- A declaration issued by an authorized DOT official or law enforcement officer of a state or local jurisdiction that precludes a driver, a CMV, or the motor carrier from operations while out of service pursuant to 49 CFR Parts 386.72, 392.5, 392.9a, 395.13, or 396.9, or compatible laws, or the North American Standard Out-of-Service Criteria.

20. Public Road – Any roadway accessible to the general public. A roadway located on private property where access is restricted and indicated by a gate or fence, whether open or closed, is for the purposes of this policy a private road.

21. Qualified- Status assigned to a non-CDL CMV driver who has met the criteria established by this policy to perform safety sensitive functions on behalf of DECCO.

22. Qualified Candidate for CDL Employment- Any candidate being considered for a CMV operator position that has met the general employment requirements for D&A testing and has submitted to DOT required testing specified in 49 CFR Parts 40 & 382.

23. Safety-Sensitive Function- Any assigned responsibility, regulated by DOT, performed within the time a driver begins his or her shift, is in a “ready to work/drive” status, or performs administrative functions in support of regulated activities.

24. Short-haul- Category of service area characterized by the driver departing from and returning to the same work reporting location for that duty period.
25. VEMR File- Vehicle & Equipment Maintenance & Repair File is a file created for the retention of DOT-regulated documents for each vehicle or DOT-regulated equipment owned by DECCO or leased for more than 30 days which is maintained by the DECCO- DOT Program Administrator.

Responsibilities:

Management/Supervision

- Uphold all DOT policies, rules, and procedures contained herein.
- Correct non-compliant or unsafe conditions affecting the safe transport of DECCO personnel or assets over public roads regulated under the DOT.
- Set the example and expect the best from all employees, business partners, service providers, and the general public with respect to DECCO's commitment to public safety and regulatory compliance relating to DOT.

Authorized Drivers

- Comply with all DOT policies, rules, and procedures contained herein.
- Report any non-compliant or unsafe conditions affecting the safe transport of DECCO personnel or assets over public roads regulated under the DOT.

DOT Program Administrator

- Administer the policies, rules, and procedures contained herein.
- Provide adequate training to employees and assist in the communication to business partners and service providers concerning the DECCO – Commercial Motor Vehicle & DOT Safety Policy tenants and DOT regulations.
- Maintain the DECCO - Commercial Motor Vehicle & DOT Safety Policy and required regulatory documentation for auditing purposes and to represent DECCO during DOT formal audits or investigations.
- Advise DECCO Senior Leadership on issues surrounding FMCSA compliance or policy matters dictated by DOT.
- Act as subject matter expert for DOT compliance programs.

Driver Qualifications:

The Driver Qualification ("DQ") requirements set forth in this section are intended to meet DOT requirements specified in 49 CFR Parts 383 & § 391. Non-CDL CMV drivers shall meet all of the following requirements to be considered "qualified" to perform safety-sensitive functions for DECCO. Once met, drivers are considered "qualified" unless administratively "disqualified" by DECCO's DOT Program Administrator. This policy section establishes requirements for assessing and approving DOT-regulated driver candidates for safety-sensitive service to DECCO.

CMV Driver Candidate Requirements

1. All non-CDL CMV driver candidates are required to be at least eighteen (18) years of age. Candidates for interstate commerce shall be at least twenty-one (21) years of age in accordance with 49 CFR Part 391.11.
2. Applicants for employment applying for a DOT-regulated position shall truthfully disclose employment information by completing all applicable sections of the DECCO DOT employment application. Falsification or omission of pertinent information will result in the immediate disqualification of that candidate from safety sensitive service consideration.
3. CDL driver candidates shall provide a list of all motor vehicle accidents and moving violations for at least three (3) years preceding the date of application in accordance with 49 CFR Part 391.21.
4. DECCO may use the FMCSA Portal and Pre-Employment Screening Program (PSP) to screen DOT driver candidates. Any driver candidate found to have three (3) "Out of Service" violations will be considered "at risk" which could preclude employment.

CMV Employee Driver Requirements

1. Current DECCO employees applying for a DOT-regulated position shall truthfully disclose DOT-regulated work experience applicable to the position for which they are applying. Falsification or omission of pertinent information will result in the immediate disqualification of the candidate from consideration and disciplinary action, up to and including termination.
2. Current DECCO employees applying for a CDL position are required to disclose work history for the previous ten years preceding the date of application in accordance with 49 CFR Part 391.21.
3. DECCO employees required to drive non-CDL CMVs as part of their job responsibilities are prohibited from "moonlighting" by performing safety sensitive functions for another company that would impact their hours-of-service limitations to DECCO.

4. Non-CDL drivers who operate DECCO CMVs shall immediately disclose to the DOT Program Administrator, the receipt of any moving violation/citation (“ticket”) issued by a member of law enforcement while operating any vehicle within 15 calendar days from date of issue in accordance with 49 CFR Part 383.31.
5. Each employee who has a driver's license suspended, revoked, or canceled by a State or jurisdiction, who loses the right to operate a commercial motor vehicle in a State or jurisdiction for any period, or who is disqualified from operating a commercial motor vehicle for any period, shall notify DECCO of such suspension, revocation, cancellation, lost privilege, or disqualification. The notification must be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification, in accordance with 49 CFR Part 383.33. In addition, any notice of potential or pending license suspension, revocation, or cancellation by a State or jurisdiction shall be reported to DECCO within 24 hours.
6. Annually, DECCO shall investigate/make inquiries to each state or jurisdictional area for which CDLs have been issued to DECCO drivers, requesting copies of moving violation reports (“MVRs”) and PSP ratings. These records shall be retained in the driver’s DQ file and referenced during that driver’s annual review.
7. CMV drivers may NOT perform safety sensitive functions when their ability to perform normal duties has been impaired by a physical or mental injury or disease. In those instances, the driver must be medically reassessed by a licensed physician to obtain a new medical certification card per 49 CFR Part 391.45(c). Additionally, that driver is required to submit his or her work release as part of their annual DOT Physical.
8. Annually, DECCO’s DOT Program Administrator shall conduct a review of each non-CDL CMV driver’s performance in accordance with 49 CFR Part 391.25 to determine if that driver meets minimum requirements for safe driving. The results of this administrative review shall be communicated to the employee, his or her department head, and a copy retained in the driver’s DQ file (including any supporting documentation referenced above).

<u>Driver Qualification Training</u>

1. Prior to being assigned safety-sensitive functions, all non-CDL CMV drivers shall satisfactorily complete a “behind the wheel” road test administered by a Road Test Evaluator designated by DECCO’s DOT Program Administrator and required by 49 CFR Part 391.31-33. Certification of Road Test completion shall be retained in the driver’s DQ file and must be complete prior to being designated as a “qualified” CMV operator. In place of, and as equivalent to, the road test required by

49 CFR Part 391.31, a person who seeks to drive a commercial motor vehicle may present, and a motor carrier may accept:

a. A valid Commercial Driver's License as defined in 49 CFR Part 383.5 of this subchapter, but not including double/triple trailer or tank vehicle endorsements, which has been issued to him/her to operate specific categories of commercial motor vehicles and which, under the laws of that State, licenses him/her after successful completion of a road test in a commercial motor vehicle of the type the motor carrier intends to assign to him/her; or

b. A copy of a valid certificate of driver's road test issued to him/her pursuant to 49 CFR Part 391.31 within the preceding 3 years. If a driver presents, and a motor carrier accepts, a license or certificate as equivalent to the road test, the motor carrier shall retain a legible copy of the license or certificate in its files as part of the driver's qualification file.

c. A motor carrier may require any person who presents a license or certificate as equivalent to the road test to take a road test or any other test of his/her driving skill as a condition to his/her employment as a driver.

2. DECCO reserves the right, in accordance with 49 CFR Part 391, to require additional training for non-CDL CMV drivers beyond the minimum DOT standards as determined appropriate by DECCO's DOT Program Administrator. Training Requirements for CMV Drivers will include:
   a. DECCO's Fleet Safety Manual & DOT Program and Policy (this document)
   b. DECCO's DOT Drug & Alcohol Policy (contained in a separate document)
   c. Other training deemed appropriate by the DECCO- DOT Program Administrator

Records Retention

1. DECCO will establish a DQ file for each regulated driver to be maintained current by DECCO's DOT Program Administrator during the driver's current employment plus an additional (24) months following termination.
2. The DQ file will be the central repository for all DQ records specified by DOT or this policy.
3. DQ files will be protected and secured as required by 49 CFR Part 379.5 -379.13.
4. Skills Performance Evaluation Certification (for physical impairment).
5. Any CMV driver must apply for a Skills Evaluation Performance ("SEP") Certificate from the FMCSA Division Administrator in regard to any physical impairment described in 49 CFR Part 391.49. However, the SEP Certificate must be awarded PRIOR to that driver being reassigned safety sensitive duties for DECCO. The DOT Program Administrator will assist or facilitate as needed.

CMV & Regulated Equipment Inspection, Maintenance, Repair, and Use:

The inspection, maintenance, and repair of DOT-regulated vehicles and trailered equipment is required by 49 CFR Parts 392, 393, & 396 and shall be an integral part of the duties and responsibilities of DECCO's CMV drivers to ensure adequate completion before operating or transporting those assets on public roadways. As allowed by 49 CFR Part 396, DECCO reserves the right to be more restrictive by applying the same standards of inspection, maintenance, and repair to all vehicles and trailered equipment not currently designated for interstate commerce or meeting the definition of a CMV to ensure compliance with individual state regulations.

1. DECCO will NOT operate or tow DOT-regulated equipment that does not meet inspection requirements within this policy section.
2. Before any vehicle or trailered equipment is placed in the service on public roadways by DECCO, a DOT Compliance Evaluation shall be completed by the DOT Program Administrator to determine if the vehicle or equipment is DOT regulated.
3. DECCO Transportation Department personnel or their designated representative will affix the appropriate DOT Inspection label/sticker upon satisfactory completion of the DOT inspection.
4. The completed inspection checklist (along with the inspection report) will be retained by the Transportation Department in the Vehicle and Equipment Maintenance & Repair ("VEMR") file.
5. CMV drivers and supervisors/managers of CMV drivers must be knowledgeable of the operation, inspection, maintenance, and repair requirements of 49 CFR Parts 392, 393, & 396 to ensure no DOT-regulated equipment or CMV is operated or towed on public roadways until a DOT Compliance Evaluation has been completed, and the appropriate DOT Inspection label/sticker is affixed to the asset.

Standard Equipment

Every CMV must be equipped with certain standard equipment pursuant to § 393.95 to include the following as minimum:

1. Emergency equipment.
    a. Fire extinguisher – rated at 5lb B:C or higher.
    b. Spare fuses – (one for each type/size needed).
    c. Warning devices for disabled vehicles – at least (3) bidirectional emergency reflective triangles.
2. Exhaust system that complies with 49 CFR Part 393.83 of the FMCSA regulations.
3. Driver/Passenger Restraints- each CMV shall be equipped with seat belts, seatbelt assemblies, and anchorages meeting FMVSS Nos. 207-210 for each person in the CMV. The driver and all passengers will be restrained by these devices in accordance with 49 CFR Part 392.16.

4. Rear Impact & Rear End Protection- every CMV must be equipped with either bumpers or rear impact systems meeting FMVSS Nos. 223 & 224.
5. Tires- tires used on CMVs must be free of any of the following defects listed in 49 CFR Part 393.75:
   - **a.** Body ply or belt material exposed through the tread or sidewall.
   - **b.** Tread or sidewall separation.
   - **c.** Audible leak (or flat).
   - **d.** A cut exposing the ply or belt material.
   - **e.** A tread groove pattern depth of less than 4/32 of an inch (front tires) or 2/32 of an inch (other tires).
   - **f.** Regrooved tires with a load carrying capacity equal to or greater than 4,920 pounds shall NOT be used on the front wheels on and truck or tractor.
   - **g.** Regrooved, recapped, or retreaded tires shall not be used on the front wheels of buses or CMVs designed for personnel transport.
6. Suspension System- shall be in safe working order and meet all functional criteria listed in 49 CFR Part 393.207.
7. Retroreflective Sheeting & Reflex Reflectors- trailers with a GVWR of >10,000 lbs. and a width of 80 inches or more shall be equipped with retro-reflective tape and/or reflex reflectors in accordance with 49 CFR Part 393.13.

