2022

Corporate Safety, Health & Environmental Manual





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	TARLTON CORPORATION Safety Management System		Doc No:	TC-MISSION
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	10/06/2021
CALETY MISSION /	Revision No.	2		
SAFETY MISSION / MANAGEMENT STATEMENT OF POLICY			Next Review Date:	01/01/2023
Preparation: Safety Mg	r Authority: President	Issuing Dept: Safety	Section 1	Page 1 of 1

To ensure the health and safety of all persons on all Tarlton Corporation project sites, our "Safety First" attitude includes your active participation with OSHA compliance, safety training, the policies outlined in this manual and the principles illustrated below.

Safety and health are a shared responsibility. Everyone from top management and supervisors to each and every worker must take ownership of their own safety and that of co-workers. Everyone is a safety officer! You have the authority and responsibility to stop any unsafe act to include shutting down a project until that unsafe condition is rectified.

We recognize that the prevention of accidents and the promotion of safe working practices are of the greatest importance. Maintaining a safe and healthful work environment is not just an idea – it is a top priority.

We realize that the attitudes of our employees towards safety are of paramount importance in the effective operation of our accident prevention program. Supervisors must constantly endeavor to maintain safe working conditions and keep accident prevention as an essential part of their planning and operations.

It is everyone's job to spot hazards and to correct them or report them immediately.

The hazardous nature of our work will not be accepted as a reason for failing to do all that can be done to eliminate or reduce the waste and suffering that accidents cause. We must do everything possible to decrease work hazards and strive for the best safety experience record possible.

We strongly urge all Tarlton Corporation employees to fully embrace and continually strive to implement the principles listed above as well as our entire safety program. Most importantly, you are our greatest asset; we want you to leave the job each day in the same condition as you arrived. Use this manual to guide you in actively supporting the corporate safety culture and in preventing incidents on your job.

Tracy E. Hart President/CEO Dirk G. Elsperman Exec. Vice President/COO

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC ADMIN
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2017
			Revision No.	1
SAFETY ADMINISTRATION		Next Review Date:	01/01/2023	
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The Corporate Safety Department oversees all aspects of the company with regards to safety including development, implementation and maintenance of corporate policies, procedures and programs for safety, health, loss control, and risk management.

The Corporate Safety Department's mission is to develop best practices for a variety of construction-related safety concerns in an effort to create a safer work place for our employees and the community. The safety department will monitor the programs and advise the executive management of changes to policy.

PROCEDURE

The Safety department will operate in the following manner:

Department Staff: The Corporate Safety Department will consist of a full-time Corporate Safety Manager, full-time Safety Engineer(s), and a full-time Safety Assistant as required.

Record Keeping: Tarlton Corporation tracks training, Jobsite Safety Audit Reports, Job Safety Analysis, Incidents, TBTs, Site Specific Orientations, man-hours, etc. This information will be used as the basis for end-of-project safety performance evaluations.

All professions have a code of ethics to follow; construction and safety professions are no different. In order to utilize the safety program to its fullest extent, all documentation must be prompt, accurate, and truthful. Any falsification of safety records or reports is against the law and is grounds for immediate termination of employment. If you have any questions regarding reports, records, or general safety documentation, please contact the Corporate Safety Manager.

Enforcement: Constant awareness of and respect for hazards and compliance with all safety rules are considered conditions of employment. The project management team (Foremen, Superintendents, Engineers, Managers, and Directors) as well as individuals in the Safety Department, Human Resources Department, and executive management reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

Changes to Plan: The Corporate Safety Manager and the Executive Vice President/COO will approve any changes to this manual or any of its policies. Employees shall be notified and trained, if necessary, of any new procedures. A copy of this manual and all approved changes shall be maintained at each project site.

OSHA REFERENCE NA

RELATED SECTIONS

TADITOD				Doc No:	TC-ASSESSMENT
		TARLION COR	TAKLIUN CUKPUKATIUN Safety Management System		11/01/2014
SAFETY BUILDS SUCCESS		Salety Management System		Revision Date:	01/01/2017
		Revision No.	1		
CORPORATE SAF	E SAFETY PROGRAM ANNUAL ASSESSMENT POLICY		Next Review Date:	01/01/2023	
Preparation: Safety M	gr Autł	nority: President	Issuing Dept: Safety	Section 3	Page 1 of 2

The purpose of this policy is to establish a process for reviewing Tarlton's current safety program in order to amend the program and/or safety manual as necessary.

PROCEDURE

The following areas or elements will be reviewed annually to institute new policies, programs, procedures, and industry best practices. In conjunction with review of the following safety program elements, the Annual Program Evaluation form will be completed each year to set goals, plan, and assess progress.

Zero Accident Goal:

Tarlton is committed to continued safety program improvement to achieve or improve upon our goal of Zero Accidents. The Safety Committee, Tarlton Executives, and Safety Director will work together to establish new program goals and make program improvements as necessary to advance the safety culture.

The following areas will be assessed annually to develop new goals and improvement areas: safety performance and safety task completion at the completion of each job (Tarlton termed "Safety Closeout Scoring"), safety audit results and trending, quality and consistency of near miss reporting, hazard reporting & safety suggestions, opportunities for "spot recognition" for exceptional safety performance, trending of incidents, accidents, and near misses and OSHA statistics. Tarlton will attempt to use leading indicators of safety performance with review of the safety tasks completed on the jobsite, safety audit results, near miss and hazard reporting, and safety suggestions. Lagging indicators of performance such as incident cause and type, as well as OSHA statistics, will also be reviewed.

Closeout Scoring:

At the end of a project, Tarlton's Safety Team provides a compilation of various safety factors which is provided to the Project Team and Tarlton Executives for review at the closeout meeting. The Safety Team also produces a Closeout Tracking Report which is distributed monthly to all project team members so that they may track their safety progress throughout the duration of the project. The safety factors considered in closeout scoring include:

- A safety start-up meeting is conducted prior to project start to review potential safety hazards presented by the upcoming work and to review any Owner safety requirements.
- Safety Startup Attendees The Project Manager, Project Engineer, and Superintendent are required to attend the safety startup meeting. Their attendance is noted on the closeout score.
- Site Safety Orientations Projects are required to conduct a site-specific safety orientation for every Tarlton employee onsite.
- Job Safety Audit Report (JSAR)
 Projects are required to document one JSAR for every week of the project's duration.
- Toolbox Talk (TBT) Projects are required to document one TBT for every week of the project's duration.
- Recordable/Major Incidents
- Project team shall prepare and schedule post incident review meetings to present facts relevant to the incident and make recommendations for prevention of reoccurrence

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	IARLIUN COR Safety Manager	IARLION CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS	ETY BUILDS SUCCESS Safety Management System		Revision Date:	01/01/2017
			Revision No.	1
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Near Miss/Good Catch Reporting:

(Employee Participation)

<u>Near miss incidents</u> are defined as an incident that could have resulted in an injury, illness, medical treatment, and/or property damage. To be proactive in safety, near miss incidents need to be identified and addressed. In cases where there could have been a potential injury, equipment damage, property damage, or bad public relations, complete a Near Miss Report.

<u>Good catch incidents</u> are defined as an unsafe condition or act that was recognized, which if left unaddressed, could have resulted in an injury, property damage, or outage. This could also be a positive recognition of a good work practice or behavior which helped create a safer environment. To be proactive in safety, good catch incidents need to be identified and addressed. In these cases, complete a Good Catch Report.

Spot Recognition:

While visiting project sites, Tarlton's Safety Team may reward safe behavior that goes above and beyond requirements with gift cards, t-shirts, etc.

Incident Trending:

(Injury & Illness Rate Review)

Tarlton will review each year and multiple years of injury and illness data to determine any identifiable trends in incident type, cause, and exposure that need to be targeted during safety audits, for additional training or awareness, and for policy or procedural changes.

OSHA Statistics:

Tarlton will review OSHA statistics, Incident Rate (IR), Days Away, Restricted or Transferred (DART), Lost Work cases/days, Light Duty cases/days, and Recordable incidents and use this data to track as a lagging indicator to determine program performance based on OSHA and Industry Standards.

OSHA REFERENCE

1926.600 Subpart O, Equipment

RELATED SECTIONS

APPLICABLE FORMS (APPENDIX B)

Annual Safety Program Evaluation

TADITOD		TARLTON CORPORATION Safety Management System		TC-RESPONSIBL
	TARLIUN COR Safety Manager			11/01/2014
SAFETY BUILDS SUCCESS	Salety Manager			01/01/2022
			Revision No.	3
STAFF RESPONSIBILITIES		Next Review Date:	01/01/2023	
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Section 4	Page 1 of 2

To illustrate and promote a total corporate safety culture, each position of the project team shall actively support the safety objectives of the company and be held responsible for the overall enforcement and performance of the safety program for each project.

In accordance with federal regulations, the employer is responsible for providing a safe work environment for its employees. OSHA extends that responsibility to the prime contractor controlling the site and subcontractors or individuals within company management as a prime contractor.

PROCEDURE

- 1. Coordinate and supervise the safety program for all Tarlton Corporation employees and subcontractors on the project site.
- 2. Project manager shall ensure safety start-up meeting is conducted with the project team, assigned safety engineer and Corporate Safety Director, prior to the Executive start-up meeting.
- 3. Project team shall conduct site-specific orientations for all Tarlton Corporation employees and Subcontractors new to the project site.
- 4. Conduct weekly Tool Box Talks (TBT) on each site with all site personnel including subcontractors in attendance.
- 5. Project Superintendents shall be responsible for ensuring a Pre-Task Safety Plan is completed at a minimum of each day for each task and crew prior to the beginning of the shift.
- Conduct weekly Job Safety Audit Reports (JSAR) and safety inspections for each project and documentation saved on Tarlton's Project Management platform. All Superintendents (50/yr.), Project Managers (25/yr.), and Project Engineers (35/yr.) must complete weekly JSAR's for each assigned project(s).
- 7. Ensure that all required Personal Protective Equipment (PPE) is provided and used as required.
- 8. Ensure all safety related communications/documents are uploaded to the Procore project site.
- 9. Project site team shall respond to all suggestions made as a result of inspections on project.
- 10. Report all incidents, near misses, and good catches in accordance with Section 18 of the Corporate Safety, Health and Environmental Manual.
- 11. Project team shall review all accident reports and investigations with Safety Director. Ensure suitable corrective action has been taken to prevent similar occurrences (see Section 18).
- 12. Project Team in coordination with the Safety Department should investigate all near miss, good catch, incidents and injuries that are reported.
- 13. Include Tarlton Corporation safety program requirements at all subcontractor's pre-construction meetings. Point out any unusual conditions or methods to be used or encountered on the project site. Require all subcontractors to provide a Site-Specific Safety Plan to address hazards associated with their scope of work prior to job start.
- 14. Post all required OSHA, EEO documents and posters on the project bulletin board. Also post a list of phone numbers for emergency response. Maintain a list of emergency contact numbers for all subcontractors.
- 15. Review and provide protection for the general public e.g. fences, barricades, sidewalks, and streets. All appropriate warning signs and flagging should be erected and maintained.
- 16. Provide adequate toilet facilities required by the project size.
- 17. The competent person for OSHA Safety and First Aid/CPR is the Superintendent unless otherwise specifically designated.

TADITOD			Doc No:	TC-RESPONSIBL
	TARLIUN COR Safety Manager	TARLION CORPORATION		11/01/2014
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- 18. Code all <u>incident related</u> project costs to cost code 1551. This code will be used to capture the labor cost for an injured employee, any attending field craft workers to travel to a medical facility to seek treatment, labor costs for subsequent visits to a medical facility, and labor costs for physician approved light duty. The cost code will also capture material costs for medical bills or deductibles, or any other cost assignments associated with an incident and equipment costs for equipment lost or damaged as a result of an incident.
- 19. Document all on-the-project safety training sessions (TBT, PTSP, etc.), project site inspection results, incidents, deficiencies, near misses, safety warnings, and subcontractor directives. Falsification of any document is a violation of corporate policy and may result in immediate dismissal.

OSHA REFERENCE

In accordance with Subpart B of 29 CFR 1926.16(a) "...In no case shall the prime contractor be relieved of overall responsibility for compliance with the requirements of this part for all work to be performed under the contract."

RELATED SECTIONS

Weekly Tool Box Talk (TBT) Meetings (Section 16) Project Inspections (Section 17) Incident Management (Section 18) Pre-Task Safety Plan (Section 21)

APPLICABLE FORMS (APPENDIX B)

Toolbox Talk (TBT) Job Safety Audit Report (JSAR) Pre-Task Safety Plan (PTSP)

TADITOD			Doc No:	TC-TRAIN
	TARLIUN COR Safety Manager	TARLION CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2019
			Revision No.	2
STAFF SAFETY TRAINING REQUIREMENTS		Next Review Date:	01/01/2023	
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All Tarlton Corporation Safety Personnel, Project Directors, Project Managers, Project Engineers, Superintendents, and selected Foremen are required to complete and keep current their certifications to meet the corporate safety training requirements.

Tarlton Corporation is committed to having the best-trained personnel. This commitment encompasses all training: technical, managerial, and safety.

The following courses are mandatory for all project supervisory personnel:

Renewal Period
3 years
3 years*
2 years*
1 year
3 years
2 years
1 year
1 year
Minimum 8 hours/year As Needed

*Renewal may vary based on certification provider.

In addition to the above, the following courses may be required for Project Engineers, Superintendents or Supervisors:

<u>Course</u>	<u>Renewal Period</u>
Confined Space	3 years
Excavation	3 years
Fall Protection	3 years
Safety Documentation	As Needed
Scaffold Safety	3 years
OSHA 30 Hour Course	8 years
8 hours of approved safety training annually	1 year
The following courses are mandatory for the office project team:	
Course	Renewal Period
<u>Course</u> OSHA 30 Hour	<u>Renewal Period</u> 8 years
<u>Course</u> OSHA 30 Hour Annual 8 hours of supplemental safety training	<u>Renewal Period</u> 8 years 1 year
<u>Course</u> OSHA 30 Hour Annual 8 hours of supplemental safety training The following course is mandatory for all field personnel:	<u>Renewal Period</u> 8 years 1 year
<u>Course</u> OSHA 30 Hour Annual 8 hours of supplemental safety training The following course is mandatory for all field personnel: <u>Course</u>	Renewal Period 8 years 1 year Renewal Period

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STAFF SAFETY TRAINING REQUIREMENTS		Next Review Date:	01/01/2023	
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Section 5	Page 2 of 2

PROCEDURE

The Corporate Safety Department will schedule the above courses for the project staff and coordinate their certification and re-certification. All training will be coordinated with a minimum 2-week notice when possible. Employees are responsible for attending their scheduled courses. Should employees need to cancel a course they must provide 1-week notice to the Corporate Safety Director. If an employee misses two scheduled training sessions in a row, or three over a one-year period, they will receive a letter of notification that will be copied to their personnel file for record and will result in disciplinary action.

OSHA REFERENCE

Subpart C of 29 CFR 1926.21(b)(2) and 1926.32(f) requires that "all employees be trained in the recognition and avoidance of unsafe conditions and...to control or eliminate any hazards or other exposure to illness or injury." The regulation further defines the requirements of a "competent person."

RELATED SECTION NA

APPLICABLE FORMS (APPENDIX B) NA

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-ORIENT
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2019
	Revision No.	2		
			Next Review Date:	01/01/2023
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Section 6	Page 1 of 1

Statistics show that nearly 70% of all incidents occur as a result of unfamiliarity with the task or unfamiliarity with the project. *This means that new employees or employees new to a project are most likely to be involved in incidents.*

The new employee and site-specific orientation programs minimize the risk of new employee incidents.

Tarlton Corporation requires all new employees to receive corporate and site-specific orientations. Current employees who are new to a project (have not been on the project in the last six-months) will receive a site-specific orientation only.

PROCEDURE

All employees shall review the corporate safety policies in conjunction with the corporate orientation program.

Craft Workers

On the first day of work, all new craft workers will be given a safety orientation and complete a Drug & Alcohol test (if not active in consortium or has not been tested in the last 120 days). Orientations will include an orientation presentation, a quiz, and a brief overview of the minimum safety requirements for all employees. New employees will be required to sign and acknowledge understanding of Tarlton's minimum safety requirements.

All new employees will comply with Tarlton Corporation's Drug & Alcohol Policy.

In addition, all supervisory personnel will closely monitor all new project employees to ensure that they are adequately familiar with proper work techniques and associated safety requirements. These items will be discussed during the mandatory Site-Specific Orientation Checklist that will be conducted by the project Superintendent or another qualified person for each individual on the project site. A site-specific orientation video may also be used. The supervisory staff must correct any deficiencies noted at once.

New Foreman and Superintendents will be given a New Foreman/Superintendent Orientation.

OSHA REFERENCE NA

RELATED SECTIONS Drug and Alcohol Policy (Section 20)

APPLICABLE FORMS (APPENDIX B) Site Specific Orientation Checklist

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-MINIMUM
			Initial Issue Date	11/01/2014
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TARLION MINIMUM SAFETY REQUIREMENTS			Next Review Date:	01/01/2023
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Section 7	Page 1 of 1

All projects must meet these minimum safety requirements to provide a safe work environment for our employees.

The Minimum Safety Requirements listing found in Appendix B serves as a guide for providing a safe work environment but is not all inclusive as each project has its own site-specific requirements based on the hazards and each hazard carries its own detailed requirements.

PROCEDURE

Every new Tarlton employee will read Tarlton's Minimum Safety Requirements and acknowledge understanding with his/her signature.

OSHA REFERENCE NA

RELATED SECTIONS

APPLICABLE FORMS (APPENDIX B) Minimum Safety Requirements

TADITOD			Doc No:	TC-PR MIN
	IARLION COR Safety Manager	TARLION CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	01/01/2022
PROJECT MINIMUM SAFETY REQUIREMENTS			Revision No.	1
			Next Review Date:	01/01/2023
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Section 8	Page 1 of 2

All projects must meet these minimum safety requirements to provide a safe work environment for our employees.

The project team is responsible for providing and maintaining a safe project site and must meet all applicable requirements of the Tarlton Corporation Safety Manual, Federal Regulations, Owner Requirements, or requirements of the Corporate Safety Team, an Officer of the company, or Tarlton Corporation's insurance representative(s).

PROCEDURE

- 1. Each project is to have first aid materials and supplies, which are sufficient to handle emergencies. There will be at least one first aid certified person on each project at all times.
- 2. All incidents must be reported immediately to the Superintendent no matter how minor.
- 3. Incident reports are to be written by the Superintendent, including minor first aid cases. The Corporate Safety Director is to be contacted immediately on all incidents.
- 4. Tool Box Talks (TBTs) will be conducted each week on all Tarlton Corporation projects.
- 5. The Superintendent will make a daily safety and fire inspection of the project. Hazards noted will be corrected as soon as possible.
- 6. A sufficient supply of fire extinguishers or fire suppression equipment will be available on the project and the location clearly marked and made known to all employees.
- 7. Every attempt will be made to engineer out all possible fall hazards regardless of height. Where this cannot be accomplished, guardrails and barriers will be used as required. All floor and wall openings will be protected. Any unprotected fall hazard above 6' will have appropriate fall protection, i.e., harness and lanyard.
- 8. Housekeeping must always be maintained at an exceptional level to allow for a safe and effective work environment. Materials will be stored in an orderly fashion. Work areas will be kept as clean as possible. Traffic pathways will be available through all areas. Hazard free landing areas at tops and bottoms of ladders and stairways will be maintained.
- Flagmen or other traffic control devices will be used to provide worker protection and to minimize risk at public access areas. Coordinate use of hard physical barricades to protect workers from public vehicle access.
- 10. Excavation work will always be conducted in a safe manner. Any excavation deeper than 4' will require a means of safe access and will require a determination for proper protection per OSHA standards.
- 11. Compressed gas cylinders will have protection caps in place and valves shut off except when in use. Cylinders will be stored and transported in an upright position and will be secured at all times. Oxygen, acetylene, and liquid propane must be stored separately (20' minimum) and per storage requirements.
- 12. All temporary 15 and 20 amp outlets on single phase, 120-volt circuits for construction sites must be protected by a ground-fault circuit interrupter (GFCIs) and/or assured equipment Grounding Conductor Program where required by client.
- 13. Only approved safety containers and portable tanks will be used for storage and handling of flammable and combustible liquids. Plastic gas containers will not be allowed. Only authorized personnel will transport gasoline. All portable containers will be marked indicating the contents of the container. Outside storage tanks will be located a safe distance from all buildings, and a dike or

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			Next Review Date:	01/01/2023
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other effective method of protection will be provided for possible spills. The area around the tank will be kept free of combustible material and will have NO SMOKING signs posted. Appropriate size and type fire extinguishers will be located nearby. Properly constructed storage areas shall be located 50' from combustible materials and shall be properly identified and protected.

- 14. Inspect all construction vehicles and equipment daily before use. Bi-directional equipment shall be equipped with a backup signal alarm when required.
- 15. Scaffolding will be erected per the Scaffolding section of this manual, to include full decking and use of guardrails regardless of height. Scaffolds shall be inspected by competent person prior to use and tagged as required.
- 16. Special care must be taken to prevent injury to the public or damage to public property. Warning signs, lights, barricades, etc., will be erected and maintained where necessary.
- 17. <u>Project Inspections:</u> Each week, in conjunction with the weekly TBT, a Jobsite Safety Audit report (JSAR) is to be completed on all projects. This form will highlight the good points and areas of concern for safety on each project.
- 18. A Pre-Task Safety Plan (PTSP) must be completed, prior to beginning work, by all crews the project site. All workers on the jobsite must have participated in a PTSP before they begin work.
- 19. The Tarlton Stretch and Flex program must be conducted and all workers on site must participate in the program prior to work starting each shift.

OSHA REFERENCE

The minimum project requirements are compiled from many subparts of 29 CFR 1926, however, the contractor requirements to comply with OSHA regulations are referenced in Sub part C 1926.20(a) stating that "...no contractor or subcontractor...shall require any [person] employed in the performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health or safety."

RELATED SECTIONS

NA

APPLICABLE FORMS (APPENDIX B)

Tool Box Talk (TBT) Jobsite Safety Audit Report (JSAR) *Incident Forms* Mobile Equipment Inspection

TADITOD		TARLTON CORPORATION		TC-DISCIPLINE
	TARLIUN COR Safety Manager			11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	01/01/2022
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			Next Review Date:	01/01/2023
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Section 9	Page 1 of 4

In order to ensure a safe workplace for our employees, it is necessary to establish a company-wide disciplinary policy for enforcement of safety rules.

Although not the preferred method, the intent of the discipline policy is to have a positive impact in improving safety on all projects and limiting liability to all other employees by setting a clear, consistent policy. It is also Tarlton Corporation's policy to dispute unemployment benefit claims filed by workers dismissed for safety violations.

The Corporate Safety Director, Safety Team Members, Superintendents, Project Teams and company officials will utilize the Disciplinary Action Policy as necessary to enforce compliance with the Tarlton Safety Program and applicable OSHA Regulations.

In any case, where failure to enforce Tarlton Corporation's safety rules has placed employees in imminent danger, the <u>employee and/or supervisor</u> may be subject to disciplinary action immediately.

All Tarlton employees, <u>as a condition of employment</u>, are required to comply with all safety rules / safe working procedures and applicable OSHA Regulations.

PROCEDURE

Documentation of safety violations will be made via Safety Audits, Daily Reports, Email, and/or the Safety Violation Form. All reports of safety violations will become part of the employee's personnel file.

Tarlton Corporation has a ZERO tolerance policy for violence and/or threats of violence by any site employees (Tarlton or subcontractors). The class of Disciplinary Action will be determined by the severity of the occurrence.

CLASSES OF DISCIPLINARY ACTION:

The Disciplinary Action Policy is not necessarily a step-by-step process!

<u>Class #1 – Minimum Verbal Warning and Written Notification</u> – Example of Class #1 violation: Failure to utilize proper personal protective equipment, the <u>exposure potential may be relatively minor</u> and the employee has not received a previous warning for the same or similar violation.

<u>Class #2 – Written Notification and Minimum 1 Day Off Without Pay</u> – Example of Class #2 violation: Employee fails to follow established safety guidelines; the <u>exposure potential is moderate to high</u> and/or this is a first offense.

<u>Class #3 – Written Notification and Minimum 3 Days Off Without Pay</u> – Example of Class #3 violation: Employee fails to follow established safety guidelines; the <u>exposure potential is high</u> and/or this is a repeat offense.

TADITOD			Doc No:	TC-DISCIPLINE
	TARLION COR Safety Manager	TARLION CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	01/01/2022
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<u>Class #4 – Written Notification and Removed from Jobsite</u> – Example of Class #4 violation: A) Employee has repeatedly failed to follow proper safe work procedures and/or blatantly disregards safety measures even after being warned. B) Hazard potential is severe and could result in major injury and/or death. C) Employee is a *Foreman* who has been properly trained and fails to follow established safety rules/guidelines. Setting a poor example will not be tolerated! [Terminated employees may be considered for re-hire after one year.]

<u>All subcontractors</u> working for Tarlton Corporation, <u>as a condition of contract</u>, agree to comply with all Tarlton Safety, Health, and Environmental Program requirements and applicable OSHA Regulations and as such will also be subject to actions under the Disciplinary Action Policy (additional information regarding subcontractor disciplinary action is contained in Section 10).

The Corporate Safety Director, Project Managers, Project Directors, Project Team and company officials, at their discretion, may use <u>any</u> of the previously mentioned classes of disciplinary action to ensure compliance with the Tarlton Safety Program and applicable OSHA Regulations. It is the responsibility of the Safety Officer, the Project Managers, the Superintendents, and the Foremen to observe and enforce the safety compliance and work rules compliance of the employees each supervises alone or severally.

In the event of a safety or work rule violation, the supervisor shall determine the class of disciplinary action to be taken depending on the severity of the infraction and meet with and review the violation and expectations for corrective actions with the employee involved.

The Owner's jobsite safety procedures may differ from Tarlton's safety procedures; in such a case, whichever procedure is the most stringent is the policy the employee should follow. Prior to beginning a new project, each employee shall review Tarlton's safety orientation and the jobsite specific safety orientation to see what differences may exist. If an employee has questions about a safety issue, they should ask their supervisor for clarification.

Employees found in violation of safety rules or company policies and procedures may be subject to disciplinary action procedures, up to and including termination, depending on the perceived severity of the violation by his/her supervisors.

CRAFTWORKER MINIMUM SAFETY REQUIREMENTS

Each employee "shall comply with all Occupational Safety and Health Association standards and all rules, regulations and orders issued under the Act." Employees shall by signature acknowledge they understand and will adhere to the following items as Tarlton's Minimum Safety Requirements:

- 1. I have the authority and duty to "<u>STOP WORK</u>" due to an unsafe act or condition until that act or condition is resolved.
- Every Tarlton Corporation jobsite requires <u>100% hard hats, safety glasses, hi-vis outerwear, gloves, and sturdy work boots for all employees and visitors at all times</u>. Additional PPE requirements may be outlined in a site-specific safety plan.
- 3. I must <u>report any incident, accident, or near miss</u> to the Superintendent immediately, no matter how minor.

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- 4. If I am working at an elevation above 6', I will ensure there are proper handrails or I must tie-off to an approved connection point, designed to prevent falling more than 6' or contacting a lower level or obstruction. <u>6' Rule Fall Protection</u>
- 5. <u>If I remove</u> a hand rail, guard rail, or hole cover, <u>I am responsible for replacing it immediately</u> upon completion of my task; there is no trade jurisdiction for replacing safety items.
- 6. I will ensure any <u>ladder</u> I am using will <u>extend at least 3' above the top platform</u>, will be placed on <u>stable</u> <u>footing</u>, will be tied off at top and bottom, will have non-skid shoes, and will be inspected prior to each use.
- 7. I will <u>not use stepladders</u> on the <u>top two rungs</u> or use them in a <u>folded position</u>, unless specifically designed to do so..
- 8. I will <u>inspect each tool</u> or piece of equipment prior to use. I will identify and report any defects, remove the tool from service, and return it to the TEAM Facility for repair.
- 9. I will <u>use a ground-fault circuit interrupter (GFCI)</u> on all required construction power.
- 10. I will ensure any equipment or power source is locked and tagged out prior to working on or near it. I will never remove a lock or tag of another employee or start up on an operation with a tag on it.
- 11. I will <u>never walk or work under a suspended load</u> and will ensure a competent person has <u>inspected the</u> <u>rigging</u> of any of my materials. I will not perform any rigging or signaling to an operator unless I am a certified rigger or signal person.
- 12. I will keep my work area as clean as possible at all times.
- 13. I will not enter any excavation deeper than 5' without proper benching, sloping, or engineered shoring per OSHA standards.
- 14. <u>I understand the possibility of exposure to hazardous materials exists.</u> I have a right to know what the substances are, how they might affect me, and what the steps are to be taken to protect myself. I understand this information is on the Safety Data Sheets (SDS) located at the project office or other designated area.
- 15. I will use <u>proper lifting techniques</u> to include keeping my feet shoulder-width apart, getting a firm grip, lifting with the legs and not the back, avoiding twisting the torso, and always getting help if the object is heavy or awkward.
- 16. Prior to entering a <u>confined space</u>, I must be trained, have proper PPE, air monitoring and retrieval equipment, <u>and must use a confined space entry permit.</u>
- 17. If I encounter or suspect any material resembling asbestos or lead, I will cease work in the area until the material is identified. If the material is tested and confirmed to be hazardous, a qualified independent contractor will perform abatement.
- 18. I will request a site-specific orientation from the Project Superintendent before starting work on any new site.
- 19. I understand any Tarlton Corporation employee found to be under the influence of or actively using <u>alcohol</u> or other <u>controlled substances</u> will be grounds for <u>immediate dismissal</u>.
- 20. <u>I understand offensive language, apparel, fighting, or possession of any weapon may be grounds for immediate dismissal.</u>

WORK RULES

 Report to work fit for duty. Employees who are fatigued, ill, wounded, or under the influence of drugs or alcohol (prescribed or not prescribed by a medical professional) which may interfere with job performance are <u>not</u> fit for duty.

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- 2. Attend required weekly safety meetings. Safety meeting dates, topics, and attendance shall be documented, and the records maintained. If you have questions about safety, ask.
- 3. Perform assigned tasks and duties safely and competently.
- 4. Report any unsafe condition immediately to the supervisor or site Foreman.
- 5. Use and care for Tarlton's tools and property in a responsible and safe manner.
- 6. Be alert and observe safety signs, notices, barricades, and warnings posted on the job site.
- 7. Should any question arise concerning the safety of a particular procedure, task, tool, or operation, contact a supervisor to review the question to avert a possible incident.
- 8. Report for work on time and as scheduled. Tardiness, absenteeism, and early quits are not acceptable and may lead to disciplinary action or termination.
- 9. Use designated areas on the jobsite for breaks, parking, smoking, restrooms, and working.
- 10. Horseplay and gambling on the job are prohibited.
- 11. Harassment of any type is prohibited; this includes sexual harassment in word or gesture.
- 12. Unauthorized use of company vehicles is prohibited.
- 13. Compliance with safety regulations and procedures is expected. Non-compliance with safety regulations may lead to disciplinary action or termination.
- 14. Refusal or failure to perform work assigned or to comply with supervisory direction (insubordination) shall not be tolerated and will be grounds for dismissal.
- 15. Firearms or any other weapons are not permitted on Tarlton jobsites.
- 16. Participate in a daily Pre-Task Safety Plan (PTSP).
- 17. Participate in the Daily Stretch and Flex program.

OSHA REFERENCE

OSHA does not specifically reference disciplinary policies but does state in Subpart C 1926.20(b) *Accident prevention responsibilities.* "It shall be the responsibility of the employer to initiate and maintain such programs as may be necessary to comply with this part."

RELATED SECTIONS

Drug and Alcohol Policy (Section 20) Company Vehicle & Defensive Driving Policy (Section 43)

APPLICABLE FORMS (APPENDIX B)

Tarlton Employee Safety Violation Confined Space Permit

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	IARLION COR Safety Manager			11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	01/01/2017
SUBCONTRACTOR SAFETY DISCIPLINARY POLICY			Revision No.	1
			Next Review Date:	01/01/2023
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As the prime contractor, Tarlton Corporation is responsible for ensuring that subcontractors are compliant with company policy, Owner requirements, and federal regulations. All project subcontractors are contractually required to comply with all OSHA and Owner requirements as well as the Tarlton Corporation safety program.

Requiring compliance with these policies and standards reduces risks to our subcontractor employees, our individual employees, our projects, and our clients.

Subcontractor compliance to our safety program is very important to Tarlton Corporation. It is a standard part of our contract and will be enforced on the project. The contract reads as follows:

"Tarlton Corporation will issue a Subcontractor Directive to the Subcontractor for <u>repeated violations</u> of Safety requirements and <u>will</u> require the Subcontractor to respond promptly to the Contractor's Directive. Failure of the Subcontractor to correct the violation will cause Tarlton Corporation to take whatever steps are necessary to correct the violation in order to provide a safe worksite for everyone. Any associated costs incurred by Tarlton Corporation due to a Subcontractor's violation will be the responsibility of the Subcontractor. Particular attention is called to the requirements of wearing hard hats and safety glasses by all personnel at all times on all jobsites; maintenance of good housekeeping conditions in all of its work areas; proper construction of all scaffolds, scaffold platforms, and job built ladders; barricading all excavations and/or floor openings resulting from Subcontractor's work; replacement of all removals required to permit work access for/by subcontractor forces; and, taking due care to prevent fires from burning, welding or any other of its operations including the providing of adequate fire-fighting equipment in its work area."

In the event that a <u>Subcontractor Directive</u> is issued to address non-compliance with an OSHA, Tarlton Corporation, or Owner's safety standards, and the subcontractor fails to immediately correct the non-compliance issue, a deductive change order of \$250.00 may be issued as a penalty. If an additional violation of the same safety standard occurs, a \$500.00 deductive change order may be issued for the repeat violation. The funds acquired from this policy will be donated to a charity, not used by Tarlton Corporation.

PROCEDURE

Any failure of a subcontractor employee to follow the established requirements will result in use of the Tarlton Disciplinary Policy. Documentation of safety violations will be made via Safety Audits, Daily Reports, Email, and the Safety Violation Form.

Tarlton Corporation has a ZERO tolerance policy for violence and/or threats of violence by any site employee (Tarlton or subcontractor). The class of disciplinary action will be determined by the severity of the occurrence.

<u>All subcontractors</u> working for Tarlton Corporation, <u>as a condition of contract</u>, agree to comply with all Tarlton Safety, Health, and Environmental Program requirements and applicable OSHA Regulations and as such will also be subject to actions under the Disciplinary Action Policy. Violations requiring a Class #2 disciplinary action toward employees of Tarlton subcontractors will result in <u>formal written notification</u> provided to subcontractor management and request for verification of recommended correction action. Violations requiring a Class #3 or #4 disciplinary action will result in <u>formal written notification to</u>

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subcontractor management and removal of the individual from the Tarlton jobsite, and/or issuance of Subcontractor Directive.

The Corporate Safety Director, Project Managers, Project Directors, Project Teams, and company officials, at their discretion, may use <u>any</u> of the previously mentioned classes of disciplinary action to ensure compliance with the Tarlton Safety Program and applicable OSHA Regulations.

OSHA REFERENCE

Subcontractor requirements to comply with OSHA regulations are referenced in Subpart B 1926.16 *Rules of Construction* and particularly 1926.16(c) stating "To the extent that a subcontractor of any tier agrees to perform any part of the contract, he also assumes responsibility for complying with the standards...with respect to...his portion of the work..."

RELATED SECTIONS Drug and Alcohol Policy (Section 20)

APPLICABLE FORMS (APPENDIX B) Subcontractor Employee Safety Violation Subcontractor Directive

TADITOD		TARLTON CORPORATION		TC-STARTUP
	TARLIUN COR Safety Manager			11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2019
	Revision No.	2		
PROJECT SAFETY START-UP PROCEDURES			Next Review Date:	01/01/2023
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Section 11	Page 1 of 1

To ensure safety is a properly planned activity, project safety start-up meetings will be conducted prior to all executive start-up meetings.

The project safety start-up meeting will establish clear policies and procedures for the project in conjunction with the Tarlton Corporation Safety Manual. The start-up meeting will also help determine specific project needs as well as determine the need for a site-specific safety plan.

PROCEDURE

The Safety Assistant, Project Manager, or Engineer requests a project safety start-up meeting. The project team is required to discuss/have a site visit with the Safety Engineer before a safety startup meeting will be scheduled.

The safety start-up meeting will accomplish the following:

- Discuss the ten-item project safety performance evaluation criteria.
- Establish incident reporting and investigation criteria.
- Designate a competent person for specified project tasks.
- Ensure posting compliance with Tarlton Corporation safety board.
- Determine time for weekly TBT/JSAR meetings.
- Review the project scope and elements for inclusion in the SSSP and site employee orientation checklist.
- Develop site-specific safety plan as necessary.

OSHA REFERENCE

NA

RELATED SECTIONS

APPLICABLE FORMS (APPENDIX B)

Project Difficulty Rating

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	Revision No.	3		
SITE-SPECIFIC SAFETY PLAN			Next Review Date:	01/01/2023
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When required by the complexity of the project or by Owner requirements, Corporate Safety Team and the Project Team will jointly develop a site-specific safety plan.

The plan will consist of any known information important to the safety and health of personnel working at the project site and the distribution of that information to prevent situations which could lead to injury or accident.

The site-specific safety plan must meet or exceed all Corporate, Owner, and OSHA safety criteria. It will be used as the document for managing safety on the project.

PROCEDURE

The safety start-up meeting will serve as the basis for developing the site-specific safety plan.

Development of the site-specific safety plan will be a cooperative effort between the Project Team and the Corporate Safety Team. Responsibility for implementation of the plan will be assumed by the Project Team. Conducting training or inspections will also be the obligation of site personnel. Specific tasks will be listed and copies distributed to the Owner when project specifics are known. The Project Management team will designate project-specific safety duties.

On-Site Emergency Response

In the event that medical assistance is not reasonably accessible to the jobsite, a first responder or an employee certified in CPR/First Aid/AED shall be assigned to the jobsite and made available to assist in the event of an incident. Employees providing first aid must have a valid and documented certificate from the American Red Cross, the US Bureau of Mines, or an equivalent agency.

The site-specific safety plan shall take into account the possibility of employees being exposed to corrosive materials. If such materials are used, suitable eye-flushing and washing facilities for quick drenching of the skin/body or eyes shall be provided.

The plan will address the following:

Changes:

The site-specific safety plan is a working document and may be changed at any time. Changes need to be communicated to the Corporate Safety Department and/or Project Team. The plan shall be updated by the project Team.

Signage:

Establish posting requirements and location of safety board. Establish marketing or Owner-specific signage requirements.

Reports:

Identify and address reporting requirements setup in the contract between Tarlton Corporation and the Owner.

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Permits:

Address site/Owner-specific permit requirements and processes.

Hazard Communication Program:

The plan will designate the on-site representative responsible for coordination of information between subcontractors, Tarlton Corporation and the Owner.

This person will request and compile Hazcom information and ensure employees are trained per Tarlton Corporation requirements.

Site Inspections:

Establish an inspection schedule and responsibilities and identify special inspection needs. Reference the PROJECT INSPECTIONS section of this manual for the inspection process and checklist.

PPE:

Address any requirements over and above Tarlton Corporation's minimum safety requirements (Sections 7 & 8).

Training:

Identify special training requirements for site, job tasks, or competent person(s). Toolbox Talks may be used to meet site-specific training needs and can be developed as part of the training plan.

Project Medical Assistance: Identify First Aid Responder(s). Identify local medical care facility. Identify emergency medical care facility. Identify emergency phone numbers and procedures.

Emergency Evacuation and Crisis Management

Identify on-site and off-site evacuation points.

Develop a communication process for crisis management in accordance with the Tarlton Corporation Crisis Plan.

Subcontractors:

Identify safety specific requirements relating to subcontractor scopes of work. Identify the need for subcontractor safety plans as required. Subcontractors must provide a Pre-Task Safety Plan (PTSP)

Site Specific Orientations Identify orientation procedures (who, what, when, where). Identify site-specific issues.

Subcontractors are required to submit a site-specific safety plan before their portion of work begins.

OSHA REFERENCE

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Any subpart of 29 CFR 1926 may be referenced for the site-specific safety plan.

RELATED SECTIONS

Crisis Communication Plan (Section 15) Emergency Action Plan (Section 41) Project Inspections (Sections 17)

APPLICABLE FORMS (APPENDIX B)

Site-Specific Safety Plan (sample available in Forms & Shells)

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PROJECT POSTING	Next Review Date:	01/01/2023		
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High visibility signage is a way to promote a safety culture while also meeting federal posting requirements.

Keeping employees informed of hazards associated with their work is the responsibility of the employer. Federal law requires that certain signage and employment documents are posted in conspicuous places and/or are readily available for all employees to view.

Safety signage will be determined by the Corporate Safety Director or the site-specific safety plan. Tarlton Corporation has developed a standard safety board to be posted at all project sites. This safety board will meet all federal and state posting requirements and may need to be modified to meet Owner specific criteria.

PROCEDURE

The following items will be included on the project safety board or posted in the project trailer: Medical Facility Location(s) and Contact information **Orange Emergency Procedure card Project Emergency Phone Numbers list** Hazcom Chemical poster Crane & Rigging Hand Signal Chart State & Federal Labor Law posters Notice regarding Drug & Alcohol testing Workers' Compensation poster Minimum PPE Requirements sign Tarlton Corporation Safety, Health & Environmental Manual SDS Chemical Inventory book **HR** Policies and Procedures Safety Documentation Jobsite Safety Audit Report (JSAR) Pre-Task Safety Plan (PTSP) Tool Box Talk report forms

The following items are required but may not be part of the safety board: First Aid Kit Safety Glass Cleaning Station Visitor hard hats and safety glasses

OSHA REFERENCE

The project safety board is developed in accordance with Subparts B, C, and D of 29 CFR 19.26.

RELATED SECTIONS

APPLICABLE FORMS (APPENDIX B) NA

TADITOD		Doc No:	TC-OSHA			
	TARLION CORPORATION		Initial Issue Date	11/01/2014		
SAFETY BUILDS SUCCESS	Salety Manager	Salety Management System		01/01/2017		
DEALING WITH USH	Next Review Date:	01/01/2023				
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Tarlton Corporation is a member in good standing of the St. Louis Construction Industry Partnership Program, Labor – Management – OSHA. This entitles Tarlton Corporation to certain incentives to which only a handful of contractors are entitled.

The Occupational Safety and Health Act of 1970, as amended, is designed to give strict guidelines to employers for providing safety protection for employees. The Act also provides the employer with certain rights.

Whenever possible, an officer of the company or the Corporate Safety Director will communicate with the OSHA inspector during a project visit.

PROCEDURE

When an OSHA inspector arrives at your project:

- 1. Ask them to please go to the project office and wait while the Corporate Safety Director and/or an officer of the company are notified.
- 2. Contact the Corporate Safety Director and/or an officer of the company immediately.
- 3. The OSHA inspector will wait a reasonable time (approximately one hour) for a representative to arrive (per the OSHA operations manual).
- 4. Once the Corporate Safety Director or officer of the company arrives, the opening conference can begin.
- 5. If the Corporate Safety Director or officer of the company cannot be located in time, the Superintendent will notify the Project Manager.
- 6. An OSHA inspection report must be completed by Safety or the Project Team, accompanied by photos taken of all areas photographed by the OSHA Compliance Officer.

OSHA REFERENCE

29 CFR Part 1903 – Inspections, Citations and Proposed Penalties

RELATED SECTIONS

APPLICABLE FORMS (APPENDIX B)

OSHA Inspection Report

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-CRISIS	
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Tarlton's Emergency Management & Communications Plan may be implemented in the case of a catastrophic event, death or disabling injury in any place where employees are present (jobsite or main office). Catastrophic events may include acts of God, natural disasters, toxic chemical releases, large hazardous material spills or any event involving Tarlton employees or the Project Owner that may cause media attention.

This plan endeavors to maintain company control during an emergency and addresses both jobsite and office responsibilities. Following are company procedures when dealing with the media.

Be courteous but do not speak to the media regarding the incident. Refer all media questions to the Company Media Contact:

Laura Lusson, Director of Marketing & Communications

314-633-3300 main / 314-633-3493 direct (Laura has call forwarding to her mobile phone) Speculation or premature statements could prove damaging to you, Tarlton Corporation, or the Owner. The Owner must first clear any and all information given to the media about our projects. Laura will ensure the involved Owner clears the statement.

If you are in a situation where you must say something on the spot to a media representative, DO NOT RESPOND: "No comment."

DO SAY: "My name is ______, and I work at Tarlton as (state your title/role). I have no details about the incident you are asking about. However, Laura Lusson, our communications director will respond to your questions. You can reach her directly at 314-633-3493."

Prohibit workers from speaking to the media. Instruct workers to tell the media to contact Laura Lusson. Our goal is an accurate and fair account of what took place, which we may not yet know.

Secure the affected area and courteously prohibit the media from entering the site or secured area. Explain that safety is paramount. Show them a safe place where they can stand or sit if necessary. Write down names of reporters or photographers and which publication, TV or radio station they represent. Contact Laura Lusson at 314-633-3493 with this information.

Clean up the area as soon as possible. The media may take this photo opportunity to create a controversy even if one does not exist. If photos or videotapes are taken, do your best to get the name of the photographer.

When discussing the incident with other employees or family members, communicate only facts; speculation leads to miscommunication and unneeded suffering. Use a land line or cell phone to communicate confidential or sensitive information. Do not use two-way radio or fax.

PROCEDURE

Be prepared to follow the Emergency Management Plan on the following page and to receive direction from the Crisis Team Leader.

All responsibilities are illustrated in the Emergency Management & Communications Plan chart, with a primary and alternate responsible person listed.

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Tarlton Corporation Emergency Management & Communications Plan - Responsibilities

Site-specific

Crisis Team Leader First Available: Tracy Hart, John Deerr, Dirk Elsperman	Tracy Hart President/ cno	314.633.3349 314.565.9804 314.984.0756	work mobile home	John <u>Doerr</u> Exes VP	314.633.3343 314.393.9410 314.894.5564	work mobile home	Dirk Elsporman COO/Exec VP	314.633.3345 314.713.4923 314.909.6622	work mobile home
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Primary Person Responsible Alternate

Rereannel Accountability/	Site Superintendent		wade	General Ecreman		wark
Secure the Site	(PE & PM Support)		mobile	(PE & PM Support)		mobile
Secure the Site	(rearm sapport)		home	(i E a r in addition)		home
	FOR OFFICE EMPLOYEE:	314.633.3349	work	Dening Kerte	314.633.3461	work
Contact Family Members *	Tracy E. Hart	314.565.9804	mobile	Denise Korte	314.306.6034	mobile
	President	314.984.0756	home	HR Manager		home
* Tracy, Becky and Denise					1	
will determine best person	FOR FIELD EMPLOTEE:	314.655.3367	WORK	Denise Korte	314.633.3461	work
to contact family members	Becky Menany	314.332.4510	mobile 2	HR Manager	314.306.6034	mobile
	Workforce Manager	314.315.6084	113046.2			home
	Tracy E. Hart	314.633.3349	work	Theodore A. Guhr	314.633.3354	work
Notification of Owner	President	314.565.3980	mobile	Dir. of Business	314.393.9409	mobile
		314.984.0756	home	Development	314.821.1035	home
	Laura Lusson	314 633 3493	work		314,633,3381	work
Media Contact	Dir, of Marketing	314.458.6562	mobile	Michelle A. Spires	314,420,6833	mobile
	& Communications	014240030002	1110010	Marketing Manager	314.420.0633	11104110
					-	+
	Laura Lusson	314.633.3493	work	Michelle A. Spires	314.633.3381	work
Media Spokesperson	Dir. of Marketing &	314.458.6562	mobile	Marketing Manager	314.420.6833	mobile
	Communications					
		314.633.3329	work	Pat Bourne	314.327.3899	mobile
Site Investigation	Ryan L. Wehrle	573.619.9138	mobile	Andy Everding	314,703,0892	
	Corp Safety Mgr		home	Safety Engineers		mobile
					211,622,9950	
Coordinate Hereitel Support	Ryan T. Wehrle	314.633.3329	work	Alicia M. Funk	314.633.3350	work
Coordinate Hospital Support	Corp Safety Mgr	573.619.9138	mobile	Safety Assistant	314.307.5364	mobile
			home			Dome.
	Denise Korte	314.633.3461	work	Allele M. Fueld	314.633.3350	work
Coordinate Family Support	HR Managar	314.306.6034	mobile	Alicia M. Funk	314.307.5364	mobile
	riis manager		home	Safety Assistant		home
	Laura Lusson	314.633.3493	work		314.633.3381	work
Notification of Other Entities	Dir. of Marketing &	314.458.6562	mobile	Michelle A. Spires	314.420.6833	mobile
	Communications			Marketing Manager		
		044.000.0404				
Establish Communications for	Denise Korte	314.633.3461	work	John T. Doerr	314.633.3343	work
Employees/Families	HR Manager	314.306.6034	elidom	Exec Vice President	314.393.9410	mobile
	L		home		314.894.5564	home
	Bugg T. Michiele	314.633.3329	work	Dirk G. Elenamore	314.633.3345	work
Post-Emergency Evaluation	Com Safaty Mar	573.619.9138	mobile	Executive VDICCO	314.713.4923	mobile
	Corp salety right		home	Executive vP/COO	314.909.6622	home
		244 022 2252	-		244 622 2240	-
Emergency Equipment	Tom Kramer	314.633.3353	work	Joe Scarfino	314.653.3312	work
Coordination	TEAM Facility Mgr	314.437.7380	mobile	Vice President	314.068.6141	mobile
			10000			poote
	Kate M. Hoisington	314.633.3300	work		314.633.3300	work
Switchboard	Office Mar		mobile	Fill-In Receptionist		mobile
1	Ouroo migi	000 111 2155	1	1		1

home

636.441.7455

TADITOD			TC-CRISIS		
	ARLIVI TARLION CORPORATION		Initial Issue Date	11/01/2014	
SAFETY BUILDS SUCCESS	Salety Manager	nent System	Revision Date:	03/04/2020	
	Next Review Date:	01/01/2023			
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Section 15	Page 3 of 3	

OSHA REFERENCE

See paragraph 1926.35 of sub part C in 29 CFR 1926 for emergency action plan requirements.