Inspections

DECCO's CMV drivers and supervisors/managers of CMV drivers must be familiar with the inspection requirements of 49 CFR Parts 393 & 396 to ensure compliance with DOT regulations concerning the following inspection categories:

1. 360° Pre-Trip Inspection- No CMV will be operated until the driver is satisfied that all parts and accessories are in good working order, emergency equipment (listed in 49 CFR Part 393.95) is in place and ready for use, and the load is safe for transport. This inspection should include a review of the previous day's DVIR to ensure any deficiency affecting the safe operation of that CMV has been corrected as required by 49 CFR Part 396.13. 360° Pre-Trip Inspection do not require written documentation. If the previous day's DVIR is unavailable, a note should be added to driver's EOBR or Hours of Service logbook and reported to the DECCO- DOT Program Administrator.
2. Safe Loading- CMVs shall not be operated until the load/cargo is properly distributed and adequately secured as specified in 49 CFR Part 393.100 through 393.136.
3. Roadside Inspection- Any CMV driver who receives a roadside inspection report (Form MSC-63) from a member of law enforcement or DOT regulatory authority must deliver the Roadside

Inspection Report to DECCO's DOT Program Administrator within 24 hours of receipt. Any driver receiving a Form MCS-63 (Driver-Vehicle Examination Report) from a DOT official declaring that driver or equipment out of service shall deliver such documentation to the DOT Program Administrator within 24 hours from receipt of the order.

a. The driver will immediately be removed from safety sensitive driving functions until reinstated by DOT.

b. DECCO's DOT Program Administrator will complete the "Motor Carrier Certification of Action Taken" section of Form MCS-63 documenting the disqualification and appropriate corrective actions taken for the affected driver before delivering a copy to the Division Administrator of the FMCSA within 15 days from the date of receipt.

c. DECCO's DOT Compliance Program Administrator will retain a copy of the roadside vehicle inspection form and subsequent corrections in the driver's DQ file and VEMR file as applicable for a period of 12 months from the date of the inspection.

d. CMVs or regulated equipment which have been ordered "Out of Service" by a DOT regulatory authority or member of law enforcement will not be used by DECCO. DECCO's Transportation Department personnel will affix an "Out of Service" tag to the asset until repairs are made, a DOT inspection has been completed, and the asset is returned to service by DOT at which time the Out of Service tag may be removed.

4. Daily Vehicle Inspection Reports ("DVIR")- Each CMV driver shall complete a DVIR for any CMV he or she has operated at the end of each day in accordance with 49 CFR Part 396.11. A copy of the previous day's DVIR must be maintained with the CMV for inspections purposes while DVIRs older than two days must be filed in the VEMR file for that CMV.

   a. DVIR deficiencies shall be reviewed by the DECCO Transportation Department to determine if it affects the safe operation of the vehicle and/or equipment. If safe operation is in question, the DECCO Transportation Department personnel will remove that vehicle or equipment from service and affix an "Out of Service" tag to it until repairs are complete and the vehicle and/or equipment is returned to service.

   b. If a deficiency does not affect the safe operation of the vehicle and/or equipment, DECCO Transportation Department personnel will sign the inspection report (physically or electronically) releasing it for service and schedule repairs as necessary.

   c. Under no circumstances can anyone other than DECCO Transportation Department personnel remove the "Out of Service" tag. This tag will only be removed after the necessary repairs have been completed and documented as required by 49 CFR Part 396.11.

d. CMVs or regulated equipment will not be placed in service without having the DVIR deficiencies corrected, reviewed, and signed off by DECCO Transportation Department personnel.

5. Periodic Inspection- All DOT-regulated equipment and CMVs are required to be inspected at least once every 12 months in accordance with 49 CFR Part 396.17. At a minimum, inspections must include all items listed in 49 CFR Part 396- Appendix G and will be performed by qualified personnel who have a Statement of Qualification on file.
   a. A copy of the periodic DOT inspection report must be retained for at least 14 months from the date of inspection in the VEMR file.
   b. The appropriate DOT Inspection label/sticker of the most recent inspection shall be affixed to the vehicle.

Maintenance Records

1. Company-owned Equipment & CMVs: Maintenance records must be kept on every vehicle and DOT-regulated equipment owned by DECCO. Records and supporting documentation must list all repairs and maintenance performed on the vehicle and/or equipment while in DECCO's control. Maintenance records shall be retained for at least 12 months from date of repair in the VEMR file and must be kept for six (6) months following final disposition of the asset in accordance with 49 CFR Part 396.3.
2. Rented/Short-term Leased Equipment & CMVs: Maintenance records must be kept on any temporary vehicle or DOT-regulated equipment leased or rented by DECCO for 30 days or more. DECCO will establish and maintain a VEMR file for any temporary asset during the time that asset is in service for DECCO plus six (6) months following final disposition by tracking the following:
   a. Identifying information, including company number, make, serial number, year, and tire size
   b. A schedule of inspections to be performed, including type and due date.
   c. Inspection, repair, and maintenance records

Vehicle Markings & Labeling

All CMVs and trailered equipment (owned or leased > 30 days) must be labeled and marked as described below (unless more restrictive requirements are imposed by state or local jurisdictional areas):

1. Truck requirements (as specifically required by 49 CFR Part 390.21)
   a. The company's legal name or trade name (logo) on BOTH sides of the vehicle.
   b. DECCO's DOT Permit Identification Number, preceded by "US DOT" if:

i. It has a gross vehicle weight rating ("GVWR"), gross combination weight rating ("GCWR"), gross vehicle weight ("GVW"), or gross combination weight ("GCW") of 10,001 pounds or more, or
ii. Is engaged in interstate commerce, or
iii. Is required by the state where the vehicle is tagged and operated.

c. The size, shape, and marking colors must be in letters that contrast sharply with the background on which the letters are displayed.
d. Lettering must be readily legible from a distance of 50 feet during daylight hours.

2. Trailered equipment (as specifically required by 49 CFR Part 390.21)
   a. The size, shape and marking colors must be in letters that contrast sharply with the background on which the letters are displayed.
   b. Lettering must be readily legible from a distance of 50 feet during daylight hours.
   c. Trailers with a GVWR of >10,000 lbs. and a width of 80 inches or more shall be equipped with retroreflective tape and/or reflex reflectors in accordance with 49 CFR Part 393.13.

<u>Maintenance, Inspection, and Repair Qualification & Training</u>

Personnel performing maintenance, inspection, or repair of DOT-regulated vehicles or equipment shall meet the following minimum requirements as listed in 49 CFR Part 396.19:

1. Understand all inspection criteria of 49 CFR Part 396, Appendix G.
2. Are knowledgeable and competent in the use of procedures, tools, and equipment used for inspection.
3. Are capable of performing an inspection by reason of experience, training, or both as follows:
   a. Successfully completed a Federal-or State-sponsored training program or have a certificate from a State Province that qualifies the individuals to perform commercial motor vehicle safety inspections, or
   b. Have a combination of training or experience totaling at least 1 year. Such training or experience may consist of:
      i. Participation in a commercial motor vehicle manufacturer-sponsored training program or similar commercial training program designed to train students in commercial motor vehicle operation and maintenance;
      ii. Experience as a mechanic or inspector in a motor carrier or intermodal equipment maintenance program;
      iii. Experience as a mechanic or inspector in commercial motor vehicle maintenance at a commercial garage, fleet leasing company, or similar facility; or

iv. Experience as a commercial motor vehicle inspector for a State, Provincial or Federal government.

4. Supporting training records must be retained by DECCO's DOT Program Administrator for at least 12 months following termination of employment.
5. Personnel performing maintenance or inspection of air brake systems shall be qualified in accordance with 49 CFR Part 396.25, Qualifications of brake inspectors.

General Operational Rules for CMV's:

Public & Driver Safety

1. CMV drivers shall abide by all laws, ordinances, and regulations of the state or jurisdiction in which they are driving. However, if the FMCSA imposes a higher standard of care than the state or local jurisdictional law, ordinance, or regulation, then the FMCSA regulation must be followed.
2. No driver is permitted to operate a CMV when their ability and/or alertness is impaired by fatigue, illness, or any other cause that makes it unsafe to begin or continue to drive the vehicle, according to 49 CFR Part 392.3.
3. CMVs shall not be operated until the load/cargo is properly distributed and adequately secured as specified in 49 CFR Part 393.100 through 393.136.
4. CMV drivers may not operate a CMV without being properly restrained with a seat belt assembly and verifying that all passengers in the CMV are also restrained according to 49 CFR Part 392.16.
5. If a vehicle is stopped on a highway or shoulder, as specified in 49 CFR Part 392.22, the driver must activate the vehicle's hazard warning flashers immediately. Flashers must be in service until warning devices are in place. Flashers should be used while warning devices are being retrieved before the vehicle is once again underway.
6. CMV drivers are required to obey all posted speed limits and adjust speed to accommodate traffic conditions, weather, traffic patterns, construction, etc. In addition, DECCO management will not dispatch work that would require the CMV driver to drive at speeds greater than posted speed limits.

Electronics & Communication Devices

1. No CMV driver shall operate a CMV that is equipped with or contains a radar detecting device in accordance with 49 CFR Part 392.71.
2. In accordance with 49 CFR Part 392.80, CMV drivers are specifically prohibited from texting or using a cellular phone without a "hands-free" device while the CMV is in operation. Employees found in violation of this rule will face disciplinary action up to and including termination.

CMV & Equipment Assignment, Use, and Responsibilities

1. CMVs shall not be operated by non-DECCO personnel or “unqualified” drivers.
2. Prior to operating a CMV, each driver shall ensure:
    a. Their driver’s license is adequate for the CMV classification (based on the combined GVWR of both truck and trailered equipment).
    b. The loaded trailer or towed equipment (GVW or GVWR; whichever is more restrictive) is within the manufacturer’s rated towing capacity of the self-propelled CMV (towing vehicle).
    c. Both truck and trailer are registered and tagged within the appropriate weight classification according to the state or local jurisdiction where the CMV is licensed.
    d. A copy of DECCO’s current proof of insurance is retained in the CMV.

Hours of Service Requirements & Limitations:

The Hours-of-Service requirements and limitations listed in this policy section are enacted to comply with the DOT regulations in 49 CFR Part 395 for CMV drivers. Standard Hours of Service logs and the use of Electronic Onboard Recorders (EOBRs) will be used to maintain the driver’s hours of service in accordance with 49 CFR Part 395.16. The regulations and the DECCO requirements are designed to ensure that CMV drivers get the necessary rest in order to prevent vehicular accidents that can result in injuries, fatalities, and other losses.

Unless specifically allowed by provisions within 49 CFR Part 395, CMV drivers are limited to a total of 12 on-duty hours per shift with no more than 11 hours of actual “drive time” which is only reset by being given 10 consecutive hours off duty as specified in 49 CFR Part 395.3(a).

CMV drivers are limited to 70 “on-duty” hours each 8-day period. This limit is only reset by the employee being given at least 24 consecutive hours “off-duty” as specified in 49 CFR Part 395.3(a).

DECCO employees required to drive CMVs as part of their job responsibilities or position are prohibited from “moonlighting” by performing safety-sensitive functions that would negatively impact their hours-of-service limitations to DECCO.

Standard Driver’s Log (Hours of Service) Requirements

Pursuant to 49 CFR Part 395.16, every DECCO driver who operates a CMV shall document the following:

Exemptions to Maintaining Standard Driver's Logs (for hours of service)

DECCO will utilize the short-haul driver exemption.

In accordance with 49 CFR Part 395.1(e)(1), a short-haul CDL driver is exempt from maintaining a standard driver's log providing ALL the following requirements are met:

- The driver operates within a 100 air-mile radius of the location where the driver reports to and is released from work and returns to that location at the end of each duty period;
- The driver has at least 10 consecutive hours off duty separating each 12-hour period on duty;
- The driver does not exceed 11 hours maximum driving time during any 12-hour on duty period;
- The driver may not exceed 70 on-duty hours in any 8-day consecutive period (since H&M operates CMVs 7 days per week).

In accordance with 49 CFR Part 395.1(e)(2), a short-haul driver operating a CMV for which a CDL is not required is exempt from maintaining a standard driver's log providing ALL the following requirements are met:

- The driver operates within a 150 air-mile radius of the location where the driver reports to and is released from work and returns to that location at the end of each duty period;
- The driver has at least 10 consecutive hours off duty separating each on-duty period;
- The driver does not drive more than 11 hours following at least 10 consecutive hours off-duty;
- The driver does not drive: 1) after the 14th hour of being on duty during any 5 days within the 7-day period or 2) after the 16th hour of being on duty during any 2 days within the 7-day period;

The driver may NEVER exceed 70 on-duty hours in any 8-day consecutive period (since DECCO can operate CMVs 7 days per week).

* *NOTE: "Short-haul" drivers using the 150-mile radius provisions to preclude the need to maintain a standard driver's log for hours of service may NOT use the 16 Hour Short-haul Exemption listed above.*

Administrative Responsibilities

Supervisors & Managers (49 CFR Part 395.13(c))-

1. No supervisor or manager of CMV drivers will direct or allow any driver who has been declared out of service, to operate a CMV until that driver can lawfully do so.

2. No supervisor or manager of CMV drivers will direct or allow any driver who has been declared out of service for failure to prepare a record of duty status, to operate a CMV until that driver has been off duty for the appropriate number of consecutive hours.

DOT Program Administrator (49 CFR Part 395.13c)

1. Complete the "Motor Carrier Certification of Action Taken" section of Form MCS-63 documenting the disqualification and appropriate corrective actions taken for the affected driver before delivering a copy to the Division Administrator of the FMCSA within 15 days from the date of receipt.

CMV Drivers (49 CFR Part 395.13(d))-

1. No CMV driver who has been declared out of service shall operate a CMV until that driver can lawfully do so.
2. No driver who has been declared out of service, for failing to prepare a record of duty status, shall operate a CMV until the driver has been off duty for the appropriate number of consecutive hours.
3. Any driver receiving a Form MCS-63 (Driver-Vehicle Examination Report) from a DOT official declaring that driver or equipment out of service shall deliver such documentation to the DOT Program Administrator within 24 hours from receipt of the order.

Vehicular Accidents and Driver Incidents:

Reporting Requirements

In accordance with 49 CFR Part 390.15, all vehicular incidents must be reported to DECCO Management and the Environmental, Health & Safety Department within 24 hours (regardless of severity).

If the vehicular incident involves a CMV driver, notification shall also be made to the DOT Program Administrator within 24 hours of the incident. Copies of all reports, incident investigation forms, and citations (if issued) shall be forwarded to the Program Administrator and shall be retained in the DOT Accident Register for a period of 3 years.

Immediate notification shall be made to the DOT Program Administrator if the incident results in any of the following:

1. A fatality.
2. Bodily injury requiring immediate medical attention away from the scene of the incident.

3. Disabling damage to one or more vehicles requiring the vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

The DOT Program Administrator will determine what state or local jurisdictional reporting requirements are applicable based on the incident location. The DOT Program Administrator will then facilitate the required submittals of applicable forms and documentation to the appropriate authorities.

Any vehicular incident that occurs while off-duty but will appear on the driver's MVR and/or DECCO's Motor Carrier Safety Profile Report (MCPR) must be reported under the same conditions as an accident or incident that occurs while a driver is on duty to DECCO.

Corrective Actions

All incidents involving CMVs will be investigated to determine causation and preventability by HS&E and the DOT Program Administrator and documented.

Any corrective actions deemed appropriate by either HS&E or the DOT Program Administrator will be completed before that CMV driver can be returned to safety-sensitive functions.

Pursuant to 49 CFR Parts 383.51 – 383.53 and § 391.15, driver disqualification by a DOT or law enforcement authority will result in automatic disqualification by DECCO. DECCO reserves the right to take disciplinary action independent of any sanction imposed by the DOT.

Failure to cooperate with an investigation being conducted or comply with corrective actions deemed appropriate by DECCO or a DOT official will result in disciplinary action up to and including termination.

Record Retention

As required by 49 CFR Part 390.15, DECCO will maintain a DOT Accident Register for a period of three (3) years after the date of accident occurrence including appropriate incident investigation documents, reports, and corrective actions as applicable.

DECCO will maintain copies of any reports, submittals, or correspondence required by individual states or local jurisdictions for a period of three (3) years after the date an accident occurs involving a DOT-regulated CMV.

Hazardous Materials Transport & Handling:

DECCO does not transport or handle hazardous materials.

Preservation, Retention, and Confidentiality of DOT Records:

Per 49 CFR Part 379.3, the DECCO- DOT Program Administrator will ensure the protection, confidentiality, and retention of all DOT-regulated records for the applicable retention periods as follows:

1. Physical records shall be protected as required by 49 CFR Part 379.5(a).
2. Electronic records shall be indexed, preserved, and protected from alteration, modification, or erasure of the underlying data to ensure the production of an accurate and unaltered paper copy as required by 49 CFR Part 379.7(a).
3. As allowed by 49 CFR Part 390.29(a), DOT-regulated records generated at field locations may be temporarily collected at satellite locations at the discretion of the DOT Program Administrator. However, copies of the original shall be forwarded or made available to the DOT Program Administrator for inspection or audit purposes and for final record disposition.
4. Any DOT-regulated records maintained or archived by a 3rd party acting as an agent of DECCO will make available any records allowed and required by DOT for inspection or audit purposes or for final disposition.
5. When records are maintained through the use of computer technology (with the exception of those requiring a physical signature by a person), DECCO officials will ensure that DOT-regulated personnel records and reporting work locations can be produce, upon demand, a computer printout of the required data required by 49 CFR Part 390.31(d).
6. The DOT program Administrator, DECCO officials, and any 3rd parties acting as agents on DECCO's behalf will safeguard, to the maximum extent practical, against fraudulent or intentionally false statements on any application, certificate, report, or record required by 49 CFR Part 390.35. Should any fraudulent record be uncovered affecting DOT compliance of the Company, DECCO will aggressively act upon the facts to safeguard against future occurrences while ensuring appropriate notifications or reports are made to the appropriate officials of the FMCSA.

DOT Compliance Program Training:

Compliance and safety are integral parts of the DECCO culture and as such, DECCO will ensure that all employees receive the appropriate training to allow them to perform their duties in accordance with the DOT

regulations. Training requirements for the functional areas of this policy have been included as minimum standards within the DECCO DOT Compliance Program. In those instances where training has not been specified or is not required by DOT regulation, DECCO reserves the right to specify more stringent training for the betterment and safety of its employees and the general public where we operate.

Exhibits	Exhibit No.	Rev No.
Weekly Safety Inspection Checklist	Exhibit 1	001
Safe Plan of Action (SPA) Form	Exhibit 2	005
Stretch & Flex Poster	Exhibit 3	0
Supervisor Incident / Near Miss Report	Exhibit 4	001
Incident Witness Statement	Exhibit 5	0
Lockout / Tagout Permit	Exhibit 6	001
Lockout / Tagout Emergency Lock Removal	Exhibit 7	0
Line Break Permit	Exhibit 8	001
Hot Work Permit	Exhibit 9	0
Confined Space Entry Permit	Exhibit 10	001
Scaffold Inspection Form	Exhibit 11	001
Mobile Elevated Work Platform Inspection	Exhibit 12	002
Forklift Inspection	Exhibit 13	001
Crane Lift Plan	Exhibit 14	001
Lift Plan for Forklifts & Telehandlers	Exhibit 15	001
Table 1 – Crystalline Silica	Exhibit 16	002
OSHA Facility/Site Inspection Form	Exhibit 17	001
Vehicle Accident Form	Exhibit 18	001
Excavation-Trench Entry Form	Exhibit 19	001
Subcontractor/Temporary Labor Safety Orientation	Exhibit 20	001
Voluntary Respirator Use – Appendix D	Exhibit 21	001

Weekly Safety Inspection Checklist

Project Name:	**Project Manager:**
Job #:	**Superintendent:**
Date:	**Time:**
Location:	**Inspector:**

(1) General Site Requirements

Y	N	NA	Item
			Partners have reviewed and signed the Safe Plan of Action?
			OSHA, Right-to-Know, and other Labor posters displayed?
			Are emergency phone numbers posted?
			Are SDS's and HASAP available to all partners?
			Do partners have access to drinking water, toilets, eyewash, and other sanitary facilities?
			Do partners have access to first aid?
			Are weekly Safety Toolbox Talks being held and documented?

(2) General Site Safety Conditions

Y	N	NA	Item
			Are trash receptacles emptied and maintained regularly?
			Is lighting (temp, permanent, natural) adequate?
			Is work area housekeeping adequate?
			Are walkways clear, especially emergency egress?

(3) Personal Protective Equipment

Y	N	NA	Item
			Partners have the minimum PPE required by company policy?
			Are partners using required task-specific PPE?
			Is PPE in good shape and has been inspected before use?
			Is hearing protection in use where required and posted?
			Are face shields worn when cutting & grinding?

(4) Temporary Power / Electrical

Y	N	NA	Item
			Are temporary electrical cords in good condition?
			Are temporary electrical cords suspended by non-conductors?
			Are GFCIs in use and tested daily?
			Electrical equipment/systems are de-energized and locked out before anyone works on them?

(5) Mobile Elevated Work Platform (MEWP)

Y	N	NA	Item
			Fall Protection and Anchorage Points (5000 lb) installed
			Safety chain and safety gates are secured when in use?
			MEWPs are properly barricaded?
			MEWPs are not being overloaded. Unit load rating posted?
			Daily inspection and records are being maintained?
			Mfr. operating manual stored on MEWP?

(6) Handling & Storage Materials

Y	N	NA	Item
			Is all material stacked, racked and secured?
			Are partners lifting correctly?
			Adequate number of partners for each operation?
			Is rigging equipment properly used, maintained & inspected?
			All partners are participating in daily stretch & flex?

(7) Fire Protection & Prevention

Y	N	NA	Item
			Are flammable/combustible materials stored & used properly?
			All containers and storage areas properly identified?
			Fire extinguisher are fully charged, tagged and inspected?
			Fire extinguishers are not blocked and are accessible?
			Emergency exits and passageways are free from stored materials that may impede evacuation?
			Gas cylinder storage is properly separated by 20'ft or fire wall?
			Work area is free of all recognizable fire hazards?

(8) Tools (Hand & Power)

Y	N	NA	Item
			Appropriate tools are being used properly and safely?
			Tools are inspected for damage prior to use?
			Defective tools tagged and removed from service?
			Safety guards operable and in place, cords inspected?

(9) Excavations / Trenches

Y	N	NA	Item
			Excavations/trenches are inspected by a competent person daily?
			Partners protected from loose soil that could pose a hazard?
			Lateral travel to means of egress no greater than 25'ft.?
			Atmosphere tested where reasonable possibility of hazardous atmosphere?
			Is accumulated water being adequately removed as needed?

(10) Confined Spaces

Y	N	NA	Item
			Are proper permits / declassification / other paperwork filed?
			Have CSE partners been adequately trained?
			Is all required equipment available (air meter, ventilator, etc.)?
			Has the confined space been verified safe for entry?

(11) Welding / Cutting & Grinding

Y	N	NA	Item
			Fire watchman is posted with fire extinguisher available?
			Hot work permits are in place and signed?
			Oxygen/acetylene tanks are secured stored upright?
			Connections are checked for leaks with leak detector?
			Caps are on tanks and stored upright when not in use?
			Welding screens / shields used and adequately placed?

(12) Subcontractors

Y	N	NA	Item
			Subs have been orientated in DECCO safety requirements?
			Subs have the required training for the tasks performed?
			Subs complete a daily Safe Plan of Action for tasks performed?
			Subs are participating in the weekly safety meeting?
			Subs have designated Competent Person for tasks performed?

(13) Elevated Work Location & Scaffolds

Y	N	NA	Item
			Anyone working 6' & above is protected (railings/PFAS)?
			Has PFAS been inspected prior to use?
			Are all floor and wall openings adequately guarded?
			Ladders & scaffold equipment in acceptable condition?
			Ladders are being used correctly and properly secured?
			Extension ladders extend three feet (3') above top landing?
			Scaffolding inspected daily by Comp. Person and tags are signed?
			Scaffold handrails, toe boards and access point are installed?

COMMENTS: _____

DAILY SAFE PLAN OF ACTION (SPA) HAZARD ASSESSMENT

02/20/2025 Rev. 5

Date: _____ Job Location: _____

Job Name & No.: _____ Client Name: _____

Person Conducting Analysis: _____ Field Lead: _____

Job/Task being performed Today: _____

The SPA shall be completed in its entirety daily by the Field Lead for all work tasks and reviewed with ALL involved partners. Each partner involved in the task shall sign the SPA. If deviation from known safe work practices or procedure occurrs:
WORK MUST BE STOPPED IMMEDIATELY AND REASSESSED!