RELATED SECTIONS

NA

APPLICABLE FORMS (APPENDIX B)

Crisis Management Responsibility Listing Crisis Management External Contact Listing Major Injury Flowchart (site-specific sample)

TADITOD			Doc No:	TC-TBT	
	TARLION COR Safety Manager	Safety Management System		11/01/2014	
SAFETY BUILDS SUCCESS	Salety Manager			01/01/2022	
WEEKLY TOOLBOX	Next Review Date:	01/01/2023			
Preparation: Safety Mg	Authority: President	Issuing Dept: Safety	Section 16	Page 1 of 1	

One of the primary requirements of the Tarlton Corporation safety program is the weekly Toolbox Talk (TBT). At least once per week, each project is to conduct a TBT for all Tarlton Corporation employees. TBTs will be held on the first day of the work week at 12:30PM or as close as possible. If working 2nd or 3rd shift, TBTs will be held on the 1st day of the work week at the beginning of the shift.

Performance of these talks is a company requirement because: I) they help in identifying jobsite hazards and ways to alleviate the hazards; 2) they allow the company to meet the continuing education requirements of OSHA.

Even if the particular TBT may not be relevant to the current project activities, personnel may move to projects where that information is applicable.

Attendance is mandatory and will be recorded on the Weekly TBT Report form. A member of the project team will complete the weekly TBT form on Procore. The Corporate Safety Director is responsible to see that these talks are conducted on a consistent basis. All members of a Project Team shall participate by periodically conducting a TBT on their assigned project(s).

A 52-week schedule has been developed to address topics within the safety manual and in accordance with OSHA requirements. Although the main topics are set, there is room for job-specific customization to reflect current Corporate or project conditions. The best talk is one which deals specifically with one condition found onsite and which outlines the problem (hazard) and the specific corrective action to be taken.

PROCEDURE

All Tarlton Corporation's senior management are committed to participating in the TBT meeting process.

Corporate Safety will publish a schedule showing meeting dates and the person responsible for conducting the meeting. Topic information will also be provided to all management personnel to facilitate their talks.

Note: For projects outside the immediate St. Louis area, this program may have to be modified.

All subcontractors should attend our meetings. If the subcontractors do not attend our meetings, they must submit copies of their weekly safety meeting minutes to the Project Team. Subcontractors are required to complete and submit one safety meeting per week.

OSHA REFERENCE

Specific training requirements are referenced in each of the subparts of 29 CFR 1926. The requirement for company training in general is referenced in subpart C paragraph 1926.21.

RELATED SECTIONS NA

APPLICABLE FORMS (APPENDIX B) Tool Box Talk (TBT) Tool Box Talk Schedule (sample)

TADITOD			Doc No:	TC-INSPECT	
IARLION CORPORATION		Initial Issue Date	11/01/2014		
SAFETY BUILDS SUCCESS	Salety Manager	Salety Management System		01/01/2022	
	Next Review Date:	01/01/2023			
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Section 17	Page 1 of 2	

Project inspections are required by federal law. Having each team member involved in the inspection process provides a well-rounded approach to identifying hazards on a weekly basis.

It is imperative that Tarlton Corporation constantly evaluate the effectiveness of the corporate safety program. The inspection process is a means to evaluate this process by benchmarking safety on projects and to help illustrate our commitment to continuous improvement.

Corporate Safety will provide Jobsite Safety Audit Report (JSAR) forms and may develop site or task specific checklists as needed.

PROCEDURE

The evaluation process is conducted as follows:

At least one JSAR will be conducted weekly by the Superintendents, Project Team member, or TBT presenter on each Tarlton project. (Note: The Project Team will be held accountable for ensuring at least one JSAR is completed weekly).

The Superintendent will have a craftsman available to the inspector while conducting the audit.

The inspector will use the Jobsite Safety Audit Report (JSAR) form as a guide in the safety inspection process. Any deficiency (even if immediately corrected) shall be noted.

Use the "Notes" section to highlight exceptionally good observations, unique hazards, repeat hazards, or violations and (most importantly) corrective actions taken.

The JSAR form will be completed on Procore for the corresponding project.

The Project Team will use the JSAR form to ensure corrective action has been taken and repeated concerns do not continue.

JSAR Requirements:

- Superintendents/General Foreman 50/year
- Project Engineers 35/year
- Project Managers 25/year

Occasionally, Tarlton's insurance broker's and carrier's loss control representatives may inspect projects. The Corporate Safety Director will coordinate the inspection schedule of loss control representatives and may accompany them on these inspections. It is important to extend our best courtesies to the insurance representative(s) and provide them access to all projects.

Weekly Tarlton Leadership Safety Audits will also be conducted on various Tarlton projects. Members of the Audit Team may consist of the Vice President of Operations, EVP/COO, Safety Manager, Safety Engineer and other members of the Safety Committee. The Project Director will be notified approximately a week in advance that one of their projects will be audited. The advanced notice is given with the expectation that as many of the project team members possible will attend the audit. These audits are an educational safety awareness and culture development process with a focus on correcting any deficiencies.

OSHA REFERENCE

29 CFR 1926 Sub part C paragraph 1926.20(b)(2) states "Such programs shall provide for frequent and regular inspections of the job sites, materials, and equipment to be made by competent persons designated by the employers."

TADITOD			Doc No:	TC-INSPECT
	TARLIUN COR Safety Manager	TARLION CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	01/01/2022
PROJECT INSPECTIONS			Revision No.	3
			Next Review Date:	01/01/2023
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Section 17	Page 2 of 2

RELATED SECTIONS

NA

APPLICABLE FORMS (APPENDIX B)

Jobsite Safety Audit Report (JSAR)

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-INCIDENT
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2022
INCIDENT MANAGEMENT – REPORTING / INVESTIGATIONS			Revision No.	2
			Next Review Date:	01/01/2023
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Section 18	Page 1 of 3

All incidents, regardless of their nature, shall be reported and investigated.

It is an integral part of any safety program that documentation take place as soon as possible, so the cause and means of prevention can be identified to prevent a reoccurrence.

All incidents will be <u>reported immediately</u> to the Corporate Safety Director and investigated by a member of the Project Team regardless of the seriousness. In the event of an incident or near miss, the appropriate policy/plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar type incidents from occurring.

PROCEDURE

Incident Management / Reporting

- Notify Superintendent / Foreman and first-aid trained personnel.
- Take victim to project office or bring first-aid kit to injured person; administer first-aid as necessary. Contact emergency medical services if injury is life-threatening.
- Contact Corporate Safety Director at 573-619-9138 for initial report, guidance on treatment, or to report status if emergency medical services are required.
- Treat injury if possible. If injury cannot be treated, but is not life-threatening, the project Superintendent and Corporate Safety Director will determine what medical treatment is required.
- Follow the Corporate Crisis Plan as necessary.
- Take injured to pre-arranged medical facility or contact emergency medical services as necessary for medical treatment and post-incident drug testing. Regardless of incident, near miss, injury requiring medical treatment, post-event drug testing is required.
- Secure the incident area to ensure there is no hazard exposure present to other workers and to maintain the integrity of the scene.
- Get statements from witnesses.
- Take photos of the incident scene.
- Fill out Tarlton Incident Investigation Report and send to Corporate Safety Director immediately.
- The assigned Safety Team member or the Safety Director will complete a Root Cause Investigation Report.
- As necessary, or requested by the Corporate Safety Director, the Project Team will assist in an Incident debriefing as soon as practical.

Incident Investigation

<u>Medical Only</u> - All medical-only incidents will be reviewed by a member of Corporate Safety Team and the project Superintendent. This review process will be conducted on the project site. An Incident Investigation Report will be completed by the project Superintendent or a member of the Project Team. This report will be forwarded to the Corporate Safety Director and Project Manager.

<u>Recordable Accident (no lost time)</u> - Project Manager and Project Engineer will attend the on-site investigation. The Project Team will complete an investigation report and present the report to the Safety Committee for review.

TADITOD	TARLTON CORPORATION		Doc No:	TC-INCIDENT
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS Safety Management System		Revision Date:	01/01/2022	
INCIDENT MANAGEMENT – REPORTING / INVESTIGATIONS			Revision No.	2
			Next Review Date:	01/01/2023
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<u>Recordable (lost time)</u> - The post-incident investigation will be conducted by the project Superintendent, Corporate Safety Director, assigned Safety Engineer, Project Manager, and Project Engineer. The Project Team will complete an investigation report and present the report to an investigation subcommittee for review prior to forwarding to the Corporate Safety Committee.

<u>Property Damage</u> - For <u>any</u> property damage, complete an Incident Investigation. Property Damage incidents will be reviewed by a member of Corporate Safety Team and the project Superintendent. This review process will be conducted on the project site. An Incident Investigation Report will be completed by the Project Superintendent or a member of the Project Team.

<u>Near Miss</u> - Near miss incidents are defined as an incident that could have resulted in an injury, illness, medical treatment, and/or property damage. To be proactive in safety, near miss incidents need to be identified and addressed. In cases where there could have been a potential injury, equipment damage, property damage, or bad public relations, complete a Near Miss Report.

<u>Good Catch</u> – Good catch incidents are defined as an unsafe condition or act that was recognized, which if left unaddressed, could have resulted in an injury, property damage, or outage. This could also be a positive recognition of a good work practice or behavior which helped create a safer environment. To be proactive in safety, good catch incidents need to be identified and addressed. In these cases, complete a Good Catch Report.

Required incidents must be verbally reported to OSHA within 8 hours of their discovery. Incidents must also be reported to the Owner/client as soon as possible or in a timely manner (within 24 hours of incident). Written reports must be turned in to the Corporate Safety Director within 24 hours to ensure they are filed on a timely basis with the appropriate insurance carrier and the National Council for Compensation Insurance (NCCI).

Copies of all completed Incident Reports are routed to upper management for review and comment.

<u>Incident Debriefing</u> - After the initial incident investigation has been complete, an Incident Debriefing may be requested to further review and analyze the incident. Any incident may be subject to an incident debriefing. The Corporate Safety Director and EVP/COO will review all incident and determine which incidents require an Incident debrief. The Project Team will present the incident and all findings to the incident review committee for further consideration and corrective measures.

Equipment

Proper equipment will be available to assist in conducting an investigation. Equipment may include some or all of the following items: writing equipment such as pens/paper, measurement equipment such as tape measures and rulers, cameras, small tools, audio recorder, PPE, flags, equipment manuals, etc. The Safety Manager shall have an incident investigation kit prepared in advance.

Initial Identification/Assessment of Evidence

Initial identification of evidence immediately following the incident could include a list of people, equipment, and materials involved and a record of environmental factors such as weather, illumination, temperature, noise, ventilation, etc.

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-INCIDENT
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2022
INCIDENT MANAGEMENT – REPORTING / INVESTIGATIONS			Revision No.	2
			Next Review Date:	01/01/2023
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Collection/Preservation and Security of Evidence

Evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment. All evidence shall be dated.

TRAINING

Tarlton shall train personnel in their responsibilities and incident investigation techniques. Personnel must be trained in their roles and responsibilities for incident response and incident investigation techniques. Training requirements relative to incident investigation and reporting are described below:

- Training frequency will be based on the specific area of responsibility but shall not exceed once every two years.
- Training requirements relative to incident investigation and reporting shall include:
 - o Awareness
 - First Responder Responsibilities
 - o The Initial Investigation at the Accident Scene
 - Collecting Data
 - Analyzing Data
 - o Developing Conclusions and Judgments of Need
 - Reporting the Results
 - Managing the Accident Investigation

OSHA REFERENCE

29 CFR Part 1904

RELATED SECTIONS

Company Vehicle and Defensive Driving (Section 43)

APPLICABLE FORMS (APPENDIX B)

Incident Investigation Report – Standard Form Incident/Accident Investigation Short Form Near Miss Reporting Form Good Catch Reporting Form Root Cause Incident Report
TADITOD			Doc No:	PPE
	TARLIUN COR Safety Manager	TARLION CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	01/01/2022
	Revision No.	2		
PERSONAL PROTECTIVE EQUIPIVIENT (PPE) POLICY			Next Review Date:	01/01/2023
Preparation: Safety Mgr	Authority: President	Section 19	Page 1 of 2	

OSHA requirements state the employer must provide and enforce use of the correct PPE related to the task at hand.

Due to the inherent hazards of the construction industry and Tarlton Corporation's commitment to providing the safest work environment possible, Tarlton has implemented a 100% PPE policy regarding hard hats, safety glasses, hi-vis outerwear, gloves, and sturdy work boots.

The preferred method of controlling hazards is to eliminate them through engineering or administrative controls. When hazards cannot be eliminated, PPE must be used to minimize risk.

PROCEDURE

Hard hats, ANSI-approved safety glasses with side shields/side protection, high visibility outerwear, gloves (at least rated at cut level 2 minimum) and sturdy work boots are the minimum requirements for ALL Tarlton Corporation project sites.

The project site is defined as: Any area within the construction limits of the project.

To further clarify this matter, the minimum PPE requirements are not required while in the project trailer or while in a completely enclosed company or personal vehicle.

The above items are the minimum requirements and will be enforced consistently in accordance with the Tarlton Corporation Disciplinary Policy.

Additional Requirements

While hard hats, safety glasses, hi-vis outerwear, gloves, and sturdy work boots are the **minimum** requirements, they do not relieve the responsibility of the Project Team or the individual to have the proper PPE for the specific task at hand. This PPE can include, but not be limited to:

- Face shields and/or goggles
- Hearing protection (plugs and/or muffs)
- Respirators or SCBAs
- Gloves
- Reflective vests

- Tyvec suits
- Rain suits
- Knee pads
- Metatarsal guards
- Fall protection (harnesses & lanyards)

Additional PPE required for work being performed will be identified on the daily PTSP

Employees shall review the daily PTSP (Pre-Task Safety Plan) identifying the hazards for the project/tasks prior to beginning work. Project crew members sign their acknowledgment and awareness of required PPE on the PTSP.

Training

All employees using PPE shall receive training in PPE during New Hire Orientation. In addition, when the job, circumstances, or tasks change, or if a new type of PPE is issued, retraining shall be provided. If a deficiency or improper use by the employee is noted by the employee's supervisor(s), the employee shall receive retraining. Training shall be documented and cover the following:

• What items constitute PPE for this type of work or jobsite?

TADITOD			Doc No:	PPE
	TARLIUN COR Safety Manager	TARLION CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2022
PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY			Revision No.	2
			Next Review Date:	01/01/2023
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- What PPE is necessary for a given task or tasks to be accomplished by the employee or on the particular job?
- What is the minimum acceptable PPE?
- How to properly don, doff, adjust & wear PPE. PPE must be fitted to the employee correctly to be effective.
- The limitations of PPE.
- The proper care, maintenance, useful life and disposal of PPE to be used regularly.
- Awareness that there exists specialized PPE, such as respirators. If specialized PPE is required, further training shall be provided.

PPE Requirements

PPE shall be maintained in sanitary condition and in good repair. Damaged or defective PPE shall not be used and shall be replaced at no cost to the employee. The employee is required to inspect his/her PPE prior to use to ensure that PPE is not damaged.

Reimbursements

Tarlton authorizes the reimbursement of 50% (up to \$75) for your purchase of safety-toed work boots. Please keep in mind that your receipt must show that the boots you purchase are either steel- or composite-toed. Tarlton authorizes the reimbursement of 50% (up to \$100) for prescription safety glasses. There is a once per year allowance for these reimbursements. Submit your receipt (or a copy of it) to the Safety Department to process the reimbursement.

Respiratory Protection

For duties that require respiratory protection because the hazard cannot be engineered out, employees will be required to undergo a medical evaluation and be fit tested and trained on the specific equipment in use. Employees are required to be fit tested annually, as well as undergo a review to determine if a respiratory medical re-evaluation is needed due to changes in health, stature, etc.

Corporate Office and TEAM Facility

The Corporate Office and TEAM Facility are considered project support facilities consisting of office, maintenance, storage, and common areas. PPE requirements of the office will be task/hazard specific. PPE Requirements in the TEAM facility are exempt (unless a specific hazard is present) while in green designated "Safe Zones." At a minimum TEAM Facility employees must wear safety glasses, high visibility outerwear, gloves and sturdy work boots and always have hard hats readily available while working outside of "Safe Zones."

OSHA REFERENCE

Personal Protective Equipment is referenced by the entire Subpart E of 29 CFR Part 1926.

APPLICABLE FORMS (APPENDIX B)

Pre-Task Safety Plan (PTSP) Respirator Medical Evaluation (Fit Test)

TADITOD			Doc No:	TC-DRUG
	TARLION COR Safety Manager	TARLION CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	01/01/2017
DRUG & ALCOHOL POLICY			Revision No.	1
			Next Review Date:	01/01/2023
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Tarlton Corporation maintains a Drug & Alcohol-free workplace. Tarlton Corporation's program is governed by the procedures of the St. Louis Construction Industry Substance Abuse Consortium.

Construction work has constantly changing conditions which pose inherent risks to our employees. Employees under the influence of drugs or alcohol pose an even greater risk to the Project Team members and the general public. Ensuring a drug and alcohol-free workplace is imperative to providing a safe working environment to employees and the public.

In accordance with the consortium procedures:

All applicants for employment and employees of Tarlton Corporation, as a condition of employment or continued employment, who haven't taken a drug test within 120 days of employment, will be required to submit to and pass a drug and/or alcohol screening test.

Employees of Tarlton Corporation will be randomly tested.

Employees will be subject to a post-accident test based on their involvement in an incident.

Tests for reasonable cause may be required in specific situations. In the event that a supervisor suspects that an employee is working under the influence of a substance, a <u>Reasonable Suspicion Document</u> will be filled out by two witnesses and faxed or provided to the testing agency. The testing agency representative will report to the jobsite to conduct testing of the suspected substance. TESTING FOR SUSPICION WILL ONLY BE CONDUCTED WITH THE INVOLVEMENT OF THE <u>TARLTON SAFETY DIRECTOR</u> OR <u>TARLTON HUMAN RESOURCES</u> <u>MANAGER (OR OTHER DESIGNATED PROGRAM COMMUNICATOR)</u>! All supervisory and management personnel will receive "Reasonable Suspicion" training.

Approximately 5% of company employees will be selected, randomly, for tests on a monthly basis. Approximately 60% of employees will be tested per year.

PROCEDURE

Self-Referral

If an employee feels that he or she has an alcohol or drug problem, it is important that the condition be diagnosed, and proper treatment followed.

Tarlton Corporation maintains an Employee Assistance Program (EAP), which can provide confidential assistance and direction to an employee with such problems.

Craft workers also have access to their own EAP through each respective local union.

For detailed information about the EAP service, contact the Human Resources Manager.

Failed Test

If an employee should fail an alcohol or drug screening, the Corporate Safety Director (or designated Drug Communicator) will direct the employee to the appropriate EAP.

It is the employee's responsibility to contact the EAP and to follow an appropriate treatment program.

All information passed between the employee and representative of the EAP is completely confidential.

The Corporate Safety Director has the right to determine if the employee has contacted the EAP and maintained appointments and is successfully progressing toward "reinstatement."

As part of the "reinstatement process" the employee will be required to pass a drug and/or alcohol screening; <u>completion of this process makes the employee eligible for re-employment</u>. Completion of the reinstatement process only makes an employee eligible for re-employment; due to production requirements positions will be filled as necessary and could result in a position no longer being available.

TADITOD			Doc No:	TC-DRUG
	TARLION COR Safety Manager	TARLION CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	01/01/2017
DRUG & ALCOHOL POLICY			Revision No.	1
			Next Review Date:	01/01/2023
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Test Refusal:

Refusing to take a pre-employment, random, or post-incident drug or alcohol test automatically classifies as a positive test.

Disciplinary Measures

Pre-employment: Applicants who fail or refuse a drug and/or alcohol screening will not be considered for employment.

Self-Referral: There will be no disciplinary measure for first-time self-referred employees.

Failed Test

<u>First Offense</u> – employees must complete the "Reinstatement Process" in accordance with the AGC Construction Consortium Guidelines, which includes drug consultation with an Employee Assistance Program Drug Counselor, completion of recommended course of treatment, retesting at employee's expense and achievement of negative test result. REMEMBER - completion of this process ONLY makes the employee eligible for re-employment!

<u>Second Offense</u> – employees testing positive for a second time are <u>ineligible for re-employment with Tarlton</u> for a period of two years.

<u>Third Offense</u> – employees testing positive for a third time are <u>ineligible for re-employment with Tarlton</u>.

Extreme circumstances: Tarlton Corporation retains the right to terminate employment at any time for involvement in acts that do not promote a safe work environment.

Return to work: All work assignments are based on availability of work. Completing the "reinstatement process" and disciplinary measure does not guarantee work availability.

OSHA REFERENCE

Employees under the influence of drugs or alcohol pose a greater risk to other members of the project team and the public. Under Subpart C, 29 CFR 1926.20(a) "...no contractor...shall require any [employee] to work in surroundings...which are hazardous or dangerous to his health and safety."

RELATED SECTIONS

NA

APPLICABLE FORMS (APPENDIX B) Reasonable Suspicion

TADITOD		TARLTON CORPORATION		TC-JSA
	TARLION COR Safety Manager			11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	03/29/2019
PRE-TASK SAFETY PLAN			Revision No.	3
			Next Review Date:	01/01/2023
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Many job-related injuries occur because employees are not trained in the proper job procedures. This is true particularly for new employees. One way to prevent these injuries is to conduct a job safety analysis. This has proven to be an effective tool for eliminating or minimizing workplace hazards. The "Safety Production Huddle" form is Tarlton's Daily Pre-Task Safety Plan (PTSP) process.

Effectively planning each day's work and completing the Pre-task safety plan is an excellent tool for training employees to plan their work activities effectively and in a safe manner. A PTSP form can also be useful in an accident investigation. By referring to the completed PTSP, a supervisor can determine if the analysis must be reviewed or if the worker failed to follow recommended procedures.

The Pre-Task Safety Plan has three functions:

Provides written documentation of work to be performed and the safest manner for performing a task or job. Serves as a method for training, communicating, and identifying the work to be performed each day and hazards associated with the tasks.

Identifies and documents the means for reducing or eliminating those hazards.

PROCEDURE

The Pre-Task Safety Plan meeting should be limited to 5-10 people, if there are more people than 5-10, it's less likely that everyone's task will be covered in detail.

The meeting should take place at the work area/gang box – this is to try to have everyone engaged and ask questions. Also, so people aren't eating their breakfast and putting on work boots, etc. Everyone should be ready to go to work before the meeting starts.

The meeting should be conducted at the foreman level, if possible, so the PTSP is more oriented to the task the crews will perform.

Superintendent and Management should audit/review the process while the foreman is conducting the meeting.

The primary steps in completing a job safety analysis are:

- 1. Determine the work processes to be planned and analyzed the afternoon of the day PRIOR to the work.
- 2. Ensure that all checklists and permits have been completed for work to be performed.
- 3. Determine accomplishment of the previous day's goals.
- 4. Identify the work to be performed.
- 5. Determine how it will be accomplished, sequenced and coordinated with other trades.
- 6. Determine who will be involved; both Tarlton employees and Subcontractor employees.
- 7. Determine specifically what tools and materials will be needed.
- 8. Plan use of equipment that will be needed for the work such as cranes, concrete pump, other material handling equipment (lull), generators, compressors, power washer, etc. and the timeframe in which they will be used.
- 9. Establish goals for this work period.

TADITOD			Doc No:	TC-JSA
	TARLIUN COR Safety Manager	TARLION CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	03/29/2019
PRE-TASK SAFETY PLAN Preparation: Safety Mgr Authority: President Issuing Dept: Safety			Revision No.	3
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- 10. Determine fallback work or other work that will take place if the planned work is completed ahead of schedule or the planned work sequence is altered.
- 11. Assess the hazards associated with each step.
- 12. Recommend safe work procedures, controls, and safeguards to minimize or eliminate the hazards.
- 13. Employee shall acknowledge by signature that they are injury free at the end of each shift.

Use the PTSP worksheet to document your observations and employee comments.

After listing all job elements, identify the hazards with the work, tools, handling of materials, and equipment. Identify all actual and potential hazards whether they result from an unsafe act, unsafe condition, or both.

After identifying hazards, develop recommended procedures and safeguards. Determine whether the job can be performed in another way to eliminate hazards or whether safety equipment and precautions are needed to reduce the hazards. Describe the recommended procedures or safeguards in detail.

After the PTSP form is completed, and prior to the start of work, review it with all members of the crew performing the work and have all employees acknowledge by signature. This is to ensure understanding of the work to be performed, how it will be performed, and the hazards associated with it. At the conclusion of the task or shift, all employees shall sign off the PTSP form injury and incident free if there are no reports otherwise.

Before work begins, all employees are required to participate in the daily Stretch & Flex program.

- All employees shall participate
- Employees should complete the stretch in accordance with the Stretch & Flex manual.
- Employees should only use the range of notion that they can control. Employee should avoid intense pain. Stretches should be rated 3-5 out of 10 on a scale of perceived pain.

OSHA REFERENCE

OSHA does not specifically reference the JSA process, however, paragraph 1926.21(b)(2) states "The employer shall instruct each employee in the recognition and avoidance of unsafe conditions...to control or eliminate any hazards or other exposure to illness or injury." The JSA process meets this requirement by helping to recognize, identify and control hazards associated with a particular task.

RELATED SECTIONS

NA

APPLICABLE FORMS (APPENDIX B) Pre-Task Safety Plan (PTSP)

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-TOOLS
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2022
HAND, POWER, PNEUMATIC & POWDER-ACTUATED TOOLS			Revision No.	2
			Next Review Date:	01/01/2023
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The purpose of this policy is to inform employees of any required training and safe work practices for using hand, power, pneumatic, and powder-actuated tools.

PROCEDURE

Safe Work Practices:

HAND TOOLS

- Tools must be used for their intended use. Example of improper use may be using a screwdriver as a chisel, which may cause the tip of the screwdriver to break and fly, hitting the user or other employees.
- Worn or damaged tools or tools not in compliance with regulations shall be tagged and removed from service.
- Wrenches, including adjustable, pipe end, and socket wrenches shall not be used when jaws are sprung to the point that slippage occurs.
- Impact tools such as drift pins, wedges, and chisels, shall be kept free of mushroomed heads.
- The wooden handles of tools shall be kept free of splinters or cracks, shall be kept tight in the tools, and shall not be taped.

POWER TOOLS

- Never carry a tool by the cord or hose.
- GFCIs should be used with all construction power tools.
- All prongs should be in place on plugs; do not use if even one prong is missing.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect/remove battery from tools when not in use, before servicing, and when changing accessories such as blades, bits, and cutters.
- All observers should be kept at a safe distance away from the work area.
- Secure work with clamps or a vise, freeing both hands to operate the tool.
- Avoid accidental starting. The worker shall not hold a finger on the switch button while carrying an energized tool.
- De-energize/remove battery from power tools before maintenance.
- Do not refuel a power tool while it is in use or powered on.
- Use handles if provided by manufacturer.
- Tools shall be maintained with care. They shall be kept sharp and clean for the best performance. Follow instructions in the User's Manual for lubricating and changing accessories.
- Be sure to keep good footing and maintain good balance.
- The proper apparel shall be worn. Loose clothing, ties, or jewelry shall be removed or secured as they can become caught in moving parts.
- All portable electric tools that are damaged or not in compliance with regulations shall be removed from use and tagged "DANGER DO NOT USE" and dated.
- Tools shall be operated with proper guards in place.

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PNEUMATIC TOOLS

- Eye protection is required, and face protection is recommended for employees working with pneumatic tools.
- Safety toe boots and metatarsal protection is always required when using jackhammers.
- When working with noisy tools, such as jackhammers, proper hearing protection is required.
- When using pneumatic tools, employees shall check to see that they are fastened securely to the hose to prevent them from becoming disconnected. A short wire or positive locking device "whip check" attaching the air hose to the tool will serve as an added safeguard.
- A safety clip or retainer shall be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel.
- Air hoses should have secured connections or whip checks.
- Screens shall be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills.
- Compressed air guns shall <u>NEVER</u> be pointed toward anyone. Users shall <u>NEVER</u> "dead-end" it against themselves or anyone else.
- Do not point pneumatic tools at other people or yourself.
- Pneumatic tools not in compliance with regulations, damaged, worn, or with missing guards, shall be removed from use and tagged "DANGER DO NOT USE" and dated.
- Efforts shall be made to use pneumatic tools and equipment designed to reduce or eliminate worker exposure to silica dust.
- Where a worker may be exposed to silica dust, they will comply with the provisions of the Respirator Program.

POWDER-ACTUATED TOOLS

- Operation of power-actuated tools present unique hazards and requires Powder-Actuated Tool Operator Certification.
- Never point powder-actuated tools at anyone.
- Identify and control line of fire hazards for the public and employees working with the tools on the daily PTSP.
- Establish Controlled Access Zones for areas where powder-actuated tools are in operation.
- Additional PPE is required when using these tools to protect against noise, line of fire hazards, projectiles, eye, and face injuries.
- Powder-actuated tools not in compliance with regulations, damaged, worn, or with missing guards, shall be removed from use and tagged "DANGER DO NOT USE" and dated.

Hazard Recognition:

Tool Hazards

Each employee must be familiar with the hazards associated with the tool being used whether it is a hand tool, power tool, pneumatic or powder actuated. Hazards will be identified in daily training through the PTSP.

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Guards (Power, Pneumatic, Powder-Actuated Tools)

Safety guards should never be removed when a tool is in use. Guards protect against hazards such as point-of-operation hazards, in-running nip points, rotating parts, and flying chips and sparks.

Safety Switches (Power Tools)

A safety switch is a constant pressure switch or control that will shut off the power when pressure is released.

Electric Shock (Power Tools)

Some of the chief hazards of electric power tools are burns and slight shocks. For protection, tools shall either have a 3-wire cord with ground and be grounded, double-insulated, or be powered by a low-voltage isolation transformer.

Additional PPE (Powder-Actuated)

Each employee must be aware of the tool hazards and needs for additional PPE.

Overhead Work

Anytime tools or work operations require work at face height, overhead, or over other employees, additional protective systems, PPE, or barricading will be required.

Line of Fire

All tools have the potential for line of fire hazards. These hazards should be identified on the PTSP and covered in the annual TBT training topics.

Training:

- A fire extinguisher should always be accessible when using power tools. Employees should receive training on the P.A.S.S. method of using a fire extinguisher.
- Powder-Actuated Tool Operator Certification for powder-actuated tools.
- General construction hazard training in OSHA 10 and 30-hour training, daily PTSP, and weekly TBT topics.

Inspection:

All tools, hand or power, should be inspected prior to each day's use and removed from service if damaged. Specific defects to look for can be found in the safe work practices listed above.

OSHA REFERENCE 29 CFR 1926 Subpart I Tools – Hand and Power

RELATED SECTIONS

APPLICABLE FORMS (APPENDIX B) NA

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			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2017
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OSHA requires that ground fault circuit interrupters (GFCI) be placed on all temporary power circuits, or an assured grounding program be in place for all tools and cords. Tarlton Corporation requires that GFCIs are to be used on all construction equipment, whether it is a temporary or permanent power source.

Using GFCIs can prevent shock or electrocution in the moist and wet construction environments we typically work in.

GFCIs and electrical tools will be inspected prior to each use and periodically while on projects.

PROCEDURE

GFCI check prior to use: Employees will test all GFCIs by pushing the test button. When the GFCI trips, the employee will push the reset button. When the reset button holds, the GFCI is ready for use.

GFCI Periodic Inspections:

GFCIs will be spot-checked during each weekly inspection.

The person conducting the job-safety audit report will ensure GFCIs are in use on all power and spot check the test buttons according to the above.

Tools Inspection prior to use:

Employees will ensure that all electrical tools and cords have been inspected for cuts, gouges, breaks, missing prongs, loose/missing guards, damaged plugs, or exposed wires. The employee will also ensure the tool functions properly.

Quarterly Tool Inspection:

At the beginning of each quarter, the Superintendent (or designated Foreman) will conduct an inventory of all tools on the jobsite against the latest tool's report. During this time the Superintendent will also inspect tools and cords for serviceability.

IF an OWNER/CLIENT requires an Assured Grounding Program is maintained on all equipment, the colorcoding system is as follows:

Winter	White	January, February, March
Spring	Green	April, May, June
Summer	Red	July, August, September
Fall	Orange	October, November, December

When the tool has been verified to be in good working condition, it will be labeled with the appropriate color tape on the male end of the plug. Any defective tools or cords will be returned to the TEAM Facility immediately. The TEAM Facility will also conduct inspections of all tools, cords, and GFCIs in their inventory following the same procedures above.

OSHA REFERENCE

1926.404(b) 1 and 2 in Subpart K of 29 CFR Part 1926.

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RELATED SECTIONS

NA

APPLICABLE FORMS (APPENDIX B) NA

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	s success Safety Management System		Initial Issue Date	11/01/2014
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The purpose of this policy is to inform employees of any required training and safe work practices for working with or near electrical hazards.

This policy applies to workers including electronic engineers, electricians, machine operators, mechanics, repairmen, painters, riggers, and material handlers and welders, among others.

PROCEDURE

Safe Work Practices:

ELECTRICAL AWARENESS

- In addition to the minimum required PPE, proper hazard specific PPE must be worn while performing electrical work or working near energized lines or equipment.
- Necessary PPE for electrical or power-related tasks should be identified on the daily JSA. The PPE and work practices identified during the JSA are to protect employees from either direct or indirect contact with energized systems, electrical equipment, overhead lines, or circuitry.
- Clothing and apparel used during electrical work must be non-conductive or appropriately covered or wrapped with non-conductive material. If you have questions, please contact the safety officer.
- Prior to beginning work, energized systems or equipment shall be de-energized and disconnected from the electrical or power source; system or equipment to be isolated must be locked and tagged out using Tarlton LOTO procedures.
- When working on or near exposed, de-energized parts, employees will assume that those parts are live and use appropriate safety precautions.
- If work is to be performed on a system and the employee cannot determine whether a line or equipment is energized or de-energized, the employee shall assume that it is live and energized and use appropriate safety precautions including obtaining an Energized Electrical Work Permit from the Tarlton Safety Department. Only qualified persons may work on energized systems or parts.
- Parts of equipment or circuits that have been de-energized but not locked and tagged out, will be considered to be energized.
- Required clearances: Maintain a 10 feet standoff distance from overhead powerlines unless other precautions are taken. Working closer than 10 feet to power lines requires clearance from the Safety Team. Safety Team shall determine if work may be done within the clearance required according to OSHA standards as follows:

"Unqualified persons shall not approach overhead lines of 50kV or below any closer than 10 feet. For lines of 50kV or above, employees shall remain 10 feet plus 4 inches distant for every 10kV over 50kV. A person may not approach any closer than the above reference distances with a conductive tool, object, equipment or vehicle that he/she may be using."

- In confined spaces or enclosed areas or where required clearances cannot be maintained, insulated materials, protective barriers, or protective shields may be erected or lines may be de-energized and grounded. Consult the safety department if clearance cannot be maintained.
- Inspect all equipment and cords prior to each use. Tag and remove any frayed or damaged electrical cords or tools with frayed or damaged cords.
- Energized systems, electric tools and equipment, and systems with potential stored energy shall be deenergized and disconnected from the energy source prior to beginning work on such systems.

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- LOTO tags shall contain a statement prohibiting unauthorized removal of the tag and/or operation of the system that is disconnected.
- An electric shock or other unintentional exposure to released energy constitutes an incident and must be reported to the Superintendent.
- Illumination shall be provided that enables qualified employees to enter spaces with potential or real electrical hazards and perform work safely. No employee shall enter a hazardous space without appropriate light.
- All employees to know emergency procedures in the event of an electrical shock or fire.
- No wooden or aluminum ladders may be used in proximity to overhead lines. Use ladders with nonconductive side rails such as fiberglass.

LOTO Procedures

- LOTO Procedures will be followed when employees work on, repair, install, or relocate equipment, power lines, outlets, circuits, gas pipes, or water pipes to ensure that employees are not subjected to hazards associated with the sudden, unexpected release of electrical power or other types of stored energy.
- See section titled Lock Out / Tag Out Safety Procedures.

Approach Distances for Qualified Employees

• When performing tasks, qualified employees must adhere to the approach distances outlined in TABLE S-5 per OSHA regulations.

TABLE S-5 – APPROACH DISTANCES FOR QUALIFIED EMPLOYEES				
– ALTERNATING	G CURRENT			
Voltage range (phase to phase)	Minin	num approach distance		
300V and less	Avoid Contact			
Over 300V, not over 750V	1 ft. 0 in.	(30.5 cm)		
Over 750V, not over 2kV	1 ft. 6 in.	(46 cm)		
Over 2kV, not over 15kV	2 ft. 0 in.	(61 cm)		
Over 15kV, not over 37kV	3 ft. 0 in.	(91 cm)		
Over 37kV, not over 87.5kV	3 ft. 6 in.	(107 cm)		
Over 87.5kV, not over 121kV	4 ft. 0 in.	(122 cm)		
Over 121kV, not over 140kV	4 ft. 6 in.	(137 cm)		

Hazard Recognition:

Fire Hazards Electric Shock Stored Energy Release

Training:

• Employees in occupations or assigned to tasks that expose them to electrical hazards will be trained to recognize those hazards, understand the potential for injury, identify appropriate PPE, and understand safe work practices related to energized and de-energized electrical hazards. Training shall be documented and maintained for the duration of the employee's employment.

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- At each jobsite, each employee should receive a Site-Specific Orientation which will inform them of electrical hazards, LOTO procedures, appropriate PPE, the presence of overhead lines, and clearance requirements.
- Only qualified persons may work on energized equipment. Such person shall be fully trained and capable of working safely on energized circuits, familiar with appropriate PPE, techniques, tools and equipment; aware of insulating, and shielding materials and tools.

Inspection:

- Electrical equipment and cords are to be inspected by employees prior to use, including GFCIs.
- LOTO equipment, including locks and tags, are to be inspected by employees prior to use.
- Quarterly Tool Inspections for Assured Grounding Program; see GFCI Program.

OSHA REFERENCE

1910.332 of Subpart S 29 CFR Part 1910 1910.333 of Subpart S 29 CFR Part 1910

RELATED SECTIONS

NA

APPLICABLE FORMS (APPENDIX B) NA

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Purpose

The purpose of this program is to ensure the safe use of hazardous chemical substances and to comply with the requirements of OSHA HCS 2012.

Introduction

In 2012, OSHA revised the Hazard Communication Standard (HCS) to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). As a result, this Hazard Communication Program (HCP) has been revised to comply with the requirements of the OSHA HCS 2012.

It spells out how Tarlton will inventory chemicals stored and used, obtain and use Safety Data Sheets, maintain labels on chemical substances, and train employees about the hazards of chemicals they are likely to encounter on the job.

Preparation of this program indicates our continuing commitment to safety among our employees in all of our locations.

- Each facility is expected to follow this program and maintain its work areas in accordance with these requirements.
- Employees, their designated representatives, and government officials must be provided copies of this program upon request.
- In addition to the program, other information required as part of our hazard communication effort is available to workers upon request.
- Asking to see this information is an employee's right.
- Using this information is part of our shared commitment to a safe, healthy workplace.

Scope

This program is applicable to all Tarlton employees who may be exposed to hazardous chemical substances. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Tarlton employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Responsibilities

A written Hazard Communication Program shall be developed, implemented and maintained at each workplace that describes how labels and other forms of warning, Safety Data Sheets, and employee information will be met.

Safety Manager or Designee

The Safety Manager, or designee, is responsible for administering the Hazard Communication Program. This person is also responsible for:

- Reviewing the potential hazards and safe use of chemicals.
- Maintaining a list of all hazardous chemicals and a master file of SDSs.
- Ensuring that all containers are labeled, tagged, or marked properly.
- Providing new-hire and annual training for employees.
- Maintaining training records.
- Identifying hazardous chemicals used in nonroutine tasks and assessing their risks.
- Informing outside contractors who are performing work on Tarlton property about potential hazards.

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• Reviewing the effectiveness of the Hazard Communication Program and making sure that the program satisfies the requirements of all applicable federal, state, or local hazard communication requirements.

Employees

- Employees are responsible for following the requirements in the Hazard Communication Program.
- Any employee who transfers any material from one container to another is responsible for labeling the new container with all required information.
- All employees are responsible for learning the requirements of this section and for applying them to their daily work routine.
- Identifying hazards before starting a job.
- Reading container labels and SDSs.
- Notifying the supervisor of torn, damaged, or illegible labels or of unlabeled containers.
- Using controls and/or personal protective equipment provided by the company to minimize exposure.
- Following company instructions and warnings pertaining to chemical handling and usage
- Properly caring for personal protective equipment, including proper use, routine care and cleaning, storage, and replacement.
- Knowing and understanding the consequences associated with not following Tarlton policies concerning the safe handling and use of chemicals.
- Participating in Tarlton training.

Procedure

List of Hazardous Chemicals

Tarlton shall maintain a list of hazardous chemicals on the job site. A list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate Safety Data Sheet shall be maintained.

The Hazardous Chemical List is updated as necessary and at least annually by the Safety Manager or their designee. The Hazardous Chemical List must be available for review upon request.

Safety Data Sheets (SDS)

SDSs must be obtained for each required chemical. Chemical manufacturers are responsible for developing SDSs. The company shall have an SDS for each chemical used.

The purchasing of any potentially hazardous chemical products from any supplier that does not provide an appropriate Safety Data Sheet in a timely fashion is prohibited.

SDSs are to be maintained in a readily accessible location to employees. SDSs shall be maintained and readily accessible in each work area. SDSs can be maintained at the primary work site. However, they should be available in case of an emergency. SDSs must be made available, upon request, to employees, their designated representatives, the Assistant Secretary, and the Director.

The Safety Data Sheet must be kept in the SDS library for as long as the chemical is used by the facility.

Electronic access (telephone, fax, internet, etc.) may be used to acquire and maintain SDS libraries and archives.

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The Manager is responsible for seeing that the Chemical Inventory List inventory is maintained, is current, and is complete. He/she will review the Chemical Inventory List at least annually. When a hazardous material has been permanently removed from the work place, its SDS is to be removed from the Chemical Inventory List.

SDSs for hazardous materials to which Tarlton employees have been exposed must be maintained after the employee leaves the employment of Tarlton.

Methods to be Used to Inform Employees of the Hazards of Non-Routine Tasks

The methods that Tarlton will use to inform employees of the hazards of non-routine tasks (i.e., the cleaning of reactor vessels, etc.) and the hazards associated with chemicals contained in unlabeled pipes in their work areas include:

- Conducting a Job Hazard Assessment (PTSP).
- Employees will be advised of methods and special precautions, PPE, and the hazards associated with chemicals and the hazards associated with chemicals contained in unlabeled pipes in their work areas.
- In the unlikely event that such tasks are required, the supervisor, or designee, will provide an SDS for the involved chemical.

The Use and Care of Labels and Other Forms of Warning

Container labels should contain the following information:

- Product identifier
- Signal word
- Hazard statement
- Pictogram(s)
- Precautionary statement(s), and
- Name, address and telephone number of the chemical manufacturer, importer or other responsible party.

The Manager will ensure that all hazardous chemicals used or stored in the facility are properly labeled.

Damaged labels or labels with incomplete information shall be reported immediately.

Workplace labels or other forms of warning will be legible, in English, and prominently displayed on the container or readily available in the work area throughout each work shift.

If employees speak languages other than English, the information in the other language(s) may be added to the material presented as long as the information is presented in English as well.

Tarlton will use the GHS labeling system for secondary containers.

Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the employee who performs the transfer do not require a label.

If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled.

Received from vendors that are not properly labeled must be rejected.

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Pictograms and Hazards

Health Hazard	Flame	Exclamation Mark
	(10)	
 Carcinogen Mutagenicity Reproductive Toxicity Respiratory Sensitizer Target Organ Toxicity Aspiration Toxicity 	 Flammables Pyrophorics Self-Heating Emits Flammable Gas Self-Reactives Organic Peroxides 	 Irritant (skin and eye) Skin Sensitizer Acute Toxicity (harmful) Narcotic Effects Respiratory Tract Irritant Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder	Corrosion	Exploding Bomb
Gases Under Pressure	 Skin Corrosion/ Burns Eye Damage Corrosive to Metals 	• Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle	Environment (Non-Mandatory)	Skull and Crossbones
(¥2	
• Oxidizers	Aquatic Toxicity	Acute Toxicity (fatal or toxic)

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Example Label



Multi-Employer Job Sites and/or Multi Work Site

The following specific methods for providing other employer information concerning hazardous chemicals at job sites, methods of providing SDS sheets, methods of precautionary measures to be taken, and methods of providing information on labeling systems:

Multi-Work Sites

Where employees must travel between work places during a work shift (multi job sites), the written program may be kept at a primary job site. If there is no primary, then the program should be sent with employees.

Multi-Employer Job Sites

A pre-job briefing shall be conducted with the contractor prior to the initiation of work on the site.

- During this pre-job briefing, contractors shall notify Tarlton and present current copies of Safety Data Sheets and label information for every hazardous chemical brought on-site.
- Tarlton shall notify and provide required SDS and label information for all hazardous chemicals the contractor may encounter on the job.
- The facilities labeling system and any precautionary measures to be taken by contractor during normal conditions and emergencies shall be addressed.
- By providing such information to other employers, Tarlton does not assume any obligations that other employers have for the safety of their employees.

Training

Employees shall be provided with information and training. Employees shall be provided with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

Additional training will be provided whenever a new chemical hazard is introduced into the work area. To reinforce the importance of handling chemicals properly when performing new or non-routine tasks supervisors will conduct supplementary training as needed.

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Formal training will be conducted by facility employees or individuals who are knowledgeable in the Hazard Communication Program.

The Hazard Communication Program documented training shall, as a minimum, include:

- Requirements of the OSHA Hazard Communication Standard 29 CFR 1910.1200 (General Industry) or 29 CFR 1926.59 (Construction Industry).
- Operations in the work area where hazardous chemicals are present.
- Location and availability of the Hazard Communication Program, chemical inventory list, and SDSs.
- Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, visual appearance, or odor of hazardous chemicals when being released.
- Explanation of the labels received on shipped containers.
- Explanation of the workplace labeling system.
- Explanation of the SDS, including order of information and how employees can obtain and use the appropriate hazard information.

The Manager shall ensure records of employee training are maintained. Implementation Requirement

Per OSHA Requirements

Effective Completion Date	Requirement(s)	Who
December 1, 2013	Train employees on the new label elements and safety data sheet (SDS) format.	Employers
June 1, 2015* December 1, 2015	Compliance with all modified provisions of this final rule, except: The Distributor shall not ship containers labeled by the chemical manufacturer or importer unless it is a GHS label	Chemical manufacturers, importers, distributors and employers
June 1, 2016	Update alternative workplace labeling and hazard communication program as necessary, and provide additional employee training for newly identified physical or health hazards.	Employers
Transition Period to the effective completion dates noted above	May comply with either 29 CFR 1910.1200 (the final standard), or the current standard, or both	Chemical manufacturers, importers, distributors, and employers

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The Lockout/Tagout procedure applies to anyone working on or near an active process, equipment, machinery, energy source, or utility.

The purpose of Lockout/Tagout is to assure that employees are protected from unattended machine operation or unintended release of energy which could cause injury when they set up, adjust, repair, service, install, or perform maintenance work on equipment/machinery. Injuries may occur from potential hazardous energy sources such as unexpected startup or releases of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, kinetic, radioactive, or other potential hazardous energy sources or during blinding and opening of process equipment and / or piping to facilitate maintenance activities.

Lockout is the preferred method of isolating machines or equipment from energy sources. On devices or equipment where lockout cannot be accomplished, tagout is the acceptable alternative. The tag should be placed at a point where it will be highly visible on the energy control device.

When a tagout device is used, the tagout device shall be attached at the same location that a lockout would normally have been attached. The tagout program must provide a level of safety equivalent to that obtained by using the lockout program.

Energy Isolation

Hazardous energy may exist as stored energy in several circumstances. Stored energy must be relieved prior to blocking and installing lockout devices. The energy generating mechanism must be defeated to remove the possibility of regeneration. Examples of stored energy are springs, elevated components, capacitors, contained pressure, and flywheels.

NOTE: Capacitors must be discharged, shorted, and grounded in addition to lockout of the source of energy by a qualified person.

PROCEDURE

All employees subject to working on processes, machinery, or energy sources will be provided with locks, lockout devices, and tags that specifically identify them as the individual responsible for lockout/tagout of the machine, device, or energy source to which the tag is attached.

- When any work around or to a utility or piece of equipment is to be done, all parties must clear work through the Tarlton Corporation Superintendent who will approve or disapprove all requests and issue a tag/permit. Authorized employees shall have knowledge of the type and magnitude of the energy, the hazards of the energy being controlled, and knowledge of the means to control the energy.
- 2. Parties working in the area will be notified by those conducting the lockout, of the extent of work to be performed, and the effect of such work to the associated parties.
- 3. Disconnect all equipment and/or sources to be sure they are off. Use proper established procedures to shutdown systems or turn off equipment. Process equipment/systems shall be shut down and prepared for mechanical work by the affected person(s) who has the responsibility for operating that equipment. All energy sources must be identified and energy isolation devices installed.