List of All Tools & Equipment Required to Perform Daily Tasks

SECTION A:

Potential Hazard			*Action to Reduce Risk*
Falls / Working at Heights	Y	N	If **YES:** Complete **Section C**
Ladders / Scaffolds / Stairs	Y	N	☐ Inspect before use; ☐ Extension ladder tied off or held; ☐ Stepladder fully open
Excavations / Trenches	Y	N	
Underground Utilities	Y	N	
Electrical Shock	Y	N	GFCI Required at the source on extension cords.
Pressurized Sys. / Stored Energy	Y	N	☐ Confirm de-energization; ☐ LO/TO implemented; ☐ LO/TO permit completed
Slippery / Uneven Surfaces	Y	N	
Struck By / Pinch Points	Y	N	
Rigging of Materials / Equip.	Y	N	
Rough / Sharp Materials	Y	N	
Fire Hazard: (weld, grind, etc.)	Y	N	☐ Hot Work permit completed; ☐ Fire extinguisher avail.; ☐ Fire Watch provided
Heat / Cold Stress Potential	Y	N	
Soft Tissue / Sprain / Strain	Y	N	If **YES:** Complete **Section D**
Hazardous Mat. / Waste / Spill	Y	N	
Skin / Eye Contact	Y	N	
Inhalation: *(dust, vapor, gas)*	Y	N	
Weather: (wind, rain, ice, snow)	Y	N	
Utility Strike / Surface Penetration	Y	N	If **YES:** Complete **Section E** *Must Review Work Instructions Section 6.1 Pipe Penetration*
Other:	Y	N	

SECTION B:

Competent / Qualified Person Req.		*Activity Work Permit Required*		*PPE Required*	
Excavation / Shoring / Sloping	☐	Excavation / Shoring	☐	Safety Helmet / Hard Hat	☐
Confined Space Entry	☐	Confined Space Entry	☐	High-Visibility Vest	☐
Scaffolding	☐	Hot Work	☐	Safety Toed Shoes	☐
Lock Out / Tag Out	☐	Lockout / Tag Out	☐	Safety Eyewear	☐
Rigging / Material Handling	☐	Aerial Lift Inspection	☐	Task Specific Gloves	☐ Type-
Equipment Operator	☐	Line Break	☐	Hearing Protection	☐ Type-
Aerial Lifts / Scissor / Boom	☐	Forklift / Lull Inspection	☐	Face Shield	☐
Pressure Testing	☐	Pressure Testing:	☐	Fall Protection / PFAS	☐
Partner Name:		Other:	☐	Welding Helmet/Jacket	☐
Partner Name:				Respiratory Protection	☐ Type-
Partner Name:				Other:	☐

SAFE 24/7 Safety Accountability From Everyone

DECCO

STOP THINK 5x5 FOR SAFETY LOOK AROUND FIND THE HAZARD

DAILY SAFE PLAN OF ACTION (SPA) HAZARD ASSESSMENT

SECTION C: Falls Mandate

***If level 3, review tie off requirements**

Task(s)	Prevention / Protection Level *(Identify)*
☐ Greater than 6 feet in height ☐ Less than 6 feet in height	☐ Level 1 = Elimination of Risk ☐ Level 2 = Aerial Lift (MEWP) / Guardrails / Covers / Barriers ☐ Level 3 = PFAS / Harness / Lifeline
At Height Task Details:	Provide Fall Protection Details & Rescue Plan Specifics Below:

Section D: Soft TISSUE Injury Prevention *(sprains / strains / back / shoulder injury prevention)* ***Maximum Manual Lifting Weight Per Person Not to Exceed 50 Lbs.*** ****ALL PARTNERS ARE REQUIRED TO PARTICIPATE IN STRETCH & FLEX DAILY****

Risk	Prevention
Extreme Force *(including lifting)*	
Awkward Posture / Position	
Mech. Stress *(including lifting)*	
Prolonged Vibration	
Hot Surfaces / Burns	
Repetitive Motion	
Other:	

Section E: Surface Penetrations Risk Control (Required to be completed for all penetrations into walls / floors / structures where energized services could exist).

Have all potential or known sources of energy been positively identified? ☐ Site plans reviewed ☐ Non-destructive methods ☐ Other:	Yes	No
Have all services with potential to be impacted been positively isolated and marked?	Yes	No
A check has been conducted for the presence of hazardous materials within the surface (e.g. asbestos, lead, silica, etc.) to avoid disturbance?	Yes	No

Section F: General Task Risk Control

Task	Potential Hazards	Control

My printed name & initials below indicates that I have been briefed by my Field Lead, am aware of the potential hazards on this day, and am competent and qualified on all required tools/equipment to be utilized.

Printed name & initials	Date	Printed name & initials	Date	Printed name & initials	Date

Field Lead certifying assessment: _____ Print Name _____ Signature

SAFE 24/7 Safety Accountability From Everyone

DECCO

STOP THINK 5x5 FOR SAFETY TAKE EVERY BACK PAUSE FOR 5 SECONDS LOOK AROUND FIND THE HAZARD

Stretch & Flex

When you are stretching, be sure to introduce the stretch gradually and take care not to overdo. You should only stretch to the point of mild discomfort. Know your body and don't stretch anything that causes pain. If any stretch causes you continued pain, you should avoid it and notify your safety specialist or supervisor.

Arm Swings

10 repetitions

- Swing arms across the body
- Alternate arms on top and bottom
- Slightly slap your sides as you swing

Shoulder Rolls

5 repetitions in each direction

- Lift and roll shoulders and arms together
- Roll shoulders forwards then backwards

Overhead Stretch

10 second hold

- Clasp hands together
- Press above your head until your arms are straight
- Keep elbows extended
- Try to pull elbows behind your ears

Triceps Stretch

10 second hold each

- Reach one hand down the middle of the back
- Place your other hand on your elbow
- Apply pressure into the hand

Lateral/ Finger Stretch

10 second hold each

- Place one hand on hip
- Reach your other arm straight over your head
- Spread your fingers
- Lean toward the hip being held

Upper Back Stretch

10 second hold

- Clasp your hands together
- Push your arms straight in front of you
- Push your belly button toward your spine
- Back will be rounded

Biceps Stretch

10 second hold

- Bring arms up and straight out to your sides to form a "T"
- Thumbs down behind you
- Move your arms back until a stretch is felt

Chest Stretch

10 second hold

- Place the backs of your hands on your lower back
- Spread your chest and squeeze your shoulder blades together
- Keep your chin and chest high

Head Tilt

10 second hold each

- Tilt head keeping shoulders horizontal and nose to the front
- Lift opposite arm up
- Press palm down and pull fingers up
- Press opposite hand on shoulder of arm being stretched

March with Core

10 repetitions

- Lift knee and place both hands on top of each other on the knee
- March in place while alternating hands from knee to knee
- Crunch abs like an accordion when hands meet the knees

Hamstring Stretch

10 second hold each

- Put one leg in front of you, resting on the heel
- Place hands above the knee on opposite leg
- Bend forward bringing your head to your knee
- Stretch is felt in the back of the front leg

Quad Stretch

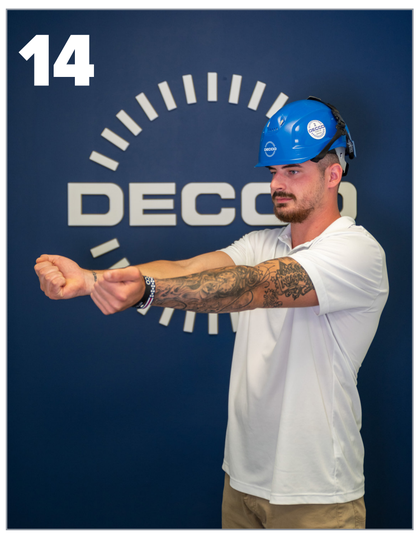
5 rotations each side

- Assume lunge position
- Shift hips slightly forward and down
- Place arms at 90 degrees and rotate the trunk toward front leg
- Stretch is felt in the hip flexor and quad muscles of the back leg

Wrist Extension

10 second hold each

- Put one arm in front of you with palm up
- Apply pressure with the opposite hand to the palm
- Raise your arm up until you feel a stretch in the arm



Supination & Pronation

10 rotations

- Make a fist and put both arms out in front of you with palms down
- Rotate your hands and wrists 180 degrees until your palms are facing up

Key Components

- Take your time, do not rush, and stretch gently
- Focus attention on the muscle being stretched

Why We Stretch

- Prepare muscles for daily activity
- Improve range of motion
- Prevent injuries
- Promote muscle recovery from overuse
- Relax your mind and tune-up your body

Supervisor Incident/Near Miss Report

Check one:

☐ **An incident is an event that caused injury to a person or damage to equipment, building or materials.**

☐ Injury or Illness ☐ Property Damage ☐ Environmental Impact/Spill

☐ **A near miss is an event that could have caused injury to a person or damage to equipment, building or materials, but did not.**

Potential client impact: ☐ Low ☐ Medium ☐ High

Supervisor completing this form: _____ Date: _____

Name and job title of the partner involved in the incident/near miss: _____

Witness: _____ Witness: _____

Date of incident/near miss: _____Time of incident/near miss: _____AM/PM

Project name and location where the incident/near miss occurred: _____

_____

Partner's shift on the day of the incident/near miss (from) _____ AM/PM (to) _____ AM/PM

Did an injury occur? ☐ Yes ☐ No

Nature of the injury (strain, cut, bruise, etc.): _____

Body part(s) affected: _____ ☐ Left ☐ Right

Medical treatment required? ☐ Yes ☐ No

If yes, what type? ☐ First aid on-site ☐ Urgent care ☐ Doctor ☐ Hospital ER

Name and address of the facility, hospital or physician: _____

Did the partner leave work early due to the injury? ☐ Yes ☐ No If yes, what time? _____ AM/PM

Describe the incident/near miss fully (use back page if necessary or sketch on back if needed to clarify):

_____

_____

List all equipment, machinery, materials, or chemicals the partner was using when the event occurred:

_____

_____

Identify the factors that you believe contributed to or caused the incident/near miss:

_____

_____

Supervisor Incident/Near Miss Report

Cause Analysis (Check All Applicable)

Type of Event	Contributing Conditions	Contributing Behaviors	Preventative Actions
☐ Body Motion/Body Position	☐ Duties or Task Not Clear	☐ Assistive Device Not Used	☐ Develop/Revise Safety Procedure
☐ Caught In/Under/ Between	☐ Equipment or Tool Defective/Failure	☐ Failure To Get Assistance	☐ Improve/Maintain Good Housekeeping
☐ Contact By/Contact With	☐ Equipment or Tool Unavailable	☐ Improper Tool/ Equipment Used	☐ Maintain Tools/Equipment
☐ Explosion/Fire	☐ Ergonomic Factors	☐ Inattention To Task	☐ Post Safety Signs
☐ Exposure	☐ Lighting/Temperature/ Ventilation	☐ Lack of Communication	☐ Revise JHA
☐ Over-Exposure	☐ Procedure Lacking or Unclear	☐ Procedure Not Followed	☐ Provide Protective Equipment
☐ Over-Exertion	☐ Training Lacking or Incomplete	☐ Protective Equipment Not Worn	☐ Remove Equipment from Use
☐ Slip/Trip/Fall	☐ Work Area Setup/Arrangement	☐ Rushing or Hurried	☐ Schedule Safety Training
☐ Struck By/Struck Against	☐ Work Area Clutter	☐ Safety Features of Devices Bypassed	☐ Other: _____
☐ Vehicular Accident	☐ Unrecognized Hazard	☐ Unbalanced or Poor Position or Motion	_____
☐ Other: _____ _____	☐ Other: _____ _____	☐ Assistive Device Not Used	
		☐ Failure To Get Assistance	
		☐ Improper Tool/ Equipment Used	
		☐ Other: _____ _____	

Corrective action(s): _____

_____

Supervisor signature: _____ **Date:** _____

Safety Department's assessment of corrective action(s): _____

_____

Safety representative signature: _____ **Date:** _____

Incident/Accident Witness Statement

It is our understanding that you were witness to an incident/accident that took place. In order for us to assure that all precautions are taken to prevent this type of incident/accident from recurring on any of our project sites, we request that you complete the following information. The purpose of this information is not to find fault or to point blame at any individual, it is to document what, how, and why this incident/accident occurred so that other partners can be advised and take necessary steps to assure it does not happen again. Please provide as much information as possible, if more room is needed – feel free to attach another sheet or use the back of this form. We appreciate your assistance.

Name: (please print) _____

Today's Date: _____

Project Name and Location: _____

Supervisor: _____

Date of Incident/Accident: _____

If Personal Injury – Name of Injured: _____

In your own words, please explain in as much detail possible, the incident/accident as witnessed by you. In your written description focus on **What** happened – **How** it happened – **Why** it happened (3 important areas to address if you are able).