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- 4. Release any residual energy such as springs, unsecured machine parts, etc. Lockout energy source using lock and tag. The authorized person must physically identify the energy sources associated with and the isolation devices/techniques required to achieve isolation for his/her job.
- 5. Verify energy source isolation by retesting to make sure equipment or energy source is off.
- 6. Perform necessary permitted work.
- 7. Before putting back into service, check to be sure all safety devices such as guards are in place and functional. Then check to make sure all tools, parts, etc., are removed.
- 9. Remove tags/locks.
- 10. Restore power and check to see that everything is functional.

Type of Devices

All locks for the lockout program should be of substantial durable construction.

All tags shall warn against hazardous conditions if the machine or equipment is energized and shall include a warning such as: "Do not start, do not open, do not close, do not energize, or do not operate." The tag shall also identify the individual that has placed the lock or tag and the date it was placed.

General Employee Responsibility

All employees and subcontract personnel are to be familiar with the lockout/tagout process and the prohibition against removing a lock or tag without authorization. Attempts to restart or re-energize machines which are locked out or tagged out, without the authorization of the individual that has placed the tag, will result in disciplinary procedures.

Shift or Personnel Change

At the time of a shift change, the individual or individuals currently having lockout/tagout authority shall meet with and inform the incoming individual or crew of the status of the de-energized locked out/tagged out equipment.

The lock and tag may be removed and replaced by the oncoming crew when:

The current status of the repair or maintenance project is explained to the oncoming shift personnel and inspection of the device is completed to assure that employees are away from the area.

The new crew is to implement their lockout/tagout procedures and test sequences to assure that the equipment is de-energized and securely locked out/tagged out in the off position.

Procedures for Handling Multiple Groups of Workers Involved in a Group Lockout:

A crew of authorized employees may use a group lockout or tagout device. This will afford the group of employees a level of protection equal to that provided by a personal lockout or tagout device. Procedures include:

- A tailgate meeting shall be conducted to review the lockout procedures and other information as required for safe work to continue all crafts and effected departments shall be involved.
- An authorized employee will isolate the equipment and ascertain the exposure status of individual group members.
- All workers will then place their individual locks on the device's group lockout or tagout device after they have verified the procedure.

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An authorized employee has primary responsibility for a set number of employees working under the
protection of a group lockout or tagout device. The authorized employee should ascertain the exposure
status of individual group members. Each Tarlton Corporation employee or contractor shall attach a
personal lockout or tagout device to the group's device while he/she is working and then removes it when
finished.

If any outgoing person leaves the site and their lock/tag is still attached then follow Removal of Locks guidelines below.

Release from Lockout/Tagout

When servicing or maintenance is completed or when Lockout / Tagout devices must be temporarily removed, the equipment requires testing and the machine or equipment is ready for testing or to return to normal operating conditions, the following steps shall be taken, in this order:

- Check the machine or equipment and the immediate area surrounding the machine or equipment to ensure that all nonessential items such as tools have been removed and that the machine or equipment components are operationally intact.
- Check the work area to ensure that all personnel have been safely positioned or removed from the area.
- Remove the Lockout/Tagout device
- Energize and proceed with testing
- Deenergize and reapply control methods including Lockout / Tagout devices
- Document the procedure by use of the completed isolation log and provide to supervisor for filing.

Removal of Locks

The authorized employee who applied the lock shall be the one to remove their lock. However, after all work has been completed, certain conditions may arise which prohibit this person from being present to remove the lock.

The following procedures shall be followed to allow for the removal of a lock that another person has applied:

- Every effort shall be made to contact the authorized employee who applied the lock to obtain the key(s).
- If the key(s) cannot be made available, the employee who requests removal of the lock shall contact their supervisor.
- The supervisor shall verify that every effort was made to contact the original authorized employee who applied the lock and to obtain the key(s).
- The employee removing the lock shall note on the Service Report that the lock(s) were removed with permission by supervisor.
- All reasonable efforts will be made by supervisor to notify that employee their lock has been removed, ensuring that the authorized employee has this knowledge before they return to work.
- If the equipment is client owned, the supervisor or employee requesting to remove the lock(s) shall contact the client to get the lock removed. Clients must remove their lock(s).

NOTE: COMPANY employees shall not remove any client locks.

Subcontractors

Subcontractors performing lockout procedures on Tarlton Corporation projects shall comply with this procedure. Subcontractors shall supply their own locks.

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Training

Tarlton Corporation shall train employees on how to lock, tag, and try according to proper procedure. The training should include information about the types and degrees of hazards the employee will be exposed to at work. LOTO training and retraining shall be documented. Tarlton must maintain the trainee's name, date, and training content. Retraining will be required when there is a change in energy control procedures or a new hazard has been introduced into the work area.

Tarlton shall audit lockout procedures at least once per year for compliance with this procedure and modify his/her activities accordingly.

OSHA REFERENCE

29 CFR part 1926, Subpart K paragraph 1926.417

RELATED SECTIONS SIFs (Serious Injury and Fatality)

APPLICABLE FORMS (APPENDIX B) Lock Out / Tag Out Permit

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This policy applies to all work in any area that meets the following definition of a confined space. A confined space is any area:

- Not designed for human occupancy
- That has restricted access (entry and exits)
- That may have or has potential to develop a hazardous atmosphere

Confined space work can be hazardous in itself, but the difficulties associated with accessing endangered employees can lead to catastrophic results. Properly identifying confined spaces, planning for work, and preparing for emergencies can limit the risk of these catastrophic events.

Confined spaces can be identified as:

- 1. Non-permit required: Based on the results of atmospheric testing the space does not contain or have potential to contain any hazard capable of causing death or serious physical harm.
- 2. Alternate Entry: Permit required space poses only an actual or potential hazard that can be controlled with continuous forced air ventilation alone, the space can be entered without an attendant and the use of a retrieval system.
- 3. Full Permit Required: contains or has the potential to contain any serious safety or health hazard to include entrapment, engulfment, hazardous atmosphere, etc.

These areas may include but not limited to:

- Sewers/manholes
- Basements/crawl spaces
- Utility chases
- Storage areas
- Tanks
- Bins (grain)
- Industrial freezers/refrigerators
- Elevator shafts
- Low-lying areas (pools or sub basements)
- Excavations
- Sump areas

Any of the following conditions may be present in a confined space:

- 1. Oxygen-deficient atmosphere:
 - Less than 19.5% oxygen (O₂) is not suitable for unassisted breathing.
 - Oxygen level can be reduced by the work being done (i.e. welding or painting).
 - Oxygen can be displaced by another gas such as nitrogen or carbon dioxide.
- 2. Flammable atmosphere:
 - Created by oxygen in the air plus a flammable gas, vapor, or dust in the proper mixture.
 - Addition of a source of ignition will result in an explosion.
- 3. Toxic atmosphere toxic substances can come from several sources:
 - The product previously stored in the space.
 - The work being performed or product being used.

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- Leakage into a confined space from adjacent areas.
- Animal or other biological decay.

PROCEDURE

Any personnel entering or supporting confined space work must have proper training. Training shall prepare employees for their specific responsibility. Training requirements shall meet those described in OSHA 29 CFR 1926 Subpart AA. Confined Space Entry Training and Confined Space Entry Attendant Training shall be documented. The completed Confined Space permits at Tarlton shall be reviewed annually by the Safety Officer and the confined space program and/or permit revised if necessary.

Confined Space Entry Training will be provided prior to assignment to all employees entering a confined space. Confined Space Entrants shall have documented training prior to entering a confined space or when a change in duties, location, special circumstances, or the presence of a new hazard is created. Confined Space Entry Training shall be required every three years and provided to any employees who demonstrate unfamiliarity with proper procedure.

Entry into confined spaces or permit-required confined spaces is a non-routine operation and requires consultation with the Safety Team prior to entry.

Duties of Entrant

- Review permit
- Wear protective clothing
- Use protective equipment
- Pay attention to own physical reactions
- Maintain communications with attendant
- If the entrant senses any reaction to the environment, he or she should signal the attendant for assistance and leave the confined space immediately

Duties of Attendant

- Review permit
- Monitor occupants
- Keep unauthorized people out of confined space
- Maintain continuous communication with the entrant
- Make sure ventilation equipment is working
- Monitor atmospheric testing equipment
- Attend to the lifeline attached to the entrant
- Attend to the airline, if used
- Remain alert for danger
- Watch for hazards
- Maintain clear access
- Order evacuation, if necessary
- Call for emergency assistance, if needed
- Remain at entry point unless relieved by another trained attendant

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Any entry to a permit-required confined space must utilize Tarlton Corporation's Confined Space Entry Permit. Site-Specific Permits may be utilized in lieu of Tarlton's Confined Space Entry Permit where special hazards exist such as testing required for more than 4 gases or substances or more than two entrants are required.

Duties of Entry Supervisor

Prior to any entry into a confined space, an entry supervisor or safety officer shall:

- Assess the confined space for hazards and determine if the space is a permit-required confined space or a non-permit required confined space.
- Determine the existence of any external hazards (such as vehicle traffic, pedestrians, or other external conditions like flooding or other contract workers in the area) which might impact the confined space. Provide any necessary barricades or guardrails or signage to keep passersby or other workers out of the confined space.
- Coordinate entrance of subcontractors or others performing work in the confined space and ensure that work being performed by multiple parties does not cause additional hazards.
- Complete the Confined Space Entry Permit if required.
- Post permit with owner/clients and at confined space entrance with the assigned attendant.
- Cancel or terminate permit if changes occur making the space unsafe. (Unless canceled, confined space permits expire as noted on the permit.)
- Verify the availability of rescue equipment, rescue services, and a communication method for summoning emergency rescue.
- Ensure that all safety equipment required for safe entrance and work inside a confined space is available.

All Tarlton Corporation personnel entering a permit-required confined space will observe the following procedures and requirements:

- 1. Air supply system to adequately ventilate a confined space shall be properly designed and of the positive flow type. Air monitoring shall be periodically conducted to ensure proper ventilation.
- 2. Solvents and atomized coating particles are generally heavier than air and will tend to settle and concentrate in the lowest parts of confined areas. Therefore, in designing a ventilation system for these areas, particular attention should be paid to the lowest and most remote spots.
- 3. Air monitoring before entry shall include one or more of the following tests:
 - i. Oxygen (O₂) level.
 - ii. Combustible vapors (LEL).
 - iii. Toxic vapors (solvents/hydrocarbons/H₂S).
 - iv. Carbon Monoxide (CO).
 - Each piece of monitoring equipment must be examined daily to verify that it is in good condition and ready for use.
 - Entrants or their representatives may ask to review results or participate in air monitoring at any time before entry or after periodic air monitoring.
 - Exact procedures for calibrating and checking the testing equipment for airflow are contained in the instrument's manufacturer's instruction sheets.
 - Please contact the TEAM Facility if there are any questions regarding the condition or calibration of monitoring equipment.

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- 4. For permit required confined space, continuous air monitory must be conducted for non-permit spaces.
- 5. Additional tests shall be taken during the shift if it is anticipated that air quality may change.
- 6. Tests must be conducted prior to beginning work, daily, and at each shift, by a supervisor familiar with the proper operation of the air-monitoring equipment.
- 7. The criteria for determining if a tank atmosphere is safe to enter without the use of an air-supplied respirator (non-hazardous) are as follows:
 - Oxygen (O₂) is greater than or equal to 19.5%.
 - Combustible vapors are less than or equal to 10% of the lower explosive limit (LEL).
 - Toxic vapors are less than or equal to the values noted per the Confined Space Entry Permit.
 - Carbon Monoxide (CO) is less than 35 ppm.
- 8. Secure machinery, processes, or energy sources in accordance with this manual's Lockout / Tagout section.
- 9. A "stand by" worker attendant shall be on the outside of a confined space and shall be in constant visual or voice contact with workers inside. Attendants shall monitor only one space at a time.
- 10. A retrieval system shall be connected to each employee in the confined space for emergency evacuation.
- 11. A self-contained breathing apparatus such as a Scott SCBA shall be available for emergency use.
- 12. If a non-hazardous condition cannot be maintained, all workers inside the confined space will be required to use air fed or compressed air masks in place of standard cartridge respirators.

Tarlton uses the following equipment for safety and emergency rescue. Tarlton may provide or hire a rescue service, or the host facility may provide a rescue service to be used on their site. In any case, the rescue service shall be given the opportunity to examine the entry site, practice rescue, and decline as appropriate. If the confined space is determined by the Safety Officer or entry supervisor to be an IDLH (*Immediately Dangerous to Life and Health*) environment, a rescue service shall be onsite in the immediate area to assist with all equipment and any emergency situations that might arise.

Safety and Emergency Rescue Equipment

- A. Safety Equipment
 - Mechanical device for retrieval of personnel.
 - Full body harness allowing retrieval line attachment to the center of the entrant's back near the shoulders or above the head.
 - Retrieval line.
 - Tripod.
 - Portable hand lights.
 - Access ladder or other access equipment.
 - Ventilation equipment.
 - Barriers (i.e. collapsible guardrails, fences, locks, etc.).

Emergency Rescue Equipment

- B. Extra retrieval line.
 - Extra full body harness allowing retrieval line attachment to the center of the entrant's back near the shoulders or above the head.

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- Emergency medical/first aid kit.
- If emergency team is not on site, call 911 for emergency rescue.

OSHA REFERENCE

Confined spaces are governed by the construction standard 29 CFR 1926 Subpart AA

RELATED SECTIONS

SIFs (Serious Injury and Fatality)

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Purpose

The purpose of this procedure is to identify the controls and actions necessary to prevent adverse health effects to employees from occupational exposure to lead, and to ensure that Tarlton lead exposure management practices meet regulatory requirements.

Scope

This procedure applies to Tarlton operations where employees may be exposed to lead while working with lead containing materials during routine maintenance or emergency situations. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Tarlton employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Responsibilities

Managers and Supervisors

- In coordination with the Safety Manager, develop and implement written project/task specific lead exposure management procedures prior to the start of activities to reduce exposure to or below the permissible limits.
- Ensure personnel are aware of work that has the potential of exposure to lead.
- Ensure individuals responsible for monitoring areas of exposure are properly trained.
- Ensure personnel receive documented medical surveillance.
- Ensure that all affected employees receive initial and annual lead management training.
- Inform the Safety Manager of upcoming work involving lead-containing materials, allowing the Safety Manager to provide any necessary monitoring.
- Ensure employees have the appropriate personal protective equipment (PPE) and are properly trained in its use and care, including respiratory protection, full body disposable clothing, and gloves, when the Action Level is expected to be met or exceeded.
- Ensure employees comply with the lead exposure management procedure.

Safety Manager

- Coordinate air sampling and monitoring activities, ensuring monitoring equipment is in proper working order and, as necessary, modifying the lead exposure management procedures to reflect exposure monitoring data.
- Maintain the lead exposure management procedure, notifying management of any regulatory changes and ensuring compliance with federal and state requirements.
- Coordinate initial and annual refresher training activities.
- Coordinate the medical surveillance program for employees exposed to lead above the Action Level for more than 30 days per year.
- Coordinate waste management and disposal activities, ensuring waste with lead containing materials is disposed of only at an approved facility.

Affected Employees

• Comply with the lead exposure management procedure, consulting with the supervisor or Safety Manager to ensure the proper PPE is used when required.

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- Comply with the medical surveillance program.
- Attend initial and annual refresher training.
- Wear respiratory protection equipment and other specified PPE as required by the project/task specific control program.
- Maintain respiratory protection equipment in good working order, notifying the supervisor or Safety Manager of any problems prior to starting work.
- Review safety data sheets or consult with the supervisor to identify any container with lead-containing material.
- Leave the work area to wash if skin irritation is noted or if PPE has been compromised.
- •

Procedure

Written Compliance Program

- Each worksite shall develop and implement written project/task site-specific lead exposure management procedures prior to the start of activities to reduce exposure to or below the permissible limits if exposure is possible.
- The procedure shall include engineering controls, work practices, PPE, documentation of air sampling, including the source of lead, a description of each lead related task in which lead is emitted should be outlined, and all employees shall be trained prior to work beginning.
- The program shall be revised and updated at least every 6 months.

Permissible Exposure Limits

- Per OSHA regulation, employees shall not be exposed to greater than 50 micrograms per cubic meter of air (50 µg/m3), time-weighted average, during an 8-hour workday. This permissible exposure limit (PEL) includes the use of respiratory protection. If an employee is exposed more than 8 hours in any one workday, the maximum PEL (µg/m3) shall be calculated by using the following formula:
- 400/hours worked in the day
- For example: 400/12 hours = 33.33 μg/m3
- If respirators are used to supplement engineering and/or work practice controls, the respirator's protection factor may be used to determine compliance with the PEL.

Exposure (Air) Monitoring

- Exposure is defined in this section to be any employee who is not wearing a respirator to meet the Action Level and monitoring requirements in this section.
- Initial air samples shall be representative of the employee's regular, daily activities.
- Initial breathing air sampling results:
 - If the initial monitoring is less than the Action Level, monitoring need not be repeated unless there has been a production, process, control, or personnel change which may result in new or additional exposure to lead.
 - If the initial determination or subsequent monitoring reveals employee exposure to be at or above the Action Level but below the PEL, monitoring must be performed at least every six (6) months, with the cycle continuing until two (2) samples taken at least seven (7) days apart are below the action level.

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- If the initial determination exceeds the PEL, monitoring will be performed quarterly until two (2) samples taken at least seven (7) days apart are below the PEL, but above the Action Level, and the monitoring frequency described above will be used.
- Within 15 working days after the receipt of the results of any monitoring, Tarlton shall notify all affected employees of these results either individually in writing or by posting the results in an appropriate location that is accessible to affected employees.
- Whenever the results indicate that the exposure, without regard to respirators, exceeds the permissible exposure limit, Tarlton shall include in the written notice a statement that the permissible exposure limit was exceeded and a description of the corrective action taken or to be taken to reduce exposure to or below the permissible exposure limit.

Control Measures

Engineering Controls

- If an employee is exposed to lead above the PEL for 30 or more days in a year, engineering controls, including administrative controls, will be implemented to reduce the exposure to or below the permissible exposure. If such controls are not feasible, Tarlton must demonstrate and document the reasons.
- Respiratory protection will be used if engineering and administrative controls are not effective in reducing the exposure to or below the PEL.
- If air is re-circulated back into the workplace, the system must be equipped with a HEPA (high efficiency particulate air) and backup filter, and a system to monitor the lead level will be installed.
- When using mechanical means to remove lead-containing paints or coatings, use equipment which is equipped with a HEPA collection system.
- Whenever possible, use a wet system to reduce airborne dust.
- Whenever possible, substitute lead material with non-leaded material.

Administrative Controls

- Administrative controls will include job rotation schedules to reduce employee PEL exposure.
- When exposure to lead is at or above the PEL, Tarlton shall provide lunch rooms, decontamination, changing, shower and hygiene facilities.
- Regulated access signs will demarcate the lead exposure regulated work areas. Signs should not be removed or defaced. The signs will read as follows:

WARNING LEAD WORK AREA POISON NO SMOKING OR EATING

Personal Protective Equipment

- Respirators shall be used during the time period required to install or implement control if engineering and work practices are insufficient, as well as for emergency use.
- PPE will be selected on the basis of its ability to prevent absorption, inhalation, and ingestion and will be provided to employees at no cost.
- PPE will reflect the needs of the employee based on work conditions, amount and duration of exposure, and other known environmental factors.

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- If respirators are required, they will be NIOSH certified and all employees will follow the Tarlton Respiratory Protection Program.
- An employee may choose a NIOSH certified powered, air purifying respirator (PAPR) at no extra cost to the employee. The respirator shall be used during the time period necessary to install or implement engineering or work practice controls.
- Gloves, hats, vented goggles, shoes, or disposable shoe covers shall be provided at no cost. Protective clothing shall be clean and dry. Protective clothing shall be cleaned, laundered, repaired, and replaced as necessary and disposable clothing shall be identified and handled properly.

Medical Surveillance

- A baseline blood sample shall be obtained prior to any lead exposure.
- Employees who are or may be exposed above the Action Level for more than 30 days per year will be included in a medical surveillance program which is performed by or under the supervision of a licensed physician at no cost to the employee.
- Any employee with elevated blood levels shall be temporarily removed.
- Blood sampling and monitoring will occur at least every 6 months to each affected employee until two consecutive blood samples and analysis are acceptable.
- Employees shall be notified in writing within 5 days of blood sampling results when lead levels are not acceptable.
- Blood sampling shall occur on a monthly basis during a removal period of each employee removed from exposure to lead due to an elevated blood lead level.
- Whenever the results of a blood lead level test indicate that an employee's blood lead level exceeds the level for medical removal, Tarlton shall provide a second (follow-up) blood sampling test within two weeks after Tarlton receives the results of the first blood sampling test.

Medical Removal

- Employees will be removed from exposure to lead when an exposure meets or exceeds the Action Level on each occasion that a periodic and follow-up blood sampling test indicates that blood lead level is at or above 60 μg/100 g of whole blood.
- An employee will be removed from exposure to lead when the average of the last three (3) blood sampling tests indicates the employee's blood level is at or above 50 μg/100 g of whole blood (the employee need not be removed if the last blood sampling test shows blood lead level to be at or below 40 μg/100 g of whole blood).
- If the employee's blood lead level does not decline adequately with 18 months of removal, the employee will be offered a medical examination to determine if the employee may be returned to his or her former job status.
- Medical Removal Protection requirements of 1910.1025(k)(2) shall be followed.

Recordkeeping

- Medical surveillance records shall be maintained for 30 years after termination of employment.
- Exposure monitoring records shall be maintained for 30 years after completion of the project.
- Exposure and medical monitoring records shall be made available to affected employees or their representatives and to regulatory agencies upon request.

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Training

Training shall be provided to employees who have the potential to exposure of lead prior to the time of initial assignment and annually thereafter. All affected employees are required to attend training programs. Training will include the following:

- Distribute a copy of the content of the lead standard and Appendices A and B of the regulation and ensure it's readily available for employees.
- Content of any compliance plan in effect.
- Access to information and training records.
- Specific operations where lead exposure is or could result in being above the action level.
- Engineering controls and work practices associated with the job.
- Purpose, proper selection, fitting, use, and limitations of respirators.
- Purpose and description of the medical surveillance program, which will include potential health effects, (including there could be adverse effects on reproductive systems) and the medical removal program.
- Instructions to employees that chelating agents should not routinely be used to remove lead from their bodies and should not be used at all except under the direction of a licensed physician.

Training records shall be provided upon request all materials relating to the employee information and training program to regulatory agencies.

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-EXCAVAT
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2022
EXCAVATION			Revision No.	3
			Next Review Date:	01/01/2023
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The following excavation procedures apply to trenches and excavation. An excavation is any cavity or hole in the earth formed by digging or blasting. A trench is defined as any excavation deeper than 4' and deeper than it is wide but the width at the bottom is less than 15 feet.

Tarlton Corporation's policy is to permit only trained and authorized personnel to create or work in excavations. These procedures are applicable to both daily workers and those who only occasionally work with excavations.

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 employees, and who has authorization to take prompt corrective measures to eliminate them.

The project Superintendent or Site Safety Supervisor is the competent person in charge of these excavation procedures, with employees being trained to the level of competence for the types of excavations with which they work.

All supervisors and management employees are required to attend OSHA Excavation training prior to starting any excavation work. This training shall be renewed every 3 years.

PROCEDURE

Before excavating: Complete an Excavation Checklist Contact utility companies or property owners for utility locations. Missouri One Call at 1-800-DIG-RITE (1-800-344-7483). Illinois, J.U.L.I.E. at 1-800-892-0123. Any other state, contact local utility locator program or Corporate Safety Department for assistance. Remove or adequately support objects in the excavation area that could create a hazard to employees (i.e. trees, rocks, sidewalks, adjacent structure underpinning, etc.).

Classify type of soil or rock by visual and manual test in accordance with Appendix A in Subpart P of the OSHA standard.

Prior to any excavation, the Tarlton Excavation Checklist must be completed.

The Competent Person chooses method for sloping, benching, or protective support system, as necessary.

- Sloping & Benching
- Timber Shoring
- Aluminum Hydraulic Shoring
- Pneumatic Hydraulic Shoring
- Trench Jacks (screw Jacks)
- Trench Shields/Boxes

Excavation Requirements

The Competent Person inspects the excavation and adjacent areas on a daily basis for possible cave-in, failure of protective systems/equipment, hazardous atmospheres, or other hazardous conditions.

Inspections are required after occurrence of any natural or manmade events (such as rain or blasting) that could increase the potential for hazards.

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Employees may not begin work until after Competent Person inspections are complete.

A warning system shall be used to alert operators of heavy equipment and other employees at the work site of the edge of an excavation (i.e. leading edge protection/barricades.)

Place spoils, equipment, materials, and/or debris a minimum of 2 feet from the edge.

Provide overhead protection or the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into the excavation.

Fall protection or prevention will be required around excavations or trenches greater than 6 feet deep.

Cranes must maintain a standoff distance from excavations and trenches; 1.5 feet for every 1 foot of depth unless engineering data is available.

Employees are not permitted under loads that are handled by lifting or digging equipment.

Employees are not allowed to work in the excavation above other employees unless the lower level employees are adequately protected.

Provide diversion ditches, dikes, or other means to prevent surface water from entering an excavation and to provide drainage to the adjacent area.

Competent Person tests atmosphere where oxygen deficiency or a hazardous atmosphere exists or could reasonably exist.

Emergency rescue equipment is readily available and attended when hazardous atmospheric conditions exist or may develop.

Sufficient means for exiting within 25 feet of lateral travel (maximum spacing 50').

Guardrails if there are walkways or bridges crossing over an excavation.

If emergency team is not on site, call 911 for emergency rescue.

Hydro-Excavation is required to daylight or pothole any excavation within a 24" Tolerance Zone on either side of located utilities.

If a project installed utility needs to be backfilled and the backfill is temporary or the location of the utility will need to be known during future phases of the project, the utility must be marked with a 2X4 or similar marking device noting the depth of the utility and/or backfill utility with sand and placing marking tape 1' above utility, identifying the proximity of the known utility.

NEVER use a steel probe to locate underground utilities. Only nonconductive probes, such as fiberglass probes with a steel tip, shall be used.

In excavations greater than 20 feet deep, protective support systems MUST be designed by a registered professional engineer.

For detailed information on the above mentioned protective systems, see appendices B, C, D & E in Subpart P of the OSHA construction standard

OSHA REFERENCE

Excavations are covered in the OSHA Construction Standard 29 CFR 1926 Subpart P. **RELATED SECTIONS** SIFs (Serious Injury and Fatality) **APPLICABLE FORMS (APPENDIX B)** Daily Excavation Checklist Excavation Checklist
TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-LADDER
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2022
	Revision No.	3		
LADDERS			Next Review Date:	01/01/2023
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The purpose of this policy is to inform employees of any required training and safe work practices for using ladders during the course of their work.

This policy applies to step ladders, extension ladders, fixed ladders, and job-built ladders. Ladder accidents usually are caused by improper selection, care, or use, not by manufacturing defects. Some of the more common hazards involving ladders, such as instability, electrical shock, and falls, can be predicted and prevented. Prevention requires proper planning, correct ladder selection, good work procedures, and adequate ladder maintenance.

PROCEDURE

Safe Work Practices:

GENERAL

- Whenever possible, avoid working from ladders; substitute a stable work platform or scaffold that is fully decked with a complete guardrail system.
- All ladders will be visually inspected on a regular basis and before each use.
- Do not hand-carry tools or other loads while climbing a ladder.
- Always face the ladder. Keep belt buckle between rails to prevent overreaching when ascending or descending. Do not try reaching so far that you lose your balance; move the ladder.
- Check Duty Rating. Ladders are designed for loads, including worker, tools, clothing, and materials; ladders must be rated 1A or greater. Loads for ladders shall not exceed duty rating.
- Ladder rungs must be uniformly spaced on all ladders according to OSHA standards.
- There will be only <u>one</u> person on a ladder at a time. Place both ladder feet on a firm level surface.
- Always maintain 3 points of contact with the ladder. Three points of contact can mean two feet and one hand, or two feet and the body supported by the ladder.
- Do not try to move ladder while on it by "walking" or bouncing the ladder.
- Avoid applying excessive force while on a ladder.
- Never use a ladder as a plank, brace, or support or on a scaffold.
- Check for fatigue or damage by testing to see if the ladder leans or tips over when positioned on a level surface.
- Never climb through guardrails or wire rope perimeter protection to access ladders.
- Absolutely, under no circumstances, should a defective ladder be used. Tag and remove from service immediately and report it to the proper person.
- Use the ladder only for its intended and designed purpose.
- Proper usage of ladders must be noted on all applicable PTSP.
- Double-cleated or double ladders are required when ladders are the only access/egress to a work area where 25 or more employees work or when a ladder serves simultaneous two-way traffic.
- Each contractor will be required to use their own ladders and not ladders belonging to other trades.
- No wooden or aluminum ladders may be used in proximity to overhead powerlines.
- Job-built ladders must meet or exceed manufacturer specifications of design strength criteria for vertical uprights, rungs, and rung spacing.
- Ladders must be properly stored so they will not be damaged when not in use.
- Maintain a 10 feet standoff distance from overhead powerlines unless other precautions are taken. Working closer than 10 feet to power lines requires clearance from the Safety Team.

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- Never repair a manufactured ladder in the field; only qualified facilities and technicians are to make repairs to ladders.
- Always maintain clear, unobstructed access to ladders.
- Fixed ladders over 20 feet long must be equipped with additional safety devices to prevent falls; otherwise fall protection systems must be utilized while climbing.
- If a stable position cannot be maintained while working from a ladder, fall protection systems will be required. Some clients require the use of fall protection systems when working on ladders over 6 feet or they will prohibit the use of ladders for anything other than access.
- Fall protection may be required during ladder use if an employee cannot maintain a stable position. Stable position is considered to be three points of contact or two feet stable, facing the ladder with belt buckle inside the uprights, and upper body in contact with the ladder.

STEP LADDERS

- Do not stand or sit on the top 2 steps of a stepladder.
- Step ladders should be securely spread open. Never use a folding step ladder in a closed position unless it has been designed to be used in both open and closed positions.
- Do not stand on or climb cross bracing.
- Install offset guardrails around extension or other ladders used to access landings, scaffolds, or floors whenever possible to prevent falls or gaps in guardrail systems.

EXTENSION/STRAIGHT LADDERS

- Extension ladders should extend 3 feet above the access area.
- Secure the ladder from movement. If possible, secure at the top and bottom; have someone hold the ladder if necessary.
- Install offset guardrails around extension or other ladders used to access landings, scaffolds, or floors whenever possible to prevent falls or gaps in guardrail systems.
- Don't stand on the top 4 rungs of a straight ladder.
- Set up straight ladders using the 4 to 1 rule. The distance from the wall to the base of the ladder should be one-fourth the distance from the base of the ladder to where it touches the wall.
- The rails of the extension ladder must be supported equally at the top.

LADDERS LAST

Tarlton has adopted the ladders last philosophy. Ladders should be the last option when working in elevated positions. Whenever possible other means of working in elevated positions should be considered and used before the use of ladders. Other means can include but are not limited to scissors lifts, aerial lifts, scaffolding, baker scaffolding, ect...

Hazard Recognition:

Falls

Possible injury from falls as a result of ladders slipping or moving while in use.

Collapse/Failure

Failure of a ladder from overloading, defects, or damage.

Electrocution/Shock

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Contact with overhead power lines.

Slips, Trips, and Falls

Debris, materials, extension cords, etc in path of ladder access.

Struck By

Fall equipment/material from employee working from a ladder. Ladders being struck by moving equipment or doors opening into them.

Training:

• General construction hazard training in OSHA 10 and 30-hour training, daily PTSP and weekly TBT topics.

Inspection:

Before each use, perform a ladder inspection. If one of the following conditions is present, the ladder must be discarded or tagged for repairs.

- Broken, missing, or loose-steps, rungs, or cleats.
- Cracked side rails.
- Movable parts do not operate.
- Excess play in movable parts.
- Damaged or missing safety feet.

Before using a ladder, inspect the area in which the ladder is to be used and if possible remove any tools or material that may increase the chance of injury in the event of a fall.

OSHA REFERENCE

29 CFR 1926 Subpart X Ladders

RELATED SECTIONS

NA

APPLICABLE FORMS (APPENDIX B)

NA

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-MOBILE
			Initial Issue Date	11/01/2014
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The purpose of this policy is to inform employees of any required training and safe work practices for use of jobsite mobile equipment such as skid steers, aerial lifts, forklifts/lulls, backhoes/trackhoes, and cranes.

PROCEDURE

Safe Work Practices:

- Only certified/qualified operators are authorized to operate equipment.
- Jobsite minimum PPE must be worn by all operators when off the equipment.
- Additional PPE must be worn based on the hazards of the work respirators, hearing protection, and/or fall protection may be required for certain operations.
- All equipment should have a daily, documented inspection.
- Seat belts should be worn at all times.
- All mobile equipment should have a working fire extinguisher on board.
- The swing radius and overhead work areas of equipment should be barricaded at all times.
- Do not approach equipment in use without operator's knowledge; ensure operator sees you and you see him.
- Only the operator should ride the equipment unless a seat is provided for another person.
- Keys should be removed when equipment is not in use or secured so it cannot be operated by others.
- Minimum 4 inches thick oak lumber should be used to crib outriggers when wood is used for cribbing.
- Equipment must be set on firm, level ground.
- Cranes the tires must be off the ground when a mobile crane is set to make a pick, do not leave a crane with a suspended load, standoff distance for a crane from an excavation should be 1.5 times the depth unless stipulated by a registered engineer.
- Hoisting of materials must be conducted according to safety rigging practices by a qualified rigger and within the manufacturer's guidelines and capacity of the equipment.
- Hoisting of personnel with mobile equipment may only be performed in an engineered platform compliant with OSHA and manufacturer's requirements.
- All equipment must have a yearly documented inspection and a copy kept on board.
- Equipment should not be within 10 feet of energized power lines unless OSHA 1926.1401 guidelines are met.
- Weights of all loads should be known.
- Loads imposed on surfaces must be planned for equipment operation, weight of equipment on roadways, near excavations, soil, sidewalks, parking lots, etc.
- Loads over 75% of capacity require a critical picking permit.
- Anytime equipment is being operated in the blind, there must be someone directing the operator.
- No other employees or subcontractors are to operate mobile equipment owned by Tarlton without proper, documented authorization, hold harmless agreements, and proper insurance.
- Extreme caution must be taken regarding pinch points for operation of equipment and changing of attachments. Only qualified persons shall perform attachment changes on equipment under the direction/supervision of a qualified or certified operator or Competent Person.
- When available, all mobile equipment must be equipped with overhead and rollover protection.
- Spill kits must be available onsite when any mobile equipment is being operated to remediate any fluid or fuel spillage or leaks; diapers may be required on certain equipment in certain circumstances.

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• Spotters must be used when moving, loading, unloading, or transporting mobile equipment in congested areas to avoid contact with people or fixed objects.

Hazard Recognition:

Electrocution

Overhead and underground utilities must be identified in work areas prior to equipment operation and proper standoff distances maintained. Soft dig methods will be required when in proximity to known underground utilities.

Tip Over

All equipment operators must understand the stability characteristics of the equipment being operated and plan accordingly to maintain stability and protect themselves in the event of an overturn.

Caught Between

Public or employees caught between equipment and immobile structures, materials, and earth banks. A minimum of 6 feet standoff distances must be maintained for all personnel (public and site personnel) around mobile equipment.

Struck By

Public or employees struck by rotating, moving, turning, swinging, or pile driving equipment and immobile structures, materials and earth banks. Again, a minimum of 6 feet standoff distance must be maintained for all personnel (public and site personnel) around mobile equipment.

Training:

• All operators must be certified to operate mobile equipment.

Inspection & Maintenance:

A documented inspection must be performed at the start of each work shift and include the following:

- Operational checks lights, brakes, steering, gauges, wipers, horn, backup alarm, windows, seat belt, heater/air conditioner, indoor window latches
- Safety devices
- Levels/Condition fuel, engine oil, transmission fluid, hydraulic fluid, tires, handrails, catwalk, fire extinguisher
- Any deficiencies should be noted on the documented inspection form and immediately reported to the site superintendent for repair.

OSHA REFERENCE

1926.600 Subpart O, Equipment

RELATED SECTIONS

SIFs (Serious Injury and Fatality)

APPLICABLE FORMS (APPENDIX B)

Aerial Work Platform Daily Inspection Log Crane Operator's Inspection Log

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Forklift Pre-Shift Inspection Checklist

Mobile Equipment Operator's Inspection Log Skid Steer/Bobcat Safety Inspection Checklist

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			Initial Issue Date	11/01/2014
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	Revision No.	3		
SCAFFOLDING			Next Review Date:	01/01/2023
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The purpose of this policy is to inform employees of any required training and safe work practices for scaffold use.

This policy applies to all scaffolds used in work areas, to include: mobile scaffolds (Baker scaffold and others with wheels) supported (tube & frame, structural) and suspended (swing stage). It does not apply to crane and derrick manbaskets or aerial lifts.

PROCEDURE

Competent Person:

The competent person will oversee the scaffold selection, erection, use, movement, alteration, dismantling, maintenance, and daily inspection. The competent person will be knowledgeable about proper selection, care, and use of the fall protection equipment and shall assess hazards related to scaffold use.

Competent Person Responsibilities:

- Continued experience with specific type of scaffold (by training or professional experience).
- Continued familiarity with all applicable regulations and industrial standards.
- Recognition that a qualified engineer should design: wood pole scaffolding over 60 feet high and tube and coupler scaffolding over 125 feet high.
- Documented daily inspection of all scaffolding: assembly procedures, guardrails, toe boards, mesh screens, planking, bracing, work practices, operational controls, housekeeping, protection from overhead hazards, and tagging all scaffolds.
- Scaffold tags: Red DO NOT USE, Yellow USE WITH CAUTION (fall protection or other noted protection required), Green OK (no additional protection required).
- Enforcement of corporate policy and federal regulations.

Safe Work Practices:

Scaffolds

- Erection and dismantling to be performed under the supervision of a Competent Person.
- A full guardrail system is required on all scaffolds regardless of height. Any exception to this rule must be submitted, reviewed, and approved by the Tarlton Safety Team.
- Platform must be fully decked with no more than 1 inch between boards. Scaffold boards cannot be painted. Platforms are to be a minimum of 18 inches wide.
- Position scaffolding only on ground capable of supporting the anticipated load. Scaffolds must be able to support 4 times its intended load.
- Use proper supports (steel plate, oak timbers). Do not use barrels, boxes, loose bricks, or concrete blocks for supported scaffolds.
- Use well wheel or hoist when hoisting materials onto scaffolds.
- Scaffolds must not be moved unless all tools and materials are secured.
- Wheels/casters must be locked while stationary.
- Use only similar metals in assembly for tube and coupler scaffolding.
- Follow directions of Competent Person.
- Secure or cleat all planking.
- Maintain and inspect guardrails, toe boards, and mesh screens.

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- Report damaged or weakened scaffolding components to the competent person. Damaged boards or components are to be removed from use.
- A scaffold's height to base width ratio of more than 4:1 shall be restrained from tipping by guying, tying, bracing, or other equivalent means. Baker Scaffolds more than 2 sections high require outriggers for stabilization.
- Use only approved access ladders.
- Controlled Access Zones are to be used below/around masonry scaffolds and overhead work areas.
- Work platforms cannot be more than 14 inches from the face of the work.
- Avoid hot work on staging suspended by rope.
- Saw horse/horse scaffolds are prohibited from use on Tarlton projects.
- No more than 2 employees at a time will be on an 8 feet span of craftworker's bracket scaffolding unless otherwise designed for that purpose.
- Employees are not permitted to ride on mobile (rolling) scaffolds unless specifically designed to do so.

Scaffold Erection

Scaffolds are to be erected and dismantled under the supervision of a Competent Person. Dismantling activities should be planned and performed with the same as with erection. If scaffold erection or dismantling cannot be completed by the end of the shift, the scaffold should be tagged "out of service".

Platforms

Each platform must be a minimum of 18 inches wide and fully planked or decked. Each platform plank shall be installed so that the space between adjacent units is no more than 1 inch. Guardrails, mid-rails, and toe boards are required on all supported, mobile, and swing stage scaffolds. Cross or horizontal bracing is required at each level of supported scaffolds to keep it square or plumb. When a scaffold's height reaches 4 times its width it must be attached to the structure every 30 feet.

Scaffold Access

All metal frame scaffolds must have a means of access/egress. This can be gained from attached or portable ladders, stairways, or the adjacent structures. Ladders must extend 3 feet above the working platform and be secured. Gates, removable guardrails, or safety chains must be used at the ladder landing.

Hazard Recognition:

Employees working on any type of scaffold are exposed to the following hazards:

Falls

Caused by slipping, unsafe access, improper construction, and/or the lack of fall protection such as guardrails, chains, or personal fall arrest systems.

Struck-By Injuries

For supported or suspended scaffolds, this can include falling tools, materials, or debris.

Scaffold Collapse

Scaffold collapse can be caused by improper construction, damaged components, ground instability, overloading, or improper modification.

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Training:

- All employees who work on scaffolds must receive scaffold user trainer by a qualified person. Employees must receive training on the particular types of scaffolds that they are to use prior to starting work. Training should focus on the identification of hazards (such as falling, dropping items, electrical hazards, over-reaching, etc.), proper load ratings, proper erection, handling, use, inspection, dismantling, and care of the scaffolds. Training must also include the installation of fall protection, particularly guardrails, and the proper selection, use, and care of fall protection.
- Training for suspended scaffolds (aka swing stages) should include inspection, operational, and emergency descent training on the exact model the employee will be using. This is normally conducted by the swing stage installer and is required for anyone who will be on the swing stage, as well as the foreman or superintendent on site. Inspection training teaches the worker how to inspect the swing stage components, lanyard, rope grab, independent vertical lifeline, and an independent lifeline anchorage.
- Employees working on electric scaffolding (e.g. swing stages) must be trained in emergency procedures to include shutdown and egress.
- Scaffold training shall be documented with employee's name, signature, date of training, and training materials. Retraining shall occur every 3 years for employees using scaffolds. An employee may be retrained sooner if he/she shows deficient understanding or skill in handling work on a scaffold.

Inspection:

Whichever type of scaffold is chosen, due diligence must be used when constructing and inspecting. Each component of the scaffold should be inspected by a Competent Person prior to erection to make sure it is not damaged or defective. The Competent Person shall inspect the scaffolding periodically throughout the shift.

Once the supported or suspended scaffold is constructed, it should be signed-off on by the Competent Person prior to any use. This is easily documented with a scaffold tag. A scaffold tag should be placed at each point of entry onto a scaffold. Green tags indicate the scaffold has been inspected prior to the shift and is ready for use; Yellow tags indicate inspection prior to start of the shift and ready for use <u>WITH</u> fall protection; and a red tag indicates the scaffold is unsafe and cannot be used for any reason.

OSHA REFERENCE

1926.450 Subpart L Scaffolds

RELATED SECTIONS SIFs (Serious Injury and Fatality)

APPLICABLE FORMS (APPENDIX B) Suspended Scaffolding Inspection Log

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			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2017
	Revision No.	1		
AERIAL LIFTS			Next Review Date:	01/01/2023
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This policy applies to all aerial lifts, including boom lifts and scissor lifts. For suspended personnel platforms, see SCAFFOLDING. For manbaskets, see RIGGING, HOISTING & SIGNALMAN.

PROCEDURES

Competent Person:

The Competent Person will remain knowledgeable about aerial lift use and inspection. He/she will manage the daily activities involving aerial lift work and will perform daily, documented inspections. The competent person will ensure that:

- Basket occupants are wearing a body harness attached to the engineered tie-off point (boom lifts and where required in other lifts).
- The lift is not moved when the boom is elevated unless specifically designed to do so.
- Lift controls are operational.
- Audible and visual alarms are operational before each use.
- Lifts are equipped with motion alarms for <u>both</u> travel and swing.
- Manufacturer's boom and basket maximum intended loads are not exceeded.
- Outriggers are positioned on pads or solid ground when used. Brakes are set anytime outriggers are used. Wheel chocks are installed before use on an incline.

Safe Work Practices:

- Only certified operators are authorized to operate aerial lifts.
- Ensure workers who operate lifts are properly trained in the safe use of the equipment.
- The swing radius of lifts must be barricaded at all times.
- Boom lifts require 100% tie-off at all times. Scissor lifts require tie-off if foot contact with the platform cannot be maintained or if required by the manufacturer.
- Never override hydraulic, mechanical, or electrical safety devices.
- Never move the equipment with workers in an elevated platform unless this is permitted by the manufacturer.
- The guardrail or gate chain must be secure at all times.
- Lift should only be operated on firm, level ground.
- A daily documented inspection must be maintained on the lift.
- Do not allow workers to position themselves between overhead hazards, such as joists and beams, and the rails of the basket. Movement of the lift could crush the worker.
- Maintain a minimum clearance of at least 10 feet away from the nearest overhead lines. Operation within 10 feet requires compliance with OSHA guidelines.
- Work areas should have a Controlled Access Zone to warn of overhead work.
- Always treat powerlines, wires, and other conductors as energized, even if they are down or appear to be insulated.
- Use a body harness with a lanyard attached to the engineered tie-off point in the boom or basket to prevent the workers from being ejected or pulled from the basket.
- Set the brakes and use wheel chocks when on an incline.
- Use outriggers if provided.
- Do not exceed the load limits of the equipment. Allow for the combined weight of the worker, tools, and materials.

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- Never walk under a boom to gain access to the platform.
- Do not tie the platform off to any structure for any reason.
- Stand on the platform floor. Standing or sitting on the railing is prohibited (any exception to this must be approved by the Competent Person listed on the PTSP).
- Always look in the direction the machine is moving.
- Do not rest the boom or basket on any steel structure.
- If necessary to exit the basket at elevated heights, 100% fall protection methods are required during the transfer from the basket to an approved anchorage location.
- Load capacities should never be exceeded. Material, tools, and personnel should be factored into the load weight.
- Erect barricading or use a spotter on the ground when operating in high-traffic areas to keep personnel 6 feet from the lift.
- Keep hands off the external portion of the basket when raising or lowering the basket.
- A tagline must be used to raise tools/materials when the basket is in a work position.
- Secure all tools in the lift so they will not fall out.
- Lifts are not to be used as a crane.
- Remove key when not in use.
- Aerial lifts must be 12 inches or closer to a structure before exiting.

Hazard Recognition:

Tip Over

Lifts are intended to be operated/elevated only on firm, level surfaces unless equipped with outriggers that are designed for use on sloped surfaces. All lifts will tip over if elevated on a slope that exceeds the manufacturer's recommendations or if they are driven on uneven terrain, including drop-offs or holes.

Falls

A full body harness and lanyard are required for all boom lifts. Do not operate the lift until the entry is secured (chain or gate). Never sit, stand, or climb on the guardrails or try to climb down from the platform. Fall protection is not required in all scissor or vertical lifts but is required if employees cannot maintain contact with the platform floor.

Collision

Collisions can happen at ground level or overhead. Be sure to always check for overhead obstructions or hazards. Limit travel speed according to condition of ground surface, congestion, slope, etc.

Electrocution

The possibility of electrocution is a serious consideration when working near overhead power lines. Clearance distances of 10 feet should be maintained to avoid the possibility of the scaffold touching the power lines or being in too close proximity where the electricity can "jump" or arc to the scaffold.

Lifts are NOT insulated and provide little or no protection from electrocution. A decal should be attached to the lift that will identify the Minimum Safe Approach Distance (MSAD) of 20 feet.

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Training:

Operators - Aerial lift operators are required to be certified

Inspection:

Anytime aerial lifts are operated, a documented, daily inspection must be completed. This form will guide the Competent Person, the crew using the aerial lift, and the operator through the required components of inspection.

OSHA REFERENCE

1926.453 Subpart L Scaffolds, Aerial Lifts

RELATED SECTIONS

Scaffolding (Section 32) Rigging, Hoisting & Signalman (Section 37)

APPLICABLE FORMS (APPENDIX B)

Aerial Work Platform Daily Inspection Log

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Prior to working at any height, every effort will be made to eliminate or reduce the hazard of falling. Tarlton's fall protection policy is designed to prevent a fall while working from any height (even as low as 1 foot) and reduce the potential fall distance. Engineering controls must be exhausted prior to the use of Personal Fall Arrest System (PFAS). Tarlton's fall protection policy is 100% tie-off when using a PFAS; all PFAS are to be designed to limit the fall distance to less than 6 feet and prevent contact with a lower level.

This applies to all work exposure of working at heights, such as scaffolds, ladders, roof work, steel erection, aerial lifts, concrete formwork, and installation of reinforcing steel.

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 employees, and who has authorization to take prompt corrective measures to eliminate them.

Qualified Persons Responsibilities

Only the Qualified Person shall develop site-specific fall plans and assessments of work place fall hazards at any height; any work at elevation from a floor or the ground.

Selection of fall protection system in accordance with the Tarlton Fall Protection Identification Protection Table.

Fall protection and training shall be provided to employees exposed to falls equal to or greater than 6 feet per industry requirement. Tarlton reserves the right to require training for fall protection for any height of fall.

Development and coordination of prompt rescue services.

Continued familiarity with all applicable regulations and industrial standards.

Continued observational safety checks of work operations.

Correct any unsafe acts or conditions immediately.

Enforcement of corporate policy and federal regulations.