_____

_____

_____

_____

_____

_____

_____

_____

I attest to the best of my knowledge that the above is an accurate account of the accident/incident.

_____ _____

Witness (Print Name) Witness (Signature)

Lockout/Tagout Permit Form

Project/Client: _____

Equipment/Systems: _____ **Location:** _____

DECCO Field Lead: _____ **Date Initiated:** _____ **Date Closed:** _____

Description of Work: _____

Energy Flow to Be Controlled (Check all that apply.)

☐ Steam	☐ Natural Gas	☐ Moving Parts	☐ Chemicals
☐ Electric Power	☐ Compressed Air	☐ Pneumatic	☐ Springs
☐ Control Power	☐ Water	☐ Hydraulic	☐ Other: _____

Lockout Checklist

- ☐ Identify all energy sources and method of control by performing a complete system walk-down
- ☐ Notify all Affected personnel
- ☐ Equipment has been removed from service
- ☐ Energy sources have been isolated (close valves, blind, double block & blind, open electrical disconnect, etc.)
- ☐ Authorized personnel apply lockout devices and record on log
- ☐ Reduce equipment/systems to a zero-energy state (bleed, drain, or release stored energy)
- ☐ Test and verify equipment isolation and install proper signage
- ☐ Perform task

Tag #	Lock #	Partner Name	Systems Affected	Location of Tag/Lock	Date Locked Out	Date Removed

Re-energizing Equipment Upon Completion of Work and Removal of All Locks

- ☐ Ensure no one is in the area of the system/equipment or at risk of being exposed to energy
- ☐ Ensure all nonessential items have been removed from equipment components
- ☐ Remove tags and locks by authorized persons
- ☐ Re-energize
- ☐ Notify all Affected personnel of the re-energizing of the equipment/systems

Lockout/Tagout Emergency Lock Removal

This form is required to be filled out for each lock to be removed by someone other than the person who placed it. Please check the boxes after each step is performed. Two separate signatures are required, one from the partner removing the lock, the other from the project/jobsite Field Lead with authority.

Project Name:	
Project Number:	

Reason Lock(s) Has to be Removed

Emergency Lock Removal Checklist

☐ The person performing this lock removal procedure is an Authorized partner of DECCO.

☐ Verification that partner who originally attached the lock is not accessible and/or available.

☐ All reasonable efforts to contact the partner who originally attached the lock have been made.

☐ The area, equipment and systems affected by this lock removal have been inspected to ensure safe working conditions and that no other personnel will be placed in harm's way.

☐ The Project Manager and Project Supervisor have been contacted before the lock has been removed.

☐ The project Safety Representative and/or Field Safety Manager has been contacted before the lock has been removed.

☐ The partner affected by this lock removal procedure has been informed of this action in person as soon as they have returned to the jobsite.

Location(s) and Information of Lock/Tag to be Removed

Tag #	Lock #	Partner Name Who Applied Lock	Systems Affected	Location of Tag/Lock	Date Locked Out	Date of Removal

Acknowledgements

Name (Printed): _____ **Signature**: _____
(DECCO partner who removed the lock(s))

Name (Printed): _____ **Signature**: _____
(DECCO Field Lead verifying procedure was followed)

Line Breaking Permit Form

Project/Client: _____

Work Area: _____

Specific Equipment/System: _____

Work to Be Done: _____

Date: _____ **Time:** _____

Line Breaking Checklist	Not Applicable	Yes	No
Equipment procedures & relevant manufacturer's instructions consulted?	☐	☐	☐
Contents of piping system are identified and confirmed?	☐	☐	☐
Safety Data Sheet for material obtained and safe handling procedures established?	☐	☐	☐
Has equipment been valved out on each side of point to be entered?	☐	☐	☐
Has Lockout/Tagout procedure been properly implemented?	☐	☐	☐
Has this equipment been de-pressurized, drained, or purged?	☐	☐	☐
Has this equipment been decontaminated/flushed?	☐	☐	☐
A protective or warning barrier must be provided in area of work.	☐	☐	☐
Is other Hot Work within 75 feet horizontally or beneath the point of break-in?	☐	☐	☐
Is a Hot Work Permit required?	☐	☐	☐
Is a Confined Space Entry permit required?	☐	☐	☐
Is nearest safety shower and eye wash known and operable?	☐	☐	☐
Affected area cleared of unauthorized personnel?	☐	☐	☐
Containment established for release of liquid. Nearby drains & basins are protected?	☐	☐	☐
Appropriate PPE is evaluated, selected, and used?	☐	☐	☐
List other/special precautions:			

THIS EQUIPMENT HAS BEEN MADE SAFE FOR OPENING

_____ Time _____ ☐ AM ☐ PM

DECCO Supervisor or Designee Signature

I have personally reviewed the checklist items on this permit and agree that these safety precautions have been taken.

Signed _____ _____

(Partner(s) who will open equipment)

THIS PERMIT IS VALID FOR ONE SHIFT ONLY

Hot Work Permit Form

Project/Client: _____

Work Area: _____

Specific Equipment/System: _____

Work to Be Done: Welding ☐ Cutting / Grinding ☐ Open Flame ☐ Non-Sparking Tools ☐

Date: _____ **Time** (from)**:** _____ **Time** (to)**:** _____

STOP! ***Avoid Hot Work or seek an alternative/safer method…if possible.***

Required Precautions Checklist	Not Applicable	Yes	No
Proper type and size of fire extinguisher is immediately available?	☐	☐	☐
Floor / wall openings, drains, gratings, duct vents, etc. are protected?	☐	☐	☐
Combustible materials within 35' radius have been removed or protected?	☐	☐	☐
Has equipment, vessels, piping, etc. been flushed cleaned and vapor free?	☐	☐	☐
Have all affected personnel in the immediate area been notified?	☐	☐	☐
Fire resistive welding pads, blankets and curtains installed under/around work?	☐	☐	☐
Protect or shut down ducts and conveyors that might carry sparks	☐	☐	☐
Are adequately trained Fire Watch personnel required in adjoining areas above / below monitoring those areas?	☐	☐	☐
Adequately trained Fire Watch is provided at location of Hot Works during and 30-minutes after Hot Works?	☐	☐	☐
Floors in immediate area of Hot Works swept clean?	☐	☐	☐
Appropriate PPE is evaluated, selected, and used?	☐	☐	☐
Is nearest safety shower, eye wash and fire alarm known and operable?	☐	☐	☐
Potential explosive atmosphere in affected area eliminated?	☐	☐	☐
Provide for and identify a safe rapid escape route	☐	☐	☐
Does Hot Work area need to be roped off or barricaded?	☐	☐	☐
List other/special precautions:			

THE AREA HAS BEEN MADE SAFE FOR HOT WORK OPERATIONS

_____ Time _____ ☐ AM ☐ PM

DECCO Supervisor or Designee Signature

I have personally reviewed the checklist items on this permit and agree that these safety precautions have been taken.

Print _____ _____

(Partner(s) performing Hot Works) (Partner(s) performing Fire Watch)

THIS PERMIT IS VALID FOR ONE SHIFT ONLY

Confined Space Entry Permit

Date Issued:	**Time Issued:**
Date Expires:	**Time Expires:**
Location of Confined Space:	
Description of Confined Space (e.g. tank, vault, manhole)**:**	
Purpose of Entry / Work to be performed:	

CONFINED SPACE REQUIREMENTS (CHECK BOXES THAT APPLY)

Equipment Preparation	Communication	Emergency Preparedness
☐ Lines Blocked and/or Bleed/ or Bypassed	☐ Job Planning/SPA Completed	☐ Emergency Plans Reviewed
☐ Lockout/Tagout Procedures Applied	☐ All Personnel Trained	☐ Assembly Points Established
☐ Lines Disconnected	☐ Pre-Task Safety Briefing	☐ Rescue Team On-Site
☐ All Liquid Drained	☐ Protocols & Work Procedure Reviewed	☐ Non-Entry Rescue
☐ Air Movers (mechanical ventilation)	☐ SDS Reviewed and Accessible	☐ Retrieval System Available
☐ Adjacent Areas Protected from Sparks	☐ Communication Method: **Visual - Audio**	☐ Full Body Harness Required
☐ Hot Work Permit	☐ Safety Representative Notified	Emergency Contact:
☐ Equipment Grounded	☐ Permit Posted	**Name of Service:** _____
		Phone No.: _____
PPE Equipment	**Additional Safety Controls**	**Serious Hazards for Space**
☐ Safety Helmet	☐ Explosion Proof Equipment	☐ Electrical
☐ Safety Glasses	☐ Fall Protection	☐ Ventilation
☐ Gloves **Type:**	☐ Fire Extinguisher **Type:**	☐ Entrapment
☐ Respirator **Type:**	☐ Scaffolding	☐ Engulfment
☐ Hearing Protection	☐ Decontamination (wash) Facilities	☐ Chemical **Type:**
☐ Face Shield	☐ Water/Liquid Available (Heat Stress)	☐ Heat/Cold
		☐ Excessive Noise (>85 dba)
☐ Other:	☐ Other:	☐ Other:

ATMOSPHERIC TESTING (Initial monitoring, and re-testing after space is unoccupied for 10 minutes or more)

Multi gas detector manufacturer:				**SN:**		**Cal Date:**	
Signature of Person Performing Atmospheric Test:						**Date & Time:**	
	Acceptable Limits	**____:____ am/pm**	**____:____ am/pm**	**____:____ am/pm**	**____:____ am/pm**	**____:____ am/pm**	**____:____ am/pm**
Oxygen	**19.5 – 23.5%**						
LEL	**Below 10%**						
CO	**Below 35 ppm**						
H2S	**Below 10 ppm**						
PID	**Below 1.0 ppm**						
Tester Initials							

I Certify that all actions and conditions necessary for safe entry have been performed.

Confined Space Entry Supervisor	**In**	**Out**	**Authorized Entrant**	**In**	**Out**
Print Name: **Initials:**			**Print Name:** **Initials:**		
Authorized Entrant			**Authorized Entrant**		
Print Name: **Initials:**			**Print Name:** **Initials:**		
Authorized Entrant			**Authorized Attendant**		
Print Name: **Initials:**			**Print Name:** **Initials:**		
Authorized Entrant			**Authorized Attendant**		
Print Name: **Initials:**			**Print Name:** **Initials:**		

Important: This permit will be valid for a maximum of eight (8) hours, end of current shift, end of job, or whichever event occurs first. Any unscheduled work stoppage and/or emergency condition will nullify this permit.

STATIONARY SCAFFOLD SAFETY INSPECTION CHECK LIST

Inspect before installation, after installation and before each work shift.

Project: _____ Date: _____

Client: _____ Job #: _____

Address: _____

Inspector: _____

		Y	N
1	Did you read and understand applicable *OSHA and State Regulations* concerning scaffolding requirements and construction?		
2	**HAVE ALL SCAFFOLD USERS RECEIVED TRAINING IN "THE SAFE USE OF THE EQUIPMENT"?**		
3	Have competent persons supervised the erecting, dismantling, moving, maintaining & inspection of this scaffold? Has work been performed only by experienced & trained employees?		
4	Are scaffold components & planking in safe condition for use and is plank graded for scaffold use? **INSPECT ALL COMPONENTS.**		
5	Do frames have base plates, adjustable bases or adjustable legs with base plates and are they placed on sills or other adequate firm foundation?		
6	Are sills properly placed, adequate size, full bearing on the ground and capable of carrying intended loads?		
7	Are the scaffolds & scaffold components capable of carrying intended loads and loaded in compliance with their rated capacities or maximum intended loads?		
8	Have adjustable bases/legs been used to level scaffold instead of unstable objects such as concrete blocks, loose bricks, etc?		
9	Do base plates and/or adjustable bases have full bearing on sills? Are they centered & nailed on the sills?		
10	Have components been properly joined together with hinge pins?		
11	Is the scaffold level and square?		
12	Are required diagonal and horizontal braces properly installed?		
13	Is platform fully planked and are toe boards provided where necessary?		
14	Are planks secured to prevent movement?		
15	Have required guard rails, toe boards and gates been provided? Are they properly installed?		
16	Has proper access been provided to all platforms? Has a ladder, stairs or a ramp been installed where it is more than 24" above or below a point of access?		
17	Have necessary rest areas been provided every 35" in height in the access area?		
18	Has overhead protection or wire screening been provided where necessary?		
19	Are required tie-ins in place and secure?		
21	Are brackets properly installed and secure? (sidewall, endwall, inside corner brackets)		
22	Are accessories properly installed and secure? Check: Trusses, Tube & Clamps, Access units, Gates (open inward), and all Pos-i-Loks & Toggle locks.		
23	Is scaffold free of makeshift devices or ladders to increase height?		
24	Do planks have proper overhang and/or overlap supports? Cleated if less than 6" beyond supports?		