Employee responsibilities

Do not work at areas of fall exposure unless trained to use fall protection systems.

Use fall protection system provided by the Competent Person.

If selected fall protection system exposes employee to a greater hazard the employee is to notify the Foreman and the concern is to be addressed before proceeding.

Understand and adhere to the procedures of this plan and follow instructions of the Competent Person.

Bring to management's attention any unsafe or hazardous condition or act that may cause injury to themselves or any other employees.

PROCEDURE

Fall protection development by the Qualified Person

Preplans or performs work place assessment for fall hazards.

Selects fall protection system by the following priority:

- Guardrails
- Positioning devices
- Personal fall arrest system
- Safety net system
- Warning line system

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- Controlled access zones
- Safety monitoring system
- Documents reason for using fall protection system identified.
- If, none of the above systems are utilized, 100% tie off is required.

Ensures that all personal fall arrest or protection systems meet or exceed all applicable requirements of the OSHA CFR 1926, Subpart M regulations, which states that systems are to be designed to prevent a free fall of more than 6 feet or contact with a lower level.

Periodically reassesses operations to determine the need for revising fall protection plans.

Adequately responds to any concerns of fall protection on site.

Ensure proper rescue provisions if a fall does occur. Any fall protection plan shall detail both on-site and outside rescue services to provide prompt rescue of any employee involved in a fall.

Participates in required incident investigations in the event of a fall (with or without injuries) or a near miss.

All supervisors and management employees are required to attend OSHA Fall Protection training prior to starting any work requiring a fall protection system. This training shall be renewed every 3 years.

Each employee will receive documented training in fall protection procedures and strictly adhere to them. Under no circumstances shall an employee work in areas where they might be exposed to fall hazards, do work requiring fall protection devices, or use fall protection devices until they have successfully completed an OSHA compliant fall protection training program. The training program shall include recognition of fall hazards, awareness, inspection, assembly, and use of personal fall protection systems, warning systems, and guardrails or barrier systems used to prevent falls. Retraining shall be required for employee if deficiencies in training or fall protection awareness are noted, if the work place changes, or if the fall protection system or equipment changes making previous training obsolete.

Floor Hole Covers

- All floor holes, 2 or more inches in its least dimension in which an employee can trip into, step into, or step through must be covered, all covers must be conspicuously marked, be secured from movement, and designed to withstand 2 times the maximum intended load.
- Floor holes up to 12" in diameter or 12" x 12" square shall use a plastic premanufactured floor hole cover (as pictured below). Floor holes greater than 12" in diameter or 12" x 12" square shall use a standardized premade floor hole cover from the TEAM Facility (as pictured below). All standardized floor hole covers can be ordered through the TEAM Facility.
- In the situation the floor hole is too large to utilize the standardized floor hole covers or the standardized floor hole cover will not support 2 times the maximum intended load, the Project Team shall create a floor hole cover plan which meets all applicable requirements and standards.
- All employees, when lifting plywood, especially plywood marked "Hole", shall look underneath before walking forward.

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OSHA REFERENCE This plan is based on the OSHA CFR 1926, Subpart M, Fall Protection requirements.

RELATED SECTION

SIFs (Serious Injury and Fatality)

APPLICABLE FORMS (APPENDIX B)

NA

TADITOD			Doc No:	TC-HOTWORK
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The purpose of this policy is to inform employees of any required training and safe work practices for working with a heat source.

This policy applies to work such as grinding, cutting, welding, or any other work that consists of using a flame or creating sparks.

PROCEDURE

Safe Work Practices:

HOT WORK

- Hot work requires a hot work permit be filled out.
- Hydrant water supply is available in general proximity of the site.
- A 10# ABC fire extinguisher will be maintained within 25 feet of the hot work.
- Proper hazard specific PPE must be worn while performing hot work in addition to the minimum required PPE. This PPE should be identified on the daily PTSP.
- Typical hot work operations will cease a minimum of <u>1 hour</u> prior to the end of each shift. A fire watch walk-through will be conducted prior to leaving the site. Note: Duration of fire watch following work operations may vary depending on Owner requirements and occupancy of building.
- Daily cleanup of dust/debris at building penetration is required.
- Ensure adequate ventilation or air monitoring in the work area.
- Operators inspect all equipment (hoses, gauges, leads, etc) prior to each use. If any equipment is damaged or defective, equipment shall be tagged and removed from service until repaired by qualified personnel.
- Torch sets should have a back flash arrestor.
- Torch sets should only be hoisted if contained in a cart that is designed to be hoisted.
- Torch sets must be broken down and bottles capped when not in use or at the end of each shift.
- Combustibles are to be removed if within a 35 feet radius of hot work.
- If fire hazards cannot be removed from the vicinity of hot work, shields, screens, and guards shall be used to protect combustible items from slag, sparks, and heat.
- Avoid wearing oily, greasy, or dirty gloves when performing hot work.
- Shields/Screens should be used to avoid exposure to arc flash.
- All employees engaged in or supervising hot work shall be trained in the safe use of their tools and equipment and in the identification of associated hazards of performing hot work tasks. Training shall be documented prior to the start of tasks involving hot work, cutting, or welding.
- If hot work, cutting, or welding cannot be done safely, it shall not be done.

FIRE PREVENTION

- There will be no unmanned open flame heaters.
- All gas cylinders will be stored and transported upright, secured, and capped off. Fuel gas cylinders will be stored separately from other dissimilar gases by a distance of 20 feet or proper fire rated material.
- Flammable materials must be stored in a UL approved flammable liquids storage cabinet when not in immediate use.
- Extinguishers at fuel points and flammable storage areas must be no closer than 25 feet and no further than 75 feet from the entrance to the area.

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- Flammable liquids must be properly labeled and stored. No more than 25 gallons may be stored outside of flammable cabinets.
- All flammable liquids must be stored in UL approved safety cans.
- Fire extinguishers shall be conspicuously located.
- Inside a building, fire extinguishers shall be located at least every 3,000 sq ft.
- Minimum of one fire extinguisher located on each floor.
- Multi-story buildings shall have a fire extinguisher on every floor located near the stairway.
- Use of a fire extinguisher constitutes an incident and must be reported to the Superintendent.
- All employees must know emergency procedures in the event of a fire. Extinguishers and emergency egress paths must be identified.

Hot Work Permit Procedures:

- Hot work area will be inspected and Hot Work Permits will be issued by authorized Tarlton or Owner/Client representative. Permits will only be valid for one work shift.
- Hot work will require a full-time dedicated fire watch with 10# ABC extinguisher present.
- A trained fire watch is required under the following 5 conditions:
 - i. If hot work is in a location where other than a minor fire might occur
 - ii. If combustible material is within 35 feet radius of the hot work
 - iii. If combustible materials outside 35 feet radius of hot work are easily ignited
 - iv. If walls, floor, or ceiling near hot work are metal and behind and adjacent to those surfaces are combustible materials
 - v. If wall or floor openings with 35 feet radius of hot work expose combustible materials
- Dedicated fire watch must monitor area for **<u>1 hour</u>** after heat source is eliminated.
- Project area must be staffed with labor or management personnel for <u>an additional 1 hour</u> after hot work has stopped; must have fire extinguisher available in area.

Hazard Recognition:

Fire Hazards

Employees should be vigilant to any situation that would contradict the safe work practices listed above. This would include:

- Seeing hot work performed without an extinguisher nearby.
- Smoking near flammable storage areas.
- Oily or greasy rags near hot work.

Training:

- Employees engaged in various types of hot work, including Welders, Cutters, Hot work Supervisors, and Fire Watch Attendants shall receive training on the P.A.S.S. method of using a fire extinguisher. Training shall be offered prior to initial assignment and renewal training offered annually.
- At each jobsite, each employee should receive a Site-Specific Orientation which will inform them of fire extinguisher locations, smoking areas, and the hot work permit procedures.

Inspection:

- Every fire extinguisher should be serviced at least annually and tagged and dated to document.
- All extinguishers should be inspected monthly on jobsites and the inspection documented on its tag.

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OSHA REFERENCE

29 CFR 1926 Subpart F Fire Protection and Prevention 29 CFR 1926 Subpart J Welding and Cutting

RELATED SECTIONS

NA

APPLICABLE FORMS (APPENDIX B) Hot Work Permit

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This policy is applicable when Tarlton Corporation is self-performing the work or acting as the Construction Manager. When acting as a Construction Manager, this policy shall be distributed to the appropriate contractors for their assurance that these procedures will be followed.

In the event that Tarlton Corporation does not hold the contracts and is acting as a Program Manager, these procedures will be recommended to the client for inclusion in the various contracts.

This policy is to assure that loads are handled properly, safely, and with greatest efficiency.

PROCEDURE

- Identify Tarlton Corporation or subcontractor has a qualified Competent Person / operator to operate the crane.
- Determine load and type of crane to be used for operation.
- Plan critical lifts: crane exceeds 75% of lifting capacity, hoisting manbaskets or personnel, hoisting of equipment onto/into an existing structure, or hoisting irreplaceable items/long-lead items/items with a high-dollar value.
- All overhead lines shall be considered to be energized unless and until the person owning the line or utility company provides Tarlton the necessary documentation indicating it has been de-energized.
- A PTSP prior to the start of the job shall be performed by a Competent Person to determine any jobsite hazards; some hazards include electrical or powerlines within 10 feet of the crane or inside the swing radius, weather conditions, soft soil conditions, safety related or pedestrian/vehicle related. Any hazards within the identified crane/hoisting work zone should be identified and addressed.
- Minimum clearance between overhead power lines and any part of the crane or load must not be less than 10 feet.
- Determine safe placement of crane to protect workers and general public.
- Establish that ground conditions are able to support the crane and equipment safely per manufacturer's specifications.
- Competent Person determines lift requirements and fills out critical lift form as necessary.
- Competent Person must direct the assembly/disassembly of crane and hoisting equipment.
- Operator / Competent Person inspects crane according to manufacturer's inspection list.
- Operator performs lift.

Critical Lift Procedure

- Superintendent or Competent Person performs Critical Lift Calculation.
- Competent Person completes Critical Lift Plan/Rigging Plan.
- Originals of both documents will be forwarded to the Corporate Safety Director.
- Copies of documents will be maintained on site until all lifting operations are complete.

Authorized Operators

- Designated operators who have been certified by an approved agency (e.g. NCCCO) or union.
- Trainees who are under the direct supervision of the designated operator.
- Inspectors certified for crane inspection.
- Test and maintenance personnel when necessary.

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No one other than the above personnel shall be in or on the crane during operations.*
 * Exceptions are oilers or supervisors whose duties may require their presence.

Operator Responsibilities

- Ensure that manufacturer's instructions and prohibitions are followed to operate, assemble, disassemble, and inspect cranes and rigging/hoisting equipment.
- Proper placement of crane in relationship to load handled and landing area to obtain best-rated capacity.
- Leveling crane to within one (1) degree of level and rechecking level a minimum of three (3) times during the 8 hour work shift.
- Proper placement and use of outriggers for all lifts.
- Determination of stable or unstable ground or footing. (Should additional floats, cribbing, timbers, or other structural members be needed, they shall be of proper design and sufficient to uniformly distribute load.)
- Standoff distance from excavations is 1.5 feet for every 1 foot of depth unless other engineering data is provided.
- Installation and maintenance of crane swing radius protection by marking the area using barriers, railings, or warning lines.
- Conduct inspections and log findings in the crane log or inspection form.
- Notify supervisor of any needed adjustments or repairs.
- Determine that all safety devices are in working order before crane operations begin.
- Do not permit trainees to make initial lifts. The operator shall perform the first lift to determine lift stability, crane function, and safety, in general.
- Maintain familiarity with crane, its care, operator's manual, load charts, and wind velocity limits.
- Ensure that a crane manual with applicable operating procedures is in the cab at all times.
- Ensure that a fully competent signalman is assigned to work with the crane operator if views are obstructed, site specific safety concerns require it, or if the operator believes a signalman is needed.
- Upon request, demonstrate ability to determine total load weight and its relationship to crane load charts.
- Follow proper shut-down procedures for unattended machine.
- Insure security of crane and cab when shut down.
- Have final responsibility and control over the crane operations. Whenever there is any doubt as to safety, the operator shall have the authority to stop and refuse to handle loads until safety has been assured.

Operator shall not:

- Engage in any practice which may divert his attention while engaged in crane operations.
- Operate his crane if physically or mentally unfit, or if taking prescription drugs which may affect judgment.
- Respond to any signal which is unclear or is given by anyone other than appointed signalman. EXCEPTION: The Operator shall respond to "stop" signal given by anyone.
- Swing loads over personnel.
- Permit side loading of booms. Lifts shall be limited to freely suspended loads. Cranes shall not be used to drag loads sideways.

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Crane Inspection

Crane inspection shall be conducted by a qualified Competent Person. Inspections shall occur:

- After setup and prior to initial lift.
- Before each shift.
- After any malfunction or warning device activation.
- Monthly.
- Periodic / Annual Record (third party).

If, during any safety inspection, the operator or supervisor cannot produce the required crane inspection sheets, the crane shall be immediately shut down and inspected.

All inspections will be in accordance with manufacturer's operator's manual.

Tarlton Corporation will have an independent third-party conduct documented annual inspections and maintenance of all cranes. Documented monthly inspections shall be done by a qualified Competent Person. Daily records pertaining to crane inspections shall be kept on site with the crane or in the Tarlton Corporation field office.

Daily records will be sent to the main office on a weekly basis.

TEAM Facility will maintain all crane maintenance and inspection records.

Load Ratings

Weight of all auxiliary handling devices (hoist block, headache balls, hooks, rigging, and cable) shall be considered as part of total load.

Weight of items attached to load at the site must be added to total weight.

On board computers or bills of lading will be used to determine total load weight.

Modifications or additions to the crane or hoisting equipment may not be made without written prior approval of the crane manufacturer or approval from a registered professional engineer.

Crane Set-Up

- Four basic elements to consider:
- Total imposed load.
- Supporting surface area.
- Pounds per square foot.
- Soil stability (bearing pressure determined by engineering report or local building code departments.)

To calculate the psf, divide the load by the bearing areas.

Sample:

Crane and load		=	150 tons
Four 2' X 2' float	S	=	<u>16 sq. ft.</u>
Therefore	150 T/ 16 SF =	9.38 to	ons /sq. ft.

Note: Moving the load over the corner outrigger concentrates a greater percentage of the load on that outrigger. The load percentage on each "corner" will vary depending on the type of crane and operating radius. A good rule to follow is to assume each corner is carrying 85% of the total load. Thus,

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150 T x 0.85 = 127 T per float or 1

127 T / 4 sq. ft. = 31.75 T / sq ft

Cribbing Requirements:

- Strong enough to withstand weight of crane without major deflection.
- Bolted or secured together to prevent slippage and collapsing.
- Complete contact with soil, no voids, unsupported areas, etc.
- Large enough to accommodate total imposed load for allowable soil bearing pressure.

Outrigger Pads

OSHA 29 CFR 1926.1402(b) states that the controlling entity is responsible for the below:

The equipment must not be assembled or used unless ground conditions are firm, drained, and graded to a sufficient extent so that, in conjunction (if necessary) with the use of supporting materials, the equipment manufacturer's specifications for adequate support and degree of level of the equipment are met.

There are currently three options for determining the size of outrigger pads to use for construction vehicles that are equipped with and required to use outrigger while performing their function. (not including construction cranes) The options are listed from top preference to least preferred. One of these options must be used to determine the size of outrigger pads, every time one of these vehicles are setup. The below described outrigger pads will be used in conjunction with any pads that accompany the vehicle.

- Option #1 Determine where the vehicle will be required to setup on the jobsite and remediate the soil with compacted rock. The area should be large enough to encompass the entire vehicle including the outriggers fully extended. Outrigger pads will still be required. The outriggers pads will be 4"X4" oak timbers, with 7 ply Form Ply Plywood secured to top and bottom, or 4 sheets of ¾" Ply-Form plywood secured together, alternating sheets to create cross grain. See attached for dimensions and design plan for both outrigger matts options.
- Option #2 Steel road plates can be used on all 4 outriggers with dimensions of 4' X 8' X 1" or 6' X 6' X 1". The road plates must be placed so that the outrigger pads set flat without any angle. Steel road plates can be used on all types of soils.
- Option #3 A calculation can be conducted to determine the size of outrigger pads needed. First, determine all locations where the vehicle will be required to setup on the jobsite. The load-bearing capacity of the soil must be determined for each area. Once the load-bearing capacity for the soil has been determined, the maximum force that will be exerted on the area can be divided by the load-bearing capacity of the soil to give you the dimension of the outrigger pad, that will be required, in square inches. Force/Load-Bearing Capacity = Outrigger Pad sq. in. 4"X4" oak timber material will be used in length to achieve the proper square footage of outrigger pad needed according to the calculation. Pre-manufactured crane mats that meet the dimension criteria can also be used.

Tarlton currently has two options for determining the size of outrigger pads for cranes that are equipped with and required to use outrigger while performing their function on our jobsites. The options are listed below from most preferred to least. One of these options must be used to determine the size of outrigger pads,

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every time a crane is setup. Where applicable, the below described outrigger pads will be used in conjunction with any pads that accompany the crane.

- Option #1 Determine where the crane will be required to setup on the jobsite and remediate the soil with compacted rock. The area should be large enough to encompass the entire crane, including the outriggers fully extended. Outrigger pads will still be required, the outrigger pads will be 4"X4" oak timbers, with a ¾" sheet of Form Ply plywood on top and bottom, or 4 sheets of ¾" Ply-Form plywood secured together, alternating sheets to create cross grain (See attached for design plan for both outrigger matts), or premanufactured crane matts that meet the dimension support criteria. To determine the size of the outrigger pads the following calculations must be performed. Crane capacity / 5 = square ft per outrigger pad.
- Option #2 A calculation can be conducted to determine the size of outrigger pads needed. First, determine all locations where the vehicle will be required to setup on the jobsite. The load-bearing capacity of the soil will need to be determined for each area. After the load bearing capacity is determined the force must be calculated. To calculate the force, the sum of the crane weight, load weight, accessory weight and rigging weight will be determined. The force divided by the load-bearing capacity of the soil equals the crane pads size in square inches. Take the square root of the size to determine the dimensions of the crane pads.

Example:

47,800 – Crane weight 30,000 – Load weight 850 – Accessory weight + 175 – Rigging weight 78,825 LBS. = Force

Load-Bearing Capacity = 40 psi

78,825 lbs/40psi = 1,970.6 square inches

The square root of 1,970.6 = 44.4 inches Crane Pad Dimensions = Approximately 4' X 4'

Tower Cranes

- The Competent Person will be someone with extensive training and knowledge in the use, application, installation, shoring, climbing, and removal of the machine.
- A competent, registered engineer must perform design related to crane placement (base, supports, guys, climbing arrangement, floor supports, shoring, etc.).
- The Competent Person must check installation against design detail for complete accuracy.
- A competent independent party must perform inspection after installation.
- Any components or structural sections designed and manufactured or altered by anyone other than the original equipment manufacturer, or his agent, must have a certificate of a qualified, Registered Engineer attesting to the structural integrity.

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- An identification number should be clearly marked on all basic, removable, or altered components and attachments of the machine to show they belong to the system.
- All tower cranes of every configuration must be equipped with built inches limit switches which operate automatically to prevent damage to the machine should the operator make an error.
- Every brake on the crane must be fail-safe. These brakes must not release until power has been restored and when deliberately released. The application of the brake must have direct effect on the hoisting drum; no belts or chains are allowed between the brake and the drum.

Assembly/Disassembly

Conventional Crane Assembly/Disassembly

- Preassmebly
 - 1. Determine size/model of the crane and configuration
 - 2. Determine location of the crane on the site
 - 3. Check the crane site for overhead obstructions and underground utilities, overhead electric or voids existing and future.
 - 4. Procure crane reaction forces for the correct configuration from the crane supplier.
 - 5. Submit soil samples to soils engineer, if needed
 - 6. Determine if crane mats will be needed.
 - 7. Check FAA regulations for the area to assure compliance.
- Assembly/Disassembly
 - 1. Complete critical lift calculation permit for all lifts performed by the assembly/disassembly support crane(s) and maintain in plan file.
 - 2. Keep a list of all crew members; their names, company name and phone numbers.
 - 3. Retain assembly/disassembly support crane's annual inspection certificates and copies of the operator's COO cards and/or qualifications.
 - 4. Retain rigging and signal person certifications for all employees rigging and/or signaling the crane.
 - 5. Maintain an organizational chart showing who is responsible for each aspect of the plan.
 - 6. All information should be compiled into an Assembly/Disassembly plan and submitted to the Safety Department.
 - 7. A meeting shall be held with the all parties involved in the assembly/disassembly to review the assembly/disassembly plan prior to work beginning.
 - 8. Train crew on the safety plan then post copy of the safety plan including the following:
 - a. Weather parameters; wind speed and precipitation limitations
 - b. Fall protection; plan specific to this crane assembly/disassembly
 - c. Fall object protection plan
 - d. Rigging inspection of all slings, chokers, shackles, ect.
 - e. PTSP; got through assembly/disassembly sequence with crew.
 - 9. Perform post assembly inspection per manufacturer's written instructions.
 - 10. Maintain minutes of all the crane related meetings, including the meetings for planning of size and location and planning assembly/disassembly.

Tower Crane Assembly/Disassembly

• Preassembly

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- 1. Determine size/model of the tower crane and configuration
- 2. Determine location of the tower crane on the site
- 3. Check the tower crane site for overhead obstructions and underground utilities, overhead electric or voids existing and future.
- 4. Procure tower crane reaction forces for the correct configuration from the crane supplier.
- 5. Submit soil samples to soils engineer
- 6. Submit soils report and reaction forces to structural engineer for foundation design.
- 7. Construct foundation per engineered foundation drawing, including plumb tolerance considerations.
- 8. Verify concrete foundation has achieved the appropriate strength via test cylinder breaks.
- 9. Check FAA regulations for the area to assure compliance.
- Assembly/Disassembly
 - 1. Complete critical lift calculation permit for all lifts performed by the assembly/disassembly support crane(s) and maintain in plan file.
 - 2. Keep a list of all crew members; their names, company name and phone numbers.
 - 3. Retain assembly/disassembly support crane's annual inspection certificates and copies of the operator's COO cards and/or qualifications.
 - 4. Retain rigging and signal person certifications for all employees rigging and/or signaling the crane.
 - 5. Maintain an organizational chart showing who is responsible for each aspect of the plan.
 - 6. An electrician shall be present on assembly/disassembly days for power connection/disconnection and connecting ground wire.
 - 7. All information should be compiled into an Assembly/Disassembly plan and submitted to the Safety Department.
 - 8. A meeting shall be held with the all parties involved in the assembly/disassembly to review the assembly/disassembly plan prior to work beginning.
 - 9. Train crew on the safety plan then post copy of the safety plan including the following:
 - a. Weather parameters; wind speed and precipitation limitations
 - b. Fall protection; plan specific to this crane assembly/disassembly
 - c. Fall object protection plan
 - d. Rigging inspection of all slings, chokers, shackles, ect.
 - e. PTSP; got through assembly/disassembly sequence with crew.
 - 10. After assembly re-torque all bolts as per manufacturer's written instructions
 - 11. Perform post assembly inspections per manufacturer's written instructions.
 - 12. Staff members shall watch operator climb up and down daily.
 - 13. Maintain minutes of all the crane related meetings, including the meetings for planning of size and location and planning assembly/disassembly.

OSHA REFERENCE 29 CFR 1926 Subpart N.

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29 CFR 1926.550.

RELATED SECTIONS

Aerial Lifts (Section 33) SIFs (Serious Injury and Fatality)

APPLICABLE FORMS (APPENDIX B)

Critical Lifting Worksheet

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			Initial Issue Date	11/01/2014
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These procedures are provided to ensure proper rigging and control of hoisted loads and to prevent unintended release of loads and limit hazardous conditions associated with unstable loads.

This section applies to slings, picking beams, and other connecting devices used in conjunction with other material handling equipment for the movement of material by hoisting. The types of slings covered are those made from alloy steel chain, wire rope, metal mesh, natural or synthetic fiber rope (conventional three-strand construction), and synthetic web (nylon, polyester, and polypropylene).

PROCESS

Safe Work Practices:

- Identify Tarlton Corporation or subcontractor Competent Person.
- Determine load and type of rigging to be used.
- Competent Person plans and inspects rigging according to manufacturer's specifications (rigging guide).
- Weights of all loads must be known by both the operator and the rigger.
- Both the signal person and the competent rigger should be identified prior to the pick.
- Method of communication should be established and maintained.
- Competent Person approves lift or makes adjustments.
- Certified operator performs lift.
- Competent Person selects rigging materials in accordance with Tables H-1 through H-20 of the OSHA standard or according to manufacturer's selection guide.
- Plan critical lifts. Critical lifts include:
 - use of more than one crane for pick
 - hoisting personnel
 - > pick exceeds 75% of the crane's rated capacity
 - hoisting of equipment onto/into an existing structure
 - > hoisting irreplaceable items/long-lead items or items with a high-dollar value

Critical Lift Procedure

- Both the lift plan and the rigging plan will be forwarded to the Corporate Safety Director.
- A documented pre-lift meeting will be conducted.
- Copies of all documents will be maintained on site until all lifting operations are complete and will be used as a noted reference in the daily PTSP.

Rigger Insurance

- Rigger insurance must be verified for any subcontractor involved in a critical lift of high dollar value.
- Rigger insurance must be obtained for items with value over \$250,000 and hoisted with Tarlton equipment. Contact the Safety Department regarding Rigger Insurance.

Attaching the Load

- The load shall be attached to the hook by means of slings or other approved devices.
- No open hooks shall be used for lifts higher than 2 feet.
- Hooks used for lifts in excess of 2 feet shall have operational hook safety latches to prevent slings from jumping off the hook.

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• Loads shall not exceed manufacturer's rated capacity for rigging.

General Safe Rigging Practice

- All rigging equipment shall be inspected prior to and during each shift and as necessary to ensure safety.
- Damaged or defective slings shall be immediately removed from service.
- Loads may only be hoisted in approved, load-tested, or certified picking boxes or pans.
- All rigging devices including slings shall have permanently affixed identification stating size, grade, rated capacity, and manufacturer.
- Rigging not in use shall be removed from the immediate work area; slings shall not be left lying on the ground or otherwise exposed to dirt and the elements.
- Rigging shall be hung on a rigging frame so that bends and kinks do not set in.
- Wire rope slings shall be lubricated as necessary during use. Slings shall be lubricated no less than every 4 months when in storage.
- "Shop-made" grabs, hooks, clamps, or other lifting devices shall not be used unless proof-tested to 125 percent of their rated load by an approved-testing agency. Approval devices shall have the capacity permanently affixed.
- Tag lines should be used on all loads unless use poses additional hazards.
- Sling angles should never be less than 30 degrees; preferred angle is 60 degrees.
- Wire clips or knots shall not form eyes in wire rope bridles, slings, or bull wires.
- Protruding ends of strand in splices on slings or bridles shall be covered or blunted.
- All rigging equipment in use shall have a safety factor of 5.
- Slings in use shall not be shortened by knots, bolts, or other makeshift devices.
- Wire rope slings shall be padded or softeners used to protect from damage due to sharp corners.
- Slings used in a basket hitch shall have the loads balanced to prevent slippage.
- Loads handled by slings shall be landed on cribbing or dunnage so slings need not be pulled from under load.
- Slings subjected to shock loading shall be immediately removed from use and destroyed.
- When U-bolt wire rope clips are used, Table H-20 of the OSHA Rigging Standard shall be used to determine number and spacing of clips.
- Operational safety latches are required on all hooks.
- Hoisting beams shall be engineered, certified, and marked with load capacity.
- Only qualified riggers are authorized to be in the rigging area and perform any rigging activities.
- 55 gallon drums should only be picked using a drum picker.
- Manbaskets considered a critical pick, baskets should be inspected and certified annually, baskets should be inspected prior to each use, a test pick performed (documented inspection to be maintained on basket) and personnel should be tied-off at all times while in the basket.
- Only qualified signal persons are authorized to perform any signaling activities.

Replacement Criteria

Alloy steel chains shall be removed from service when:

- Master links, coupling links, or other components are cracked or deformed.
- Sling hooks have opened more than 15% of the normal throat opening or twisted more than 10 degrees off center.

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- Stretch exceeds 5% of the original reach.
- They have been exposed to temperatures in excess of 600° F or heated above 1,000° F.
- Only the manufacturer or an equivalent entity shall repair or recondition slings covered in this section and then only in accordance with ANSI G.61.1 1968.
- Mechanical coupling links or "cold sheets," bolts, or clevis pins shall not be used for chain repairs.

Wire rope slings shall be removed from service when:

- Two randomly distributed broken wires are in one rope lay, or five broken wires are in one strand in one rope lay.
- Wear or scraping of one-third the original diameter of outside individual wires.
- Kinking, crushing, bird caging, or similar damage results.
- End attachments are cracked, deformed or worn.
- Exposure to temperature in excess of 200° F. (fiber core) or 400° F (non-fiber core).
- Corrosion of the rope or end attachment occurs.

Natural and synthetic fiber rope slings / synthetic web slings shall be removed from service when:

- Abnormal wear is observed.
- Powdered fibers are found between strands.
- Fibers are cut or broken.
- There are variations in the size or roundness of strands.
- There is discoloration or rotting.
- There is distortion of sling hardware.
- Exposed to temperatures in excess of 180° F.
- Red indicator thread is exposed.
- Subjected to acid or caustic burns.
- Melting or charring of any part of the sling surface occurs.
- Snags, punctures, tears, or cuts are observed.
- Stitches are worn or broken.
- Fittings are distorted.
- Exposed to temperatures in excess of 180° F (Synthetic web) or 200° F (polypropylene web).

The manufacturer or any equivalent entity must perform sling repairs. Once repaired, each sling will be permanently marked or tagged and a record of the repair maintained.

Hazard Recognition:

Electrocution

The possibility of electrocution is a serious consideration when working near overhead power lines. Clearance distances of 10 feet should be maintained to avoid the possibility of the crane touching the power lines or being in too close proximity where the electricity can "jump" or arc flash to the crane.

Line of Fire

With multiple moving parts, heavy equipment, and just the nature of hoisting, a pick can present many line of fire hazards. Be sure to be aware of any harm that might come from flying debris,

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moving equipment, hazards presented by gravity, sudden release of tension, and point-of-operation hazards.

Suspended Loads

No employees shall work or cross under suspended loads.

Training:

Signalman

Qualification is obtained through a written or oral test and a practical test, and the qualification must be documented. A signalman will be qualified in one of the following ways:

- By an employer's qualified evaluator
- By a third party qualified

Rigger

Qualification is obtained either by possession of a recognized degree, certificate or professional standing, or who by extensive knowledge, training, and experience has successfully demonstrated the ability to solve/resolve problems relating to rigging.

Operator

Operators will be certified in one of the following ways:

- By an accredited crane operator testing organization (e.g. NCCCO)
- Through an audited employer program

Inspection:

Thorough inspection of slings in use shall be made on a regular basis as determined by:

- Manbasket inspection shall follow the Manbasket Testing/Inspection Log (see Appendix B)
- Severity of service conditions.
- Frequency of sling use.
- Nature of lifts being made.
- Experience gained on the service life of slings used in similar cases.
- Inspection periods shall not be less than once every 12 months.

OSHA Reference:

Subpart CC, Std 1926.1419 Signals—general requirements Subpart CC, Std 1926.1428 Signal person qualifications Subpart H, Std 1926.251 Rigging equipment for material handling Subpart N, Std 1926.552 Material hoists, personnel hoists and elevators Subpart R, Std 1926.753 Hoisting and rigging

Related Sections:

Crane Safety (Section 36) SIFs (Serious Injury and Fatality)

Applicable forms found in Appendix B:

Critical Lifting Worksheet Overhead Power Line Protocol Critical Pick Planning Agenda

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TRAFFIC ZONES			Next Review Date:	01/01/2023
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The control of traffic through work areas is an essential part of highway construction and maintenance operations and may also include building construction or large equipment operations near traffic zones. Construction and maintenance areas can present unexpected or unusual situations to the motorist. Because of this, special care should be taken in applying traffic control techniques.

The primary function of traffic control procedures is to move traffic safely and expeditiously through or around work areas.

Traffic control must be a planned activity. Traffic control plans may utilize some or all of the following methods:

- Flaggers
- Hand Signaling Devices
- Barricades
- Information Signage
- Traffic Control Signals
- Lane Restrictions
- One-way Traffic Control
- Road Blocks
- Detours

Maintaining good public relations is necessary. The cooperation of the various news media in publicizing the existence of and reasons for work sites can be of great assistance in keeping the motoring public well informed.

Whenever practicable, the flagger should advise the motorist of the reason for the delay and the approximate period that traffic will be halted. Flaggers and operators of construction machinery or trucks should be made to understand that every reasonable effort must be made to allow the driving public the right-of-way and prevent excessive delays.

PROCEDURE

The Superintendent or Project Manager will:

- 1. Identify the need for work zone traffic control (anytime work is in immediate proximity of traffic)
- 2. Survey area to consider need for:
 - a. Flagmen
 - b. Safe placement of flagmen
 - c. Barricading & location
 - d. Detour routes (drive route to determine signage location)
 - e. Signage (to include standing and mobile sign boards)
 - f. Additional lighting
 - g. Reduced speed limit zones
 - h. Law enforcement options
- 3. Develop traffic control plan in accordance with The Department of Transportation regulations and the Manual of Uniform Traffic Control Devices and communicate to Project Team.
- 4. Contact outside resources (as needed) for:

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- a. Signage
- b. Law enforcement
- c. Barricading
- d. A complete Traffic Control Plan
- 5. Communicate plan to all employees within the zone.
- 6. Identify specific training needs, i.e. flagmen.
- 7. Conduct training.
- 8. Execute work.
- 9. Conduct daily reassessment of work zone controls.

Items to consider for selection of work zone controls:

- 1. Flagmen
 - a. Average intelligence.
 - b. Has completed formal flagman training.
 - c. Good physical condition, including site and hearing.
 - d. Mental alertness.
 - e. Courteous but firm manner.
 - f. Neat appearance.
 - g. Sense of responsibility for safety of public and crew.
 - h. All required site PPE.
 - i. High visibility clothing (Class 1 vest at a minimum)
 - i. Class I (217 sq in of background and 155 sq in of reflective material) for vehicular speeds < 25 mph.
 - ii. Class II (775 sq in of background and 201 sq in of reflective material) for vehicular traffic speeds of 25-50 mph.
 - iii. Class III Night time traffic control any speed.
 - 2. Flagging Stations
 - a. Predetermined escape route(s).
 - b. Minimum 50' stand off from work area.
 - c. No other workers present.
 - d. High visibility or lighted area.
 - e. Adequately protected or completely barricaded if possible.
 - 3. Hand Signaling Devices
 - a. Red Flags (min 24" x 24").
 - b. Flashlight beacons.
 - c. Reflectorized stop/slow signs (paddles).
 - 4. Barricades
 - a. Complete prevention of entering (jersey barriers).
 - b. Reflectorized barriers / cones.
 - c. Equal spacing to not allow entering zone.
 - 5. Information Signage
 - a. Sign boards.
 - b. Reduced speed limits.
 - c. Construction work ahead.
 - d. Lane closure/restriction ahead.

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- 6. Traffic Control Signals
 - a. Temporary automated signals.
 - b. May be used for intersections, one-way traffic, or construction entrance.
 - c. May require time delay for all red interval to allow traffic to clear.
- 7. Lane Restrictions
 - a. Must include adequate taper distance for posted speed limit.
 - b. Must separate vehicle traffic from opposite direction by means of barricades.
 - c. Lane openings must be clearly past work zone.
- 8. Road Blocks
 - a. Highly visible.
 - b. Adequate signage (approximately 300 feet standoff).
- 9. Detours
 - a. Preplanned route.
 - b. Proper arrow signage.
 - c. Media announcements as necessary (TV, newspaper, radio).

OSHA REFERENCE

OSHA does not reference work zones directly; they are governed by Department of Transportation regulations and the Manual of Uniform Traffic Control Devices. Construction traffic control can also be mandated by the municipality of which you are working. Contact the city, county, or state departments for exact construction zone requirements.

RELATED SECTIONS

SIFs (Serious Injury and Fatality)

APPLICABLE FORMS (APPENDIX B)

NA

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HEARING CONSERVATION PROGRAM			Next Review Date:	01/01/2023
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Hearing conservation / protection is an important part of the construction process and should be implemented in all cases where an 8-hour time weighted average exposure exceeds 90dB or higher ranges for shorter durations are exceeded according to Table D-2 of OSHA reference 1926.52.

This program illustrates procedures for identifying hazard areas, evaluating engineering and administrative controls, and selecting required personal protection equipment (PPE) for any task producing high noise exposure.

Implementation of this hearing conservation program requires complete cooperation by the project teams and all employees. Where employee noise exposures cannot be reduced to within recommended health limits, hearing protection will be required of all employees working in the area. It shall be the responsibility of the immediate supervisor to identify these areas and to require hearing protection when necessary.

PROCEDURE

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Supervisor Responsibility

- Identify areas of concern.
- Contact Corporate Safety to help determine noise levels if necessary.
 - Corporate safety may conduct personnel or area sampling if no historical data exists. a. Monitoring will be done as necessary.
- Select PPE (typically properly fitting plugs, ear muffs, or both).
- Provide selected PPE to all employees affected by high noise exposure.
- Ensure employees are wearing PPE.

Hearing Conservation Monitoring

- Monitoring shall be conducted when information indicates that an employee's exposure may equal or exceed an 8-hour time weighted average of 85 decibels. Monitoring will include all continuous, intermittent, and impulsive sound levels from 80 to 130 decibels.
- Monitoring shall be repeated whenever a change in production, processes, or controls increase noise exposures that may expose employees to noise at or above the action level or that the attenuation of the hearing protection provided may be inadequate.
- Employees shall be notified when monitoring results indicate that they were exposed at or above the 8-hour time weighted average of 85 decibels.
- All affected employees shall be given the opportunity to observe any monitoring conducted and the results of the monitoring.
- Hearing protection will be provided to employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels at no cost to the employee.
- Audiometric Testing shall be implemented for those employees with exposure levels that equal or exceed an 8-hour time weighted average of 85 decibels.

Instruction, Training, and Fitting

Each employee exposed to excessive noise shall be issued hearing protection and individually instructed in the proper use and fit of these devices. Hearing protection training will be repeated annually as part of the Tool Box Talk (TBT) program or as often as deemed necessary. If work noise conditions or PPE change, employees shall be retrained in hearing conservation and PPE shall be re-evaluated. Hearing protection shall

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be evaluated for specific noise environments to ensure proper protection levels. Training shall include the effects of noise on hearing, the purpose of hearing protectors (the advantages, disadvantages and attenuation of various types), and instructions on selection, fitting, use, and care of protection.

Personnel Sampling

- 1. All record sampling will be conducted by a certified industrial hygienist
- 2. Sampling methods will be in accordance with OSHA and NIOSH approved methods
- 3. Each affected employee will be notified of sampling results

Audiometric Testing

<u>Baseline Testing</u>: this audiogram will be conducted within 6 months of the employee's first exposure at or above the action level of 85 decibels. This will allow all subsequent audiograms a baseline with which to be compared. Baseline audiograms must be preceded by 14 hours without workplace noise. Employees will be notified prior to baseline testing to avoid high levels of noise. Hearing protection may be used to meet this requirement.

If a mobile test van is used to meet the audiometric testing requirement, the baseline audiogram shall be conducted within 12 months. If this baseline audiogram is obtained more than 6 months after the employee's first exposure at or above the action level hearing protection must be worn until the baseline audiogram is obtained.

<u>Annual testing</u>: this audiogram will be conducted at least annually after the baseline audiogram has been conducted. This test will allow a comparison against the baseline audiogram. If the audiogram shows that an employee has suffered a loss (standard threshold shift) a re-test may be done within 30 days and those results are considered the annual audiogram.

If a standard threshold shift has occurred, the following steps shall be taken:

- The employee shall be notified in writing within 21 days.
- Employee shall be fitted with hearing protection.
- Employee shall be trained in the use, care, and cleaning of the hearing protection.
- If the employee is already utilizing hearing protection, he/she will be refitted and retrained in the use of hearing protection. The employee may be referred for audiological evaluation or an otological examination.

Recordkeeping

All audiogram test records will be kept on file for the duration of an employee's employment at Tarlton. These records will be on file at the Tarlton corporate office and are available upon request.

Records will include the following information:

- Name and job classification of employee.
- Date of audiogram examiner's name.
- Date of audiometer calibration.
- Employee's most recent noise exposure assessment.
- Measurements of the background sound pressure levels in test rooms.
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Noise exposure measurement records must be kept on file for at least 2 years.

OSHA REFERENCE

1926 Subpart D, 1926.52 Occupational Noise Exposure

RELATED SECTIONS

NA

APPLICABLE FORMS (APPENDIX B) NA

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-BLOOD
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		Revision No.	1	
BLOODBORNE PATHOGENS			Next Review Date:	01/01/2023
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Tarlton Corporation does perform work that exposes employees to bloodborne pathogens. The only potential exposure to bloodborne pathogens is through first aid treatment of an injured employee. Bloodborne pathogens training is provided to *Project Superintendents* and *Project Engineers* on an annual basis and before initial assignment. Training records shall be kept no less than 3 years. Medical records involving exposure to bloodborne pathogens shall be kept for 30 years after the termination of the exposed employee's employee's employment with Tarlton.

Tarlton Corporation's goal is to eliminate or minimize employee occupational exposure to blood or certain other body fluids by using universal precautions when treating all employees for work-related injuries or any bystanders in emergency situations. Under circumstances that prevent you from distinguishing between body fluids, employees will assume all body fluids are potentially infectious and take necessary precautions.

Tarlton Corporation's exposure determination consists of *Project Superintendents* and *Project Engineers*. These employees may incur occupational exposure to blood or other potentially infectious materials through administration of first aid. This exposure determination was made without regard to the use of PPE (i.e. employees are considered to be exposed even if they wear PPE). All first aid and associated PPE used (including gloves, bandages, foot covers, and gowns) will be made available to the employee at no cost.

PROCEDURE

To prevent exposure to bloodborne pathogens, employees must follow the written exposure control plan below:

- 1. Use universal precautions in order to prevent contact with blood or other potentially infectious materials.
- 2. Utilize the *Body Fluid Disposal Kit* as the engineering control to decontaminate equipment and surfaces after exposure to bodily fluids. All items exposed to body fluids, blood, or infectious material will be cleaned and decontaminated.
- 3. Wash hands and other affected areas as soon as possible after taking off gloves/clothes that are exposed to bodily fluids.
- 4. Report bodily fluid exposure on Post-Exposure Evaluation Form.

At the jobsite trailer, employees will have ready access to this Tarlton Corporate Safety, Health & Environmental Manual addressing the bloodborne pathogens exposure control procedure and the emergency action plan.

Any employee exposed to another employee's blood will be given a mandatory post-exposure Hepatitis B vaccination at no cost to the employee.

Hand washing facilities are available to employees who incur exposure to blood or other potentially infectious materials. Hand washing facilities are generally located at:

Johnny on the Spot Project Site Trailer Hand Cleaning Towelettes Client Facilities

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			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2017
	Revision No.	1		
BLOODBORNE PATHOGENS			Next Review Date:	01/01/2023
Preparation: Safety Mgr	Authority: President	Section 40	Page 2 of 2	

At jobsites unequipped with hand-washing facilities, antiseptic Hand Cleaning Towelettes are made available to employees.

The Body Fluid Disposal Kit will be maintained by the TEAM Facility while in storage and shall be inspected each week as part of the job safety audit program while on the project.

Project Superintendents and Project Engineers may have Hepatitis B vaccinations as a preventative measure. See Hepatitis Vaccination Confirmation/Declination Form.

OSHA REFERENCE 29 CFR 1910.1030

RELATED SECTIONS

APPLICABLE FORMS (APPENDIX B) Post-Exposure Evaluation Hepatitis Vaccination Confirmation/Declination

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-EMERG
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2017
	Revision No.	1		
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The Emergency Action Plan is in place to ensure employee safety from fire, natural disaster, national security, or other types of emergencies. It provides a written document detailing the actions and procedures to be followed in case of an emergency.

At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. This plan discusses procedures for Tarlton Corporation's corporate office at 5500 West Park Avenue in St. Louis, Missouri, and outlines requirements of a site-specific emergency action plan.

Types of Emergencies:

- Fire
- Toxic Chemical Release
- Terrorist Event / Bomb Threat
- Natural Disaster (Severe Weather, Tornado, Earthquake, Flood)

Types of evacuations:

- Total and immediate evacuation.
- Partial evacuation of nonessential employees.
- Delayed evacuation of essential employees for continued work site operation.
- Local immediate evacuation (only those employees in the immediate area of a fire).

Fire, Toxic Chemical Release, Earthquake, Terrorist Event

- 1. Use stairwells to evacuate building in orderly fashion.
- 2. Pull fire alarm while exiting building.
- 3. Evacuate to Ahern Fire Protection parking lot as soon as possible. Except in a toxic chemical release situation, immediately outside the building.
- 4. If operating equipment, tools, or machinery, stop machinery as soon as possible, place it in safe a location, proceed to assigned evacuation area.
- 5. Company executive or safety representative conducts head count of evacuees.
- 6. Company first aid responders provide medical assistance within their capabilities.
- 7. Do not reenter building unless advised by local authorities or executive of the company.
- 8. Professional emergency response personnel will help with and direct all rescue and medical duty assignments upon their arrival.

Tornado, Severe Weather – When tornado warning is issued and local sirens are sounded:

- 1. Cease work immediately.
- 2. Proceed to interior room away from windows if possible (bathrooms, stairwells, closets).
- 3. Get under desk or table or sit on the floor near a wall and place head between knees.

Site Specific Plans

Site specific emergency action plans will address:

- Potential types of emergencies.
- Potential types of evacuations.
- Evacuation routes.

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- Evacuation points.
- Accountability of evacuees.
- Procedures for essential personnel to remain.
- Rescue and medical duties of lead individuals.
- Report procedures.

Project Team must:

- 1. Discuss procedures for reporting a fire, bomb threat, or other emergency, the location of fire exits, and/or evacuation routes/points to each employee.
- 2. Satisfy all local fire codes and regulations as specified.
- 3. Train designated employees in the use of fire extinguishers.
- 4. Keep key managements' home telephone numbers in a safe place in the project office.
- 5. Distribute a copy of the list to key persons, to be retained in their homes, for use in communicating an emergency during non-work hours.

Critical Site Operations

Some personnel may be selected to remain behind to care for essential site operations. These personnel will remain until their evacuation becomes absolutely necessary. Their responsibilities may include:

- 1. Monitoring of site power and water supplies and/or essential services that may not be able to be shut down for every emergency alarm.
- 2. Processes which must be shut down in stages or steps where certain employees must be present to assure that safe shut down procedures are completed.

Superintendent Responsibilities

- Immediately notify local fire/police department and the building/site owner representative.
- Decide to remain in or evacuate the project site.
- Ensure all employees are notified and a head count is taken.
- Check rooms and other enclosed spaces at the project site for employees who may be trapped or otherwise unable to evacuate the area (ONLY IF SAFE TO DO SO).
- Coordinate security protection.
- Meet fire department to assist them in responding to emergency.

Tornado

When a tornado watch has been issued by the National Weather Service, the Superintendent or his designee will turn on the radio to monitor the National Weather Service reports or contact the corporate office.

The Superintendent will use radios or vocal commands to alert employees to tornadoes.

It is Tarlton Corporation policy to cease activity to allow employees to seek emergency warning and shelter in the event of a tornado/hurricane. At the time the tornado warning is given to employees, it is their responsibility to evacuate to a safe sheltered area.

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TRAINING

Tarlton shall ensure training for Emergency Action Plan is delivered, documented, and prepares the staff and facility for emergency conditions. Tarlton will designate and train employees to assist in a safe and orderly evacuation of other employees. Requirements include:

- All employees must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace.
- The designated site representative shall provide the Emergency Action Plan orientation to all new/transferred personnel before they begin work.
- All personnel shall receive a review/update orientation at least annually, or whenever any new/revised information is to be provided.
- The Emergency Action Plan Orientation Check List shall be completed after orientation and the record maintained in the individual's training records.
- Tarlton management shall ensure that contractors/consultants working in areas under the supervision of Tarlton also receive the Emergency Action Plan orientation upon arrival to the area.
- Employees expected to perform duties under the Emergency Action Plan will be trained prior to assuming their roles. This will include simulated rescue or evacuation exercises and regular retraining, appropriate to the type of rescue or evacuation being provided, and training records must be kept.
- A list of trained staff responders shall be posted and maintained indicating their name, response function, their work location, and what type of equipment they have been trained for.

OSHA REFERENCE

Subpart C of 29 CFR paragraph 1926.35.

RELATED SECTIONS

NA

APPLICABLE FORMS (APPENDIX B)

NA

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-RTW
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2017
	Revision No.	1		
RETURN-TO-WORK PROGRAM			Next Review Date:	01/01/2023
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Section 42	Page 1 of 2

Whenever possible, Tarlton Corporation will try to accommodate an injured/ill employee with modified duty and an early return-to-work program.

Employees are Tarlton Corporation's most important asset; the company strives to ensure the best possible safety, health, and performance for every employee. The Return-to-Work program helps to enable health recovery and resumption of full capabilities by injured or ill employees whose injury or illness initially restricts their ability to perform their normal job duties.

Statistics show that early Return-to-Work programs help to keep morale high, speed up the recovery process, and help keep workers' compensation costs down.

PROCEDURE

Initial Return-to-Work

The Superintendent will notify the Corporate Safety Director as soon as receiving information of a work restriction due to injury or illness. The Corporate Safety Director will take the following steps:

- 1. Request diagnosing physician to submit exact medical restrictions on the patient.
- 2. Send copy of written restriction summary to insurance carrier and employee's supervisor.
- 3. Determine an alternate duty assignment based on the written restrictions.
- 4. Contact employee and inform them of the alternate duty assignment within their capability based on medical restrictions. Explain the Return-to-Work Program to the employee and how they will benefit by participating in it.
 - a. In workers' compensation cases, inform the employee they are required to return to work and begin these alternate duties. Employee to sign Light Duty Offer Letter.
 - b. In the case of personal injury or illness unrelated to work, inform the employee of their option to return and assume these alternate duties at this time. (This is not an open-ended offer. If the employee in this case refuses initially, they may not be able to return on the same conditions later because the offered duties may be assumed by someone else.)
- 5. If workers' compensation case employee does not return as requested, the Corporate Safety Manager will repeat contact and reiterate request.

Periodic Reassessments

- Once employee is situated in an alternate duty assignment, the diagnosing doctor will make periodic written reassessments as to employee's restrictions to be sent to the Corporate Safety Director. These reassessments are to be done in periods no longer than a month apart.
- 2. As the reassessments indicate increased health, the supervisor will be informed that the employee should assume more duties of their original job.

Return to Original Job

When written assessments indicate the employee is able to resume normal duties of original job, the Corporate Safety Director shall inform the Superintendent and return the employee back to work with no restrictions.

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OSHA REFERENCE

NA

RELATED SECTIONS

NA

APPLICABLE FORMS (APPENDIX B)

Light Duty Offer Letter (sample)

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TARLION CORPORATION		Initial Issue Date	11/01/2014	
SAFETY BUILDS SUCCESS	s Salety Management System		Revision Date:	03/28/2019
	Revision No.	3		
COMPANY VEHICLE & DEFENSIVE DRIVING POLICY			Next Review Date:	01/01/2023
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As a driver of a company vehicle, the authorized driver has been given certain privileges. The employee assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times, and otherwise following the policies and procedures outlined in the following policy. All employees must sign the Driver Acknowledgement of Policies and receive a company driver orientation prior to operating a company vehicle.

Failure to comply with any part of this policy may result in disciplinary action or forfeiture of company driving privileges.

This policy outlines methods for determining driver eligibility. It also outlines driver rules, responsibilities, maintenance and inspection requirements, training requirements, accident management, reporting procedures, and emergency information.

PROCEDURE

Company Drivers will be determined by the following methods:

- 1. Identified by Superintendent for specific project duties must have "Approved Driver" sticker on hard hat.
- 2. Identified by Executive Management for specific position or job title.
- 3. Identified by TEAM Facility as Teamster.

Once identified, the process is as follows:

- 1. Identifying authority (Superintendent, Executive, or TEAM Facility Manager) notifies Corporate Safety.
- 2. Corporate Safety initiates motor vehicle record check and/or background check and other administrative procedures (orientation check list, insurance request, database update, etc., as necessary.)
- 3. Corporate Safety coordinates with individual employee and TEAM Facility Director to set up orientation and training.
- The Safety Department conducts orientation and training and then forwards documentation to HR. Employee is approved for driving privileges, provided they meet all requirements for Driver Qualifications.

Company vehicles are provided to <u>support business activities</u> and are to be used <u>only by qualified and</u> <u>authorized employees</u>. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

Driver Qualifications

- Authorized employee of company.
- At least 21 years of age.
- Minimum one-year of experience in class of vehicle operated.
- Valid driver's license in state of residence and for proper class of vehicle.
- During the last 36 months, the driver had not:
 - Been convicted of a felony.

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- Been convicted of sale, handling, or use of drugs.
- Had automobile insurance canceled, declined, or renewed by a carrier.

Criteria for Declination, Termination, or Reassignment to a Non-Driving Position:

- One or more Type A Violations in the last 36 months.
- Two or more Type B Violations in the last 36 months.
- Three or more Type C Violations in the last 36 months.
- One Type B Violation and two Type C Violations in the last 36 months.

Categories of Motor Vehicle Violations

Type A Violation

Includes (but is not limited to) DWI/DUI/OWI/OUI, Refusing Substance Test, Reckless Driving, Manslaughter, Hit & Run, eluding a Police Officer, any Felony, Drag Racing, License Suspension, and Driving with a Suspended License. <u>Any driver with these types of violations is a major concern.</u>

[DWI – Driving While Intoxicated, DUI- Driving While Under the Influence, OWI - Operating While Intoxicated, OUI- Operating While Under the Influence]

Type B Violation

Includes all <u>vehicle accidents</u>, regardless of fault. (See Accident Review in this policy regarding Preventable & Non-Preventable Classifications)

Type C Violation

Includes all <u>moving violations</u> not classified as Type A or Type B. (Speeding, Improper Lane Change, Failure to Yield, running Red Lights or Stop Lights)

Type D Violation

Includes all <u>non-moving violations</u> (Illegal Parking, Vehicle Defects, Speeding recorded on Tarlton GPS monitoring system – 3 in a 36-month period constitutes suspension)

Driver Responsibilities

Each driver is responsible for the actual condition, care, and use of the company vehicle in their possession. Therefore, the driver's responsibilities include but are not limited to the following:

- 1. Operate vehicle consistent with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment.
- 2. Obey all traffic laws.
- 3. Seat belts are mandatory for driver and passengers.
- 4. Adhering to manufacturer's recommendations or corporate policy regarding service, maintenance, and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- 5. Practice safe driving techniques.
- 6. Restricting the use of vehicles to authorized driver only.
- Securing the vehicle when not in use. Employees are expected to ensure "reasonable care" of company property such as computers, work papers, and equipment under their control. The company will not reimburse the employee for the theft of personal property from company vehicles.

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- 8. Immediate reporting of all accidents, moving violations, and thefts to the Corporate Safety Director and the Corporate Risk Manager/Vice President of Finance.
- 9. Drivers must cooperate with law enforcement agencies and company officials in matters such as accident investigations, violation of the law, and violation of company policies.
- 10. All cargo/loads shall be secured and within manufacturers legal limits before any vehicle begins to travel.

Prohibited Actions

The following actions are prohibited and may result in the immediate revocation of driving privileges:

- Driving while impaired: including influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue, or injury.
 - Any "Approved Driver" receiving a traffic violation or related offense for drug/alcohol (first offense) must participate in EAP drug/alcohol counseling.
 - Any "Approved Driver" receiving a subsequent traffic violation or related offense for drug/alcohol (second offense) will be assessed under the Tarlton Drug and Alcohol Policy as having a "Failed Test"; employee will be suspended for 30 days and eligible for re-hire pending successful completion of drug/alcohol counseling and passing a drug/alcohol screening.
 - Consistent with the Tarlton Drug and Alcohol Policy any further offenses will result in a possible 1-year suspension or indefinite termination.
 - Tarlton reserves the right to terminate employment at any time for acts that do not promote a safe work environment.
 - Employee must communicate EAP compliance requirements/assessment with the Human Resources (HR) Manager. The HR Manager has the right to verify compliance with all EAP Drug/Alcohol Assessment, Counseling, and Treatment requirements.
- > Transporting hitchhikers and unauthorized passengers.
- Receiving payment for carrying passengers or materials.
- Radar detectors.
- Email or texting while driving.
- Using a mobile phone in any other way other than hands free while vehicle is moving.
- Towing: Unless authorized, drivers of company vehicles must not tow, push, or pull another vehicle or trailer.
- > Transporting Hazardous Materials (unless authorized.)
- > Using company vehicles for business activities of other companies or personal income.
- > Driving to Mexico.
- Using a radio/iPod earphones or similar device while operating a motor vehicle.
- Employees are prohibited from operating motorcycles, motor scooters, or motorbikes when traveling or conducting company business.

Reporting

Accurate reporting of any of the following items must be forwarded to the Corporate Safety Director and the Corporate Risk Manager:

- Accidents: Reported immediately.
- Moving violations: Reported within three business days of conviction.

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- License suspension or revocation of driving privileges: Reported the next business day and/or prior to further operation of company vehicle.
- Serious moving/other violations: Reported the next business day and/or prior to further operation of company vehicle. Serious moving violations include but are not limited to:
 - Driving while impaired/intoxicated DUI/DWI etc.
 - Reckless driving.
 - Leaving the scene of an accident.
 - Speeding that is equal to or greater than 15mph over the posted speed limit.

Accident Management

IF YOU ARE INVOLVED IN AN ACCIDENT:

- 1. Stop at once! Check for personal injuries and send for emergency services, if needed.
- 2. Do not leave the scene; ask for the assistance of bystanders.
- 3. Protect the scene. Set emergency warning devices to prevent further injury or damage. Secure your vehicle and its contents from theft. Avoid obstructing traffic or creating other hazards.
- 4. Aid the injured. Check on the other party to determine if they need medical attention. As a reminder, general company policy on "offering assistance" is: "Drivers of company vehicles must not assist disabled motorist or accident victims beyond their level of medical expertise. If the driver is unable to provide the proper medical care, they must restrict their assistance to the notification of proper authorities."
- 5. Secure assistance of police whenever possible. Record names and badge numbers.
- 6. Make no statements.
 - Do not argue, and make no statements except to the proper authorities.
 - Sign only official police reports.
 - Do not make statements regarding the operating condition of your vehicle.
 - Do not admit fault.
 - Do not talk about what you think happened until the police or company official arrive on the scene.
 - If witnesses talk to you, that is fine, but do not provide your information to them about the facts of the accident.
- 7. Collect information. Complete Driver's Accident Report Form at the scene as thoroughly as possible. Exchange insurance information only with the other involved driver(s). Take pictures if safe to do so.
- 8. Report the incident. Report to your supervisor and to the Corporate Safety Director immediately after first aid has been given, authorities have been notified, and the scene has been protected.
- If you strike an unattended vehicle and cannot locate the owner, leave a note with your name and the company's address and phone number, get the vehicle description, <u>VIN number</u>, and license plate number.

Important driver's note: Please maintain an Accident Report Form and pen/pencil in the glove compartment of your vehicle.

Accident Review

The Corporate Safety Director and the Safety Committee will review all accidents. The review will be based on the driver's report, police reports, and available witness accounts. The purpose of the review is to collect the

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necessary information to defend Tarlton Corporation in any litigation proceedings, to determine accident preventability, and to consider improvements to avoid future such occurrences.

Accident Classifications

Non-preventable accidents:

Accidents that occurred despite the fact that the driver exercised every reasonable precaution to avoid the incident. Examples of non-preventable accidents include, but are not limited to:

- Animal strikes.
- Struck while legally parked.
- Struck by other vehicle while stopped in traffic.

Preventable accidents:

An accident, as ruled by the Corporate Safety Director and accident review committee, where the driver failed to exercise every reasonable precaution to avoid the incident.

A preventable accident is defined as "any accident involving a company vehicle - whether being used for company or personal use; or any vehicle while being used on company business that results in property damage and/or personal injury, in which the driver involved failed to exercise every reasonable precaution to prevent the accident."

Preventable accidents can include but are not limited to:

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Impaired (DWI)
- Driving Under the Influence (DUI)
- Accidents involving Prohibited Actions in this policy

Discipline Policy

A driver involved in a preventable accident, moving violation, found to be out of compliance with company expectation in the driver monitoring system, or pedestrian complaint will be subject to the following:

- 1. Counseling by Corporate Safety Director or Company Executive.
- 2. Mandatory completion of National Safety Council defensive driver training course and/or other similar programs.
- 3. Suspension/probation or revocation of driving privileges.

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Suspension/Probation (6 months) or Revocation of Company Driving Privileges:

- One Type B Violation in the last 36 months.
- Two Type C Violations in the last 36 months.
- One Type C Violations and two Type D Violations in the last 36 months.
- ♦ Three Type D Violations in the last 36 months.

Emergencies

In case of maintenance emergency:

- 1. Get completely off the traveled roadway; avoid curves, hills, or obstructed views.
- 2. Set parking brake to prevent movement.
- 3. Use hazard lights.
- 4. Set reflective triangles near vehicle at 10 feet and 100 feet to warn approaching traffic.
- 5. Contact TEAM Facility Director for assistance/guidance.

Maintenance and Inspection

Unless it is the functional responsibility of an employee, drivers are not expected to perform maintenance. However, it is the responsibility of drivers to become familiar with established vehicle maintenance garaging practices.

Drivers must:

- Ensure vehicle is well maintained and safe to operate.
- Be cognitively aware of the vehicle, including the condition of the upholstery, body, paint, decals, windows, overall general condition, and cleanliness.
- Ensure that applicable state vehicle inspection and registration is current and valid.
- Have vehicle serviced by TEAM Facility every 3000 miles and/or when indicated.
- Conduct routine inspections of assigned vehicle.

Routine inspections should include:

- Fluid levels and scheduled changes (oil level, brake fluid, transmission fluid, window washer fluid and cooling system fluid).
- Oil or grease leaks in, around, or under the vehicle.
- Tires (inflation and tread wear).
- Wheels, rims, and fasteners.
- Lights, reflectors, and mirrors.
- Wipers and washers, A/C, heater, and defroster(s).
- Breaks (service, parking and emergency).

In the event of a defect:

- 1. Driver reports defect to TEAM Facility and follows further instructions.
- 2. TEAM Facility must authorize repairs outside the scope of routine maintenance.
- 3. TEAM Facility must authorize repairs at any location away from the TEAM Facility.

Garaging and storage

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Employees not able to provide overnight off-street parking will provide a written description of the planned parking practices to the TEAM Facility Director who will review and authorize the proposed plan. Parking violations will be the responsibility of the authorized driver.

Emergency Kit:

All company vehicles will be equipped with an emergency kit. The vehicle operator is responsible for all contents of the kit. The emergency kit will be inspected on an annual basis as part of the winter services. Any use of the kit must be reported to the TEAM Facility or Corporate Safety Director. The emergency kit will consist of the following:

- First Aid Kit
- Emergency Blanket (optional)
- Warning Triangles
- Fire Extinguisher
- Accident Report Form

Offering Assistance

Drivers of company vehicles must not assist disabled motorist or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, they must restrict their assistance to the notification of proper authorities.

Training

Tarlton Corporation will conduct the following training for company vehicle drivers as needed:

- Driver Orientation, to include Distracted Driver Awareness.
- NSC Defensive Driver Course as needed on individual basis.
- Winter Driving covered annually as a Tool Box Talk (TBT).

Driver Compliance

Tarlton will utilize the GPS tracking system installed in all Tarlton logoed vehicles to monitor the driving behaviors of all drivers.

If driver is found to be in the high-risk category for any of the tracking criteria:

- 1. The 1st offense will be a meeting to discuss the violations and the parameters of the tracking system.
- 2. The 2nd offense the driver will be required to take additional driver training.
- 3. The 3rd offense the driver will lose their privilege to drive a company vehicle for 6 months.

OSHA REFERENCE

OSHA does not regulate occupational driving specifically but Subpart C of 29 CFR 1926.21(b)(2) and 1926.32(f) requires that "all employees be trained in the recognition and avoidance of unsafe conditions and...to control or eliminate any hazards or other exposure to illness or injury."

Commercial driver requirements are specifically regulated by the Department of Transportation and can be found at <u>http://www.fmcsa.dot.gov/rules-regulations/rules-regulations.htm</u> and <u>www.modot.org/mcs</u>.

RELATED SECTIONS

NA

TADITOD				TC-DEFDRIV
	ETY BUILDS SUCCESS Safety Management System		Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	03/28/2019
COMPANY VEHICLE & DEFENSIVE DRIVING POLICY			Next Review Date:	01/01/2023
Preparation: Safety Mg	r Authority: President	Issuing Dept: Safety	Section 43	Page 8 of 8

APPLICABLE FORMS (APPENDIX B)

Driver Acknowledgment of Policies Driver Accident Report

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-CELL
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2017
	Revision No.	3		
CELL PHONE USE			Next Review Date:	01/01/2023
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Section 44	Page 1 of 1

This policy governs corporate and personal cell phone use while on the project or conducting company business and while driving a company vehicle or personal vehicle on company business.

These procedures will limit risk associated with cell phone use while performing other activities.

Tarlton Corporation understands employees do not want to miss important business calls or family emergencies. Employees must always be aware of the situation and make a calculated decision on whether it is safe to make or take a call.

Employees are required to follow all relevant laws, rules, and regulations for cell phone use at all times.

PROCEDURE

Personal Phones:

- Limited to emergencies or break times only in a safe and secure area to avoid hazards.
- Emergency call should not hinder the operation or task the employee is performing.
- Email and texting while driving is prohibited.

Company Phones:

- Call should not hinder or create distraction from operation or task employee is performing.
- Employees taking phone call should assess particular situation prior to answering.
- Operators of vehicles or equipment shall stop operating or pull vehicle over to make or receive phone call unless equipped with a hands-free device.
- Give the receiver an opportunity to call back if hazards exist for them.
- Personal use should be on a limited basis.
- Email and texting while operating vehicles or equipment is prohibited.

Disciplinary Action for violation of the cell phone use policy may include termination of employment.

OSHA REFERENCE

NA

RELATED SECTIONS

APPLICABLE FORMS (APPENDIX B) NA

TADITOD			Doc No:	TC-MEDICAL
	TARLION COR Safety Manager	TARLIUN CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	01/01/2022
WEDICAL SERVICES, FIRST AID & SANITATION			Next Review Date:	01/01/2023
Preparation: Safety Mg	tion: Safety Mgr Authority: President Issuing Dept: Safety		Section 45	Page 1 of 3

This section illustrates guidelines for First Aid Kits, toilet facilities, ice, cups, water, and changing areas. Good hygiene can limit the risk of all work-related illnesses. This section provides best practices for hygiene and to establish the minimum first aid supplies, equipment and actions to properly respond to an injury.

Part of a quality safety program is ensuring good hygiene with regards to every day work activities. This program is applicable to all Tarlton Corporation employees while engaged in work at Tarlton Corporation facilities and/or facilities operated by others and all Tarlton Corporation jobsites.

RESPONSIBILITIES:

It is the responsibility of the Project Superintendent to ensure that first aid kits are provided and maintained. All employees are responsible for using first aid materials in a safe and responsible manner.

The Corporate Safety Manager is responsible for corresponding with the Red Cross or an equivalent to keep employee training levels current.

REQUIREMENTS:

Planning

The Project Team along with the Manpower Coordinator will:

- Ensure that a minimum of one employee, with a valid certificate, shall be present to render first aid at all times work is being performed if medical assistance is not available within 3-4 minutes.
- Ensure that provisions shall have been made prior to commencement of a project for prompt medical attention, including transportation, in case of serious injury.
- Ensure adequate first aid supplies and equipment are easily accessible when required.
- Ensure that in areas where 911 is not available, the telephone numbers of the physicians, hospitals, or ambulances to be used shall be conspicuously posted.

Medical Response

Report all incidents and injuries to the Tarlton Safety Team as soon as possible.

All minor first aid is to be self-rendered, when possible, because of the risks presented by certain bloodborne pathogens.

In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first-aid shall be available at the worksite to render first aid. A valid certificate in first-aid training must be obtained from the U.S. Bureau of Mines, the American Red Cross or equivalent training that can be verified by documentary evidence.

Employees authorized to render first aid will always observe universal precautions. (Universal Precautions means that the aid giver treats all bodily fluids as if they were contaminated).

If 911 is not available refer to the list of posted phone numbers for prearranged medical response providers. All COMPANY authorized first responders shall have a cell phone as a means of communications; otherwise hand held radios or telephones shall be used as a means of communication.

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SAFETY BUILDS SUCCESS	s Salety Management System		Revision Date:	01/01/2022
		0	Revision No.	2
WEDICAL SERVICES, FIRST AID & SANITATION			Next Review Date:	01/01/2023
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SUPPLIES AND EQUIPMENT:

First Aid Kits

All project sites will have at least one first aid kit located in the project office. First Aid Kits shall be supplied with materials determined to be adequate by the Project Superintendent for the jobsite and job activities anticipated on the project.

First Aid Kits shall be readily accessible. Employees are free to use first aid over-the-counter medications at their own discretion.

At no time will a Tarlton Corporation employee physically give or hand medications to another employee. First Aid Kits shall be inspected prior to the job startup and weekly thereafter to ensure the availability of necessary contents.

Where the eyes or body of any person may be exposed to injurious corrosive materials, a safety shower and/or eye wash (suitable facilities) or other suitable facilities shall be provided within the work area. Ensure expiration dates are checked and water used in storage devices is sanitized.

An assessment of the material or materials used shall be performed to determine the type flushing/drenching equipment required. At client job sites, portable or temporary stations must be established prior to the use of corrosive materials.

TRANSPORTATION:

Based on the first responder's assessment of the injuries involved, decide whether the injured requires to be taken directly to a hospital's emergency room, occupational medicine provider or administer first aid on location.

Examples of serious injuries that result in the injured being transported to a medical provider are those resulting in severe blood loss, possible permanent disfigurement, head trauma, spinal injuries, internal injuries and loss of consciousness. Keep in mind that the needs and wellbeing of the injured are the first priority.

Proper equipment for prompt transportation of the injured person to a physician or hospital or a communication system for contacting necessary ambulance service shall be provided.

Choices to consider include: private automobile, company vehicle, helicopter, crew boat, EMS vehicles including medi-vac helicopters, or any other transportation that can provide safe transportation to the hospital or doctor's office in order to provide medical attention to the injured in the quickest manner without any additional complications or injuries to the injured employee.

Transportation needs must be preplanned and coordinated with the transportation provider prior to an incident requiring such service.

ON-SITE MEDICAL SERVICES:

Tarlton has two options for on-site medical services:

- 1. Medcor a telephone nurse triage system. A nurse will diagnose injuries via telephone.
- 2. On-site Health & Safety an EMT of team of EMTs will report to the project site to provide first-aid care for employees.

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			Initial Issue Date	11/01/2014
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MEDICAL SERVICES, FIRST AID & SANITATION			Next Review Date:	01/01/2023
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TRAINING:

Volunteers or selected employees are trained by the American Red Cross or equivalent in CPR and first aid. Each of these trained and certified employees are equipped with protective gloves and other required paraphernalia.

TOILET FACILITIES:

Use owner furnished toilet facilities at permission of owner or; Provide 1 portable toilet per 40 employees. Provide hand sanitizer or other means of hand washing. Provide water and cups as necessary for employees. All break areas must be kept clean and free of job site chemicals, dust, or dirt contamination. Do not allow changing of over clothes in eating areas.

OSHA REFERENCE

Sanitation is referenced in subpart D 29 CFR 1926.51; Medical Services and First Aid are referenced Subpart D, paragraph 1926.

RELATED SECTIONS

APPLICABLE FORMS (APPENDIX B)

NA

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-HYGIENE
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2017
INDUSTRIAL HYGIENE			Next Review Date:	01/01/2023
Preparation: Safety Mgr Authority: President Issuing Dept: Safety		Section 46	Page 1 of 2	

Industrial hygiene is the science of anticipating, recognizing, evaluating, and controlling workplace conditions that may cause injury or illness caused by environmental health hazards.

This section will touch on environmental health hazard recognition (workplace analysis) and control methods.

PROCEDURE

Safe Work Practices:

Workplace Analysis

• Before beginning work, it should be determined if any of the job tasks or work areas may be a source of potential environmental health risks (dust, lead, asbestos, silica, noise, etc). This is decided by measuring and identifying exposures (baseline testing), tasks, and risks. If any environmental health hazards are discovered, appropriate actions must be taken.

Potential Hazards

Air Contaminants
 Forms – particulate, gas, vapor

Most common – dust, fumes, mist, aerosols, fibers

Chemical

Contact via – inhalation (breathing), absorption (skin contact), ingestion (eating/drinking)

Biological

Forms – bacteria, viruses, fungi, living organisms

Exposure – Possible exposure when dealing with plants, animals (or their food and food processing), working in laboratories or medical settings (bodily fluids), or working with waste water Direct Exposure Treatment – includes Tetanus, Diphtheria, & Hepatitis A vaccinations

- Physical
 - Forms radiation (ionizing and non-ionizing), noise, vibration, illumination, temperature
- Ergonomic

Forms – excessive vibration and noise, eye strain, repetitive motion, heavy lifting, excessive force

Control Methods (in order of preference)

- Engineering Controls Reduce or remove the hazard at the source or isolate the worker from the hazard.
- Work Practice Controls Alter the way a task is performed.
- Administrative Controls Limit workers' exposure, or duration of exposure, to the hazard.
- Personal Protective Equipment (PPE) PPE is only to be used as a last resort. PPE is equipment used to provide worker safety where the hazard could not be engineered out or minimized. The major drawback of PPE is that it does nothing to reduce or eliminate a hazard.
- Control of Biological Hazards shots and hygiene.

General Control Methods

- Use wet methods to reduce dust production.
- Local or general exhaust/ventilation at points of contaminant generation. As per CFR 1926.55, operations requiring ventilation include:
 - during gasoline, diesel, or propane-fueled machine or equipment operation
 - grinding, polishing, or buffing

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INDUSTRIAL HYGIENE			Next Review Date:	01/01/2023
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- spray finishing
- surface coating
- good housekeeping, waste disposal, adequate washing and eating facilities, healthy drinking water, control of insects and rodents

Hazard Recognition:

- Illness
- Skin irritation
- Irritation of eyes
- Irritation of mucous membranes
- Hearing loss or reduction
- Cumulative Trauma Disorder
- Acute exposures
- Chronic exposures

Training:

• General construction hazard training in OSHA 10 and 30-hour training, daily JSA, and weekly TBT topics.

Inspection:

Workplace Analysis

• Before beginning work, it should be determined if any of the job tasks or work areas may be a source of potential environmental health hazards. This is decided by measuring and identifying exposures, tasks, and risks. If any hazards are discovered, appropriate actions must be taken.

NOTE: Tarlton is not an abatement contractor. Removal of lead, asbestos, and similar hazardous materials will be subcontracted to others.

Emergency Response and Hazardous Waste Operations

\succ	Hulcher Services	1-800-637-5471	Sauget, IL
\triangleright	Veolia ES Special Services	1-800-688-4005	Sauget, IL
۶	REACT Environmental Eng	1-800-325-1398	St Louis, MO
\triangleright	Clean Harbors	1-800-645-8265	Alton, IL

OSHA REFERENCE

OSHA Publication 3143 1926.51 Subpart D Sanitation 1926.55 Subpart D Gases, vapors, fumes, dusts, and mists ANSI/AIHA Z88 Respiratory Protection American Industrial Hygiene Association (AIHA)

RELATED SECTIONS NA APPLICABLE FORMS (APPENDIX B) NA

TADITOD	TARLTON CORPORATION CORPORATION Safety Management System		Doc No:	TC-AED
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2017
	Next Review Date:	01/01/2023		
Preparation: Safety Mgr	Igr Authority: President Issuing Dept: Safety		Section 47	Page 1 of 2

Automated External Defibrillators (AEDs) are becoming increasingly important as a primary mean of response by certified first responders (First Aid, CPR, and AED trained personnel). This policy shall be effective for using Tarlton Corporation supplied AEDs in the corporate office, TEAM Facility, and selected project sites. Owner furnished AEDs may be available and may be used by anyone trained in general AED use.

An AED is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, not breathing normally, and show no signs of circulation such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock

Tarlton Corporation's goal is for every employee to be trained in First Aid, CPR, and AED use. This training is available through the Corporate Safety Department and the National Safety Council.

PROCEDURE

All Tarlton Corporation AED units are registered with the City of St. Louis Fire Department and under medical direction. The medical director is responsible for reviewing and approving the AED policy and procedure and evaluation of the AED Event Review forms and digital files downloaded from the AED unit. It is important to document the use of an AED unit and to include all patient information generated during the AED use. The AED Event Review form should be turned into the Corporate Safety Manger immediately.

It is the responsibility of the Corporate Safety Director to conduct and document a system readiness review. This review shall include the following elements:

- Training records
- AED unit operation records and maintenance
- Medical Supervision

Tarlton Corporation currently has three AED units:

Unit 1 - Main office, first floor imaging room;

- Unit 2 TEAM Facility next to the elevator;
- Unit 3 Designated project site.

In an emergency, the first person on the scene is responsible for the following:

- 1. Access scene for safety.
- 2. Determine unresponsiveness.
- 3. Call 9-1-1 (or your specified emergency services number)
- 4. Open airway, check for breathing.
- 5. Check for signs of circulation, such as pulse, coughing, or moving.
- 6. Page/call for a "First Responder" (A "First Responder" is any employee who is trained/certified in First Aid, CPR, and AED).
- 7. If there is no pulse or signs of circulation, call/page for an AED unit and direct the next available person to contact Emergency Medical Response Team (9-1-1).
- 8. Continue with CPR and use AED when ready.

TADITOD			Doc No:	TC-AED
	TARLION COR Safety Manager	TARLION CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	01/01/2017
	Revision No.	1		
AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) POLICY			Next Review Date:	01/01/2023
Preparation: Safety Mgr	Authority: President	Section 47	Page 2 of 2	

NOTE: If victim is less than 8 years old or under 55lbs, remove pre-connected adult defibrillation electrodes. Connect the Infant/Child Reduced Energy Defibrillation Electrodes to the AED unit and proceed.

If NO pulse:

- Call 9-1-1 (or your specified emergency services number)
- Turn on AED and follow voice prompts; do not touch victim unless prompted to do so.
- Apply electrodes to bare chest, shave chest if needed for good contact with electrodes. If chest is dirty or wet, wipe the chest dry/clean.
- Stand clear of victim while AED unit analyses rhythm.
- If another team member is present have them record the event on the AED Event Form (located inside the AED cabinet with the AED unit).

If Shock is Advised:

- Clear area making sure no one is touching the victim.
- The AED unit will analyze and shock up to three times.
- After three shocks, AED will prompt to check for pulse and breathing. If absent, start CPR.
- The AED unit will count one minute of CPR, then prompt rescuers to stop CPR and get clear of victim so device can analyze rhythm again.
- Continue cycles of analysis, shocks, and CPR until EMS arrives and disconnects the AED unit.

If No Shock Advised:

- AED will prompt to check pulse and breathing. If absent, start CPR.
- After one minute of CPR, AED will prompt rescuer to stop CPR and get clear of victim so rhythm can be analyzed.
- Continue cycles of CPR and analysis, following AED prompts until EMS arrives and relieves rescuers.

After Use:

- First Responder will complete an AED Event Review Report and forward to corporate safety department.
- AED will be downloaded by the corporate safety department within 24 hours and a copy will be sent to the medical director.
- Corporate Safety will clean, disinfect, and restock the supplies in the AED unit. Supplies can be obtained from the Corporate Safety Director.
- Corporate Safety will replace Charge-Pak battery.

OSHA REFEENCE

AED requirements are not specifically referenced by OSHA. First Aid is referenced in paragraph 1926.50(c) of Subpart D of 29 CFR 1926.

RELATED SECTIONS

NA

APPLICABLE FORMS (APPENDIX B)

NA

TADITOD	TARLTON CORPORATION Safety Management System		Doc No:	TC-ENVHAZ
			Initial Issue Date	11/01/2014
SAFETY BUILDS SUCCESS			Revision Date:	01/01/2017
		Revision No.	1	
ENVIRONIVIENTAL HAZARDS / SPILL CONTROL PLAN			Next Review Date:	01/01/2023
Preparation: Safety Mgr	Authority: President	Section 48	Page 1 of 2	

Environmental hazards are caused by the unplanned release of chemicals or toxins into the air, soil, or waterways. Although some chemicals can have serious environmental impacts when released in large enough quantities, the most common pollutants in the construction industry are petroleum, oil, and lubricants (POLs.) Asbestos and lead are covered separately in this manual.

Proper transportation, storage, and general knowledge of the chemicals you are working with are the best means for preventing environmental contamination. Maintaining good housekeeping in storage areas is critical to spill prevention and quick response in the event of a spill. This section will cover transportation and storage requirements and emergency containment or spill notification procedures. These procedures must be in place while transporting or storing more than 45 gallons of POLs.

Drivers, material handlers, and others engaged in handling chemicals shall have training on proper spill prevention to include the following:

- Storage requirements
- Spill response procedures
- Spill kits and clean up materials
- Proper waste disposal
- Communication procedures in the event of a spill

Transportation/Driver Responsibilities:

- All chemicals shall have secondary containment.
- Vehicles transporting chemicals shall have either a 50 lb bag of dry sweep compound or a P.I.G. Spill Kit (45 Gal containment).
- Maintain list of chemicals and quantities in transport.
- Report vehicle accidents or spills immediately to Corporate Safety Director or an officer of the company.

Site Superintendent/Foreman Responsibilities:

- Ensure chemicals are stored properly in appropriate containers and in a safe location according to manufacturer guidelines; ensure proper containment, storage, access, and material handling to minimize the risk of spills.
- Maintain list of all chemicals and SDS for each chemical on site.
- Create diagram for spill exposure.
- Illustrate where chemicals and POLs are stored, used, and transferred.
- Survey drainage areas; identify routes of travel if spill occurs.
- Keep in safety file or SDS Book for immediate access when needed.
- Store containers, tanks, etc. in secondary containment.
- Use spill trays for all on-site fueling points.
- Use spill trays, buckets, etc. to collect small quantities when transferring chemicals or petroleum from one container to another.
- Immediately clean up small spills, drips, etc., including spills collected by spill trays and containers.
- Make certain containers, spill trays, and transfer equipment (e.g. hoses, pumps) are compatible with the materials they contain.
- Inspect spill trays weekly for cracks, holes, leaks, or over flow.

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	TARLIUN COR Safety Manager	TARLION CORPORATION		11/01/2014
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ENVIRONMENTAL HAZARDS / SPILL CONTROL PLAN			Revision No.	1
			Next Review Date:	01/01/2023
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- Have adequate equipment and materials on hand to control a spill for materials/chemicals in use.
- Keep spill control equipment/materials where chemicals or petroleum are stored and transferred for quick response.

Sample spill control equipment/materials:

- Backhoe/shovels (protective berm)
- Drip pans/spill trays •
- Dry sweep / P.I.G. Spill Kit •
- High absorption rags/towels
- Waterway float containment •
- Safety storage cabinets (liquid storage cabinets)
- Spill pallets •
- Bladder tanks •
- Storm water hydrocarbon filters •

PROCEDURE

Spill Control Procedure:

- 1. Obtain PPE as necessary (respirators, rubber gloves, rubber boots, tyvek suits, etc.).
- 2. Contain spill immediately if safe to do so.
- Position containment and collection equipment at critical flow points according to drainage area survey.
- 4. Contact the Corporate Safety Director or Officer of the company.
- 5. Corporate Safety Director or Superintendent will determine level of contamination.
- 6. Under corporate direction, contact local emergency spill response contractor or Fire Department.
- 7. Corporate Safety Director will contact appropriate local and federal agencies.
- 8. Superintendent will notify Owner.
- 9. Implement Crisis Communication Plan if necessary.

Spill / Hazmat Contractors:

\triangleright	Hulcher Services	1-800-637-5471 Sauget, IL
~		4 999 699 4995 6 4 4

- Veolia ES Special Services
 REACT Environmental Eng
 Clean Harbors
 1-800-688-4005 Sauget, IL
 1-800-325-1398 St Louis, MO
 1-800-645-8265 Alton, IL

OSHA REFERENCE

NA

RELATED SECTIONS

Project Minimum Safety Requirements Incident Management – Reporting / Investigations Hazard Communication Policy (HAZCOM) Lead / Asbestos

APPLICABLE FORMS (APPENDIX B)

Incident Investigation Report - Standard

TADITOD			Doc No:	TC-UTILITY
	TARLIUN COR Safety Manager	TARLION CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	03/28/2018
	Revision No.	2		
			Next Review Date:	01/01/2023
Preparation: Safety Mg	r Authority: President	Issuing Dept: Safety	Section 49	Page 1 of 2

Property damage, power/communication outages, and injuries are caused by unforeseen utility lines either underground or hidden within a structure/concrete slab. The majority of utility lines (i.e. communication, electrical, and gas lines) are documented. However, there can be serious impacts when contact is made with private or public utility lines.

Proper locating procedures and general knowledge of the utility lines are the best means for preventing injuries, property damage, and communication loss. This section will cover steps and procedures for locating utilities. This process is to be used for excavations, demolitions, or penetrations of concrete slabs or walls.

Superintendent/Foreman Responsibilities:

- Locate 'known' utility lines:
 - 1. Contact Missouri One Call, J.U.L.I.E. (in Illinois), or National One-call service (811).
 - 2. Reference as-builts and talk with maintenance personnel.

3. If a project installed utility needs to be backfilled and the backfill is temporary or the location of the utility will need to be known during future phases of the project, the utility must be marked with a 2X4 or similar marking device noting the depth of the utility and/or backfill utility with sand and place marking tape 1' above utility, identifying the proximity of the known utility.

4. NEVER use a steel probe to locate underground utilities. Only nonconductive probes, such as fiberglass probes with a steel tip, shall be used.

- Locate 'unknown' utility lines:
 - 1. Request utility line information from property Owner.
 - 2. Reference as-builts and talk with maintenance personnel.
 - 3. Look for suspect indicators:
 - Transformers
 - Stub ups
 - Abandoned equipment pads
 - Equipment in locations not shown on drawings
 - Non-homogeneous concrete/concrete repairs
 - Lighting/switching runs
 - Electrical man-holes
 - Gas lines
 - 4. Contact private utility locate service or use Tarlton locate equipment.
 - 5. Train on correct use of utility locate equipment (Amprobe 3000).
 - 6. Survey area with utility location equipment.

PROCEDURE

- 1. Contact "one-call" service.
- 2. If private property, send RFI to Owner to request utility line information.
- 3. If private property, contact maintenance department for utility line information.
- 4. Look for suspect indicators (as listed above).
- 5. Use private utility locate service.
- 6. Employ use of Tarlton equipment (as verification or extra precaution).
- 7. Verify all utilities are shut down (locked out/tagged out) prior to start of work.
- 8. Hydro-Excavation is required to daylight or pothole any excavation within a 24" Tolerance Zone on either side of located utilities.

TADITOD			Doc No:	TC-UTILITY
	TARLION COR Safety Manager	TARLION CORPORATION		11/01/2014
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	Revision No.	2		
			Next Review Date:	01/01/2023
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RELATED SECTIONS

Minimum Safety Requirements Lock Out/Tag Out Safety Procedures Excavation Procedures

APPLICABLE FORMS (APPENDIX B)

Lock Out / Tag Out Permit

TADITOD			Doc No:	TC-HOUSE
	TARLION COR Safety Manager	TARLION CORPORATION		11/01/2014
SAFETY BUILDS SUCCESS	Salety Management System		Revision Date:	01/01/2017
			Revision No.	1
HOUSEKEEPING & GENERAL WASTE MANAGEMENT			Next Review Date:	01/01/2023
Preparation: Safety Mg	gr Authority: President	Section 50	Page 1 of 2	

Waste Material

Construction necessarily generates a variety of waste products that need disposal. Waste products include, but are not limited to, scrap wood, scrap metal, plaster, tiles, dust, trash, oil and grease, paper boxes and shipping materials, general debris, and soil. Disposal and clean up procedures are part of every job and shall be taken into account during project planning and pre-task planning. Employees shall be given instructions on how to dispose of any potential wastes they are likely to encounter on the jobsite prior to beginning work. Project Managers and employees have a responsibility to maintain safe, clean, and orderly jobsites in an effort to minimize tripping, combustion, exposure, and environmental contamination hazards.

The elimination of combustible material is a major part of any fire prevention program. Special effort is needed on construction sites due to the large amounts of material being generated. Scrap lumber, temporary hole covers, and rags used for cleaning of oil, grease, etc., are all examples of material that are easily ignited by welding sparks or other relatively small ignition sources.

Housekeeping Audits

At the discretion of the Project Manager, Tarlton may utilize a housekeeping audit form on many projects. Housekeeping program must provide for the following:

- 1) A sufficient number of containers to accommodate the amount of debris generated.
- 2) Prompt, regularly scheduled removal of debris.
- 3) Proper placement of containers. Avoid placing containers in the immediate proximity of materials and equipment, especially those susceptible to fires. Careful evaluation of the placement of the containers must also be given in order to provide adequate service and removal of the container.
- 4) Identification of containers. Containers shall be properly identified for trash, hazardous material disposal, and/or recyclable materials. When possible, items such as scrap metal or paper shall be segregated out and recycled.
- 5) Debris piles shall be kept neat and orderly out of walkways. Debris piles should be barricaded and stored away from work areas when possible as to avoid tripping and exposure hazards.
- 6) Proper storage and regular pick up and disposal will occur to reduce the possibility of environmental contamination.
- 7) All loose debris shall be picked up immediately to avoid tripping hazards and damaging equipment.
- 8) Prior to the beginning of work, schedules for pickup and directions for disposal of various types of debris or material shall be communicated to employees by posting, labeling containers, and pre-task planning.
- 9) The amount of waste and debris that will be generated by the work being done by Tarlton is estimated prior to the beginning of the project and steps taken to provide the appropriate number and type of disposal containers to accommodate the amount of waste/debris expected.

General Guidelines for Hazardous Waste

The generation of hazardous wastes or the exposure of Tarlton employees to hazardous wastes during Tarlton projects **is not anticipated**.

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	TARLION COR Safety Manager	TARLION CORPORATION		11/01/2014
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	Revision No.	1		
HOUSEKEEPING & GENERAL WASTE MANAGEMENT			Next Review Date:	01/01/2023
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Any hazardous wastes or debris shall be abated or removed by the Owner/client prior to the beginning of work. Certificates of abatement and/or the necessary required permits for the presence of hazardous wastes on Owner/client jobsites shall be provided to Tarlton by the Owner/client.

In the event that a Tarlton employee should encounter hazardous wastes or materials in the course of their work, employees are instructed to avoid those materials and immediately contact the Tarlton Site Supervisor. If hazardous wastes or materials are identified, the Site Supervisor will get instructions from the Safety Officer for management and disposal procedures prior to commencing work.

OSHA REFERENCE NA

RELATED SECTIONS

APPLICABLE FORMS (APPENDIX B) NA

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Tarlton's Respiratory Protection Program is committed to the protection of employees from hazardous atmospheres. Respiratory protection shall be provided to Tarlton employees exposed to hazardous or harmful dusts, vapor, gases, mists, or oxygen deficient atmospheres.

Tarlton's Safety Officer shall be fully trained in using respirators and effectively managing the Respiratory Protection Program including, but not limited to, the following:

- Determining the appropriate equipment to be used in a given situation.
- Identification of hazardous atmospheres.
- Medical evaluations for fit testing.
- Fit testing.
- Proper cleaning, sanitation, maintenance, and storage requirements for respiratory equipment.
- Records and documentation of training.
- Storage and maintenance of Respiratory Protection Program related medical records.
- Proper inspection methods.

Training

Documented training shall be provided to employees required to wear respiratory protection. Training shall be required prior to the start of the job and shall include the inspection, maintenance, fit, and use of respiratory equipment. Retraining will be done annually. Medical evaluations and fit tests will be given to assure each employee is properly protected using the respirator. Required respiratory protection, training, and medical evaluations shall be provided at no cost to the employee. Training shall cover the following:

- The nature, extent, and effect of respiratory hazards to which the employee may be exposed.
- Identification of the chemicals involved, what exposure levels would be if no respiratory protection were being used, and the potential health effects of exposure if the respirator is not worn properly.
- An explanation of the operation, limitations, and capabilities of the respirators selected for the employees to wear.
- An explanation of how the respirator provides protection by either filtering the air, absorbing the vapor, or providing breathing air from an uncontaminated source.
- Specific instructions regarding the type and frequency of respirator inspections so that the employee is capable of recognizing any problems that may threaten the continued protective capabilities of the respirator. The training will include the steps the employee is to follow if any problems are discovered during inspection, such as to whom they should report and where replacement equipment can be obtained if necessary.
- Procedures for donning and removing the respirator, checking the fit and seals, and actually wearing the respirator.
- Employees must be clean-shaven to effectively wear a respirator and ensure a protective seal.
- An explanation of the procedure for maintenance including cleaning, disinfecting, and storage of respirators. Respirators shall be sanitized and stored in a clean, dry area;

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inspections shall be done before use and during cleaning to ensure respirators are neither contaminated nor damaged.

- A discussion of the possibility of respirator malfunction or a change in situation which may require the use of a different respirator for the exposure levels involved and the procedure for dealing with these situations.
- Employees will be instructed to leave the area to wash, change cartridges, or if they detect break-through or resistance when using respirators.
- In addition to training prior to work assignments in Respiratory Areas, employees required to work in these areas shall receive <u>annual refresher training</u> which includes the abovelisted topics. An employee will also be retrained if the employee's use of the respirator indicates the employee's knowledge is inadequate.

Employees shall be required to demonstrate understanding of the training provided by means of a written test or oral test and/ or observation by the trainer. The trainer may be an employee or owner of Tarlton or may be a consulting firm. All trainers must have extensive knowledge of this policy and of respiratory equipment.

Respiratory Hazard Areas

A Respiratory Hazard area is an area or job assignment where the atmosphere may expose employees to the risk of injury or illness from one or more of the following causes and as further defined in the OSHA standards:

- Confined Space: A confined space may have flammable gas, vapors, or mist. <u>If the</u> <u>atmosphere exceeds 10 percent of its lower explosive limit (LEL), the employee must stop</u> <u>work and exit the area until the LEL is reduced</u>. There is no personal protective equipment available that will protect the employee from this potential fire/explosion hazard.
- **Oxygen levels:** Atmospheric oxygen concentration below 19.5 percent (Oxygen Deficient) or above 23.5 percent (Oxygen Enriched). If either condition is found, the employee is to stop work and leave the area immediately.
- Airborne hazards: Concentrations of any airborne substance at such levels which could result in employee exposure in excess of the permissible exposure limit (PEL) published in 29 CFR 1910.Subpart G, Occupational Health and Environment Control, or in Subpart Z, Toxic and Hazardous Substances. In the absence of a PEL for a particular substance, the National Institute for Occupational Safety and Health (NIOSH) or the American Conference of Governmental Industrial Hygienists (ACGIH) may have published a Recommended Exposure Limit (REL) or a Threshold Limit Value (TLV), respectively. These limits are based on a timeweighted average over a work day.

Tarlton will conduct atmospheric testing prior to any entry into a confined space for oxygen levels, LEL and toxic vapors. The client will identify the potential contaminants prior to the start of work. The client will supply the Tarlton Safety Department with an MSDS for all contaminants that are potentially in the work area with which employees may come into contact.

Procedures for Medical Evaluations and Fit Tests

Respiratory hazards require the wearing of respirators. Respiratory equipment will be provided in areas deemed respiratory hazard areas. However, due to the potential physiological stress (demand) on an

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employee's breathing, a medical evaluation is required to determine if the employee is capable of wearing respiratory protection.

- All employees, prior to wearing respiratory equipment, must be examined by a professional licensed health care provider, at no cost to the employee, to determine pulmonary function and be examined for other conditions that may be provided by the employee through the medical questionnaire.
- If an employee will be exposed to silica more than 30 days out of the calendar year they must receive a medical exam including the following every three years. Chest X-ray/b read, tuberculosis test, silica examination, and pulmonary function test at no cost to them.
- After successfully completing the medical evaluation (copies of the medical findings are retained by the Safety Department), the employee is then given a qualitative fit test for the respirator he will be assigned.
- Medical evaluations for the respiratory program will be kept by the Safety Department as confidential.
- Employees shall be given the option of discussing the results with the physician or licensed health care professional doing the evaluation.
- Evaluations shall be done during normal working hours.
- Forms for assessment shall be available for convenient processing. Should the employee require assistance with filling out these forms, the safety officer in charge of the Respiratory Protection Program shall be able to provide direction and/or clarification.

RESPIRATORS

The choices of respiratory protection are based on the level or concentration of airborne substances and the level of oxygen in the atmosphere. There are basically two types of respirators: Air-Purifying and Air-Supplying Respirators.

Air Purifying Respirators (APR)

Air Purifying Respirators (APR) are used to remove (purify) Particulates, Vapors and Gases. Employees are required to wear a particulate respirator to reduce lead, heavy metals, cadmium, asbestos fibers, dust, fumes, mists, and NORM.

- **Particulates** are finely divided airborne materials; e.g. Dusts, Mists, Fumes and Fibers.
- **Dusts** can be from various mechanical disturbances of soil and other materials; they vary from nuisance to extremely harmful; e.g. Lead and NORM and enter the blood stream through inhalation.
- **Mists** are typically generated when liquids are atomized by spraying and they too vary from harmless to extremely harmful; e.g. paints and attach themselves to the cilia in the bronchial area of the lungs or the alveoli inside the lungs.
- **Fumes** are the by-product of melting metal (welding) or grinding. The welding fume may contain harmful levels of metals or chemicals from the flux or shielding gases and enter the blood stream through inhalation. Some of these chemicals are now presumed to cause chronic diseases such as Parkinson's.

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- **Fibers** are generated through the mechanical reduction of certain materials in manufacturing and abatement. These are cotton and fiberglass in manufacturing and asbestos when disturbed by the process of removal in abatement projects.
- **Vapors** are released from liquids at varying temperatures based on their vapor pressure. These are further defined as Organic Vapor and all have exposure limits that should not be exceeded. Over exposure can cause a very broad list of acute and chronic illnesses.
- Gases also are released from liquids. The gases of concern in this regulation are generated or released from corrosive liquids; some under pressure to remain liquid. These are called Acid Gases and all have exposure limits that if exceeded cause extremely harmful acute effects.

NOTE: <u>AIR PURIFYING RESPIRATOR</u>

1) An employee is instructed that all particulate APRs are to be replaced if breathing becomes difficult. The particulate APR is only an air filter and therefore, if working properly, will become clogged or plugged; similar to the air cleaner in their vehicle.