List Action/Comments on back of form.

ACTION/COMMENTS:

_____

_____

_____

_____

Mobile Elevating Work Platform (MEWP) Pre-Use Inspection

Job Name / Location:					MEWP Make/Model:
MEWP Group/Type (reference below):	Scissor lift	☐	Personnel lift	☐	MEWP Serial #:
	Aerial lift	☐	Telescoping lift	☐	Hour meter reading:
	Boom lift	☐	Articulating lift	☐	
Inspection conducted by (operator):					Date:

Power Off Checks	OK	No	N/A	Power On Checks	OK	No	N/A
1. Wheels and tires	☐	☐	☐	22. Unit starts and runs properly	☐	☐	☐
2. Lights/strobes	☐	☐	☐	23. Instruments/gauges	☐	☐	☐
3. Mirrors/visibility aids	☐	☐	☐	24. Warning lights/audible alarms	☐	☐	☐
4. Engine/engine compartment:				25. Fuel/charge level	☐	☐	☐
a. Belts/hoses	☐	☐	☐	26. Horn/audible warning device(s)	☐	☐	☐
b. Cables/wires	☐	☐	☐	27. Function controls:			
c. Debris	☐	☐	☐	a. Boom/jib/lift arms – raise/lower/extend/retract	☐	☐	☐
5. Battery/batteries				b. Turret rotate	☐	☐	☐
a. Terminals tight	☐	☐	☐	c. Drive - forward/reverse	☐	☐	☐
b. Clean/dry/secure	☐	☐	☐	d. Steer – left/right	☐	☐	☐
6. Hydraulics:				e. Platform – tilt/rotate/extend	☐	☐	☐
a. Cylinders/rods	☐	☐	☐	f. Stability enhancing devices	☐	☐	☐
b. Hoses/lines/fittings	☐	☐	☐	g. Function – enable (dead-man) devices	☐	☐	☐
7. Fluids:				28. Emergency/auxiliary controls	☐	☐	☐
a. Engine oil Level Leaks	☐	☐	☐	29. Safety interlocks	☐	☐	☐
b. Engine coolant Level Leaks	☐	☐	☐	30. Braking – stops & holds	☐	☐	☐
c. Hydraulic oil Level Leaks	☐	☐	☐	31. Other:	☐	☐	☐
d. Fuel/battery Level Leaks	☐	☐	☐	**General**	**OK**	**No**	**N/A**
8. Data/capacity plate	☐	☐	☐	32. Mfr. operating manual stored on MEWP	☐	☐	☐
9. Counterweight/Counterweight bolt(s)	☐	☐	☐	33. Safety decals/warnings/placards	☐	☐	☐
10. Cover panels	☐	☐	☐	34. Misc. parts – loose/missing/broken	☐	☐	☐
11. Boom valley/under platform – leaks/debris	☐	☐	☐	**Work Area Inspection**	**OK**	**No**	**N/A**
12. Accessory plugs and cables	☐	☐	☐	35. Drop-offs or holes	☐	☐	☐
13. Boom/lift arms – general condition/wear	☐	☐	☐	36. Bumps and floor/ground obstructions	☐	☐	☐
14. Power track – lines/hoses	☐	☐	☐	37. Debris	☐	☐	☐
15. Fall protection anchorage point(s)	☐	☐	☐	38. Overhead obstructions	☐	☐	☐
16. Platform–guardrails/toe-board/anchorages/gate	☐	☐	☐	39. Energized power lines	☐	☐	☐
17. Weather-resistant storage compartment/manuals	☐	☐	☐	40. Hazardous locations	☐	☐	☐
18. Control markings visible	☐	☐	☐	41. Ground surface and support conditions	☐	☐	☐
19. Annual inspection current	☐	☐	☐	42. Pedestrian/vehicle traffic	☐	☐	☐
20. Other:	☐	☐	☐	43. Wind and weather conditions	☐	☐	☐
21. Other:	☐	☐	☐	44. Other possible hazards:	☐	☐	☐

Report any problems found to supervisor. ALWAYS lock/tag-out unsafe equipment.

MEWP Groups

Group A	Group B
Does not allow the main platform to extend beyond the tipping line. Example: scissor lift	Allows the platform to extend beyond the tipping line Example: articulating or telescopic boom

MEWP Types

Type 1	Type 2	Type 3
Traveling is allowed only with the MEWP in its stowed position.	Traveling with the work platform in the elevated position is controlled from a point on the chassis.	Traveling with the work platform in the elevated travel position is controlled from a point on the work platform.

Forklift/Lull Pre-Shift Inspection Form

Job Name:	**Job #:**
Location:	**Week Ending:**
Make / Model of Forklift / Lull:	

Enter the date after each day of the week given below. Check off either NS for Not Satisfactory or OK for Satisfactory for each item that shall be checked daily before use.

Inspect each of the below items once a day prior to lift use.	**Monday**		**Tuesday**		**Wednesday**		**Thursday**		**Friday**		**Saturday**		**Sunday**	
	NS	OK	NS	OK	NS	OK	NS	OK	NS	OK	NS	OK	NS	OK
Forks, Carriage, Load Backrest														
Mast, Boom Housing														
Overhead Guard / ROP														
Tires / Axles														
Lights														
Battery Connections														
Controls, Gauges & Instruments														
Hydraulic Hoses & Fittings														
Oil & Fuel Levels														
Steering														
Brakes														
Horn & Backup Alarm														
Seat & Seat Belt														
Inspected By: Initials														

Comments: _____

_____

Crane Lift Plan

Instructions

1. A Crane Lift Plan is required for every crane lift performed under DECCO – see OSHA Subpart CC for definition of crane.
2. Critical crane lifts, if authorized, may have to be reviewed by a professional engineer (if determined to be a critical lift) -see page 2, section 2.
3. Crane Lift Plans must be submitted to the DECCO Safety Department at least 48 hours (2 business days) prior to crane mobilization – 5 days for critical lifts.
4. Crane Lift Plans must be based on worst case % of capacity (i.e. gross deductions / chart capacity) for each specific crane configuration and location and activity (for example: unload a delivery truck is a separate activity from setting pipe and equipment).
5. The Crane Lift Plan may be valid for more than one day, as long as the configuration, location, and parameters used for developing "worst case" condition have not changed. Use multiple lift plans for multiple locations.
6. All rigging devices *MUST* bear the name of the manufacturer and identify WLL and be certified as to their capacity. Custom-fabricated devices (lifting beams, spreader bars, etc.) may be acceptable with proper PE stamp or proof testing as required by applicable standards. Capacities shall be marked and legible on all such devices.
7. Work that is not anticipated in the Crane Lift Plan but may arise due to site conditions (moving equipment, loading materials onto floors, etc.) must be reviewed with DECCO Safety Department in advance. Changes affecting crane configuration and / or location may require the Crane Lift Plan to be amended.
8. **The following information must be provided along with the Crane Lift Plan:**
    - ☐ Competent person designation forms for Rigger, Signal Person
    - ☐ Rigger and Signal Person training certification, OSHA 10 cards.
    - ☐ Jurisdictional Registration, for example: FAA permit,
    - ☐ JHA for truck load /unload, boom conflicts, public protection, Etc.
    - ☐ JHA for power line encroachment (if applicable)
    - ☐ Logistics plan
    - ☐ Weight of material – bill of lading, calculation, manufacturers product data sheet, etc.
    - ☐ Rigging plan
9. **The Crane Company must provide the following information as a supplement to the Crane Lift Plan:**
    - ☐ Competent / qualified person designation forms for operator and A/D supervisor
    - ☐ Worker credentials – license, medical certification, OSHA 10 cards
    - ☐ Load chart (complete with notes)
    - ☐ Range chart
    - ☐ Dimension illustration and specifications for crane
    - ☐ Lightning and wind restrictions (from operator's manual)
    - ☐ Crane dimensions and area (quadrant) of operation diagram
    - ☐ Provide copy of annual 3rd party inspection certification and report – see Crane Lift Plan for requirements (Note: The inspector shall be certified with the CCAA – see www.CCAAweb.net local resources)
    - ☐ Scaled site plan and elevation drawings
    - ☐ JHA for Assembly/Disassembly of crane and severe weather
    - ☐ Jurisdictional Registration (if applicable)

Crane Lift Plan

1. Lift Plan Responsible Persons

Project Name:	Date of Lift:	Lift Location:	
Subcontractor's Name:			
Contact Name:	Contact Number:		
Crane Company's Name:			
Contact Name:	Contact Number:	Operator ID:	A/D Supervisor ID:

2. Crane Information

Make:	Model:	S/N:	Capacity (tons):

Date Manufactured:	Does lift involve (if any box is checked, lift is critical)?	☐ ≥75% chart capacity ☐ Dual crane ☐ Personnel basket	☐ Two hooks ☐ Traveling with Load ☐ Other (refer scope)	☐ Over public space ☐ Tripping load

Carrier Information	Boom Information	Jib Information	
☐ Truck	☐ Telescoping ☐ Lattice	Jib deployed? ☐ No ☐ Yes – is it ☐ Fixed or ☐ Luffing	
☐ Rough Terrain	Block capacity (tons)	Block capacity (tons)	Offset: °
☐ All Terrain	# of Parts Line:	# of Parts Line:	Boom and Jib - Combined Length (ft):
☐ Crawler Block	Line Pull (lbs)	Line Pull (lbs):	
☐ Other	Working Boom Length (ft):	Jib length (ft):	

Power Line Encroachment Review		FAA Permit Review
Max working radius (ft): .	plus ½ length of load (ft):	Max working boom tip elevation (as assembled) in ft:
Will max working radius (plus ½ length of load) be within 20' of an overhead power line? ☐ No ☐ Yes		Will max vertical boom elevation exceed 200' above existing site elevation? ☐ No ☐ Yes
If yes, provide power line voltage:		If yes, provide FAA permit no.:
If yes, provide power line safety JHA - see OSHA subpart CC		

Outrigger Configuration / Distributed Load	
☐ Fully Extended ☐ Fully Retracted	Crane cribbing dimensions?
☐ Intermediate ☐ Rubber (PSI)?	Distributed Ground Bearing Pressure (PSF)?

Crane Condition				
Was crane idle >3 months since annual inspection?		Is crane a lattice boom?		Note regarding 3rd party inspection: If crane has been idle for longer than 3 months since last 3rd party annual inspection (inspection), or if crane being A/D is a lattice boom a new inspection certification and report must be provided post A/D). Exception: hydraulic crane with stowed jib that was included in the current annual 3rd party inspection. Inspector must be certified with CCAA (www.CCAAweb.net).
☐ No	☐ Yes	☐ No	☐ Yes	

3. Itemization of Crane Chart and Load Deductions

Weight of Heaviest Load (lbs):		Comment:
Rigging (lbs):		Comment:
Jib (lbs):		Comment:
Jib Hook (lbs):		Comment:
Hook Block (lbs):		Comment:
Load Line (lbs):		Comment:
Other (lbs):		Comment:
Gross Deductions (lbs):		Comment:

4. Lift Summary

Max Working Radius	Boom Angle	Gross Deductions	Chart Capacity	% of Capacity (Gross Deductions / Chart Capacity)

Lift Plan for Forklifts and Telehandler

Job Name:		Prepared By:	
Job No:		Date:	
Location:			

A. Total Load	
1. Load Weight (Net Load)	Lbs.
2. Weight of Lifting Beam	Lbs.
3. Weight of Sling/Shackles	Lbs.
4. Other	Lbs.
5. TOTAL Weight (Gross Load)	
Note: Source of load weight (drawing, calcs., etc.) must be attached	

B. Forklift/Telehandler	
1. Make and Model of Forklift:	
2. Maximum Forklift Capacity	Lbs.
3. Gross Load of Forklift	Lbs.
4. % of the Forklift's Rated Capacity	
5. Note any non-standard conditions	

C. Rigging – See Attached Drawings/Diagrams
1. Extensions?
2. No. of Extensions
3. Extension Material
4. Extension Size(s)
5. Extension Rated Capacity(s)
6. Extension Vendors & Part Numbers
7. Expected Service Load