2) All employees are instructed to replace the APR Organic Vapor Chemical or Acid Gas Cartridges if they detect the odor or taste of the contaminant. These Chemical Cartridges should be replaced on a daily basis if used for 8-hours or more.

Air-Supplying Respirators (ASR or SAR)

Air-Supplying Respirators (ASR or SAR) are used to provide breathing air to the employee. Because ASRs supply breathing air, the use of purifying cartridge type respirators to control contaminants is unnecessary.

- Atmospheres that contain particulates, vapors, and gases above the PEL/REL/TLV are sometimes significantly above these limits, and the employee cannot be protected by just filtering. The use of ASRs then becomes mandatory for these inhalation hazards.
- Atmospheres that, by monitoring, are oxygen deficient (>19.5%) require the mandatory use of ASRs to supply the necessary level of oxygen to the employee. The use of ASRs is also mandatory in Immediately Dangerous to Life and Health (IDLH) atmospheres.
- All IDLH entries require a full body harness, a retrieval system, and a qualified attendant. The attendant shall have constant visual contact and communication with the qualified entrant.
- Some activities are short-term and/or may require the employee some mobility. In these instances, the use of Self-Contained ASR (SCBA) is preferred. This is usually a 30-minute air supply inside a bottle and worn on the back of the employee.
- Some activities are of longer duration and the use of SCBA would require the employee to continually leave the area of work to have this bottle replaced. Other times, the wearing of the SCBA is prohibited due to the configuration or limitations of the area in which the employee is working. In these instances, the other ASR is supplied by an air-line (ALR or SAL) from a source outside of the contaminated area. This source may be from one or several large bottles or it could be from a "breathing air" compressor certified for use with proper and current breathing air filters and a 10 PPM Carbon Monoxide (CO) alarm. The breathing air fittings must be incompatible with all other gases.

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 When using an air line respirator system, the employee's activities may require a separate and portable backup supply of breathing air. This is true in confined spaces and/or if there is a possibility for exposure from process piping that was not completely depressurized or has the potential to contain an IDLH atmosphere. This backup supply is known as a 5minute egress (escape) bottle. If the ALR fails, or the employee requires immediate removal, then the 5-min egress bottle shall be turned on and the employee immediately leaves the area. This bottle is only to be used for escape.

Qualified Equipment

Respiratory equipment used by Tarlton is NIOSH and MSHA approved.

- Scott, North, 3M, and MSA are the approved APR and ASR used at Tarlton. If any new equipment is added, this procedure will be revised.
- All breathing air equipment supplies Class D Breathing Air to the employee, whether or not it is from bottles supplied by a vendor or a certified Breathing Air Compressor.

Fit Testing

- All employees who are assigned respiratory equipment shall receive (qualitative/quantitative) respirator fit testing prior to first wearing any respirator with a negative or positive pressure tight-fitting face piece.
- In addition to fit testing prior to initial use of the respirator, fit testing will also be performed whenever a different respirator face piece (size, style, model, or make) is used, or if the following conditions change that may affect respirator fits.
- Weight gain or loss of 10 or more pounds.
- Oral surgery or the removal of 3 or more teeth.
- Facial surgery.
- All employees will be fit tested using the same make, model, style, and size of respirator that they will be using.
- Qualitative/Quantitative fit testing shall be performed by qualified personnel in accordance with OSHA Standard 29 CFR 1910.134.

No employee will be allowed to wear a tight fitting respirator, APR, or ASR if any facial hair interferes with the sealing area. Employees who wear corrective eye wear shall not be allowed to wear full-face APR or ASR unless they can see adequately (medical evaluation) without the corrective eyewear or supplement the eyewear with "hard" contact lenses.

Maintenance and Custody of Respirator

All respirators shall be cleaned and disinfected outside the affected area at the following points in time:

- Respirators issued for the exclusive use of an employee shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition; at a minimum, prior to wearing and at the end of each worked shift.
- Respirators issued to more than 1 employee shall be cleaned and disinfected after each usage by the employee provided with the respiratory equipment.

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- Respirators used in fit test testing and training shall be cleaned and disinfected after each use by the employee to assure proficiency.
- All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals.
- All respirators shall be packed or stored to prevent damage to the face piece and exhalation valve.
- All respirators shall be inspected before each use and during cleaning. The applicable items to be inspected include:
 - Check of respirator function; tightness of connections and of the various parts including, but not limited to, the face piece; head straps; valves; connecting tube; cartridges; canisters; or filters.
 - Check of elastomeric parts for pliability and signs of deterioration.
- Respirators that fail an inspection or are otherwise found to be defective shall be removed from service, rendered unusable, and discarded.
- Disposable respirators (dust masks) are to be worn by 1 person only and for 1 shift only.

OSHA REFERENCE

CFR 1910.134, Respiratory Protection

RELATED SECTIONS

PPE

APPLICABLE FORMS (APPENDIX B)

Respirator Medical Evaluation (Fit Test) Form Q
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Purpose

The purpose of this procedure is to ensure right of access to relevant exposure and medical records to employees and/or their designated representatives.

Key Responsibilities

Tarlton Safety Manager

- Develops local medical records practices for all worksites in accordance with this procedure and ensures employees are aware of the requirements of this procedure.
- Responsible for the review, implementation, and maintenance of the local worksite medical records procedure.

Project Manager

• Responsible for the implementation and maintenance of the medical records procedure for their facility and ensuring all assets are made available for compliance with the procedure.

Employees

• All shall be familiar with this procedure and have access to their records.

Overview

This section applies to all employee exposure and medical records, and analysis thereof, made or maintained in any manner, including on an in-house or contractual (e.g., fee-for-service) basis.

- Trade secret information disclosure must follow requirements as stated in 29 CFR 1910.1020 (f) (8).
- Recognized collective bargaining agents who have statutory authority to represent the interests of the employees within the bargaining unit are automatically considered designated representatives. While these representatives do not have the right to secure individual medical records without written consent of the employee, they have the right of access to employee exposure records and analysis without employee consent.

Definitions

Access means the right and opportunity to examine and copy.

Analysis of exposure or medical records means any compilation of data and research or other studies based, at least in part, on information collected from individual employee exposure or medical records or other sources including information from health insurance claim forms provided that either the analysis must have been reported to the employer or no further work is being done by the person responsible for preparing the analysis.

Designated representative will mean any individual or organization to which an employee gives written authorization to exercise a right of access. For the purposes of access to employee exposure records and analyses using exposure or medical records, a recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Employee exposure records could include any of the types of information listed below:

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- Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained;
- Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical
 agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but
 not including results which assess the biological effect of a substance or agent or which assess an
 employee's use of alcohol or drugs;
- Material safety data sheets indicating that the material may pose a hazard to human health; or in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.

Employee medical records are records that concern the health status of an employee and are made or maintained by a physician, nurse, or other health care personnel or technician. "Employee Medical Record" means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician.

NOTE: The following will not be considered a medical record:

- Physical specimens, such as blood or urine samples, which are routinely discarded.
- Health insurance claims, accident investigation reports, and other non-medical correspondence if maintained separately from the medical file.
- The record of any voluntary employee assistance program (alcohol, drug, etc.) if maintained separately.
- Records created solely in preparation for litigation which are privileged from discovery under applicable rules of procedure or evidence.

Specific Written Consent means a written authorization containing the following:

- The name and signature of the employee authorizing the release of medical information.
- The date of the written authorization.
- The name of the individual or organization that is authorized to release the medical information.
- The name of the designated representative (individual or organization) that is authorized to receive the released information.
- A general description of the medical information that is authorized to be released.
- A general description of the purpose for release of the medical information.
- A date or condition upon which the written authorization will expire (if less than one year).

A toxic substance or harmful physical agent is defined as any chemical substance, biological agent (bacteria, fungus, virus, etc.), or physical stress (noise, heat, cold, ionizing radiation or non-ionizing radiation, hypo or hyperbaric pressure, etc.) which:

- Is regulated under federal law or rule due to a hazard to health.
- Is listed in the National Institute of Occupational Safety and Health (NIOSH) Registry of Toxic Effects of Chemical Substances (RTECS).
- Shows positive evidence of acute or chronic health hazard in human, animal, or other biological test by or known to the employer.
- Has a Material Safety Data Sheet indicating that the substance may pose hazard to human health.

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Procedure

The Safety Manager will maintain applicable medical and exposure records for all employees. All requests to access medical and exposure records and analysis based on those records must be submitted to using the forms provided for that purpose.

Access to records is provided in a reasonable time, place, and manner. Access to records must be provided in a reasonable time, place and manner. If access to records cannot reasonably be provided within fifteen (15) working days, Tarlton shall within the fifteen (15) working days apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available.

Personal identifiers (name, address, social security number, payroll number, etc.) are removed from records before access is granted. Whenever access is requested to an analysis which reports the contents of employee medical records by either direct identifier (name, address, social security number, payroll number, etc.) or by information which could reasonably be used under the circumstances indirectly to identify specific employees (exact age, height, weight, race, sex, date of initial employment, job title, etc.), personal identifiers must be removed before access is provided.

Tarlton, upon request, will assure the prompt access of representatives of the Assistant Secretary of Labor for Occupational Safety and Health to employee exposure and medical records and to analyses using exposure or medical records.

Except for a recognized collective bargaining agent, any designated representative must have the employee's written permission for access to exposure records and analyses. It is necessary however, for the union representative to specify the occupational need for access to records absent the employee's consent. Union representatives must have the employee's written permission to access medical records.

Copies of medical records are provided at no cost to employees. Whenever an employee or designated representative requests a copy of a record, that record must be provided at no cost.

Any review of medical or exposure records by an employee or union representative shall be done on his or her own time, outside of normal working hours, at a time mutually agreeable to the parties. The review will be conducted in person with the individual requesting access to the records.

The employee is entitled access to his or her medical records except when a physician determines that this knowledge would be detrimental to the employee's health as in such cases of terminal illness or psychological conditions. However, if the employee provides a designated representative with specific written consent, access to medical records must be provided even if the physician has denied the employee access to the records.

The authorized physician, nurse, or other responsible health care personnel maintaining employee's medical records may delete the identity of anyone who has provided confidential information concerning the employee's health status but cannot withhold the information itself.

When an analysis of medical records identifies the employee, a physician may remove direct or indirect personal identification. If this cannot be done, the personally identifiable portions need not be provided to the person seeking such information.

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Employees and their designated representatives will be permitted, upon request, access to past and present exposure data to toxic substances or harmful physical agents.

Copies of exposure records of other employees with past or present job duties or working conditions like or similar to those of the employee will also be provided upon request.

Any employee or designated representative is also permitted access to any record of exposure information which pertains to a new workplace or condition(s) to which the employee is being assigned or transferred.

Records Retention

- Medical records must be preserved and retained for the duration of employment plus 30 years.
- Employee exposure records must be retained for 30 years.

Transfer of Records should Tarlton Cease to do Business

Whenever Tarlton ceases to do business it shall transfer all records subject to this section to the successor employer. Whenever Tarlton is either ceasing to do business and there is no successor employer to receive and maintain the records, or intends to dispose of any records required to be preserved for at least thirty (30) years, Tarlton shall transfer the records to the Director of the National Institute for Occupational Safety and Health (NIOSH) if so required by a specific occupational safety and health standard.

Employee Information

Employees are informed of the provision of recordkeeping upon initial assignment and annually thereafter. Upon an employee's first entering into employment, and at least annually thereafter, information must be given to current employees of the existence, location, availability, and the person responsible for maintaining and providing access to records and each employee's rights of access to these records.

The Access to Employee Exposure and Medical Records Standard (29 CFR 1910.1020) will be readily available for review by employees upon request.

A copy of the employee notice that will be used to comply with the employee information requirements is included with the policy. This notice will be posted on those bulletin boards where other notices normally appear.

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AUTHORIZATION LETTER FOR THE RELEASE OF EMPLOYEE MEDICAL RECORDS

I, _____, hereby authorize _____ (Full name of employee) (Name of Organization)

to release to Tarlton the following medical record(s):

(Give specific description of the information to be released)

I give my permission for the medical information to be used for the following purpose(s):

_____I do not give permission for any other use or reason.

I understand that this authorization expires twelve (12) months from today's date unless I specify a particular date less than twelve months which is ______.

Signature of employee or his/her legal representative Date of Signature

Reviewed on: ______ with: ______

(Date) (Signature of Organization's Representative)

Copies given: Yes _____ No ____

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ACCESS TO MEDICAL/EXPOSURE RECORDS NOTICE

Federal Regulation 29 CFR 1910.1020 requires us to inform you that TARLTON CORPORATION does keep records designated as Employee Exposure and Employee Medical Records.

The above regulation gives you the right to review those records with certain exceptions.

The records are maintained in the Safety Department and the Safety Manager is responsible for the records.

A copy of CFR 1910.1020 is available for viewing upon request to the Safety Manager.

Signature

Date

Note: This notice must be posted annually

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COMPRESSED GAS CILINDERS			Next Review Date:	01/01/2023
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Purpose:

The purpose of this program is to prevent injury from failing or failure of compressed gas cylinders and to establish requirements for handling, lifting, and storing compressed gas cylinders safely.

Scope

This program covers all employees and contractors who handle, transport, and/or use compressed gas cylinders. Key Responsibilities

Managers/Supervisors

- Shall ensure that all employees are aware of the proper handling, storage, and use requirements for compressed gas cylinders.
- Shall ensure that initial training is conducted for all new employees and that retraining is conducted when employee behaviors suggest that retraining is warranted.

Employees

• Shall follow all requirements regarding the safe handling, storage, and use of compressed gas cylinders.

Procedure

General

Cylinders shall not be accepted, stored or used if evidence of denting, bulging, pitting, cuts, neck, or valve damage is observed. If damage is observed:

- The cylinder must be taken out of service.
- The cylinder's owner shall be notified to remove the cylinder from the premises.
- If owned, the cylinder shall be de-pressured and inspected as required by this program.

Cylinder Identification

Gas identification shall be stenciled or stamped on the cylinder or a label used. No compressed gas cylinder shall be accepted for use that does not legibly identify its content by name.

Handling

Valve caps must be secured onto each cylinder before moving or storage.

Secure the cylinder in a blanket when being lifted by mechanical means. Slings, ropes, or electromagnets are prohibited to be used for lifting compressed gas cylinders.

The preferred means to move compressed gas cylinders is with a cart, carrier, or with a helper.

Compressed gas cylinders must not be allowed to strike each other.

When a cylinder cap cannot be removed by hand, the cylinder shall be tagged "Do Not Use" and returned to the designated storage area for return to vendor.

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Storing

All cylinders must be secured upright in a safe, dry, well-ventilated area that limits corrosion and deterioration.

- Cylinders must be secured by means that will prevent the cylinder from falling.
- When securing the cylinder, the restraints shall not be attached to an electrical conduit or process piping.

Empty and non-empty cylinders shall be stored separately. All stored cylinders shall be capped.

Oxygen cylinders must be stored a minimum of 20 feet from combustible gas cylinders or areas where there may be open flame or arcing. Cylinders may also be stored where the oxygen is separated from combustible gas cylinders by a 5 foot or higher wall with a fire resistance rating of 30 minutes.

Storage areas for full and empty cylinders must be designated and labeled. Cylinders should be stored in definitely assigned places away from elevators, stairs, or gangways.

Use

Cylinders must be equipped with the correct regulators. Regulators and cylinder valves should be inspected for grease, oil, dirt, and solvents. Only tools provided by the supplier should be used to open and close cylinder valves.

Never force or modify connections.

Only regulators and gauges shall be used within their designated ratings.

The use of a pressure-reducing regulator is required at the cylinder unless the total system is designed for the maximum cylinder pressure.

Valves must be closed when cylinders are not in use.

Cylinders shall not be used as rollers or supports.

Cylinders shall not be placed where they can come in contact with electrical circuits.

Cylinders must be protected from sparks, slag, or flame from welding, burning, or cutting operations.

Empty cylinders must be returned to designated storage areas as soon as possible after use.

Inspection of Compressed Gas Cylinders

Tarlton shall determine that compressed gas cylinders under its control are in a safe condition to the extent that this can be determined by visual inspection. Visual and other inspections shall be conducted as prescribed in the Hazardous Materials Regulations of the Department of Transportation (49 CFR parts 171-179 and 14 CFR part 103). Where those regulations are not applicable, visual and other inspections shall be conducted in accordance with Compressed Gas Association Pamphlets C-6-1968 and C-8-1962. Some elements include, but are not limited to:

 Hoses and connections should be inspected regularly for damage. Hoses should be stored in cool areas and protected from damage.

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- These owned cylinders shall be visually inspected prior to charging, before each use, and at least annually.
- All inspections and testing must be documented.

High Pressure Cylinders are those cylinders marked for service pressures of 900 psi and greater.

• High pressure cylinders shall be taken out of service and submitted for re-qualification testing when any of the following conditions are identified by visual inspection:

Cuts, dings, gouges, dents bulges, pitting, neck damage, or evidence of exposure to fire.

- The cylinders shall be inspected and retested according to the requirements stated in 49 CFR 180.205 and .209.
- Re-qualification of non-damaged cylinders shall be conducted per the schedule in 49 CFR 180.209.

Low Pressure Cylinders are those cylinders marked for service pressures of less than 900 psi.

- Low pressure cylinders fall into two categories, those requiring requalification and those that do not require re-qualification.
- Low pressure cylinders that do not require re-qualification shall be taken out of service and condemned when any of the following conditions are identified during inspection:
 - $\circ~$ The tare weight of the cylinder is less than 90% of the stamped-on weight of the cylinder.
 - Observed pitting, dents, cuts, bulging, gouges, or evidence of exposure to fire.
- Low pressure cylinders subject to re-qualification shall be taken out of service, inspected and retested when visual inspection identifies any of the following conditions:
 - dents, bulges, pitting, or neck damage.
- Re-qualification of non-damaged cylinders shall be conducted per the schedule in 49 CFR 180.209.

Leaking Cylinders

Leaking cylinders should be moved promptly to an isolated, well-ventilated area away from ignition sources. Soapy water should be used to detect leaks. If the leak is at the junction of the cylinder valve and cylinder, do not try to repair it. Contact the supplier and ask for response instructions.

Transportation

Cylinders must be transported in a vertical secured position using a cylinder basket or cart and must not be rolled. Regulators should be removed and cylinders capped before movement. Cylinders should not be dropped or permitted to strike violently and protective caps are not used to lift cylinders.

Empty Cylinder Marking

Cylinders should be marked as "MT" and dated when empty. Never mix gases in a cylinder and only professionals should refill cylinders. Empty cylinders must be handled as carefully as when filled.

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Engineering Controls

Engineering controls such as emergency shutoff switches, gas cabinets, and flow restrictors should be used wherever possible to control hazards. Emergency eyewash facilities should be present where corrosive gases or materials are used.

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Purpose

The purpose of this program is to ensure that we verify our subcontractor's competencies, establish oversight methods, and monitor their work in order to ensure safe and environmentally compliant work is performed at all times.

Scope

This program applies to all Tarlton locations that use subcontractors.

General Requirements

The use of subcontractors must be pre-approved by Tarlton in accordance with our Subcontractor Management Plan and this program. Subcontractors will be pre-qualified by reviewing their safety programs, safety training documents, and safety statistics.

Subcontractor Relations Requirements

Competency Requirements

Subcontractors must be competent and capable to perform their assigned duties in a safe and environmentally sound manner. A verification process must be conducted to ensure that on-site subcontractors are competent and capable of performing their assigned duties in a safe and environmentally sound manner. The Tarlton manager hiring any subcontractor is accountable for verifying the written pre-approval of the subcontractor per the Subcontractor Management Plan prior to any work being performed by the subcontractor. This includes a review of the subcontractor's safety history, safety program, insurance, etc.

Subcontractors must have the appropriate licenses, registrations, and insurance to complete their work. A verification process must be completed to ensure that on-site subcontractors have the appropriate licenses, registrations, and insurance to complete their work. The scope of work for the subcontractor will include a list of documentation required to meet regulatory and client requirements appropriate to the subcontracted work. The Tarlton manager hiring any subcontractor is accountable for obtaining, verifying, and keeping copies of all required and appropriate documentation prior to any work being allowed to start by the subcontractor.

Communications Requirements

Prior to the start of work Tarlton and any subcontractor will establish clear lines of communication that includes an effective reporting relationship. The aim of this process is to improve HSE performance by facilitating the interface of Tarlton activities with those of the client, other contractors, and subcontractors. Pre-work or project kickoff meetings shall be held before work starts and be documented to ensure the subcontractor is completely aware of the reporting and communications requirements between Tarlton, its client, and the subcontractor.

Prior to the start of work Tarlton and any subcontractor must and will define clear roles and responsibilities. Aligning the various interests and areas of responsibility requires good working relationships between the client, contractors, and subcontractors. This is particularly true if the subcontractor activities are difficult to monitor (e.g. distributed work groups, remote locations, transportation). The roles and responsibilities of Tarlton, its client, and the subcontractor will be included and documented in the pre-work meeting held prior to work starting.

Emergency Planning

Prior to the start of work Tarlton and any subcontractor will establish an emergency action plan. Prior to the start of work Tarlton and any subcontractor will communicate the emergency response procedures and capabilities.

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Tarlton should contact all subcontractors to ensure their roles in emergency response plans are known. Subcontractors must follow emergency planning requirements for any Tarlton client location.

Oversight

An appropriate level of oversight and monitoring must and will be put in place to verify subcontractor performance for the life of the contract. Tarlton should periodically review the HSE performance of all subcontractors and verify compliance with regulatory and work-specific requirements, safety key performance indicators, and other agreed upon requirements.

Tarlton and each subcontractor shall meet no less than every 3 months and at the end of the project to formally evaluate the subcontractor's regulatory and work-specific compliance and performance. The meeting shall be documented and if the client wishes to attend, an invitation will be sent to the appropriate client representative.

In addition, subcontractors are required to follow or implement the work practices and systems described below while performing work at Tarlton or client worksites:

- Attend all safety orientations included in any pre-job meeting or kick-off meeting provided by Tarlton or client prior to any work beginning.
- Monitor its employees for substance abuse and report nonconformities to Tarlton.
- Be included in Tarlton tailgate safety meetings, job safety analysis or hazard assessments, and on the job safety inspections.
- Perform a pre-job safety inspection that includes equipment.
- Report all injuries, spills, property damage incidents, and near misses.
- Comply with Tarlton and client safety and environment rules, policies, guidelines, or procedures.
- Implement Tarlton safety practices and processes as applicable.
- Clean up and restore the worksite after the job is over.
- Ensure compliance with regulations at all times.
- Complete all SIFS plan forms prior to start of work.

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Purpose

Business continuity means ensuring that essential business functions can survive a natural disaster, technological failure, human error, or other disruption. Many existing business continuity plans anticipate disruptions such as fires, earthquakes, and floods. These events are restricted to certain geographic areas and the time frames are fairly well defined and limited. Pandemic disease, however, demands a different set of continuity assumptions since it will be widely dispersed geographically and potentially arrives in waves that could last several months at a time.

Development of a Pandemic Disease Plan and the Appointment of a Coordinator

A pandemic disease plan or disease containment plan will be developed for TARLTON CORPORATION and a coordinator appointed. There will be a workplace coordinator who will be responsible for dealing with disease issues and their impact at the workplace. This may include contacting local health departments and health care providers in advance and developing and implementing protocols for response to ill individuals.

Assumptions

A pandemic disease will spread rapidly and easily from person to person, affecting all businesses due to absenteeism. Businesses that are relied upon by other businesses will be facing the same massive absentee rates and will be unable to provide essential components to maintain the daily operations.

Risk assessments to identify the essential/critical components of Tarlton's business operation need to be conducted.

Recognize that a pandemic includes:

- Healthcare services not being available (they are already full at present with the usual ailments).
- Schools, churches and other public places not being open.
- Borders are partially or fully closed, especially airports, leaving people (our families, employees, business partners, customers and suppliers) "stranded".
- Essential materials and supplies may be limited due to distribution chains that are affected by the travel restrictions or absentee workers supporting those transportation means.
- Essential services around utilities, food distribution/access, and banking systems may not be at "normal levels"; access to cash flow could be tight.
- People may not be willing to or able to come to work.

Communications

Communication during a pandemic involves both internal communications and external communications. Internal communication will be provided to employees to educate them about pandemic diseases and measures they can take to be prepared.

Key contacts, a chain of communications, and contact numbers for employees and processes for tracking business and employees' status have been developed as described in this section.

Risk communication is critical to inform employees regarding changes in the pandemic status. The following is one method for providing such information.

Alert: conveys the highest level of importance; warrants immediate action or attention.

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Advisory: provides key information for a specific incident or situation; might not require immediate action.Update: provides updated information regarding an incident or situation; unlikely to require immediate action.

Provide continuous updates through internal & external communications when a pandemic is imminent:

- Notification to employees of operational changes
- Provide frequent updates about the pandemic status
- Provide advisories and alerts as conditions change
- Ensure vendors and suppliers have available a dedicated communications contact
- Monitor local, state, and federal pandemic updates

Tarlton will notify key contacts including both customers and suppliers in the event an outbreak has impacted TARLTON CORPORATION's ability to perform services. This procedure also includes notification to customers and suppliers when operations resume.

Tarlton will use its phone system that can perform automatic dialing from a database with each employee's contact number to send notifications and messages about alerts. The use of the TARLTON CORPORATION website also will serve as a portal for sharing information with employees and vendors.

Business Continuity Planning

During an emergency, employees look to management to provide leadership for TARLTON CORPORATION. If a large percentage of personnel become ill, our business continuity plans will be initiated so that if significant absenteeism or changes in business practices are required, business operations can be effectively maintained.

COMMAND STAFF:	
Incident Commander (President/CEO)	Organizes and directs all aspects of the incident response.
Public Information Officer (Media/Public Relations)	Creates and releases upon approval from the Incident Commander all information to the staff, media, and public.
Liaison Officer (Vice President)	Establishes and maintains relationships with outside organizations.
Safety Officer (Safety Manager)	Ensures the safety of all persons involved with the pandemic.

OPERATIONS SECTION:

Operations Section Chief	Initiates	and	manages	ongoing	operations	throughout	а
(Director of Operations)	pandemi	с.					ļ

LOGISTICS SECTION:

Logistics Section Chief	Meets the goods, services, and staffing needs of the operation
(Purchasing/Inventory Manager)	during the pandemic.

PLANNING SECTION:

Planning Section Chief	Collects information and resources potentially relevant to the

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(Lead Administrator)	pandemic and TARLTON CORPORATION operations.
FINANCE SECTION:	
Finance Section Chief	Monitors all expenditures and ensures fiscal resource availability
(Purchasing/Accounting Manager)	during the pandemic.

Pandemic Response by Pandemic Phase

Currently the WHO has created various phases for a pandemic but does not always relate to events locally.

Level 0 (WHO Phase 3) - Novel virus alert- not human-to-human transmission. Level 1 (WHO Phase 4) - Confirmed cases of human-to-human transmission of novel disease virus. Level 2 (WHO Phase 5) - Suspected/confirmed cases in the Tulsa area. Level 3 (WHO Phase 5) - Numerous suspected/confirmed cases in the Tulsa area.

Work-at-Home Considerations

There is a work-at-home and stay-at-home policy when employees are ill or are caring for others. Flexible work policies will be developed as much as possible. Employees are 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. Tele-commuting or other work-at-home strategies will be developed.

Infection Control Measures

Guidelines for infection control are important to clarify the routes of transmission and the ways to interrupt transmission through measures of hygiene. Infection control is an essential component of pandemic management and a component of public health measures. Essential measures include:

- Hand washing and use of hand sanitizers shall be encouraged by TARLTON CORPORATION supervision. Hand washing facilities, hand sanitizers, tissues, no touch trash cans, hand soap, and disposable towels shall be provided by TARLTON CORPORATION.
- Workers are encouraged to obtain appropriate immunizations to help avoid disease. Granting time off work to obtain the vaccine is considered when vaccines become available in the community.
- Social distancing including increasing the space between employee work areas and decreasing the possibility of contact by limiting large or close contact gatherings will be considered.
- We will clean all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) routinely and when visibly soiled. Work surfaces will also be cleaned frequently using normal cleaning products.

Additional examples of infection control measures include:

- Stay at home when you are sick. If possible, stay away from work, school, and from running errands. You will help others from catching your illness.
- Cover your coughs and sneeze into tissue, or cough into your shirt sleeve.
- Enhance existing housekeeping service by wiping down and disinfecting work areas (i.e. keyboards, telephones, desks, etc.) frequently.

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- Enhance housekeeping services for general public use areas several times throughout the work period.
- Use personal protective equipment where appropriate to minimize exposure (i.e. gloves- for handling money, masks- for ill employees)

Implementation, Testing, and Revision of the Plan

The plan and emergency communication strategies will be periodically tested (at least annually) to ensure it is effective and workable.

Testing the plan will be accomplished by conducting exercises. Exercises range from low stress to full scale, hands on drills. A tabletop exercise is the easiest way to begin testing the plan. This type of exercise involves having discussions regarding a scenario that challenges the plan and the decision makers during an emergency. Functional exercises take on an additional level of complexity, in that they actually require participants to conduct functional components of the plan. This usually involves planning specific scenarios, creating pretend data, and present issues that target an area within the plan to be tested.

Each of these methods of testing the plan require extensive planning for the exercise and the evaluation. The evaluation is critical to revising the plan by capturing actual responses during the exercise or drill objectively. Once this data is captured, an after-action report with recommendations to revising the plan should be completed within a few weeks of the exercise.

Lessons Learned

After any exercise is conducted, the after-action report should be used to make improvements to this plan. Any lesson learned and/or areas of improvement during the exercises should be included in the after-action report to create a list of items that will be incorporated within the plan to improve the overall effectiveness of the plan.

After any pandemic has been official declared over, where this plan has been implemented, a lesson learned evaluation should be conducted and an action items list created. The action items list should be used to updated/revise this plan to better prepare the company for the possibility of another pandemic.

Following a pandemic event, the person responsible for implementation of the plan should identify learning opportunities and take action to implement any corrective actions.

Training

Employees will 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. Disease containment plans and expectations should be shared with employees. Communicating information with non-English speaking employees or those with disabilities must be considered.

Documentation of all training is required.

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The purpose of Process Safety Management is to prevent or minimize consequences of catastrophic releases of toxic, reactive, flammable, or explosive chemicals in various industries such as refineries, etc.

Tarlton is required to recognize and participate as a contract employer at client locations with PSM Programs in place. Tarlton, as a contractor, has certain obligations to fulfill in order to comply with established PSM programs. Contract employer responsibilities are as follows:

- Tarlton has a responsibility (as the contractor) to train all employees necessary to perform their job. Tarlton shall assure that each contract employee is trained in the work practices necessary to safely perform his/her job.
- Tarlton (the contract employer) shall assure that each contract employee 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. Tarlton shall assure that each contract employee 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.
- Training shall be documented. Records which contain the identity of the contract employee, the date of training and the means used to verify that the employee understood the training must be maintained.
- Employee Evaluation Program all employees will be evaluated to ensure required training, participation, and knowledge of the client's PSM requirements are completed and documented.
- Tarlton shall assure that each contract employee follows the safety rules of the facility including the safe work practices required with 1910.119(f)(4).
- Tarlton (the contract employer) shall advise the host employer of any hazards found or unique hazards presented by the contract employer's work. Tarlton shall advise the host employer of any unique hazards presented by the contract employer's work, or of any hazards found by the contract employer's work.
- Trade secret information and confidentiality of trade secret information all contract employers must respect the confidentiality of trade secret information when the process safety information is released to them.

Process Safety Information

Tarlton employees shall participate in all, as directed, client PSM requirements, including:

- Employee Participation
- Process Hazards Analysis (PHA)
- Training /Employee Evaluation
- Pre-Startup Safety Review (PSSR)
- Hot Work Permits
- Incident Investigation
- Compliance Audits

- Process Safety Information (PSI) Operating Procedures
- Contractors
- Mechanical Integrity
- Management of Change (MOC)
- Emergency Planning and Response
- Trade Secrets

Tarlton Duties

The host employer's safe work practices must be followed during operation such as lockout/tagout, confined space entry, opening process equipment or piping, and control over entrance to facility. Tarlton employees shall abide by the host employer's safe work practices during operations such as lockout/tagout, confined space entry, opening process equipment or piping, and controls over entrance to facility.

To comply with 1910.119(f)(4), Tarlton employees are required to complete all required documentation for any

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permit-required activities.

Hot work permits and hot work shall not be performed until a hot work permit is obtained from the employer. Contract employees shall not perform hot work until a hot work permit is obtained from host employer. The permit shall document that the fire prevention and protection requirements in have been implemented prior to beginning the hot work operations.

In the event Tarlton becomes the sole operator of a facility, the existing PSM Program for that facility may be amended and adopted or, in the absence of a PSM Program, an assessment will be required prior to assuming operating responsibilities.

Reporting Incidents and Near Misses

Tarlton employees must immediately report all accidents, injuries, and near misses. An incident investigation shall be initiated within 48 hours. Resolutions and corrective actions must be documented and maintained for 5 years.

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Purpose

- To provide guidelines for identifying, assessing, and controlling workplace hazards;
- To ensure the potential hazards of new processes and materials are identified before they are introduced into the workplace;
- To identify the jobs/tasks which require risk assessment.
- •

Key Responsibilities

As specified within this program.

Tarlton must assess a work site and identify existing or potential hazards before work begins at the work site or prior to the construction of a new work site.

Hazard and Risk Identification

The hazard identification process is used for routine and non-routine activities as well as new processes, changes in operation, products, or services as applicable.

The Safety Manager shall conduct a baseline worksite hazard assessment which is a formal process in place to identify the various tasks that are to be performed and the accompanying identified potential hazards. The results are included in a report of the results of the hazard assessment and the methods used to control or eliminate the hazards identified. The hazard assessment report must be signed and have the date on it.

Inputs into the baseline hazard identification include, but are not limited to:

- Scope of work;
- Legal and other requirements;
- Previous incidents and non-conformances;
- Sources of energy, contaminants, and other environmental conditions that can cause injury;
- Walk through of work environment;

Hazard identifications (as examples) are to include:

- Working Alone
- Thermal Exposure
- Isolation of Energy
- Hearing Protection
- Musculoskeletal Disorders
- Bloodborne Pathogens
- Confined Spaces
- Driving
- General Safety Precautions
- And any other established policy or procedure by Tarlton
- Any other site-specific work scope

Tarlton has a formal process for identifying potential hazards. Processes are in place to identify potential hazards by the use of JSAs, JHAs, and facility wide or area specific analysis/inspections and Tarltons sifs program.

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All identified hazards are assessed for risk and risk controls are assigned within the worksite hazard assessment for that specific hazard.

Employees and/or subcontractors are actively involved in the hazard identification process. The Tarlton program provides processes to ensure employees and/or subcontractors are actively involved in the hazard identification process and hazards are reviewed with all employees concerned.

Employees are trained in the hazard identification process. Employees will be trained in the hazard identification process including the use and care of proper PPE.

Unsafe hazards must be reported immediately and addressed by the supervisor. The supervisor discusses the worksite hazard assessment with employees at the respective work location during the employee's documented orientation.

Review of Hazard Assessment

Existing worksite hazard identifications are formally reviewed annually or repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions and specifically updated when new tasks are to be performed that have not been risk assessed, when a work process or operation changes, before the construction of a new site, or when significant additions or alterations to a job site are made.

The respective supervisor or Project Manager advises the Safety Manager when additional hazards are introduced into the work place in order to revise planning and assessment needs.

Risk Assessment

Hazards are classified and ranked based on severity. The program identifies hazards that are classified/prioritized and addressed based on the risk associated with the task. (See the risk analysis matrix outlining severity and probability).



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HAZARD IDENTIFICATION AND ASSESSMENT

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TARLTON RISK ASSESSMENT MATRIX

				PROBABILIT	Y				
					Α	В	С	D	E
Severity	People	Assets	Environment	Reputation	Not Done	Rarely	Once a week	Several Times in a Week	Multiple Times in a Day
0	No health effect	No damage	No effect	No impact					
1	Slight health effect	Slight damage	Slight effect	Slight impact					
2	Minor health effect	Minor damage	Minor effect	Limited impact					
3	Major health effect	Localized damage	Localized effect	Considerable impact					
4	Single fatality	Major damage	Major effect	National impact					
5	Multiple fatalities	Extensive damage	Massive effect	Global impact					
	fatalities	damage							

Kov	Manage for continuous improvement	Incorporate risk reduction measures	Intolerable
кеу	(Low)	(Medium)	(High)

Risk Controls/Methods to Ensure Identified Hazards Are Addressed and Mitigated The following describes how identified hazards are addressed and mitigated:

- Risk assessed hazards are compiled with and addressed and mitigated through dedicated assignment, appropriate documentation of completion, and implemented controls methods, including engineering or administrative controls and PPE required into the worksite hazard assessment of the site specific HSE plan. No work will begin before the worksite assessment is completed. Additionally, no risk assessed as High (Intolerable) shall be performed.
- If an existing or potential hazard to workers is identified during a hazard assessment, Tarlton must take measures to eliminate the hazard, or if elimination is not reasonably practicable, control the hazard. If reasonably practicable, Tarlton must eliminate or control a hazard through the use of engineering controls. If a hazard cannot be adequately controlled using engineering controls, Tarlton must use administrative controls that control the hazard to a level as low as reasonably achievable. If the hazard cannot be adequately controlled using engineering and/or administrative controls, Tarlton must ensure that the appropriate personal protective equipment (PPE) is used by workers affected by the hazard. Tarlton may use a combination of engineering controls, administrative controls, and personal protective equipment if there is a greater level of worker safety because a combination is used.

Emergency Control of Hazards

Only those employees competent in correcting emergency controls of hazards may be exposed to the hazard and only the minimum number of competent employees may be exposed during hazard emergency control. An example is a gas leak in a building. Only those personnel with training on fire safety, gas supply shut off, and other related controls will attempt to resolve the emergency control of a hazard. Tarlton will make every possible effort

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to control the hazard while the condition is being corrected or under the supervision of client emergency response personnel in every emergency.

Certification of Hazard Assessment

The Safety Manager completes and signs the certification of hazard assessment for the worksite hazard assessment (also see PPE Program) and includes it within the site-specific HSE plan. Hazard assessments are reviewed annually and updated when new tasks are to be performed that have not been risk assessed.

Job Safety Analysis (JSA)

For those jobs with the highest injury or illness rates, jobs that are new to Tarlton's operation, jobs that have undergone major changes in processes and procedures, or jobs complex enough to require written instructions will have a Job Safety Analysis performed. Completed JSAs are available from the Safety Manager.

Site Specific HSE Plan (SSSP)

Each work location has a site specific HSE plan. Each employee reporting to a location shall receive a documented orientation from a Tarlton supervisor that includes the SSSP for that site. The SSSP contains the Tarlton Health and Safety Policy, site specific safety requirements, as well as a PPE matrix and a signed site-specific worksite hazard assessment for that location, which Tarlton has a responsibility to provide.

Review Process

The hazard assessment program will be reviewed to ensure no new hazards derived from the corrective measures. The review shall include a management of change consideration as well.

The safety committee shall be involved in the review process as well.

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WORKSITE HAZARD ASSESSMENT FORM

CERTIFICATE OF HAZARD ASSESSMENT STATEMENT FOR *_form shall be signed_***SITE**

I certify a worksite hazard assessment was performed for this facility on *date* by the Tarlton Safety Manager. (Signature on File)

TASKS	RISK LEVEL	HAZARDS	ENGINEERING OR ADMINISTRATIVE CONTROLS	PPE (Refer to PPE Matrix)
List individual task	Use Risk Matrix	Identify hazards associated with task	 List procedures that apply List appropriate engineering controls List procedures or other administrative controls 	List appropriate PPE
<u>Example</u> : Washing Parts	MED	Chemical Exposure (Skin, Eyes, Body)	Tarlton PPE ProcedureNo smoking;	Chemical gloves, splash proof goggles chemical apron
			•	
			•	
			•	
			•	
			•	
			•	

 Task: Indicate Task Group
 (Additional Tasks shall be listed in each site specific HSE plan)

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JOB SAFETY ANALYSIS FORM

Location / Dept:	/ Dept:				Date:		New?		Revision		JSA NO:			
Tack							Supervisor:							
Task								Analysis By	:					
Team								Reviewed E	By:					
Members								Approved E	By:					
Specific rules and pro	cedures	s to be followe	d (Safe W	ork Pra	ictice Number):								
Sequence of B	asic Job	Steps		Potent	tial Injury or H	azards		Recommer	ndations to	o Eliminate o	or Redu	ce Potential Hazard	ls.	
							·							
					CHECK	ITEMS REQUIR	ED TO DO T	HIS JOB:						
Safety Glasses		Leather Glov	/es		Face Shield			Fire Extingui	sher		Atmos	pheric Testing]
Hard Hats		Work Vest			Goggles (typ	pe?)		Lockout/Tag	out		Traffic	Control]
Safety Shoes		Fall Harness			Flame Resist	tant Clothing		Warning sign	ns		Other]

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INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM

Select an employee to help you with the JSA: someone who is experienced in the job, willing to help and a good communicator. The employees play an important role in helping you identify job steps and hazards. In summary, to complete this form you should consider the purpose of the job, the activities it involves, and the hazards it presents. In addition, observing an employee performing the job, or "walking through" the operation step by step may give additional insight into potential hazards. Here's how to do each of the three parts of a Job Safety Analysis:

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
Examining a specific job by breaking it down into a series of steps or tasks, will enable you to discover potential hazards employees may encounter.	A hazard is a potential danger. The purpose of the Job Safety Analysis is to identify ALL hazards – both those produced by the environment or conditions and those connected with the job procedure. To identify hazards, ask yourself these questions about each step:	Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an accident, injury or occupational illness.
Each job or operation will consist of a set of steps or tasks. For		Begin by trying to: (1) engineer the hazard out; (2) provide guards,
example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement.	Is there a danger of the employee striking against, being struck by, or otherwise making injurious contact with an object? Can the employee be caught in, by or between objects? Is there a potential for slipping, tripping, or falling?	safety devices, etc.; (3) provide personal protective equipment; (4) provide job instruction training; (5) maintain good housekeeping; (6) ensure good ergonomics (positioning the person in relation to the machine or other elements).
Picking up the box from the conveyor and placing it on a hand truck is		List the required or recommended personal protective equipment
one step. The next step might be to push the loaded hand truck to the storage area (a change in activity). Moving the boxes from the truck	Could the employee suffer strains from pushing, pulling, lifting, bending, or twisting?	necessary to perform each step of the job.
and placing them on the shelf is another step. The final step might be	is the environment becardous to sofety and/or bealth /tavia res	Give a recommended action or procedure for each hazard.
	vapor, mist, fumes, dust, heat, or radiation)?	Serious hazards should be corrected immediately. The JSA should then
Be sure to list all the steps needed to perform the job. Some steps		be changed to reflect the new conditions.
may not be performed each time; an example could be checking the casters on the hand truck. However, if that step is generally part of the job it should be listed.	Close observation and knowledge of the job is important. Examine each step carefully to find and identify hazards – the actions, conditions, and possibilities that could lead to an accident. Compiling an accurate and complete list of potential hazards will allow you to develop the recommended safe job procedures needed to prevent accidents.	Finally, review your input on all three columns for accuracy and completeness with affected employees. Determine if the recommended actions or procedures have been put in place. Re-evaluate the job safety analysis as necessary.

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SIOP WORK AUT			Next Review Date:	01/01/2023
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Purpose

The Stop Work Authority (SWA) process involves a stop, notify, correct, and resume approach for the resolution of a perceived unsafe condition, act, error, omission, or lack of understanding that could result in an undesirable event. All Tarlton employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of health, safety, or environmental risks exist.

Scope

This program applies to all Tarlton projects and operations.

Key Responsibilities

- Employees are responsible to initiate a Stop Work Intervention when warranted and management is responsible to create a culture where SWA is exercised freely.
- Supervisors are responsible to ensure a culture is created where SWA is exercised and honored freely to resolve issues before operations resume and recognize proactive participation.
- Management must establish and support clear expectations to exercise SWA, create a culture where SWA is exercised freely, and hold those accountable that choose not to comply with established SWA policies.

Stop Work Authority Procedure

- When an unsafe condition is identified the Stop Work Intervention will be initiated, coordinated through the supervisor, initiated in a positive manner, and all affected personnel and supervision will be notified of the stop work issue, be required correct the issue and then resume work when safe to do so.
- No work will resume until all stop work issues and concerns have been adequately addressed.
- Any form of retribution or intimidation directed at any individual or Tarlton for exercising their right to issue a Stop Work Authority will not be tolerated by the host nor by Tarlton.

Follow-Up

- All Stop Work Interventions shall be documented for lessons learned and corrective measures to be put into place.
- Stop Work reports shall be reviewed by supervision in order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learning.
- 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.

Training

Employees shall receive Stop Work Authority training before their initial assignment. The training will be documented including the employee name, the dates of training, and subject matter.

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STOP WORK FORM

Section 1: Stop Work Issue	ince		
Location of operation		Date & Time	
Supervisor		Phone	
Person initiating stop work			
Person performing work			
Work operation or condition	(include names of individuals performing	work)	
	:-::::-:::::::::::::::::::::::::::::::		
Hazard (as stated by person	Initiating stop work)		

Section 2: Date / Time Informed				
Supervisor		Safety Manager		
Area Manager		Client Safety (If required)		

Section 3: Follow-up Action	n (Be specific – what by, who by, when by to	correct hazard)	
Section 4: Restart Concurr	ence		
Supervisor		Date	
		D (
Area Manager		Date	
Safety Manager		Date	

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Purpose

The purpose of this program is to ensure that Tarlton continues to improve subcontractor health, safety, and environmental performance and to establish a standard for prequalification, evaluation/selection, and development of our subcontractors.

Scope

This program applies all Tarlton locations that use subcontractors.

General Requirements

All Tarlton subcontractors are to be managed in accordance with this program.

The use of subcontractors must be pre-approved by Tarlton. Approval requirements include:

- A formal safety review of the subcontractor being performed by Tarlton safety department.
- The scope of the review was commensurate with the hazards and risk exposure.
- Subcontractor has been/will be oriented to the safety policies, expectations, and requirements of Tarlton.
- The subcontractor agrees to abide by our Drug and Alcohol policy and onsite safety rules throughout the duration of the work.

Any subcontractor that has a "Non-Approved" safety status will not be used on any Tarlton site.

Procedure

Pre-Qualification of Subcontractors

Subcontractors will be pre-qualified by reviewing their safety programs, safety training documents, and safety statistics. Tarlton will use a combination of safety metrics to prequalify subcontractors as shown below.

How Acceptable Safety Metrics, Such as TRIR, EMR, DART, and Fatality Rate Will be Used as a Criteria for Selecting Subcontractors

Acceptable safety metrics will be used as criteria for prequalifying and selecting subcontractors in the following manner. Key performance indicators such as the TRIR, EMR, DART, and Fatality rates shall be reviewed (see form). The safety metrics and scoring will consider:

- Tarlton Subcontractor Safety Pre-Qualification Form responses and subcontractor safety program documents review 60% (Rated from 0-60 total points)
- Subcontractor safety training documents review 20% (Rated from 0-20 total points)
- Subcontractor safety statistics review 20% (Rated from 0-20 total points)

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Evaluation Rating and Acceptance

The subcontractor rating system will have five designations:

- Equal to or Greater than 90 points = A no restrictions.
- Between 85 and 89 points = B Mitigation plan must be documented and approved by Tarlton Safety.
- Between 81 and 84 points = C Mitigation plan must be documented and approved by Tarlton Safety; management approval in writing.
- Between 71 and 80 points = D Mandatory commitment meeting with senior subcontractor management present; mitigation plan documented and approved by Tarlton Safety; management approval in writing; trained subcontractor safety personnel on site during work regardless of number of workers.
- Less than 70 points = F not to be used.

Once each subcontractor has been evaluated and scored, Tarlton safety will provide management with the scores/ranking.

Tarlton reserves the right to change a subcontractor's status to "Non-Approved" if the subcontractor shows insufficient progress towards accepted mitigation plan or other agreed upon criteria.

Subcontractor Involvement

Contractors are required to follow or implement the work practices and systems described below while performing work at Tarlton worksites:

- Attend a safety orientation, included in any pre-job meeting or kick-off meeting provided by Tarlton prior to any work beginning.
- Monitor employees for substance abuse and report nonconformities to Tarlton.
- Ensure personnel have the required training and competency for their work.
- Included in Tarlton tailgate safety meetings, job safety analysis, or hazard assessments and on the job safety inspections.
- Perform a pre-job safety inspection that includes equipment.
- Participate in the BBS hazard reporting system.
- Report all injuries, spills, property damage incidents, and near misses.
- Comply with onsite and Owner/client safety rules.
- Implement Tarlton safety practices and processes, as applicable.
- Clean up and restore the worksite after the job is over.
- Ensure compliance with regulations at all times.
- Post job-safety performance reviews shall be conducted for subcontractors based on their adherence to the above requirements, safety key performance indicators, and other agreed upon requirements.