D. Signal Person		
1. Forklift Operator briefed on who is responsible for each point of lift?	Yes ☐	No ☐
2. Names & location of each signal person recorded?	Yes ☐	No ☐
3. Are all signal people/lookouts on-station before lift starts?	Yes ☐	No ☐
4. All signal people must state their name if assuming control.	Yes ☐	No ☐
5. Will two-way radios be used before moving the forklift? (when required)	Yes ☐	No ☐
6. Is forklift inspection completed?	Yes ☐	No ☐

E. Operator Qualifications		
1. Qualified/Certified Operator?	Yes ☐	No ☐
2. Certified Rigger/Signal Person	Yes ☐	No ☐
3. State specific operator license required?	Yes ☐	No ☐

F. Pre-Lift Checklist	(YES)	N/A	(NO)
1. Forklift Inspected	☐	☐	☐
2. Rigging Inspected	☐	☐	☐
3. Ground Hazard Check	☐	☐	☐
4. Swing Check	☐	☐	☐
5. Forklift Power Check	☐	☐	☐
6. Area Traffic Hazard Check	☐	☐	☐
7. Signatures	☐	☐	☐
8. Pinch Point Hazard Check	☐	☐	☐
9. Set-down Point Check	☐	☐	☐

G. Signatures	
1. Forklift Operator	
2. Lift Supervisor	
3. Rigger	
4. First Signal Person	
5. Second Signal Person	
6. Other (state title)	

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(i) Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(ii) Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. − When used outdoors. − When used indoors or in an enclosed area.	None APF 10	APF 10 APF 10
(iii) Handheld power saws for cutting fiber- cement board (with blade diameter of 8 inches or less)	For tasks performed outdoors only: Use saw equipped with commercially available dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None
(iv) Walk-behind saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. − When used outdoors. − When used indoors or in an enclosed area.	None APF 10	None APF 10
(v) Drivable saws	For tasks performed outdoors only:	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.		
(vi) Rig-mounted core saws or drills	Use tool equipped with integrated water delivery system that supplies water to cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowling with dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	None	None
(viii) Dowel drilling rigs for concrete	For tasks performed outdoors only: Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	APF 10	APF 10
(ix) Vehicle-mounted drilling rigs for rock and concrete	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector. OR	None None	None None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
	Operate from within an enclosed cab and use water for dust suppression on drill bit.		
(x) Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact. − When used outdoors. − When used indoors or in an enclosed area. OR Use tool equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. − When used outdoors. − When used indoors or in an enclosed area.	None APF 10 None APF 10	APF 10 APF 10 APF 10 APF 10
(xi) Handheld grinders for mortar removal (i.e., tuckpointing)	Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	APF 10	APF 25
(xii) Handheld grinders for uses other than mortar removal	For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface.	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism. − When used outdoors. − When used indoors or in an enclosed area.	None None	None APF
(xiii) Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR Use machine equipped with dust collection system recommended by the manufacturer. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None None	None None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
(xiv) Small drivable milling machines (less than half-lane)	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None
(xv) Large drivable milling machines (half-lane and larger)	For cuts of any depth on asphalt only: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions. For cuts of four inches in depth or less on any substrate: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions. OR Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None None None	None None None
(xvi) Crushing machines	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points). Operate and maintain machine in	None	None

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA			
Equipment / Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours /shift	**> 4 hours /shift**
	accordance with manufacturer's instructions to minimize dust emissions. Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote-control station.		
(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica- containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	Operate equipment from within an enclosed cab. When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None None	None None
(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading, or fracturing silica-containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions. OR When the equipment operator is, the only employee engaged in the task, operate equipment from within an enclosed cab.	None None	None None

OSHA Facility/Site Inspection Form

Job Name: _____ Job Number: _____ Inspection Date: _____

Location: _____ Project Manager: _____ Supervisor: _____

As soon as you are aware of the OSHA Inspector's visit, you MUST immediately contact the main office (603-673-2200) and one of the Safety Representatives listed below to notify them of the inspection:

Edwin Jones: 603-316-1180	Kevin Rush: 603-531-0394	Tyler Craigue: 978-228-8864

Company representative(s) present at time of inspection and who will accompany the OSHA Inspector:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Pre-Inspection

OSHA Regional Office, Name and phone number of Inspector(s):

_____

_____

_____

2. Were the Inspector's credentials shown to you? **Yes** ☐ **No** ☐

3. Did you verify the credentials? (Contact Regional Office) **Yes** ☐ **No** ☐

4. What was the stated purpose of the inspection?

Imminent Danger	_____	Accident Investigation	_____
Employee Complaints	_____	Routine General Inspection	_____
Follow-Up Inspection	_____	Other	_____

The OSHA inspector will usually ask for:

- Written safety program (DECCO Safety Manual)
- Hazard Communication Program
  (HazCom-Section 011 of the DECCO Safety Manual)
- Safety Data Sheets
  (SDS- These are found in the SDS book either in the job box or vehicle)
- OSHA Log (This is maintained at the main office)
- Employer's ID# 02-0512875

OSHA Facility/Site Inspection Form

Opening Conference

1. Opening Conference began at: _____ AM ☐ PM ☐ and ended at: AM ☐ PM ☐

2. List the names of all present at the Opening Conference and the company they represent:

3. Were any documents, programs or procedures requested by the inspector? **Yes** ☐ **No** ☐
If yes, which documents?

4. Which DECCO documents, programs or procedures were shown to the OSHA inspector?

Additional Comments: _____

Inspection

1. Inspection began at what time? AM ☐ PM ☐ and ended at: AM ☐ PM ☐

2. Did the compliance officer:

a)	Question any DECCO and/or Subcontract employee or supervisor?	**Yes** ☐	**No** ☐
b)	Confer with any DECCO and/or Subcontract personnel in private?	☐	☐
c)	Perform any environmental testing (noise, air, toxic gas, etc.)?	☐	☐
d)	Take any photographs?	☐	☐
e)	Examine any records	☐	☐

3. List all actions taken by the compliance officer and hazards pointed out during the walk-through. (Attach another sheet if needed):

a) _____
b) _____
c) _____
d) _____
e) _____
f) _____
g) _____
h) _____

OSHA Facility/Site Inspection Form

4. Did compliance officer review any of the following (check all that apply)?

Safety Manual	☐	OSHA 300 Log	☐	Injury Reports	☐
HazCom Program	☐	Required Postings	☐	Access to Medical Record	☐

5. Did the compliance officer make copies of any documents? **Yes** ☐ **No** ☐

If yes, which documents?

_____

_____

_____

Additional Comments: _____

_____

_____

_____

Closing Conference

1. Closing Conference began at what time?____ AM ☐ PM ☐ Ending Time: ____ AM ☐ PM ☐
2. List each person present at the Closing Conference and the company they represent:

_____

_____

_____

_____

_____

_____

3. Were alleged violations of standards discussed? **Yes** ☐ **No** ☐

If yes, list and describe:

a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

4. Did you produce any applicable records or documents showing compliance efforts? **Yes** ☐ **No** ☐

If yes, please explain:

_____

_____

_____

_____

_____

_____

Print Name of Individual Completing Report _____ Initials _____ Date

Automobile Accident Procedure

If an accident involving company owned or rental vehicle has just occurred, take any emergency actions that are necessary and follow these steps:

1. Never leave the scene of an accident. If it's possible to move the vehicle, it should be pulled off the road or as far to the side as possible to prevent further collisions. Use reflective triangles or flares to warn other traffic.
2. Call 911 or local EMS immediately so an official accident report will be prepared. Inform authorities of serious injuries that could require emergency equipment / personnel to be dispatched to the scene.
3. If the driver is injured, he / she should remain in vehicle (unless necessary for safety) and wait for emergency medical assistance to arrive. Moving could cause further injury.
2. Obtain the following information to complete the *Vehicle Accident Report.*

Other Driver/Vehicle Information:

Name: _____Day Time Phone #: ( )_____Home Phone #: ( )_____

Address: _____City: _____County:_____State: ___Zip: _____

Email: _____Drivers DL #: _____DL State:___DOB:____

Year:_____ Color:_____ Make:_____ Model:_____ Lic. Plate#: _____

Vehicle Owner's Name:_____ Policy Holder's Name: _____

Auto Insurance Carrier: _____

Policy #: _____ Auto Insurance Carrier Phone #: ( )_____

Number of people in the other vehicle:_____ (Circle appropriate): Driver / Front Passenger / Back right Passenger / Back left Passenger / Other (explain) _____

Notice specific details of the damages to all vehicles/property involved. These details will need to be provided on the *Vehicle Accident Report.* If you have a digital camera or a camera phone, take pictures of the vehicles involved and the accident scene.

3. Provide the automobile insurance ID card to the police / authorities. The *Automobile Insurance Card* and this blank reporting form should be in the glove compartment of the vehicle. Be sure to return insurance card to glove compartment. If this form is used, please replace it with another blank form.

4. Complete the enclosed *Vehicle Accident Report* immediately and return the original to DECCO's Director of Environmental, Health & Safety and Fleet Manager ***within 24 hours of the accident***.

Contact: Edwin Jones
Direct Phone: 603-249-7438,
Cell Phone: 603-316-1180,
Address: 31 Route 13, Brookline, NH 03033,
Email: edwin_jones@decco.com

Contact: Mike Stimpson
Direct Phone: 603-249-7490
Cell Phone: 603-765-0925
Address: 11 Alpha Road, Chelmsford, MA 01824
Email: mike_stimpson@decco.com

Refer all inquiries about the accident from individuals, insurance carriers, or attorneys to the Director of Environmental, Health & Safety. Do not make any statements about the accident to anyone without first notifying DECCO first.

DECCO Vehicle Accident Report

Collect information and complete both pages of this form immediately after an accident occurs. The original report should be delivered to the Safety Department and Fleet Manager within one business day of the accident (pending injuries). If you have any questions, please call:

(Name) Edwin Jones Ph # (603) 316 - 1180

General Information:

Date of Accident: _____ Time: _____ ☐ AM ☐ PM

Location of Accident: _____

City: _____ County: _____ State: _____

Authority Contacted: _____ Report #: _____

Responding Officer: _____

List any traffic violations/citations given to any drivers: _____

_____

Weather Condition: _____ Road Condition: _____ Visibility: _____

Detailed description of physical conditions at location of vehicle accident:

_____

_____

Detailed description of activity leading to vehicle accident _____

_____

_____

Detailed description of any other factors that contributed to this accident: _____

_____

_____

Details of injured persons in the DECCO vehicle (provide name, relationship to the company and injury): ____

_____

_____

Witness name(s) and Phone #(s): _____

_____

Describe Damage to Vehicle:

Identify which parts of the vehicles came into contact with each other i.e. “My left rear bumper was hit by his/her right front as he/she tried to avoid rear ending my car”: _____

_____

Your Sketch of the Accident Scene

(Draw a diagram of the accident scene in the grid below):

Key symbols to use above:

Your Vehicle	1
Other Vehicle(s)	2 - 3 - 4
Pedestrian	
Stop Sign	
Yield Sign	
Railroad	
Point of Impact	

At what distance did you notice danger?_____feet

My Remarks

_____

_____

_____

_____

DECCO Driver Information: (Number of people in your vehicle_____)

Name: _____ Employee ID: _____

Driver's License #: _____DL State: _____Date of Birth: _____

Home Address: _____

City: _____County:_____State: _____Zip:_____

Home Phone: ( ) _____Email Address: _____

Department: _____ Job Title: _____

Cell Phone #: ( ) _____Supervisor: _____

Purpose for using the vehicle:_____

_____

DECCO Vehicle Information:

Year: ____ Make:_____Model: _____Dept:_____

VIN: _____License Plate #: _____

Describe damage to DECCO vehicle (Be very specific): _____

_____

Other Driver Information (from accident procedure page):

Driver Name: _____Driver Address: _____

City: _____County:_____State:_____ Zip:_____Hm Phone:( ) _____

Wk Phone #: ( ) _____Email: _____

Driver DL#: _____DL State:_____ Driver DOB:_____

Owner Name: _____Owner Hm & Wk Phone #: ( )___ ( )_____

Insurance Company Name: _____Phone #: ( ) _____

Insurance Policy #:_____ Agent: _____

Number of photos taken of the whole accident scene and all vehicle damage? _____ ***(Submit with report)***

Any obvious prior damage to other vehicle? _____

Other Vehicles Involved Information:

Year: _____ Make: _____Model: _____License Plate #: _____State: _____

Please list passenger names, home & daytime phone #s and any injuries: _____

_____

_____

Describe damage to other vehicle(s) (Be very specific): _____

_____

_____ _____ _____ _____

Signature of DECCO Driver Date Signature of Supervisor Date

Excavation / Trench Entry Form

Project/Client: _____

Work Area:_____ **Soil Type** (established by client):_____

Work to Be Done: _____

Date: _____ **Time:** _____

Excavation/Trench Checklist	Not Applicable	Yes	No
Trenches over four (4) feet deep require proper access, e.g. ladder or ramp?	☐	☐	☐
Air in the trench four (4) feet deep tested for O2, LEL, CO, H2S, and other contaminants?	☐	☐	☐
Ladders secured and extend three (3) feet above the edge of the trench?	☐	☐	☐
Distance from access/egress shall not exceed twenty-five (25) feet of lateral travel?	☐	☐	☐
Trenches over five (5) feet deep require sloping/shoring or a trench box?	☐	☐	☐
Partners protected from cave-ins & loose material that could roll into the excavation?	☐	☐	☐
Spoils, materials, & equipment set back at least two (2) feet from edge of trench?	☐	☐	☐
Utilities crossing the trench supported, & protected from falling materials?	☐	☐	☐
Precautions taken to protect partners from water accumulation (dewatering)?	☐	☐	☐
Surface water/runoff diverted to prevent accumulation in the trench?	☐	☐	☐
Ventilation used in atmospheres that are O2 rich/deficient and/or contains hazardous substance?	☐	☐	☐
Emergency equipment available where hazardous atmospheres could or do exist?	☐	☐	☐
Is a confined space permit required due to hazardous atmospheres, engulfment, or entrapment?	☐	☐	☐
List other/special precautions:			

NOTE: All unsafe conditions must be corrected prior to trench entry. If any hazardous conditions are observed, the trench must be immediately evacuated, and no one allowed re-entering until corrective action has been taken.