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SUBCONTRACTOR SAFETY PRE-QUALIFICATION FORM

1. Subcontractor Infor	mation:				
Subcontractor Name:		Telephone Numb	er:		
Street Address:		Fax Number:			
City:		Website Address:			
Province/State:		Postal Code/Zip:			
2. Officers					
President:					
Vice President:					
Treasurer:					
3. How many years has	s your organization bee	en in business under you	r present firm's name?		
4. Parent Firm Name:					
City:	Province/Sta	ite:	Postal Code/Zip:		
Subsidiaries:					
5. Under current mana	gement since (Date):	(please enter da	ate as mm/dd/yyyy)		
6. Contact for Insurance	ce Information:				
Title:	Telephone:	Fax:	Email:		
7. Insurance Carrier(s)	:				
Name	Тур	e of Coverage	Telephone		
8. Worker's Compensa insurance certificate.	tion Account Status (P	lease enclose a copy of	your workers compensation		
Account Number:	Account Number: Industry Code:				
9. Contact for requesti	Contact for requesting bids:				
Title:	Telephone:	Fax:	Email:		
10. Contractor Evaluation	form completed by:	-			
Title:	Telephone:	Fax:	Email:		

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	HEALTH, SAFETY AND ENVIRO	NMENTAL PER	FORMANCE		
Hea	Ith, Safety and Environmental Performance				
Pro If th	vide the following data for your firm using your record kee the data is not available please reply with Not Available	ping forms from th - N/A.	e past three (3) year	΄S.	
<u>Saf</u>	ety Performance Definitions and Guidance				
a.	Hours Worked - Employee hours worked last three years. Please report actual scheduled total hours worked and total overtime hours worked. If actual hours worked are not available for certain individuals hours worked may be estimated. A default of 2000 hours per individual per year can be used as an estimate.				
b.	b. <u>Recordable Incidents</u> - Recordable cases are those that involve any work-related injury or illness, including				
	death but excluding first-aid injuries.				
	Medical Treatment Case A Treatment shows first sid level - See OSHA		Jaliaco		
	Treatment above first aid level – See OSHAT Days Away from Work Case	ecolokeeping guid	Jennes.		
	Could not perform any work				
	 The day of the incident is not counted as a D 	ays Away day nor	day of return. Stop of	count when total	
	days reach 180 or if employee leaves the firm	1.			
	<u>Restricted Work Case</u> <u>A</u> <u>Could not porform routing functions appaging</u>	d with their perme	nontich		
	 Could not perform routine functions associate The day of the incident par day of return to re 	a with their perma	ineni juu. ot counted as a Rest	ricted Duty day	
	Stop count when total restricted duty days res	ach 180 or if emplo	ovee leaves the firm	ncieu Duly uay.	
	Transferred Work Activity Case				
	Assigned to another job on a temporary or period	rmanent basis.			
	The day of the incident is not counted as a R	estricted Duty day.	Stop count when tr	ansferred days	
	reach 180 or if employee leaves the firm.			-	
	Fatality Case				
	Employee dies from a work related injury or il	lness.			
d.	Motor Vehicle Incident - Includes any event involving firm that results in death, injury or property damage un	a motor vehicle the second s	nat is owned, leased properly parked.	or rented by the	
Hea	Ith and Safety Incidents	2021	2020	2019	
a.	Workers Compensation Experience Modification Rate (EMR)				
b.	Total Hours Worked				
	Total Medical Treatment Cases				
	Total Days Away Injury/Illnesses Cases				
	Total Restricted Work Injury/Illnesses Cases				
	Total Transferred Work Injury/Illnesses Cases				
	Total Fatality Cases				
c.	Total Recordable Cases				
c.	Total Recordable Incident Rate (TRIR)				
Tot	otal # Recordable Incidents x 200.000				

Total # Hours worked

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HEALTH, SAFETY AND ENVIRG	HEALTH, SAFETY AND ENVIRONMENTAL PERFORMANCE			
Health and Safety Incidents - continued	2021	2020	2019	
f. Motor Vehicle Incidents (MVI)				
# Motor Vehicles Incidents				
# Kilometers/Miles driven				
g. Motor Venicle Incident Frequency Rate (MVIFR)				
Total # Kilometers/Miles driven				
Environmental Incidents	2021	2020	2019	
Tetel # Spills to Water	2021	2020	2013	
a Petroleum Spills				
# spills Sheen (est volume as 0.1 bbl. To $<$ 1bbl				
# spills 1 bbl. To < 100 bbls.				
# spills 100 bbls. or more				
b. Chemical Spills				
# spills 1 bbl./160 kg. to < 100 bbls./16,000 kg.				
# spills 100 bbls./16,000 or more				
Total # Spills to Land				
a. Petroleum spills				
# spills 1 bbl. 1 0 < 100 bbls.				
# spills 100 bbls. or more				
μ spills 1 bbl /160 kg to < 50 bbls /8 000 kg				
# spills 50 bbls./8.000 kg. or more				
Enforcement Actions	2021	2020	2019	
Citations				
# Health and Safety				
# Environmental				
Please provide details				
Fines				
Total # Fines				
Total \$\$ Paid				
Please provide details				
	1			

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HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT							
Hig	Highest ranking HSE professional in the firm:						
Na	me/Title: Email:	Telephone Numbers					
Do	you have a written Basic Safety / HSE Program?	Yes 🗌	No 🗌				
Do	es your Basic Safety/HSE Program include the following?						
a. b. d. e. f. g.	HSE Policy statement signed by management Management Involvement and Commitment Hazard Identification and Risk Control Rules and Work Procedures Training Communications Incident and Accident Reporting and Investigation	Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No No				
Do	es the program include work practices and procedures						
a.	Permit to Work including Isolation of Energy	Yes 🗌	No 🗌				
b.	Confined Space Entry	Yes 🗌	No 🗌				
c.	Injury and Illness Recording	Yes 🗌	No 🗌				
d.	Fall Protection	Yes 🗌	No 🗌				
e.	Personal Protective Equipment	Yes 🗌	No 🗌				
f.	Portable Electrical/Power Tools	Yes 🗌	No 🗌				
g.	Motor Vehicle/Driving Safety	Yes 🗌	No 🗌				
h.	Compressed Gas Cylinders	Yes 🗌	No 🗌				
i.	Electrical Equipment Grounding Assurance	Yes 🗌	No 🗌				
j.	Powered Industrial Vehicles (Cranes, Forklifts, Etc.)	Yes 🗌	No 🗌				
k.	Housekeeping	Yes 🗌	No 🗌				
I.	Accident/Incident Reporting and Investigations	Yes 🗌	No 🗌				
m.	Unsafe Condition Reporting	Yes 🗌	No 🗌				
n.	Emergency Preparedness, Including Evacuation Plan	Yes 🗌	No 🗌				
о.	Waste Disposal and Pollution Prevention	Yes 🗌	No 🗌				
p.	Regular Workplace Inspection / Audits	Yes 🗌	No 🗌				
Do a. b. c.	you have a Drug and Alcohol program? Pre-employment Testing Reasonable Cause Testing Post-rehabilitation/Return to Work Testing	Yes Yes Yes Yes Yes	No No No No				

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HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT					
Do you have a Job Safety Analysis (JSA) process in place?				No	
Is there a Root Cause Analysis process used for investigations, near misses, environmental spills?				No	
Is there a Management of Change (MOC) Process in	n place?	Yes		No	
Do you have programs for the following?					
a. Respiratory Protection		Yes		No	
 b. Where applicable, have employees been: Trained Fit tested Medically approved c. Hazard communication/WHMIS 				No No No	
Hazardous Chemicals; Explosives and Blasting Agents Do you have a corrective action process for addressing individual/employee safety and health performance deficiencies?		Yes		No	
Medical					
 a. Do you conduct medical examinations for: Pre-placement Job Capability Pulmonary Respiratory Describe how you intend to provide first aid and other medical services while on-site. 				No No No	
Do you have personnel trained to perform first aid	and CPR?	Yes		No	
Personal Protective Equipment (PPE)					
a. Is applicable PPE provided for employees?				No	
b. Do you have a program to assure that PPE is inspected and maintained?		Yes		No	
HSE Meetings				Freq	uency
 a. Do you hold site HSE meetings for? Field Supervisors Employees New Hires Subcontractors 	Yes Yes Yes Yes	No No No			

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	HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT					
Inspe	ections and Audits				Frequ	ency
a.	Do you conduct internal HSE Inspections?	Yes 🗌	No			
b.	Do you conduct internal HSE program audits?	Yes 🗌	No			
C.	Are corrections or deficiencies to internal HSE program or equipment communicated and documented until closure?	Yes 🗌	No			
Equip	oment and Materials:					
a.	Do you own or lease Equipment and Materia please complete the following questions:	als? If yes,	Yes		No	
b.	Do you have a system for establishing applic safety, and environmental specifications for a materials and equipment?	cable health, acquisition of	Yes		No	
C.	Do you conduct inspections on operating equi cranes, forklifts) in compliance with requirements?	ipment (e.g., regulatory	Yes		No	
d.	Do you maintain operating equipment in com regulatory requirements?	pliance with	Yes		No	
e.	Do you maintain the applicable inspection and certification records for operating equipment?	maintenance	Yes		No	
f. Do you document corrections or deficiencies from equipment inspections and maintenance?		Yes		No		
Subcontractor Management						
a.	Do you subcontract any work? If the answer is complete the following questions:	s yes, please	Yes		No	\boxtimes
b.	Do you have a written contractor safety r process?	management	Yes		No	
C.	Do you use HSE performance criteria in subcontractors?	selection of	Yes		No	
d.	Do you evaluate the ability of subcontractors to applicable HSE requirements as part of th process?	comply with ne selection	Yes		No	
e.	Do your subcontractors have a written HSE Prog	gram?	Yes		No	
f.	 Do you include your subcontractors in: HSE Orientation HSE Meetings HSE Equipment Inspections HSE Program Audits Are corrections or deficiencies documented 		Yes Yes Yes Yes Yes		No No No No	

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	HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT						
Empl	oyee and Trades Training						
a.	Have employees been trained in appropriate job skills?		Yes		No		
b.	Are employees' job skills certified where required by regulatory or industry consensus standards?		Yes		No		
С.	List trades/craits which have been certilied.						
Healt	h, Safety and Environmental Orientation		New H	lires	Super	visors	
a. b.	Do you have an HSE Orientation Program for new hires and newly hired or promoted supervisors? Does the program provide instruction on the	Yes		No 🗌	Yes 🗌	No 🗌	
	following: •New worker orientation •Safe Work Practices •Safety Supervision •Toolbox meetings •Emergency Procedures •First Aid Procedures •Fire Protection and Prevention •Safety Intervention •Hazard Communication/WHMIS	Yes Yes Yes Yes Yes Yes Yes Yes		No No No No No No No	Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No No No	
Healt	h, Safety and Environmental Training						
a.	Do you know the regulatory HSE training requiremen your employees?	ts for	۲	∕es 🗌	No		
b.	Have your employees received the required HSE tra	aining	ר	∕es 🗌	No		
с.	Do you have a specific HSE training program supervisors?	m for	Y	∕es 🗌	No		
Train	ing Records						
a.	Do you have HSE and training records for Employee's?	your	Y	∕es 🗌	No		
b. с.	 Do the training records include the following: Employee identification Date of training Name of trainer Method used to verify understanding How do you verify understanding of training? (Check all 	ll that ap	ן א א pply)	∕es □ ∕es □ ∕es □ ∕es □	No No No		
D Wi	ritten test		Job Mo	onitoring	Other (Li	st)	
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Purpose

The purpose of the Preventative Maintenance program is to set forth the procedures for the tracking, care, and maintenance of equipment.

Scope

This program applies to all TARLTON employees and locations. When work is performed on a non-owned or operated site, the operator's program shall take precedence; however, this document covers TARLTON employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Procedure

Process

As equipment arrives at the site a determination is made if the equipment should be placed on a preventative maintenance schedule based on the type of equipment, calibration requirements, etc.

To ensure equipment is tracked and preventative maintenance work is performed on a timely basis, the following process is used. The site management representative is responsible for ensuring the process is followed.



All records must be legible, readily retrievable, protected and stored to prevent damage, deterioration or loss.

Equipment Inventory and Register

An equipment inventory is established and maintained. An inventory of TARLTON machinery/equipment has been established and must be kept current. When new machinery or equipment is acquired, it must be added to the inventory via the Equipment Inventory Register. The Equipment Inventory Register includes all equipment at a site that requires calibration or routine preventative maintenance and is updated by the designated maintenance representative for the site.

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The register contains information on equipment's:

- Description
- Make
- Model
- Serial Number
- Location
- Next Scheduled PM Date

As appropriate equipment is added to a site's inventory, it is added to the register as well as equipment that is removed permanently from the site is removed from the register.

Each week the Equipment Inventory Register is reviewed for scheduled preventative maintenance for equipment at the site.

Each quarter a copy of the Equipment Inventory Register is sent to the appropriate management representative for the site.

Preventive Maintenance Inspection Schedule and Maintenance Record

A preventive maintenance and inspection schedule has been established to meet manufacturer and legislated requirements. A preventative maintenance schedule has been established based on manufacturer requirements and industry standards.

Each piece of relevant equipment on the Equipment Inventory Register is entered onto the Preventative Maintenance Schedule Form and assigned a Preventative Maintenance Record Form. The maintenance schedule form contains the item name, required frequency of inspection, and tracks the inspection dates and completion. The maintenance record form contains information on the equipment including:

- Equipment data
- Safety instructions for the specific equipment
- Description of preventative maintenance requirements for the specific equipment
- Preventative maintenance frequency and history for the specific equipment

Records of maintenance activities are kept. Preventive maintenance performed on machinery or equipment must be documented and retained for the life of the machinery or equipment. As scheduled preventative maintenance is performed on the equipment, the Preventative Maintenance Record Form shall be completed and the Preventative Maintenance Schedule Form updated. All forms are to be retained locally with a copy sent to the TARLTON main office.

Repair Procedure

Process

Equipment found to be defective is removed from service until it is repaired. Defects observed in machinery or equipment shall be reported to a supervisor and must be repaired or replaced before being used again.

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During preventative maintenance work or other requests, repairs activity is tracked and documented by use of the following process.

This process ensures documented work performed, costs, and management approval for material associated with the project activity.



All records must be legible, readily retrievable, protected, and stored to prevent damage, deterioration, or loss.

Maintenance Request Form

Maintenance requests are originated by the client or internal requestor completing a Maintenance Request Form and submitting the form to the designated maintenance representative for the site. The form contains information regarding:

- Originators information
- Location of the problem
- Defective equipment details
- Description of the problem or corrective action requested

Each Maintenance Request Form is to be retained in a file folder with all other appropriate documents, copies of invoices, etc., and retained locally at the site.

Work Order Form

The designated maintenance representative takes information from the Maintenance Request Form, investigates the problem, and documents work performed on the Work Order Form. Data contained on the Work Order Form includes:

- Maintenance Request input
- Corrective actions completed
- Manpower details
- Materials used or needed for repairs and cots

Each Work Order Form activity is then entered onto the Maintenance Log Form. If equipment, parts, etc. are required, the Material Requisition Form shall be completed and approved prior to purchasing.

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Maintenance Log Form

The Maintenance Log Form contains in chronological order of all Work Order activity with line item summaries of reported date, maintenance issue, location, costs, and completion date.

Each quarter a copy of the Maintenance Log is sent to the appropriate management representative for the site.

Material Requisition Form

Material is requested for and approved via the Material Requisition Form.

A purchase order is assigned by the designated maintenance representative (which must appear on all invoices).

The form is submitted to the Project Manager for review and approval.

Any single Material Requisition Form representing a single value of \$1,000 or more requires approval from senior management prior to placing any orders.

The Material Requisition Form is to be kept with all Work Order Forms.

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FORMS

				EQUIPMENT INV	ENTORY REGISTER
Description	Make	Model	Serial Number	Location	Next Calibration or PM Date
L		1	1		

PREVENTIVE MAINTENANCE SCHEDULE

	Comments	Frequency	Mo	nth:	Mo	nth:	Mo	nth:	Notes
			Schedule	Actual	Schedule	Actual	Schedule	Actual	
Item Name									
PM 1									
PM 2									
PM 3									
Item Name									
PM 1									
PM 2									
PM 3									
Item Name									
PM 1									
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item name									
PM 1									
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PM 5									
item name									
PM 1									
PW 2									
PM 5									
IS-INTERNAL									
PM 1									l
PM 2		-							
PM 3	1	1							1

Frequency: A=Annual; Q= Quarter; M=Month Schedule: R=Required; I=Inspect and perform if necessary: Blank=Not Required Actual: Check Mark=Performed; D=Delayed

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									means
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		MAINTENAM	ICE REQUEST FORM
Complete all releva Originator Name:	nt information below and	email to maintenance d Contact Phone N	epartment or designee. Number:
Location of Problem:		Date:	Time:
Location of Problem: (mark x in appropriate box)	Location 1 Location 2 Location 3 Location 4	Defective Equipment Type: Serial Number: Make: Model:	Equipment - Facility Details
PLEASE D	ESCRIBE PROBLEM O (paste photogr	R CORRECTIVE ACTIO	N REQUESTED

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Purpose

The purpose of this program is to meet client requirements for Safety and Environmental Management Systems (SEMS) as related to Management of Change.

Scope

Tarlton does not own any facilities on the Outer Continental Shelf or any other area governed by the Bureau of Safety and Environmental Enforcement (BSEE) and this program is created to meet client requirements.

General Requirements

- A pre-project review must be completed during the planning/development stage. Before a change to facilities, equipment, or work process has been initiated, a review shall be completed to ensure that health, safety, environmental, and/or quality standards can be maintained while staying on budget.
- Prior to any change within the scope of this policy, a safety review is to be completed using the Management of Change Procedure Form.
- It is the responsibility of the individual or team proposing the change to follow this procedure and complete the safety review prior to making any changes.
- Once the review has been completed by the individual or team, it must be approved by the client, Project Manager, as well as the senior manager overseeing the Tarlton manager, and Tarlton Safety Manager.
- At the completion of the change, the Project Manager and Tarlton Safety Manager shall audit the changes occurring against the approved MOC plan.
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Procedure

Tarlton must make sure that changes to the way we perform work do not create safety nor environmental hazards and that we have considered how changes in one area of work will affect other areas. Areas to be addressed in a Management of Change request include:

- the technical (process and mechanical design) basis for proposed changes.
- impact of a change on safety, health, and the coastal and marine environments, including as appropriate a hazards analysis.
- the effects of proposed changes on separate but unrelated upstream or downstream facilities and on area wide emergency plans.
- a necessary time period to implement changes.
- management approval procedures for changes.
- necessary revisions of the operating procedures, safe work practices, and training program.
- communication of a proposed change and the consequences of that change to appropriate personnel.
- the necessary revisions of the safety and environmental information.
- the duration of the change, if temporary.

A pre-start up review must be approved prior to the change being put into service. Before a change to facilities, equipment, or work process can be placed into service, a pre-start up review must be completed to ensure that all requirements outlined in the pre-project review have been addressed and to ensure that any other possible hazardous conditions are assessed.

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Communication of the Proposed Change and Consequences of that Change to Appropriate Personnel

Communication of proposed changes to appropriate personnel and training for appropriate personnel whose jobs are affected by changes may be accomplished in several ways, including face-to-face briefings, formal classroom or practical training sessions, e-mails or intranet postings to employees, posted hard-copy information, handouts, or agenda topics during safety meetings. The training or communication of the change would typically be provided prior to operating the changed equipment, which may occur before the actual start-up of the process.

All affected personnel/stakeholders participate in the Management of Change process. Pre-project and pre-start up reviews will include all interested parties. This may include, but is not limited to, Operations, Engineering, Information Technology, Sales/ Marketing, Quality Assurance, and Environmental, Health, and Safety.

Procedures to Analyze Safety, Health, and Environmental Considerations Involved in Proposed Changes

The MOC program must address procedures for safety and environmental considerations involved in proposed changes. These procedures include the completion of a safety, health, and environmental hazard analysis of the proposed change, involvement of staff in the work, approval of client for hazard analysis of proposed change, and training of any accepted change process before work begins.

MOC Procedures to be Used When Revising Operating Procedures, Safe Work Practices, and Training Programs

The program addresses the necessary MOC procedures for revisions in operating procedures, safe work practices, and training programs. These include:

- <u>Utility and Energy Requirements</u> electrical, hydraulic, compressed air, steam, etc., piping pressures and sizes for liquid and gas supplies, all means for de-energizing utilities provided and identified.
- <u>Hazardous Materials</u> names and descriptions, MSDSs, concentrations, size and type of packaging, flash point, flammable limits, storage requirements, temperatures, etc.
- <u>Waste Disposal</u> waste generated, containers to be used and locations, amounts, flammability, toxicity, reactivity, ingredients, associated wastes such as gloves and rags, disposal locations, etc.
- <u>Personal Protective Equipment</u> types required for hazards present or anticipated.
- <u>Training Required</u> hazard communication, waste disposal, PPE, work permits, confined space, moving vehicles, cranes, fire protection, lockout/tagout, new equipment, shifts to be involved, use of temporary employees, qualifications of operators, testing of operators.
- <u>Material Handling</u> lifting devices required, cranes required, weights to be handled mechanically and manually, forklift requirements, rack storage requirements, access to racks by forklifts, power requirements for lifting aids.
- <u>Fire Protection and Emergency Procedures</u> access to existing fire extinguishers and fire hoses, sprinklers protected and not being obstructed, emergency response procedures.
- <u>Walking Surfaces</u> Access to aisles, aisles not used for working, aisles designated, clean and smooth surfaces, floor mats, trip hazards.
- <u>Machinery and Equipment</u> guarding requirements, power transmission guarding, nip points, sharp edges, foot treadles, energy sources, new equipment and tools, maintenance requirements, equipment bolted to the floor, energy isolating requirements (lockout/tagout), special tools required, automatic start or intermittent operations.
- <u>Ergonomics</u> illumination, noise, worker position and posture, vibration, floor space, machine controls, repetition, force, tool use, heat and cold, emergency stop location.

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• <u>Ventilation</u> - airborne contaminants (vapor, gas, dusts, fumes, mists, smoke, vehicle exhaust, etc.), control, methods, amounts of emissions, local and general (dilution) ventilation, CFM, permits required.

Change in Supervisory Personnel

The Management of Change (MOC) policies and procedures are utilized whenever there is a change in supervisory personnel by ensuring they completely understand their duties, the Owner/client is notified of the changed supervisory personnel's qualification, arrival dates, orientation and training requirements for their position and staff under their supervision, etc. Routine personnel vacancies and replacements, rotation, and shift changes should not require additional MOC action.

Training

Tarlton shall inform and train those employees whose job tasks are affected by a change in operations. The program must address training and informing employees affected by operational changes prior to startup.

Training may be formal classroom, CBT, or hands-on format, or may be in the form of reading and signing off on pertinent MOC information.

All training shall be documented and made available to the client, governmental agencies, or as required by law.

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MANAGEMENT OF CHANGE PROCEDURE FORM

<u>Purpose of Form</u>: To verify the orderly and comprehensive review of any new, or change to, operations, processes, primary personnel, equipment, or safety and health aspects prior to the actual change taking place. We must make sure that changes to the way we perform work do not create safety nor environmental hazards and that we have considered how changes in one area of work will affect other areas. Areas to be addressed in a change request include:

- the technical (process and mechanical design) basis for proposed changes.
- impact of a change on safety, health, and the coastal and marine environments, including as appropriate a hazards analysis.
- the effects of proposed changes on separate but unrelated upstream or downstream facilities and on area wide emergency plans.
- the necessary time period to implement changes.
- management approval procedures for changes.
- necessary revisions of the operating procedures, safe work practices, and training program.
- communication of a proposed change and the consequences of that change to appropriate personnel.
- the necessary revisions of the safety and environmental information.
- the duration of the change, if temporary.

Project Location:	Requestor:	

Are Changes Required in These Areas?	YES	NO
Equipment		
Operating Procedures		
Materials		
Operating Conditions		
Personnel Changes		
 Safe Work Practices (Samples) and Related Training General work permit Opening of pressurized or energized equipment or piping Lockout and tagout of electrical and mechanical energy sources Hot work and other work involving ignition sources Confined space entry Crane operations Bypass or removal from service of a safety feature. Electrical/high voltage safety. Use of pressurized gas cylinders Fire protection system impairment Elevated work/fall protection including over or near water Hot tapping of lines and equipment 		

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Are Changes Required in These Areas?	YES	NO
 Hydroblasting Mobile work platforms Scaffold use Underwater maintenance or construction 		
Other (Describe)		
If you answered 'Yes" to any of the issues above, explain the proposed changes, effect, and process before the change is made below:	mpleme	ntation

Submitted by:	Date:	
Review/Approval:		
Supervisor:	Date:	
Project Manager:	Date:	
Safety Manager:	Date:	
Client (If Needed):	Date:	
Audits:		
Project Manager:	Date:	
Safety Manager:	Date:	

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Purpose

This program is designed to reduce the risk of work-related heat illnesses.

Scope

This procedure applies to all work being performed in hot environments.

Definitions

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

"Heat Illness" means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

"Preventative recovery period" means a period of time to recover from the heat in order to prevent heat illness.

"Shade" means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

Requirements

All managers and supervisors are responsible for implementing and maintaining the Heat Illness Program in their work areas.

Provision of Water - Employees shall have access to potable drinking water. Employees shall have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift.

Access to Shade - Employees will be provided with access to shade. Employees 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. See definition of "Shade".

Control Measures - Each work location involved in working in hot environments shall implement measures that must be in place to control the effects of environmental factors that can contribute to heat related illnesses. The most common environmental factors are air temperature, humidity, radiant heat sources and air circulation.

Physical factors that can contribute to heat related illness shall 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.

Supervisors must ensure personal 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.

Each work site shall develop site specific procedure but shall include the minimum:

Bring at least 2 quarts per employee at the start of the shift and the supervisors/designated persons will
monitor water containers every 30 minutes, and employees are encouraged to report to
supervisor/designated person low levels or dirty water.

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- Supervisors will provide frequent reminders to employees to drink frequently.
- Every morning there will be short tailgate meetings to remind workers about the importance of frequent consumption of water throughout the shift during hot weather.
- Place water containers as close as possible to the workers.
- When drinking water levels within a container drop below 50%, the water shall be replenished immediately, or water levels should not fall below the point that will allow for adequate water during the time necessary to effect replenishment.
- Disposable/single use drinking cups will be provided to employees or provisions will be made to issue employees their own cups each day.
- Supervisors will set-up an adequate number of umbrellas, canopies or other portable devices at the start of the shift and will relocate them to be closer to the crew, as needed.
- Non-agricultural employers can use other cooling measures if they demonstrate that these methods are as effective as shade.
- Working hours will be modified to work during the cooler hours of the day, when possible.
- When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.
- Supervisors will continuously check all employees and stay alert to the presence of heat related symptoms.
- Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called and check that these are functional at the worksite prior to each shift.
- Every morning, workers will be reminded about address and directions to the worksite to inform medical responders and emergency procedures.
- All newly hired workers will be assigned a buddy or experienced coworker to ensure that they understood the training and follow the company procedures.

Training

Training in the following topics shall be provided to all supervisory and non-supervisory employees:

- 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, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
- The importance of acclimatization;
- The different types of heat illness and the common signs and symptoms of heat illness;
- The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers;
- TARLTON procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- TARLTON procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
- TARLTON procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

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Supervisors must receive training in the prevention of heat related illnesses prior to supervising employees working in heat. Supervisors will be trained in the TARLTON heat illness emergency response procedures to prevent heat illness and procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Communication for employees shall be in a form readily understandable by all affected employees.

TARLTON shall ensure all contractors, subcontractors, staffing companies, etc. employees (including temporary) working outdoors have been trained in heat illness prevention.

Always Remember: WATER – REST- SHADE

OSHA Heat Stress App

Know the differences between heat exhaustion and a heat stroke.

Download OSHA's heat safety tool on smart phones. This App allows workers and supervisors to:

- Calculate the heat index for their worksite, and, based on the heat index, displays a risk level to outdoor workers.
- Get reminders about the protective measures that should be taken at that risk level to protect workers from heat-related illness
- See reminders about drinking enough fluids, scheduling rest breaks, planning for and knowing what to do in an emergency, adjusting work operations, gradually building up the workload for new workers, training on heat illness signs and symptoms, and
- Monitor each other for signs and symptoms of heat-related illness.



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Heat Stress Prevention Guidelines - When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat stress, heat exhaustion, and the more sever, heat stroke, can occur and may result in death. Tarlton has implemented "Heat Stress Precautions" to address dangers associated with extreme heat. The following guidelines specifically address what actions will be taken onsite when the heat index rises above the thresholds indicated herein. The heat precautions will be classified as levels 1-3, 3 being the most severe.

Level 1 Heat Precautions - Heat Index Between 95 and 100 Degrees Fahrenheit:

- Shaded break areas with mechanical ventilation shall be provided by each employee's respective employer.
- Mandatory five (5) minute water breaks shall be provided every hour.
- Workers shall be required to consume a minimum of 12 ounces of cool water or other non-caffeinated beverage during each break.
- Requirements for orange high visibility vests will be suspended. High visibility t-shirts will still be required.

Level 2 Heat Precautions - Heat Index Between 101 and 105 Degrees Fahrenheit:

- Shaded break areas with mechanical ventilation shall be provided by each employee's respective employer.
- Continuous monitoring of the work area by a Tarlton field staff member.
- Workers performing strenuous activities in direct sun shall be rotated every thirty (30) minutes to nonstrenuous activities or to a shaded ventilated work location.
- Mandatory five (5) minute water breaks shall be provided every hour.
- Workers shall be required to consume a minimum of 12 ounces of cool water or other non-caffeinated beverage during each break.
- Requirements for high visibility vests will be suspended. High visibility t-shirts will still be required.

Level 3 Heat Precautions - Heat Index Above 105 Degrees Fahrenheit:

- All non-emergent work activities will be suspended.
- Any work outdoors requires Tarlton Safety Department approval.

Heat Stress Tracker

A heat stress tracker is a tool available to the Tarlton Safety Department that can be used for accurate and localized measurement of heat stress conditions.

Kestrel 5400 Heat Stress Tracker



HEAT INDEX PRECAUTIONS					
Level 1 95-100°F	Level 2 101-105°F	Level 3 >105°F			
-Shaded work areas -Monitor workers -5 min. break every hour -Hydrate with 12 oz. cool water every break	In addition to Level 1 requirements: -Rotate workers every 30 minutes to non- strenuous activities -Hydrate with 12 oz. cool water every hour	- Work limited to essential operations ONLY. -Any work outdoors requires Safety Dept. approval			

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A Heat Stress Tracker, such as the Kestrel 5400, can be used to calculate:

- Heat Index a quantity expressing the discomfort felt as a result of the combined effects of the temperature and humidity of the air.
- Wet Bulb Globe Temperature (WBGT) a type of apparent temperature used to estimate the effect of temperature, humidity, wind speed (wind chill), and visible and infrared radiation (usually sunlight) on humans.
- Thermal Work Limit (TWL) the limiting (or maximum) sustainable metabolic rate that well-hydrated, acclimatized individuals can maintain in a specific thermal environment, within a safe body core temperature and sweat rate.

WBGT as a Heat Stress Indicator vs. just using the Heat Index

Wet bulb globe temperature (WBGT) is based on an equation that uses a combination of environmental elements to calculate the reading. The calculation is a measure of the heat stress in direct sunlight, which takes into account: temperature, humidity, wind speed, sun angle and cloud cover (solar radiation).

Heat index takes into consideration temperature and humidity and is calculated for shady areas.

	WBGT	HEAT INDEX
Measured in sun	\checkmark	×
Measured in the shade	×	\checkmark
Measured indoors	×	\checkmark
Uses temperature	\checkmark	\checkmark
Uses relative humidity	\checkmark	\checkmark
Uses wind	\checkmark	×
Uses cloud cover	\checkmark	×
Uses sun angle	\checkmark	×

GUIDANCE	GUIDANCE FOR SAFETY PROFESSIONALS				
WBGT	LEVEL OF RISK	COMMENTS			
<65°F	Low	Risk low but still exist in the basis of risk factors.			
65°F -73°F	Moderate	Risk level increases as work progresses through the day.			
73°F-82°F	High	Everyone should be aware of heat illness protentional; individuals at risk should not work.			
>82°F	Extreme	Work limited to essential operations ONLY.			

Thermal Work Limit (TWL)

Thermal Work Limit (TWL) is defined as the limiting (or maximum) sustainable metabolic rate that well-hydrated, acclimatized individuals can maintain in a specific thermal environment, within a safe deep body core temperature (< 38.2 °C or 100.8 °F) and sweat rate (< 1.2 kg. or 2.6 lb. per hour).

TWL is calculated using five environmental parameters – dry bulb, wet bulb and globe temperatures (all used by WBGT), with the addition of wind speed and atmospheric pressure. It also accommodates for clothing factors to arrive at a prediction of a safe maximum continuously sustainable metabolic rate (W m?2) for the conditions.

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Developed for use in mining operations, it is a reliable metric for measuring heat stress indoors as well as outdoors.

TWL REFERE	NCE TABLE		
>220	140-220	115-140	>115
Unrestricted	Acclimatization	Buffer	Withdrawal
-No Specific precautions apply.	-No added precautions for acclimatized workers. - Unacclimatized* workers must follow buffer zone recommendations. -Cooled hydration must be readily available.	 -Cooled hydration must be readily available. -No person to work alone. -No unacclimatized* workers. -Fluid intake of 1 Liter (33.8 us fl oz) per hour required. -Work rest cycle: 40 minutes of work – 20 minutes of rest. -Consider monitoring workers for elevated heart rates (>100 beats per minute). 	Work limited to essential operations ONLY. -Cooled hydration must be readily available. -No person to work alone. -No unacclimatized* workers. -Fluid intake of 1 Liter (33.8 us fl oz) per every 30 minutes required. -Work rest cycle: 20 minutes of work – 40 minutes of rest. -Monitor workers for elevated heart rates (>100 beats per minute).
*Unacclimatized	I workers are defined as new w	orkers who have worked less than 14	days on site.

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Purpose:

The purpose of this program is to prevent injury from hazards associated with concrete and masonry work.

Scope

This program covers all employees involved in concrete and/or masonry work.

Key Responsibilities

Managers/Supervisors

- Shall ensure that all employees are aware of the hazards associated with concrete and masonry during construction and are properly trained prior to their exposure of those hazards.
- Shall ensure that initial training is conducted for all new employees and that retraining is conducted when employee behaviors suggest that retraining is warranted.
- Conduct operations and train employees in accordance with OSHA's CFR 1926 Support Q Concrete and Masonry Construction.

Employees

- Shall follow all requirements regarding the safe work practices and requirements of this program.
- Report all hazards if not previously made aware of them, especially when changes occur.

Procedure

Hazards Associated with Concrete/Masonry Construction

- Concrete Buckets: Impact injuries due to defective slings/hardware;
- Concrete Pumper Truck: Electrical injuries due to overhead power lines; Impact injuries due to improper operator operations;
- Concrete: Caustic burns to eyes and skin; impact injury due to falling buckets, blocks, bricks, or other objects; respiratory hazards due to concrete dust;
- Cranes: Impact injuries due to defective slings or unbalanced load;
- Electric Saws: Shock injuries due to defective power cords or nongrounded circuit;
- Flagging: Impact injuries for flaggers exposed to traffic;
- Fork Lifts: Impact injuries due to exceeding the lifting capacity or improper operation by operator;
- Form Work: Fall injuries from height, ladders, or open excavation; slips and trips working with footers: cuts and puncture wounds from exposed nails;
- Leading Edge Work: Fall injuries due to height and lack of knowledge only experienced and authorized workers allowed;
- Rebar: Struck Against injuries due to impalement on end of rebar; slips and trips working with rebar.

Injuries can result from unsafe work practices including:

- premature removal of formwork;
- failure to brace masonry walls;

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- failure to adequately support precast panels;
- inappropriate operation of equipment;
- failure to guard the end of reinforcing steel;
- inadequate shoring, which can lead to formwork collapse.

Safe Work Practices and Requirements

Construction Loads

• TARLTON must not place construction loads on a concrete structure or portion of a concrete structure unless TARLTON determines, based on information received from a person who is qualified in structural design, that the structure or portion of the structure is capable of supporting the intended loads.

Reinforcing Steel

• All protruding reinforcing steel, onto and into which employees could fall, must be guarded to eliminate the hazard of impalement.

Post-Tensioning Operations

- Employees (except those essential to the post-tensioning operations) must not be permitted to be behind the jack during tensioning operations.
- Signs and barriers must be erected to limit employee access to the post-tensioning area during tensioning operations.

Concrete Buckets

• Employees must not be permitted to ride concrete buckets.

Working Under Loads

- Employees must not be permitted to work under concrete buckets while the buckets are being elevated or lowered into position.
- To the extent practicable, elevated concrete buckets must be routed so that no employee or the fewest employees possible are exposed to the hazards associated with falling concrete buckets.

Concrete and Masonry Construction

Personal Protective Equipment

Employees must not be permitted to apply a cement, sand, and water mixture through a pneumatic hose unless they are wearing protective head and face equipment.

General Requirements for Formwork

Formwork must be designed, fabricated, erected, supported, braced, and maintained so that it will be capable of supporting without failure all vertical and lateral loads that might be applied to the formwork. As indicated in the Appendix to the standard, formwork that is designed, fabricated, erected, supported, braced, and maintained in conformance with Sections 6 and 7 of the American National Standard for Construction and Demolition Operations—Concrete and Masonry Work (ANSI) A10.9-1983 shall also meet the requirements of this paragraph.

Drawings or Plans

Drawings and plans, including all revisions for the jack layout, formwork (including shoring equipment), working decks, and scaffolds, must be available at the jobsite.

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Shoring and Reshoring

- All shoring equipment (including equipment used in reshoring operations) must be inspected prior to erection to determine that the equipment meets the requirements specified in the formwork drawings.
- Damaged shoring equipment must not be used for shoring. Erected shoring equipment must be inspected immediately prior to, during, and immediately after concrete placement. Shoring equipment that is found to be damaged or weakened after erection must be immediately reinforced.
- The sills for shoring must be sound, rigid, and capable of carrying the maximum intended load. All base plates, shore heads, extension devices, and adjustment screws must be in firm contact and secured, when necessary, with the foundation and the form.

If single-post shores are used one on top of another (tiered), then additional shoring requirements must be met. The shores must be as follows:

- Designed by a qualified designer and the erected shoring must be inspected by an engineer qualified in structural design;
- Vertically aligned;
- Spliced to prevent misalignment; and
- Adequately braced in two mutually perpendicular directions at the splice level. Each tier also must be diagonally braced in the same two directions.

Adjustment of single-post shores to raise formwork must not be made after the placement of concrete.

Reshoring must be erected, as the original forms and shores are removed, whenever the concrete is required to support loads in excess of its capacity.

Vertical Slip Forms

The steel rods or pipes on which jacks climb or by which the forms are lifted must be specifically designed for that purpose and adequately braced where not encased in concrete.

Forms must be designed to prevent excessive distortion of the structure during the jacking operation. Jacks and vertical supports must be positioned in such a manner that the loads do not exceed the rated capacity of the jacks.

The jacks or other lifting devices must be provided with mechanical dogs or other automatic holding devices to support the slip forms whenever failure of the power supply or lifting mechanisms occurs.

Requirements for Cast-in-Place Concrete

- The form structure must be maintained within all design tolerances specified for plumbness during the jacking operation.
- The predetermined safe rate of lift must not be exceeded. All vertical slip forms must be provided with scaffolds or work platforms where employees are required to work or pass.

Reinforcing Steel

- Reinforcing steel for walls, piers, columns, and similar vertical structures must be adequately supported to prevent overturning and collapse.
- TARLTON must take measures to prevent unrolled wire mesh from recoiling. Such measures may include, but are not limited to, securing each end of the roll or turning over the roll.

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Removal of Formwork

Forms and shores (except those that are used for slabs on grade and slip forms) must not be removed until TARLTON determines that the concrete has gained sufficient strength to support its weight and superimposed loads. Such determination must be based on compliance with one of the following:

- The plans and specifications stipulate conditions for removal of forms and shores and such conditions have been followed, or
- The concrete has been properly tested with an appropriate American Society for Testing and Materials (ASTM) standard test method designed to indicate the concrete compressive strength and the test results indicate that the concrete has gained sufficient strength to support its weight and superimposed loads.

Precast Concrete

- Precast concrete wall units, structural framing, and tilt-up wall panels must be adequately supported to prevent overturning and to prevent collapse until permanent connections are completed.
- Lifting inserts that are embedded or otherwise attached to tilt-up wall panels must be capable of supporting at least two times the maximum intended load applied or transmitted to them. Lifting inserts for other precast members must be capable of supporting four times the load. Lifting hardware shall be capable of supporting at least five times the maximum intended load applied or transmitted to the lifting hardware.
- Only essential employees are permitted under precast concrete that is being lifted or tilted into position.

Lift-Slab Operations

- Lift-slab operations must be designed and planned by a registered professional engineer who has experience in lift-slab construction. Such plans and designs must be implemented by TARLTON and must include detailed instructions and sketches indicating the prescribed method of erection. The plans and designs must also include provisions for ensuring lateral stability of the building/structure during construction.
- Jacking equipment must be marked with the manufacturer's rated capacity and must be capable of supporting at least two and one-half times the load being lifted during jacking operations and the equipment must not be overloaded.
- Jacks/lifting units must be designed and installed so that they will neither lift nor continue to lift when loaded in excess of their rated capacity and jacks/lifting units must have a safety device which will cause the jacks/lifting units to support the load at any position in the event of their malfunction or loss of ability to continue to lift.
- No employee, except those essential to the jacking operation, shall be permitted in the building/structure while any jacking operation is taking place unless the building/structure has been reinforced sufficiently to ensure its integrity during erection.
- Under no circumstances shall any employee who is not essential to the jacking operation be permitted immediately beneath a slab while it is being lifted.

Masonry Construction

Whenever a masonry wall is being constructed, employers must establish a limited access zone prior to the start of construction. The limited access zone must be as follows:

- Equal to the height of the wall to be constructed plus 4 feet and shall run the entire length of the wall;
- On the side of the wall that will be unscaffolded;

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- Restricted to entry only by employees actively engaged in constructing the wall; and
- Kept in place until the wall is adequately supported to prevent overturning and collapse unless the height of the wall is more than 8 feet and unsupported, in which case it must be braced. The bracing must remain in place until permanent supporting elements of the structure are in place.
- Note: Additional Health and Safety requirements to meet the Silica Exposure Standard for the Construction Industry effective 6/23/2017.

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Purpose

The purpose of this program is to address control measures to protect Tarlton employees from stress or injuries when working in cold temperatures.

Scope

Each Tarlton worksite shall implement a site-specific cold weather/cold stress hazard assessment and have the control plan approved by the Corporate Safety Manager.

Responsibilities

Superintendent

- identify and conduct an assessment of tasks and occupations where there is the potential for cold stress.
- implement and/or provide controls (engineering, administrative, or personal protective equipment) to minimize cold stress.
- provide training and education regarding cold stress, including early signs and symptoms of cold-related exposure.

Employee Responsibilities

- adhere to all control measures or work procedures that have been designed and implemented to reduce exposure to conditions that could cause cold stress/cold illness.
- leave cold environments if signs or symptoms of cold-related stress appear.
- wear all required cold temperature clothing and PPE.
- immediately report any signs or symptoms of cold-related stress.

Cold Temperature Procedures

Health Effects of Cold Stress/Illness

Warning signs of hypothermia can include complaints of nausea, fatigue, dizziness, irritability, or euphoria. Workers can also experience pain in their extremities (hands, feet, ears, etc.), and severe shivering. Workers should be moved to a heated shelter and seek medical advice when appropriate.

Hazard Assessment

An assessment will be conducted by the Superintendent to identify the types of jobs or employees who are at risk for cold exposure.

Jobsites

- Regularly used walkways and travel ways shall be sanded, salted, or cleared of snow and ice as soon as practicable.
- Employees will be informed of the dangers associated with working around unstable snow and ice buildups. All employees will be informed of the dangers and destructive potential caused by unstable snow build-up, sharp icicles, ice dams and know how to prevent incidents caused by them.
- When dangerous overhead build-ups of snow or ice are present, barricades will be used to prevent walking or driving into potential fall zones.

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Clothing, PPE, and Supplies

Proper cold weather protection must be worn by employees when working in cold, wet, and windy conditions. Protective clothing is the most important way to avoid cold stress. The type of fabric also makes a difference.

Cotton loses its insulation value when it becomes wet. Wool, silk, and most synthetics, on the other hand, retain their insulation even when wet. The following are recommendations for working in cold environments:

- Wear at least three layers of clothing. An inner layer of wool, silk, or synthetic to wick moisture away from the body a middle layer of wool or synthetic to provide Insulation even when hot an outer wind and rain protection layer that allows some ventilation to prevent overheating.
- Wear a hat or hood. Up to 40% of body heat can be lost when the head is left exposed.
- Keep a change of dry clothing available in case work clothes become wet.
- With the exception of the wicking layer do not wear tight clothing. Loose clothing allows better ventilation of heat away from the body.
- Do not underestimate the wetting effects of perspiration. Oftentimes wicking and venting of the body's sweat and heat are more important than protecting from rain or snow.
- Wear insulated boots or other footwear. Felt-lined, rubber bottomed, leather-topped boots with removable felt insoles are best suited for heavy work in cold since leather is porous, allowing the boots to "breathe" and let perspiration evaporate.
- Liner socks made from polypropylene will help keep feet dry and warmer by wicking sweat away from the skin. Always wear the right thickness of socks for your boots.
- In extremely cold conditions, where face protection is used, eye protection must be separated from the nose and mouth to prevent exhaled moisture from fogging and frosting eye shields or glasses.
- Clothing must be dry. Moisture should be kept off clothes by removing snow prior to entering heated shelters.

Cold weather supplies will be regularly inspected and restocked when necessary.

Preventative Controls to Avoid Cold Induced Injuries

- Workers will be under constant protective observation by a co-worker and/or supervisor. A "Buddy System" will be used to ensure that no employee is working alone in cold work environments.
- Some preventive measures include drinking plenty of liquids and avoiding caffeine and alcohol.
- It is easy to become dehydrated in cold weather. If possible, heavy work should be scheduled during the warmer parts of the day.
- Take breaks out of the cold.
- Avoid fatigue since energy is needed to keep muscles warm.
- Take frequent breaks and consume warm, high calorie food such as pasta to maintain energy reserves.
- If a worker exposed to cold shows signs or reports symptoms of cold stress or injury the worker must be removed from further exposure and treated by an appropriate first aid trained employee, if available, or a physician.
- For continuous work in temperatures below the freezing point, heated warming shelters such as tents, cabins, and/or rest rooms should be available. The work should be paced to avoid excessive sweating. If such work is necessary, proper rest periods in a warm area should be allowed and employees should change into dry clothes when needed.
- New employees should be given enough time to get acclimatized to cold and protective clothing before assuming a full work load.

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For work below the freezing point, metal handles and bars should be covered by thermal insulating material.

Training

Tarlton employees who are required to work in cold weather conditions will receive initial and annual training regarding the health effects of cold exposure and proper rewarming procedures, recognition of and first aid for frostbite and hypothermia, required protective clothing, proper use of warming shelters, the buddy system, maintaining communications, vehicle breakdown procedures, and proper eating and drinking habits for working in the cold.

Health Effects

Where employees are exposed to work conditions that may present a hazard because of excessive cold weather, a competent person will provide training to ensure the employees are familiar with the signs and symptoms of cold weather induced health problems such as hypothermia, frostbite, and trench foot. Training will include:

- Hypothermia occurs when body heat is lost faster than it can be replaced. When the core body temperature drops below the normal 98.6°F to around 95°F the onset of symptoms normally begins. The person may begin to shiver and stomp their feet in order to generate heat. Workers may lose coordination, have slurred speech, and fumble with items in the hand. The skin will likely be pale and cold.
- Frostbite occurs when the skin actually freezes and loses water. In severe cases, amputation of the frostbitten area may be required. While frostbite usually occurs when the temperatures are 30°F or lower, wind chill factors can allow frostbite to occur in above freezing temperatures. Frostbite typically affects the extremities, particularly the feet and hands. The affected body part will be cold, tingling, stinging, or aching followed by numbness. Skin color turns red, then purple, then white and is cold to the touch. There may be blisters in severe cases.
- Trench Foot or immersion foot is caused by having feet immersed in cold water at temperatures above freezing for long periods of time. It is similar to frostbite but considered less severe. Symptoms usually consist of tingling, itching, or a burning sensation. Blisters may be present.

Workers and supervisors involved with work in cold environments should be informed about symptoms of adverse effect exposure to cold, proper clothing habits, safe work practices, physical fitness requirements for work in cold, and emergency procedures in case of cold injury. While working in cold, a buddy system shall be used. Look out for one another and be alert for the symptoms of hypothermia.

First Aid Training

All Superintendents will be trained to administer proper first aid treatment for cold induced injuries or illnesses. All employees who are required to perform work in cold conditions will be knowledgeable on the signs and symptoms of cold weather illness and will be informed of emergency procedures for those illnesses.

All training shall be documented.

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Purpose

This Crystalline Silica Exposure Control program will cover the safety procedures and materials that are required to protect both our employees and other workers from silica dust from our operations. The intent of this program is to be in full, continuous compliance with OSHA 1926.1153 standards.

Scope

This program applies specifically to all trained Tarlton employees however, all employees will be provided access to this program, and should become familiar with, and abide by it.

General Statements

Tarlton will ensure that suitable written procedures for controlling the risk of silica exposure are developed. This document/table summarizes the silica control options generally available on Tarlton sites/projects, and will be complimented with project/tasks specific Exposure Control Plans as necessary. This document and any supplemental work procedures/ECPs will be made readily available for review by all affected workers.

Definitions

<u>First Aid:</u> emergency care or treatment given to an ill or injured person before regular advanced care can be obtained.

Action level: concentration of airborne respirable crystalline silica of 25 µg/m3, calculated as an 8-hour TWA.

Competent person: 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. The competent person must have the knowledge and ability necessary to fulfill the responsibilities set forth in paragraph (g) of this Section.