EXCAVATION / TRENCH IS SAFE FOR ENTERING

I have personally reviewed the checklist items on this form and agree that these safety precautions have been taken.

_____ Time _____ ☐ AM ☐ PM

DECCO Supervisor or Designee Signature

THIS PERMIT IS VALID FOR ONE SHIFT ONLY

Subcontractor/Temporary Labor Safety Orientation

To be reviewed and completed in its entirety and each topic initialed off by the trainee

Health and safety orientation is a vital component of any company's health and safety management system. It is the process of introducing new, inexperienced, transferred and returning trade personnel to a safe and healthy workplace.

Orientation provides personnel with necessary safety information about their job and tasks, informs them of specific details about workplace hazards and provides an opportunity to learn about the overall project, ask questions and to clarify new or confusing information.

At DECCO, all subcontractors and temporary labor are required to be provided with this orientation (regardless of Owner/CM orientation) conducted by the DECCO Field Lead before personnel begin work at the workplace. Forms are to be kept for the duration of the project.

Administration

_____ ***Introduction*** - A brief description of the project, introduction of project team, site access, vehicle parking, break areas, work hours.

_____ ***DECCO Safety Policy*** - All personnel on site are required to follow all safety-related rules and procedures and act in a professional courteous manner at all times.

_____ ***Discipline – Enforcement*** - All subcontractors and temporary labor shall comply with the project safety requirements. Should an eminent dangerous condition be discovered, all work in the area of danger will be stopped until corrections are affected. Should DECCO find subcontractor areas of work or individuals being or acting in non-compliance with OSHA or the project safety requirements, DECCO shall have the authority to order immediate correction of the noncompliant occurrence.

_____ ***Drugs and Alcohol*** – The use of illicit drugs and alcohol is strictly prohibited on any DECCO project. Violators will be permanently removed from the project immediately.

_____ ***Housekeeping*** – Good housekeeping is a fundamental and necessary activity required by all personnel working on the project in order to maintain safety. You are expected to continuously maintain your work area daily in a condition that is clean, orderly, and free from obvious hazards.

_____ ***Fighting, Soliciting, Dangerous Weapons*** - Fighting, provoking a fight, or engaging in horseplay is strictly prohibited. Soliciting other personnel for any reason is prohibited. Dangerous weapons of any kind are strictly prohibited.

_____ ***Active Pandemic*** - DECCO takes health and safety very seriously and will remain vigilant in mitigating any current pandemic outbreak. We are asking everyone to help with our prevention efforts while at work. In order to minimize the spread of any pandemic at our jobsites, everyone must play their part.

_____ ***Safety Meetings*** - All subcontractors and temporary labor are required to participate in the weekly documented safety meetings.

_____ ***Inspections*** – DECCO Safety Representatives and Project Management Team shall conduct weekly documented audits and assessments of the work sites. Subcontractors and temporary labor shall ensure that its personnel cooperate and participate with DECCO in the execution of these assessments. If DECCO identifies a significant or repeated violation of Safety regulatory requirements or an imminent danger situation, Subcontractor shall take the immediate necessary steps to ensure compliance with Safety requirements.

_____ ***Stop Work Authority*** - Stop Work Authority empowers individuals with the ability and obligation to stop work if conditions are deemed at-risk. If you see something that doesn't look right, say something to the DECCO Supervisor.

Subcontractor/Temporary Labor Safety Orientation

General Safety Rules

_____ ***Safe Plan of Action –*** Documented planning tool which ensures that potential hazards have been identified and addressed before beginning work. A Daily Safe Plan of Action (SPA) must be completed by every subcontractor's lead person, reviewed with all the subcontractor's trade personnel and posted daily prior to working.

_____ ***Personal Protective Equipment*** – ANSI hardhats, safety glasses with side shields, steel or composite toed safety shoes, reflective vests (where required), and task specific work gloves are required at all times in the work area on all DECCO jobs. Other protective equipment such as hearing protection, respiratory protection, face shields, etc. may be required depending on the nature of the hazard.

_____ ***Hot Work*** – Only performed by trained and authorized personnel in compliance with OSHA standards. Activity requires a Hot Work Permit to be administered, and subcontractor designated trained fire watch throughout activity and 30 minutes following the completion of the activity.

_____ ***Fire Extinguishers*** – Are to be used only for fighting fires, subcontractors to supply their own appropriately rated UL listed 4 A: 60BC type fire extinguisher for fire watch.

_____ ***Compressed Gas Cylinders*** – Must be properly stored, capped (when not in use), and secured upright. Torches MUST have Flash Arrestors & reverse flow check valves.

_____ ***Electrical*** – GFCI protection must be used for all electrical (120 volt) equipment (except welders) and placed at the source. Electrical cords must be inspected for damage daily. *NO exposed "live" electrical work is allowed.* All electrical work to be in compliance with current edition of NFPA 70E.

_____ ***Lockout/Tagout*** - Must be employed whenever maintenance, servicing, or demolition work is being performed on equipment, machinery, or systems where the unexpected energizing of the machines or equipment or the release of stored energy could cause injury to employees. DECCO to administer Lockout & Tag Out Permit. All authorized personnel working a system MUST install their own lock and tag.

_____ ***Powder Actuated Tools*** –Subcontractor employees will have a valid qualification card in their possession when operating a powder-actuated tool. Warning signs MUST be posted in immediate area.

_____ ***Environmental*** - Report all spills to DECCO Supervisor, no hazardous materials to be disposed of in dumpsters, no dumping into drains or catch basins.

_____ ***Hazardous Substances*** – Any hazardous substances on the site must be accompanied by an SDS. Personnel must be trained in HazCom. Coordinate with other employers on the site who may be affected. Proper containers must be used and labeled accordingly. Product to be stored in designated areas only. Removal from site of excess material and containers, not in dumpsters.

_____ ***Confined Space Entry*** – Must be carried out in compliance with OSHA requirements. Subcontractors to submit Confined Space Entry program, and all personnel training documentation to DECCO Supervisor prior to beginning activities.

_____ ***Forklifts/Telehandler*** - Trained and certified operators only, properly used, seat belt required to be worn, no personnel lifts or riders.

Fall Protection

_____ ***Elevated Work*** - 100% Fall protection in the form of railings, floor coverings, or personal fall arrest system (full-body harness, retractable lanyard, and anchor point) is required at all times for work at six (6) feet or more above a lower level.

Subcontractor/Temporary Labor Safety Orientation

_____ ***Floor and Wall Openings*** - Must be covered or protected at all times. Before you create a hole, have the cover ready. If working on an opening you can fall into, fall protection is required. Covers to be labeled "Danger Hole" and secured from being displaced. All floor holes > 2 inches MUST be covered.

_____ ***Scaffolding*** - Erected, inspected and maintained by a Competent Person. Daily scaffold inspection and tagging system required. Fall arrest protection to be worn during erection/dismantling. Proper footings, railings, toe-boards, access, planking, and tiebacks are required.

_____ ***Mobile Elevated Work Platforms (MEWP)*** – MEWPs consist of scissor and articulating boom lifts. Daily documented inspection required; all personnel MUST have proof of training. No standing above platform deck (no standing on railings), full-body harness and retractable lanyard affixed to manufacturer installed anchor point required in all MEWPs, gates and chains secured when in use. Not to be used as a material hoists, do not overload beyond rated weight limits.

_____ ***Ladders –*** All ladders must be inspected prior to use. Stepladders can only be used in their open position, no utilizing the top two (2) steps. Extension ladders must be placed at a 4:1 angle and secured at the top and extend three (3) feet above the upper landing. Personal fall arrest system (full-body harness, lanyard, and anchor point) is required at all times for welding work at six (6) feet or more above a lower level.

Emergency Procedures

_____ ***Incident Reporting*** – Verbally report all; injuries, accidents, property damage, and near misses, immediately to the DECCO Supervisor. Written Incident Report MUST be completed and forwarded to DECCO within 24 hours following the incident.

_____ ***First Aid*** - Subcontractors are to report first aid incidents to the DECCO Supervisor.

_____ ***Emergencies*** – For medical emergencies dial 911 from any phone. Inform the DECCO Project Management Team ASAP.

Other Materials Covered:

_____

_____

Subcontractor/Temporary Labor Safety Orientation

Date: _____

Company Name: _____ _____
(Print)

Employee Name: _____
(Print)

Home Address: _____ _____ _____
(Street) (Town/State) (Zip)

Cell Phone Number: _____ - _____ - _____

Emergency Contact Name: _____
(Print)

Emergency Contact Phone Number: _____ - _____ - _____

OSHA Training (circle one): (10 Hour) (30 Hour)

List Applicable State Trade Licenses Held & License #:

_____	_____	_____	_____
License	No.	License	No.
_____	_____	_____	_____
License	No.	License	No.

I have received the orientation as indicated above. I am aware of, understand, and agree to comply with the safety rules and other policies and procedures. I understand all instructions that I have been given. This orientation is specifically intended to provide workers with information regarding the mandatory safety requirements established for this job site. It is not intended to provide task or craft specific training nor is it intended to provide training in the use, care, selection or inspection of tools, material, personnel protective safety equipment or any other safety equipment. Training in those items is the sole responsibility of your employer or the employer's designated representative. It is also expressly not DECCO's intent to provide safety equipment, tools or materials with exception to contracted temporary labor.

Subcontractor Employee: _____ Date: _____
(Signature)

DECCO Partner Field Lead: _____ Date: _____
(Signature)

Voluntary Respirator Use-Appendix D

Some DECCO partners may choose to use filtering facepiece respirators, also referred to as N95 or N99 disposable dust masks, on a voluntary basis during activities that involve exposures to low-level, non-hazardous nuisance dust or other similar particulate. According to the Occupational Safety and Health Administration (OSHA) regulations, DECCO must provide you with the following information if you wear a filtering facepiece respirator voluntarily. The following information is copied from the OSHA Respiratory Protection Standard and pertains to the voluntary use of respirators. After reading the information below, please complete the section at the end of this form.

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If DECCO provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

The filtering facepiece respirator you have elected to use is approved, when fitted properly, for use against nuisance non-hazardous particulate (e.g., fiberglass, sheet rock dust, sawdust, dirt, pollen, animal dander). It will not provide protection from any chemical vapors such as those associated with spray paints or solvents. It is not intended for use during work that may involve exposure to airborne asbestos fibers, silica dust, or lead dust. Work you perform that may involve airborne asbestos fibers, silica dust, or lead dust should be reviewed by the Safety Department before the project proceeds. If you have questions concerning any of this information, please the DECCO Safety Department.

Please complete the section below:

Name (print):_____ Date:_____

Supervisor:_____ Location of use:_____

Reason for using dust mask (describe nature of work, specific location, and type of dust): _____

_____

I have read and understood the information provided above:

Name (sign): _____