Employee exposure: the exposure to airborne respirable crystalline silica that would occur if the employee were not using a respirator.

<u>High-efficiency particulate air [HEPA] filter</u>: a filter that is at least 99.97 percent efficient in removing monodispersed particles of 0.3 micrometers in diameter.

Physician or other licensed health care professional: an individual whose legally permitted scope of practice (i.e., license registration or certification) allows him or her to independently provide or be delegated the responsibility to provide some or all of the particular health care services required by paragraph (h) of this section.

RSC: respirable crystalline silica, means quartz, cristobalite, and/or tridymite contained in airborne particles that are 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.

This Section: means this respirable crystalline silica standard, 29 CFR 1926.1153.

TWA: Time weighted average.

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<u>APF</u>: Assigned Protection Factor (APF) means the workplace level of respiratory protection that a respirator or class of respirators is expected to provide to employees when the employer implements a continuing, effective Respiratory Protection Program.

Objective Data: information, such as air monitoring data from industry-wide surveys or calculations based on the composition of a substance, demonstrating employee exposure to respirable crystalline silica associated with a particular product or 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.

Responsibilities

Safety Manager

- Maintaining applicable records (i.e. exposure sampling, inspections, respirator fit tests, training records, etc.) in accordance with Tarlton's record retention procedures/practices
- Conduct follow up investigations, as necessary, of reported potential Silica exposure incidents that have occurred.
- Ensure scheduling of exposed personnel for medical evaluations and or immunizations as required by licensed physicians.

Managers

- Regularly evaluating new equipment and technologies that become available; as able/appropriate, purchasing the "best available" equipment/technologies. Equipment/technologies with (silica) dust suppression and/or capture technologies will generally be given preference over equipment/technologies that lack such.
- Implementing a suitable respirable silica exposure monitoring program, or otherwise ensuring representative exposure monitoring results are available. The purpose of the program will ensure that (over time) Tarlton has quantifiable silica exposure data available for all regularly occurring, as well as reasonably foreseeable, work activities.
- Ensuring project and/or task specific Exposure Control Plans (ECPs) are developed, communicated, and effectively implemented as appropriate.
- Ensuring that all employees (i.e. managers, supervisors and workers) receive the necessary education and training related to this policy, as well as project/task specific ECPs.

Employees

- Knowing the hazards of silica dust exposure.
- Using the assigned protective equipment in an effective and safe manner.
- Working in accordance with the project/task specific ECP.
- Reporting (immediately) to their supervisor, any hazards (i.e. unsafe conditions, unsafe acts, improperly operating equipment, etc.).
- Adhere to and understand this program.
- Bring up any concerns to your supervisor, Safety Manager and or executive management.

General Requirements

Specified Exposure Control Methods

• For each employee engaged in a task identified on Table 1, the employer shall fully and properly implement the engineering controls, work practices, and respiratory protection specified for the task on Table 1.

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• The following is the list of activities in which employees may be exposed to silica, equipment and materials to be used, controls, crew size, job responsibilities, operating procedures, and maintenance practices.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA

	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)		What does <i>full and proper</i> implementation require?*		
		≤ 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	 Water Controls: An adequate supply of water for dust suppression is used; The spray nozzle is working properly to apply water at the point of dust generation; The spray nozzle is not clogged or damaged; and All hoses and connections are intact. 		
(ii) Handheld power saws (any blade diameter) ¹	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	 Water Controls: An adequate supply of water for dust suppression is used; The spray nozzle is working properly to apply water at the point of dust generation; The spray nozzle is not clogged or damaged; All hoses and connections are intact. 		

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(iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	 For tasks performed <u>outdoors only</u>: 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	 Dust Collection Systems: The shroud or cowling is intact and installed in accordance with the manufacturer's instructions; The hose connecting the tool to the vacuum is intact and without kinks or tight bends; The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions to prevent clogging; and The dust collection bags are emptied to avoid overfilling.
(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	 Water Controls: An adequate supply of water for dust suppression is used; The spray nozzles are working properly to apply water at the point of dust generation; The spray nozzles are not clogged or damaged; and All hoses and connections are intact.
(v) Drivable saws	For tasks performed <u>outdoors only</u> : 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	 Water Controls: An adequate supply of water for dust suppression is used; The spray nozzles produce a pattern that applies water at the point of dust generation; The spray nozzles are not clogged or damaged; and All hoses and connections are intact.
(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	 Water Controls: An adequate supply of water for dust suppression is used; The spray nozzles produce a pattern that applies water at the point of dust generation; The spray nozzles are not clogged or damaged; and All hoses and connections are intact.

SAFETY BUILDS SUCCESS SILICA EXPOSURE Preparation: Safety Mg (vii) Handheld and stand- mounted drills (including impact and rotary hamme drills)	TARLTON COR Safety Manager CONTROL gr Authority: President • Use drill equipped with comme available shroud or cowling with collection system. • Operate and maintain tool in a with manufacturer's instructions dust emissions. • Dust collector must provide the recommended by the tool manuf greater, and have a filter with 99 efficiency and a filter-cleaning m • Use a HEPA-filtered vacuum w holes. ²	PORATION nent System Issuing E ercially dust ccordance to minimize e air flow facturer, or % or greater echanism. vhen cleaning	Dept: Safety None	None	initial Issue Date 09/15/2017 Revision Date: Initial Version Revision No. 0 ext Review Date: 01/01/2023 Section 66 Page 5 of 16 Dust Collection Systems: • The shroud or cowling is intact and installed in accordance with the manufacturer's instructions; • The hose connecting the tool to the vacuum is intact and without kinks or tight bends; • The filter(s) on the vacuum are clear or changed in accordance with the manufacturer's instructions; and • The dust collection bags are emptiavoid overfilling. •		
(viii) Dowel drilling rigs fo concrete	 For tasks performed <u>outdoors or</u> Use shroud around drill bit wit collection system. Dust collector filter with 99% or greater efficient filter-cleaning mechanism. Use a HEPA-filtered vacuum v holes.³ 	nly: must have a roy and a when cleaning	APF 10	APF 10	Dust Collection The shroud is accordance wit instructions; The hose cor vacuum is intact tight bends; The filter(s) of or changed in a manufacturer's The dust colle avoid overfilling	Systems: s intact and installed i h the manufacturer's mecting the tool to the st and without kinks o on the vacuum are cle accordance with the instructions; and ection bags are emption	n r aned
(ix) Vehicle-mounted drilli rigs for rock and concrete	I Use dust collection system with hood or shroud around drill bit w water spray to wet the dust at th point from the dust collector. OR Operate from within an enclosed water for dust suppression on dr	close capture ith a low-flow e discharge d cab and use ill bit.	None	None	Dust Collection The shroud o in accordance v instructions; The hose con is intact and wit The filter(s) o or changed in a manufacturer's The dust colle avoid overfilling Water Controls An adequate Suppression is The spray no produce a patte discharge point The spray no damaged; and All hoses and	Systems: r hood is intact and in with the manufacturer anecting the tool to the thout kinks or tight be n the vacuum are cle accordance with the instructions; and ection bags are empting curve of water for du used; zzles are working pro- ern that applies water from the dust collector zzles are not clogged I connections are inta	e vacuum nds; aned ed to ust perly and on the or; or ct.

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(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	 Water Controls⁴: An adequate supply of water for dust suppression is used; The water sprays are working properly and produce a pattern that applies water at the point of dust generation; The spray nozzles are not clogged or damaged; and All hoses and connections are intact. Dust Collection Systems: The shroud is intact and installed in accordance with the manufacturer's instructions; The hose connecting the tool to the vacuum is intact and without kinks or tight bends; The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and The dust collection bags are emptied to avoid overfilling.
(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	 Dust Collection Systems: The shroud is intact, encloses most of the grinding blade, and is installed in accordance with the manufacturer's instructions; The hose connecting the tool to the vacuum is intact and without kinks or tight bends; The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; The dust collection bags are emptied to avoid overfilling; The blade is kept flush against the surface whenever possible; and The tool is operated against the direction of blade rotation, whenever practical.

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(xii) Handheld grinders for	For tasks performed outdoors only:			Water Controls ⁵ :
uses other than mortar	Use grinder equipped with integrated water	None	None	 An adequate supply of water for dust
	delivery system that continuously feeds water to the grinding surface.		Hone	suppression is used;
111.	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust			 Ine spray nozzles are working properly and produce a pattern that applies water at the point of dust generation;
	emissions.			 The spray nozzles are not clogged or damaged; and
	OR			All hoses and connections are intact.
	Use grinder equipped with commercially available shroud and dust collection system.			Dust Collection Systems:
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.			 The shroud is intact and installed in accordance with the manufacturer's instructions;
	Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of			 The hose connecting the tool to the vacuum is intact and without kinks or tight bends;
	greater efficiency and a cyclonic pre- separator or filter-cleaning mechanism.			 The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and
	When used outdoors.	None	None	 The dust collection bags are emptied to avoid overfilling
	When used indoors or in an enclosed area.	None	APF 10	overning.

* The integrated water delivery system can be a free-flowing water system designed for blade cooling as well as manufacturers' systems designed for dust suppression alone. This option applies only when grinders are used outdoors.

(xiii) Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface.	None	None	Water Controls: An adequate supply of water for dust
ter .	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR			 The spray nozzles are working properly and produce a pattern that applies water at the point of dust generation;
	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	 The spray nozzles are not clogged or damaged; and All hoses and connections are intact. Dust Collection Systems: The hose connecting the tool to the vacuum is intact and without kinks or tight bends; The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions to prevent clogging; and The dust collection bags are emptied to avoid overfilling.

SAFETY BUILDS SUCCESS SILICA EXPOSURE C Preparation: Safety Mgr (xiv) Small drivable milling machines (less than half- lane)	TARLTON CORPORAT Safety Management Sy ONTROL Authority: President Iss Use a machine equipped with supplemel water sprays designed to suppress dust. Water must be combined with a surfacta Operate and maintain machine to minimi dust emissions.	None	Doc No: al Issue Date evision Date: Revision No. Review Date: Section 66 Water Controls • An adequate suppression is • The spray no and produce a at the point of • The spray no damaged; and • All hoses an	SILICA 09/15/2017 Initial Version 0 01/01/2023 Page 8 of 16 s: e supply of water for of used; ozzles are working pr pattern that applies of dust generation; ozzles are not clogged d connections are int	dust roperly water d or act.	
(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 minimi dust emissions. For cuts of four inches in depth or less of substrate: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimi dust emissions. OR Use a machine equipped with supplement water spray designed to suppress dust. must be combined with a surfactant. Operate and maintain machine to minimi	ze n any None ze ntal Water Ze	None	No additional in the engineering methods outlin	nformation provided. g and work practice o ed.	Refer to control
(xvi) Crushing machines	Use equipment designed to deliver water spray or mist for dust suppression at crus and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge point Operate and maintain machine in accord with manufacturer's instructions to minim dust emissions. Use a ventilated booth that provides fres climate-controlled air to the operator, or a remote control station.	n None sher l or nts). ance ize h, a	None	Water Controls Nozzles are l generation poir thoroughly wet The volume a to sufficiently w droplet size is l Spray nozzle the target area coverage but n carried away b	⁵⁶ : located upstream of o nts and positioned to the material; and size of droplets is vet the material (optin between 10 and 150 es are located far eno to provide complete iot so far that the wat y wind.	dust s adequate nal μm); and water er is

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(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 ⁷	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	No additional information provided. Refer to the engineering and work practice control methods outlined.
(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	The following scenarios are examples of when the employer must use water and/or dust suppressants as necessary to minimize dust emissions: • Equipment for grading and excavating is not equipped with enclosed, pressurized cabs. AND • Employees other than the operator are engaged in the task. If water or dust suppressants are applied as necessary to minimize visible dust, the employer need not provide an enclosed, filtered cab for the operator. If water or dust suppressants are applied as necessary to minimize visible dust, the employer need not provide an enclosed, filtered cab for the operator.

Activities not listed in Table 1:

Housekeeping	Use Wet Sweeping			The employer shall not allow dry
	HEPA Filtered Vacuum			sweeping, compressed air, or
		None	None	dry brushing where such
				activity could contribute to
	 When used outdoors. 	APF 10	APF 10	<mark>employee exposure to</mark>
	 When used indoors 			respirable crystalline silica
	or in an enclosed area			where feasible.
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- The following is the list of activities in which employees may be exposed to silica, equipment and materials to be used, controls, crew size, job responsibilities, operating procedures, and maintenance practices.
 - Provide a method of exhaust to minimize the accumulation of visible airborne dust for tasks performed indoors or in enclosed areas.
 - \circ $\;$ Apply water at flow rates sufficient to minimize release of visible dust for tasks performed using wet methods.
 - If an enclosed cab or boot is used, Tarlton must ensure that it:
 - Is maintained as free as practicable from settled dust;
 - Has working seals and closing mechanisms that work properly;
 - Is under positive pressure maintained through continuous delivery of fresh air;
 - Has intake air that is filtered through a filter that is 95% efficient in the .03-10 μm range (e.g., MERV-16 or better); and
 - Has heating and cooling capabilities.
 - If one of Tarlton employees performs more than one task on Table 1 during the course of a single work shift, the total time for all tasks will be considered. If it's more than 4 hours in total, the employees must use the respiratory protection specified in the >4 hours/shift column. If combined it's less than four hours, employee will follow the guidelines in the ≤ 4 hours/shift column
- Where an employee performs more than one task on Table 1 during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks on Table 1 combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for more specified respiratory protection for each task is the respiratory protection for each task is the respiratory protection specified for less than four hours per shift.

Alternative Exposure Control Methods

If Tarlton is unable to fully and properly implement the engineering controls, work practices, and respiratory protection described in Table 1, Tarlton must ensure the following requirements are in place:

- **Permissible Exposure Limit (PEL):** Tarlton must ensure that none of its employees are exposed to a concentration of respirable crystalline silica in excess of 50µg/m3 calculated as an 8-hour TWA.
- **Exposure Assessment:** Tarlton must assess the exposure of each employee who is or may reasonably be expected to be exposed to respirable crystalline silica at or above the action level. This can be accomplished using one of the following options:
 - Performance Option: The performance option requires that Tarlton must assess the 8-hour TWA exposure for each employee based on any combination of air monitoring data or objective data sufficient to accurately characterize employee exposures to respirable crystalline silica.
 - Scheduled Monitoring Option: If Tarlton uses the scheduled monitoring option, Tarlton must provide initial monitoring to assess the 8-hour TWA exposure for each employee based on one or more personal breathing zone air samples that reflect the exposures of employees on each shift, for each job classification, and in each work area.
 - Where several employees perform the same tasks on the same shift and in the same work area, Tarlton may sample a representative fraction of these employees. If Tarlton uses representative sampling, Tarlton must sample the employees who are expected to have

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the highest exposure to respirable crystalline silica.

- If initial exposure monitoring indicates that certain employees' exposures are below the action level, Tarlton may discontinue monitoring for those employees.
- If the most recent exposure monitoring indicates that employees' exposures are at or above the action level but at or below the PEL, Tarlton will ensure that the monitoring is repeated within six months of those results.
- If the most recent exposure monitoring indicates that employees' exposures are above the PEL, Tarlton will be sure to repeat the monitoring within three months of those results.
- If the most recent exposure monitoring results (after the first round of monitoring) indicates that employees' exposures are below the action level, then Tarlton will repeat the monitoring within six months of those results to determine if Tarlton needs to continue monitoring.
- If repeat monitoring results indicate two consecutive measurements, taken seven or more days apart, are below the action level, Tarlton may discontinue monitoring for employees whose exposures are represented by the monitoring.
- **Reassessment of Exposures:** It is Tarlton's responsibility as the employer to provide a hazard free work place for its employees and if Tarlton has any reason to believe that new or additional exposures at or above the action level have occurred, Tarlton will reassess employee exposure.
 - Tarlton will reassess exposures whenever Tarlton has a change in the production, process, control equipment, personnel, or work practices may reasonably be expected to result in new or additional exposures at or above the action level.
- Methods of Sample Analysis: Tarlton will ensure that all of its exposure monitoring samples are evaluated by a laboratory that analyzes air samples for respirable crystalline silica in accordance with the procedures in 1926.1153 Appendix A.

Note: Requirements for laboratory evaluation of exposure samples are required to begin on June 23, 2018.

- Employee Notification of Assessment Results: Tarlton will individually notify each affected employee in writing of the results of that assessment or post the results in an appropriate location accessible to all affected employees within five working days after completing an exposure assessment.
 - If an exposure assessment indicates that an employee's exposure is above the PEL, Tarlton will describe in the written notification the corrective action being taken to reduce employee exposure to or below the PEL.
- Observation of Monitoring: Tarlton will provide all affected employees, or their designated representatives, an opportunity to observe any monitoring of employee exposure to respirable crystalline silica.
 - When observation of monitoring requires entry into an area where the use of protective clothing or equipment is required for any workplace hazard, Tarlton must provide the observer with

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protective clothing and equipment at no cost and must ensure that the observer uses such clothing and equipment correctly.

Methods of Compliance

- Engineering and Work Practice Controls: Tarlton must use engineering and work practice controls to reduce and maintain employee exposure to respirable crystalline silica to or below the PEL, unless Tarlton can demonstrate that such controls are not feasible. Wherever such feasible engineering and work practice controls are not sufficient to reduce employee exposure to or below the PEL, Tarlton will still use them to reduce our employee's exposure to the lowest feasible level. Tarlton will then supplement those controls with the use of respiratory protection in accordance with our Respiratory Protection Program.
- Abrasive Blasting: Tarlton must also comply with other OSHA standards, in addition to the engineering and work practice controls previous discussed, if abrasive blasting is conducted using crystalline silica-containing blasting agents or if abrasive blasting is conducted on substrates that contain crystalline silica.

Medical Previsions

- Medical Surveillance: Tarlton shall make medical surveillance available at no cost to the employee, and at a reasonable time and place, for each employee who will be required under this section to use a respirator for 30 or more days per year. Tarlton shall ensure that all medical examinations and procedures required by this section are performed by a PLHCP.
- Initial Examination: Tarlton shall make available an initial (baseline) medical examination within 30 days after initial assignment, unless the employee has received a medical examination that meets the requirements of this section within the last three years. The examination shall consist of:
 - A medical and work history, with emphasis on: past, present, and anticipated exposure to respirable crystalline silica, dust, and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, coughing, wheezing); history of tuberculosis; and smoking status and history;
 - \circ $\;$ A physical examination with special emphasis on the respiratory system;
 - A chest X-ray (a single poster anterior radiographic projection or radiograph of the chest at full inspiration recorded on either film (no less than 14 x 17 inches and no more than 16 x 17 inches) or digital radiography systems), interpreted and classified according to the International Labor Office (ILO) International Classification of Radiographs of Pneumoconiosis by a NIOSH-certified B Reader;
 - A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH-approved spirometry course;
 - Testing for latent tuberculosis infection; and
 - Any other tests deemed appropriate by the PLHCP.
- **Periodic Examinations:** Tarlton will make medical examinations available that include the procedures described in paragraph (h)(2) of this section (except paragraph (h)(2)(v)) at least every three years, or more

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frequently if recommended by the PLHCP.

- **Information provided to the PLHCP:** Tarlton will ensure that the examining PLHCP has a copy of this program, and must provide the PLHCP with the following information:
 - A description of the employee's former, current, and anticipated duties as they relate to the employee's occupational exposure to respirable crystalline silica;
 - The employee's former, current, and anticipated levels of occupational exposure to respirable crystalline silica;
 - A description of any personal protective equipment used or to be used by the employee, including when and for how long the employee has used or will use that equipment; and
 - Information from records of employment-related medical examinations previously provided to the employee and currently within the control of the employer.
- **PLHCP's Written Medical Report for the Employee** Tarlton must ensure that the PLHCP explains to the employee the results of the medical examination and provides them with a written medical report within 30 days of the medical examination performed. The written report must contain:
 - A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to respirable crystalline silica and any medical conditions that require further evaluation or treatment;
 - Any recommended limitations on the employee's use of respirators;
 - o Any recommended limitations on the employee's exposure to respirable crystalline silica; and
 - A statement that the employee should be examined by a specialist (pursuant to paragraph (h)(7) of this section) if the chest x-ray provided in accordance with this section is classified as 1/0 or higher by the B Reader, or if referral to a specialist is otherwise deemed appropriate by the PLHCP.
- Additional Examinations: If the PLHCP's written medical opinion indicates that an employee should be examined by a specialist, Tarlton must make a medical examination by a specialist available within 30 days after receiving the PLHCP's written opinion.
 - Tarlton must ensure that the examining specialist is provided with all the information that Tarlton provided to the PLHCP.
 - Tarlton must ensure that the specialist explains the results of the medical examination to the employee and provides them with a written medical report within 30 days of the examination that meets the requirements of paragraph (h)(5) of this section (except paragraph (h)(5)(iv)) of this section.
 - Tarlton will also obtain a written opinion from the specialist within 30 days of the medical examination that meets the requirements of paragraph (h)(6) (except paragraph (h)(6)(i)(B) and (ii)(B)) of this section.

Hazard Communication

Tarlton will include respirable crystalline silica in its Hazard Communication program. This requires that Tarlton ensures its employees have access to labels on containers of crystalline silica and safety data sheets. Additionally, Tarlton will ensure its employees are trained in accordance with the provisions of HCS and the below information.

Training

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- Prior to performing activities, or working on project sites where personnel could be exposed to silica dust, Tarlton will ensure that personnel receive suitable education and training. As necessary, personnel will be trained to a level of "demonstrated competency". While not necessarily an exhaustive list, education and training may include:
 - The hazards and risks associated with exposure to silica dust.
 - The signs and symptoms of silica related diseases.
 - General and specific silica exposure reduction methods/strategies (i.e. as detailed in the general/specific exposure control plans).
 - The use of specific pieces of equipment and control systems (i.e. LEV and WDS systems).
 - The use and care of respiratory (and other) personal protective equipment.
 - How to seek first aid (i.e. for respiratory related concerns, including those that may be caused/associated with silica dust exposure), and
 - How to report items of the concern (i.e. those related to silica dust).
- The education and training detailed will be delivered to Tarlton employees through a variety of forums, including but not necessarily limited to:
 - New Employee Orientations.
 - Project/Site Orientations.
 - Equipment/task specific training (in accordance with Tarlton Policy, all personnel must be trained to a level of "demonstrated competency" prior to using required tools, equipment, and appliances).
 - Start of shift "tool box talks".
 - Regularly scheduled crew "Tailgate Meetings".
 - Notifications and Bulletins (those developed in house and those acquired from other reputable sources).
- Tarlton will make a copy of this section readily available and without cost to our employees covered by this program.

Record Keeping

- Air Monitoring Data: Tarlton will make and maintain an accurate record of all exposure measurements taken to assess employee exposure to respirable crystalline silica. This record will include at least the following information:
 - The date of measurement for each sample taken;
 - The task monitored;
 - Sampling and analytical methods used;
 - Number, duration, and results of samples taken;
 - Identity of the laboratory that performed the analysis;
 - Type of personal protective equipment, such as respirators, worn by the employees monitored; and
 - Name, ID number, and job classification of all employees represented by the monitoring, indicating which employees were monitored.

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- Objective Data: Tarlton will make and maintain an accurate record of all objective data relied upon to comply with the requirements of this section. This record will include at least the following information:
 - The crystalline silica-containing material in question;
 - The source of the objective data;
 - The testing protocol and results of testing;
 - o A description of the process, task, or activity on which the objective data were based; and
 - Other data relevant to the process, task, activity, material, or exposures on which the objective data were based.
- Medical Surveillance: Tarlton will make and maintain an accurate record for each employee covered by medical surveillance under paragraph (h) of this section. The record will include the following information about the employee:
 - Name and social security number;
 - $\circ~$ A copy of the PLHCP's and specialist's written medical opinions; and
 - A copy of the information provided to the PLHCP and specialist.
- Medical Record Retention: Tarlton will maintain medical records and make them available in accordance with 29 CFR 1910.1020, including that medical record for each employee be preserved and maintained for at least the duration of employment plus thirty (30) years.

References

- 29 CFR § 1926.1153 Respirable crystalline silica
- 29 CFR § 1910.134 Respiratory protection standard

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Purpose

Overhead cranes, hoists, and rigging equipment are used by TARLTON employees for lifting and moving materials and require coordinated and safe signaling procedures.

Scope

Applies to all TARLTON employees who operate overhead cranes, hoists, and rigging equipment in the scope of their job duties and assignments.

Key Responsibilities

Managers and Supervisors

- Are responsible to ensure that employees and contractors are trained and qualified on the proper operations and have been trained in crane and hoist safety including signaling safety.
- Are responsible to see that all provisions of this procedure are followed and that signaling operations are performed and the equipment is in safe operating condition.

Employees

- Employee operators are responsible to follow the requirements of this program.
- Employees designated as signalers are responsible to follow the requirements of this program.

General Requirements

Only one person may give signals to a crane at a time with the exception of emergency stop signals. Only one person shall give signals to a crane at a time, unless the emergency stop signal is given due to safety issues.

TARLTON shall ensure the testing of communication devices on site prior to beginning work. The device used to transmit signals must be tested on site before beginning operations to ensure that the signal transmission is effective, clear, and reliable.

When a Signal Person Must be Provided

A signal person must be provided in each of the following situations:

- The load travel or the area near or at load placement is not in full view of the operator.
- When the equipment is traveling, the view in the direction of travel is obstructed.
- The operator or person handling the load determines a signal person is necessary due to site-specific safety concerns.

Stop Work Immediately

If signals between the operator and signal person are interrupted, the operator must safely stop operations until communication is reestablished. The ability to transmit signals between the operator and signal person must be maintained. If the ability to transmit signals is interrupted at any time, the operator must safely stop operations requiring signals until communication is reestablished and a proper signal is given and understood.

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The Types of Signals to be Used

Signals to operators must use the hand, voice, audible method. Means of transmitting the signals (direct line of sight, radio, etc.) must be suitable and appropriate for the site conditions. Hand signals must follow the Standard Method in Appendix A of Subpart CC of 29 CFR 1926.1419. See Standard Hand Signals illustrations at the end of this procedure.

Qualification Requirements of the Signal Person

Mandatory training is required for the following crane related personnel:

- Overhead power lines
- Signal persons
- Competent/qualified persons
- Operators
- Crush/pinch points
- Tag-out

Each signal person must:

- Know and understand the type(s) of signals used;
- Be competent in the application of the type of signals used;
- Have a basic understanding of equipment operation and limitations, including the crane dynamics involved in swinging and stopping loads and boom deflection from hoisting loads;
- Demonstrate that he/she meets the qualification requirements through an oral or written test, and through a practical test.
- Must be trained in

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STANDARD HAND SIGNALS



STOP - With arm extended horizontally to the side, palm down, arm is swung back and forth

RAISE BOOM - With arm

thumb points up with other

fingers closed.

extended horizontally to the side,





EMERGENCY STOP - With both arms extended horizontally to the side, palms down, arms are swung back and forth.

٨ SWING - With ann extended

horizontally, index finger points

in direction that boom is to swing.



HOIST - With upper arm extended to the side, forearm and index finger pointing straight up, hand and finger make small circles.



RETRACT TELESCOPING BOOM - With hands to the front at waist level, thumbs point at each other with other fingers closed.





RAISE THE BOOM AND LOWER THE LOAD - With arm extended horizontally to the side and thumb pointing up, fingers open and close while load movement is desired.



LOWER BOOM - With ann extended horizontally to the side, thumb points down with other fingers closed.



DOG EVERYTHING - Hands held together at waist level.



LOWER - With arm and index finger pointing down, hand and finger make small circles.



EXTEND TELESCOPING BOOM - With hands to the front at waist level, thumbs point outward with other fingers closed.



TRAVEL/TOWER TRAVEL -With all fingers pointing up, arm is extended horizontally out and back to make a pushing motion in the direction of travel.

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LOWER THE BOOM AND RAISE THE LOAD – With arm extended horizontally to the side and thumb pointing down, fingers open and close while load movement is desired.



CRAWLER CRANE TRAVEL, BOTH TRACKS – Rotate fists around each other in front of body; direction of rotation away from body indicates travel forward; rotation towards body indicates travel backward.



MOVE SLOWLY – A hand is placed in front of the hand that is giving the action signal.



USE MAIN HOIST – A hand taps on top of the head. Then regular signal is given to indicate desired action.



USE AUXILLARY HOIST (whipline) – With arm bent at elbow and forearm vertical, elbow is tapped with other hand. Then regular signal is used to indicate desired action.



CRAWLER CRANE TRAVEL, ONE TRACK – Indicate track to be locked by raising fist on that side. Rotate other fist in front of body in direction that other track is to travel.



TROLLEY TRAVEL – With palm up, fingers closed and thumb pointing in direction of motion, hand is jerked horizontally in direction trolley is to travel.

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PURPOSE

The purpose of this program is to address control measures to protect personnel from severe weather, such as lightning, tornados, and high winds.

SCOPE

Each jobsite is responsible for monitoring current and future weather conditions and implementing the controls in this policy.

Prior to mobilizing, project staff should identify and designate an appropriate storm shelter. Location of shelter should be covered in the site-specific orientation and signage should be conspicuously posted. The location of the designated storm shelter may change over the course of a project. Any changes in the designated storm shelter location should be communicated with all onsite personnel immediately.

CONTENTS

- Lightning
- Severe Thunderstorms
- Tornados

LIGHTNING

Lightning Watch – Indicates that lightning has been detected within a **25-mile** radius of the project site.

- Outdoor work activities taking place on the jobsite should be reviewed and appropriate communications should be made to inform workers of impending lighting arrival in the area.
- Personnel should take appropriate steps (delay the start of new activities, exit intricately configured confined spaces, exit work at heights that inhibit a timely exit to a safe area, etc.) to prepare for incoming weather.

Lightning Warning – Indicates that lightning has been detected within a **10-mile** radius of the project site.

- Personnel working outdoors should ensure that their work area is made safe and they should seek shelter in an approved building at ground level.
- If a safe building at ground level is not immediately available, personnel should seek shelter in an enclosed vehicle.
- All crane lift operations should be suspended.
- PERSONNEL SHOULD NOT RESUME WORK UNTIL 30 MINUTES AFTER THE LAST OBSERVED LIGHTING STRIKE WITHIN THE 10 MILE RADIUS OF THE PROJECT SITE.

SEVERE THUNDERSTORMS

Severe Thunderstorm Watch - This is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area. A severe thunderstorm by definition is a thunderstorm that produces one-inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour. Severe Thunderstorm Warning - This is issued by the National Weather Service when either a severe thunderstorm is indicated by the WSR-88D radar or a spotter reports a thunderstorm producing hail one inch or larger in

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diameter and/or winds equal or exceed 58 miles an hour; therefore, people in the affected area should seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning.

- Be prepared to leave the area and take shelter indoors in the storm arrives in the area of the jobsite.
- If thunderstorms arrive in the area of the jobsite, take shelter in appropriate designated storm shelter.

TORNADOS

Tornado Watch - This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move a place of safety if threatening weather approaches.

- Determine the appropriate shelter areas where personnel can seek refuge in the event that tornados are sighted in the area.
- Monitor NOAA Weather Radio or local news broadcast for further information.

Tornado Warning - This is issued when a tornado is indicated by the WSR-88D radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. They can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of around 30 minutes.

In the event that a Tornado Warning is issued, or a tornado is actually sighted:

- Take shelter immediately in an appropriate shelter area.
- If in a building, go to the basement or an interior room on the lowest level. Stay away from windows.
- If in a vehicle or trailer, get out immediately and move to a more substantial structure.
- If there is no shelter nearby, lie flat in the nearest ditch.

Severe winter weather

- 1) Monitoring weather conditions for your project
- 2) Calling off non-essential and/or all workers if weather conditions dictate.
- 3) Clearing parking area, access paths to and through the project, break areas, ect... before work begins
- 4) Having an adequate amount of snow melt, shovels, manpower, ect.. available
- 5) Inspections of parking areas, access paths to and through the project and break areas throughout the day to ensure they remain clear.

Winter weather can present a variety of unique complications on a job site. Snow, ice, and the freezing and thawing of water raise numerous concerns to the aspects of productivity, quality, and most importantly, safety. Having and implementing a plan ahead of time can greatly help reduce and eliminate these concerns.

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Purpose:

The purpose of this program is to establish requirements for the use and handling of materials that expose employees to cadmium and/or hexavalent chromium.

Scope

This program covers all employees.

Key Responsibilities

Managers/Supervisors

- Shall ensure that all employees are aware of the proper work procedures for cadmium and hexavalent chromium
- Shall ensure that initial training is conducted for all new employees and that retraining is conducted when employee behaviors suggest that retraining is warranted.
- As part of the JSA and other hazard evaluation processes, identifies and evaluates chromium or cadmium hazards and potential exposures during planning and the conduct of work.
- Reviews and approves the Task-Specific Safety Analysis.
- As necessary, quantitatively determines the presence of chromium or cadmium in materials, substrates, and other media. This may involve the collection of samples for analysis by a qualified laboratory or field testing using acceptable test methods.
- Provides results of any chromium or cadmium survey to management/supervision, along with information regarding hazard potential and control measures. As appropriate, makes recommendations to management/supervision to maintain, modify, upgrade, or downgrade controls accordingly.
- Takes prompt corrective measures (or supports any Competent Person in this role) to eliminate hazards; such as recommending to management/supervision to implement or modify engineering, administrative, work practice, and personal protection (including respiratory protection) controls.
- Conducts periodic exposure assessment.
- As appropriate, assists management/supervision in ensuring that workers have the necessary training and medical surveillance based upon the activity and hazard.
- Ensures that medical monitoring is conducted in accordance with 29 CFR 1926.1126 (for chromium) or 29 CFR 1926.1127 (for cadmium) including imposition of work restrictions where appropriate and reviewing results of medical monitoring.
- In evaluating chromium or cadmium hazards and specifying controls for a job, (a) utilizes reliable historical
 exposure monitoring data generated for other similar operations or activities, (b) utilizes objective data,
 and/or (c) plans and conducts initial monitoring to determine exposures and assess the effectiveness of
 hazard controls.
- Conducts initial and periodic exposure monitoring in accordance with National Institute for Occupational Safety and Health (NIOSH)/OSHA methods if lacking historical or objective data.
- Maintains effective records of jobs monitored, so that a historical database can be used to specify controls and eliminate unnecessary and redundant monitoring for future activities.
- Supports project management/supervision in responding to exposures above the PEL when workers were not adequately protected.

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• As appropriate, participates in pre-job and daily worker briefings regarding task-specific chromium or cadmium hazards and controls, work practices/plans (such as JSAs), and other applicable information, including any changes that are made to controls or to the work practices or plans.

Employees

• Shall follow all requirements regarding the safe work procedures for cadmium and hexavalent chromium.

Cadmium Procedure

Compliance Program

A written compliance program shall be implemented when the PEL for cadmium is exceeded at a work site.

The following areas shall be addressed within the site compliance program and to ensure emergency plans are in place should a release of cadmium occur:

- Potential exposure determination including a description of each operation where cadmium is omitted, machinery use, material processed, controls in place, crew size, employee job responsibilities and maintenance practices.
- Air monitoring data or developing a justification for not conducting monitoring based on previous monitoring/historical data or objective data.
- Engineering controls including the specific means that will be employed to meet compliance.
- A report of technology considered in meeting the PEL.
- A detailed schedule of implementation.
- Consideration of respiratory protection.
- A documented, written plan for dealing with emergency situations involving a substantial release of cadmium.
- Work practice program.
- Other relevant information such as protective clothing, housekeeping, hygiene areas and practices (including consideration of shower facilities), consideration of medical surveillance, training and recordkeeping.

The written program must be reviewed and updated annually or more often to reflect significant changes in the compliance status for TARLTON.

The program shall be provided for examination and copying upon request of affected employees, their representatives or OSHA officials.

Maintenance procedures while working on ventilation systems and changing of filters will be established. Procedures shall be developed and implemented to minimize employee exposure to cadmium when maintenance of ventilation systems and changing of filters. Examples include: Proper use of PPE, use of HEPA filtered vacuums, wet sweeping or other methods to minimize the likelihood of exposure to chromium. No compressed air shall be used to remove chromium from any surface. Cleaning equipment must be handled in a manner that minimizes the reentry of chromium into the workplace.

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Construction work activities that result in exposure to chromium or cadmium may include, but are not limited to, the following:

- Demolition or salvage of structures where chromium or cadmium, or materials containing chromium or cadmium, are present.
- Removal or encapsulation of materials containing chromium or cadmium.
- New construction, alteration, repair, or renovation of structures and substrates that contain chromium or cadmium.
- Installation of products containing chromium or cadmium.
- Working with/around Portland cement (in powder or dust form chromium only).
- Torch-cutting chromium/cadmium containing paints.
- Transportation, disposal, storage, or containment of chromium or cadmium, or materials containing chromium or cadmium.
- Maintenance operations associated with construction activities.
- Welding, cutting, burning, or grinding stainless steel, chromium-/cadmium-containing alloy steel, and chromium/cadmium containing alloys.

Note!!! Exposure to chromium (especially hexavalent chromium) has also occurred when the welding rod or wire in use contains chromium.

The permissible exposure limit (PEL) for cadmium and hexavalent chromium is five (5) micrograms calculated as an 8-hour time-weighted average over a work shift. The action level (AL) of 2.5 micrograms triggers the following requirements:

- Pre-job planning includes, as needed, a thorough identification of chromium or cadmium materials. Identification may include the product name, a Material Safety Data Sheet (MSDS) with the MSDS number (if available) or a sample content analysis. Sampling data includes location, sampling method, sampling dates, laboratory identification, and analytical method.
- If documentation is not feasible or has been determined by the project engineer to be unavailable or unreliable, chromium or cadmium content sufficient to exceed the action level for chromium or cadmium is assumed.

Results of bulk sampling, calculations of potential chromium or cadmium exposure, and other data that demonstrate compliance with this practice (as well as the pertinent standards) are attached to the work package.

Where chromium or cadmium exposure above the action level is suspected, and in the absence of monitoring data, interim protective measures are established that are equal to or greater than the assumed exposure level.

Hexavalent Chromium Procedure

Welding, Cutting, and Grinding

Certain welding and cutting activities have been shown to expose the welder/cutter, and potentially helpers, to hexavalent chromium above the action level when exhaust ventilation is not used. The activities have included the following:

• Shielded metal arc welding, Gas metal arc welding

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- Flux cored arc welding, Sub arc welding
- Torch cutting through chromate-containing paints, grinding chromium-containing metals.

The types of metal involved have been stainless steel, chromium-containing alloy steel, and chromium-containing nonferrous alloys. Exposure has also occurred when the welding rod or wire in use contains chromium, and exhaust ventilation is not used.

Therefore, exhaust ventilation is always prescribed as a control measure when activities with the materials mentioned above are in use unless historical personal monitoring data performed when similar materials, using similar methods, under similar environmental conditions are used shows conclusively that the welder/cutter and helper (if applicable) are not exposed above the action level without regard to respiratory protection.

Practices and procedures shall ensure that no employee is exposed to hexavalent chromium in excess of the permissible exposure level which is 5 micrograms per cubic meter of air based on an 8 hour Time Weighted Average.

Plasma and Air Arc Cutting and Gouging

Plasma and air arc cutting and gouging operations have been shown to expose the worker and helpers within 10 feet of the work to levels of hexavalent chromium above the permissible exposure limit (PEL) under most circumstances and conditions. Exhaust ventilation and respiratory protection (at least a half-face, tight-fitting respirator with a HEPA filter/cartridge) are always prescribed as control measures when activities with the materials mentioned above are in use; a higher level of respiratory protection may be prescribed, depending on conditions.

Note!!! Each discrete task must begin with ventilation and respiratory protection control measures in place. Respiratory protection may be downgraded only upon conclusive results of breathing zone monitoring of the employee(s) involved in each discrete task showing exposure to be less than 50 percent of the protection factor of the respirator relative to the concentration and PEL of hexavalent chromium. Respiratory protection may be eliminated only upon conclusive results of breathing-zone monitoring of the employee(s) involved in each discrete task showing exposure to be less than 50 percent of the protection may be eliminated only upon conclusive results of breathing-zone monitoring of the employee(s) involved in each discrete task showing exposure to be less than the PEL as an 8-hour time-weighted average.

Additional controls may also be appropriate to be in compliance with 29 CFR 1926.1126, depending on the results of evaluations of the materials to be used, environmental conditions, length of the work process/activity, etc. Employees who are exposed at or above the action level 30 days or more per year are enrolled in a medical surveillance program.

Personal hygiene is very important while working with chromium or cadmium products. To avoid accidental ingestion of chromium or cadmium, employees wash thoroughly (regardless of other controls) prior to eating, chewing, smoking, or drinking.

Practices

TARLTON Management/supervision supported by safety professional(s), the medical contractor and training providers conducts the following basic steps to control exposure to chromium or cadmium:

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- Determine the types of projects, activities, and operations that could involve chromium or cadmium, or chromium or cadmium-containing materials. For those jobs, conduct hazard identification as part of the work design, planning, and control process.
- If chromium or cadmium materials are involved, ensure that project safety (for chromium) or a competent person (for cadmium) conducts a hazard evaluation to determine the potential exposure and to recommend initial controls.
- Develop and implement a Task-Specific Safety when exposure is or is likely to be above the PEL. The JSA (or equal) addresses the scope of work activities; provides initial exposure assessment; and prescribes exposure controls, air-monitoring requirements, work practices, personal protective equipment and additional information as required.
- Incorporate recommendations from project safety for chromium or cadmium hazard control measures into any JSA and work control documents.

Exposure Monitoring

Monitoring or measuring of employee exposure shall be conducted at least every 6 months if the initial monitoring shows employee exposure. Air monitoring will be performed at the beginning of each job task. If exposure monitoring results indicate exposure is above the PEL TARLTON must include in the written notification to employees the corrective action being taken to reduce exposure to or below the PEL.

- Notify each affected employee, in writing, of the results of monitoring within five (5) working days.
- Air monitoring for chromium or cadmium may be waived provided the following conditions are met:
 - Monitoring has been performed in the last 12 months.
 - Data from historical monitoring originates from work operations that closely resemble the planned work operations.
 - Workplace and environmental conditions (such as indoors or outdoors, temperature, wind speed, ventilation, and space configuration) are similar to those when the monitoring was performed.
 - The processes, types of material, control methods and work practices are similar.
 - Justification for waving initial monitoring shall be included in the Task-Specific Safety Analysis or equal. Employees involved are briefed regarding the existence of such data.

Surveillance

Medical surveillance shall be provided when an employee 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 employees. Examinations will be performed by or under the supervision of a physician or other licensed health care professional.

Facilities

TARLTON must 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.

Regulated Areas

Regulated areas shall be established when exposure to an employee is or is expected to be in excess of the PEL. Regulated areas shall be marked with warning signs to alert employees and access is restricted to authorized persons only.

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Controls

If the exposure level is above the PEL for 30 days or more then engineering controls and work practices shall be provided to reduce exposure to the lowest feasible level. If employees can demonstrate that such controls are not feasible TARLTON shall use engineering and or work controls to reduce employee exposure to the lowest levels achievable and shall supplement them by the use of required respiratory protection.

Recordkeeping

TARLTON is required to maintain and make available an accurate record of all employee exposure monitoring, medical surveillance and training records.

Respiratory Protection & PPE

The appropriate respirator shall be used when engineering controls and work practices cannot reduce employee exposure during work operations where engineering controls and work practices are not feasible and emergencies. Respirators shall be provided in accordance with 1910.134 (Respiratory Protection) (see TARLTON Respiratory Protection Program). Specific requirements contained within 1926.1127 (Cadmium) regarding respiratory protection shall also be followed including:

- Providing employees with full face piece respirators when they experience eye irritation.
- Providing HEPA filters for powered and non-powered air-purifying respirators.
- Providing a powered air-purifying respirator instead of a negative-pressure respirator when an employee entitled to a respirator chooses to use this type of respirator and such a respirator will provide adequate protection to the employee.

PPE will be provided when there is a hazard from skin or eye contact and employees are required to use the PPE. Gloves, aprons, coveralls, goggles, foot covers and other as needed PPE shall be provided at no cost to the employee and will be removed at the end of the work shift. TARLTON must clean, launder and replace all protective clothing as needed.

Housekeeping

All surfaces shall be maintained as free as practicable of chromium. All spills and releases of chromium shall be cleaned promptly with approved procedures including use of HEPA filtered vacuums as the primary method, dry or wet sweeping or other methods to minimize the likelihood of exposure to chromium.

No compressed air shall be used to remove chromium from any surface unless the compressed air is used in conjunction with a ventilation system designed to capture the dust cloud created by the compressed air or no alternative method is feasible.

Cleaning equipment must be handled in a manner that minimizes the reentry of chromium into the workplace.

Training

TARLTON shall provide appropriate types of training for employees who are potentially exposed to chromium or cadmium prior to their initial assignment and annually thereafter. TARLTON will assure employee participation and maintain a record of the training contents. This training includes:

- Hazard communication training for potentially exposed employees.
- Training specified by the applicable chromium or cadmium standard for workers exposed at the action level for any one day, or who are exposed to chromium or cadmium compounds that are skin irritants.

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- Respirator training if respirators are to be used.
- Provide information to workers regarding task-specific chromium or cadmium hazards and control methods, the JSA, work practices, medical surveillance and other applicable information, including any changes that are made to these controls.
- Provide training annually, as appropriate, to workers who continue to have exposure to chromium or cadmium at or above the action level on any one day.
- All training will be recorded and include the identity of the employee trained, the signature of the person who conducted the training and the date of the training.
- Training records must be kept for one year.

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Purpose

To ensure our employees recognize to effect of fatigue as related to safely being able to perform work and to establish guidelines for work hours and equipment to reduce fatigue in our business and at our client locations.

Scope

This program applies to all TARLTON projects and operations.

Policy

The guiding principles of fatigue management shall be incorporated into the normal management functions of the business and include the following:

- Employees must be in a fit state to undertake work
- Employees must be fit to complete work
- Employees must take minimum periods of rest to safely perform their work

These principles will be managed through:

- The appropriate planning of work tasks, including driving, vehicle and equipment maintenance, loading and unloading and other job related duties and processes
- Providing appropriate equipment to help reduce stress and fatigue
- Regular medical checkups and monitoring of health issues as required by legislation
- The provision of appropriate sleeping accommodations where required
- Ongoing training and awareness of employee health and fatigue issues

Roles and Responsibilities

The following addresses the roles and responsibilities of workers to report tiredness/fatigue to supervision and that supervision take appropriate action to assist the worker.

TARLTON Management

• Management accepts responsibility for the implementation of this fatigue management policy.

Site Manager

• Responsible for the implementation and maintenance of this program for their site and ensuring all assets are made available for compliance with the program.

Roles and Responsibilities Employees in Safety Critical Positions

- Employees must present in a fit state free from alcohol and drugs;
- Employees must not chronically use over-the-counter, prescription drugs and any other product which may affect an employee's ability to perform their work safely, including fatigue that sets in after the effects of the drug wear off.

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- Employees shall report tiredness/fatigue and lack of mental acuity to supervision and supervisory personnel shall make safety critical decisions and take appropriate actions to prevent loss including replacement of tired employees, changing schedules or forcing work stoppages.
- Employees need to be rested prior to starting work.
- Employees need to monitor their own performance and take regular periods of rest to avoid continuing work when tired.

Work Hour Limitations and Rest Breaks to Control Fatigue and Increase Mental Fitness

TARLTON has set the following procedures limiting work hours and controlling job rotation schedules, also known as staff/work balance, to help control worker fatigue. TARLTON will set work hour limitations and will control job rotation schedules to control fatigue, allow for sufficient sleep and increase mental fitness in an effort to control employee turnover and absenteeism.

- 1. Every Employee shall have necessary work breaks in order to avoid fatigue. These scheduled breaks will apply to both driving and on site hours. The following shall be a minimum:
 - 15 Minutes each 2.5 hours
 - 30 Minutes after 5 Hours
 - 30 Minutes after 10 Hours
- 2. No Workers shall work more than:
 - 12 hours per day
 - 24 Days Continuous
- 3. Unfamiliar or irregular work should be avoided.
- 4. Chairs will be provided for workers to site periodically and TARLTON will provide periodic rest breaks for personnel.

Use of Ergonomic Friendly Equipment

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 controls of temperature and other ergonomic devices as deemed appropriate. Equipment to be used will be determined in the work task analysis.

Analysis of Work Tasks to Control Fatigue

Work tasks to control fatigue must be analyzed and evaluated periodically. TARLTON will make any necessary changes to equipment, training or procedures based on the evaluation.

Incident Analysis

If there is an incident there shall be an initial identification/assessment of evidence. Initial identification of evidence immediately following the incident might include a listing of people, equipment, materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc. and physical factors such as fatigue, age and medical condition.

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Initial and Annual Training for Workers on Fatigue and Controlling Fatigue

TARLTON is committed to ensuring that all employees are competent to perform their tasks including:

- Fatigue management and health issues.
- TARLTON must provide initial and annual training on how to recognize fatigue, how to control fatigue through appropriate work and personal habits and reporting of fatigue to supervision.

A record of individual fatigues training and competency will be maintained.

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Purpose

TARLTON will provide a safe work environment for its employees. In doing so, TARLTON will take all reasonable and practical measures to eliminate or minimize injury or incident risks associated with the nature of the work performed when employees work alone.

TARLTON shall establish site specific procedures for employees working alone.

Objectives

To minimize risk to employees who may work alone and assistance is not readily available TARLTON will:

- Conduct written hazard assessments to identify existing or potential working alone hazards.
- Take measures to eliminate or control the hazards of working alone at TARLTON worksites.
- Ensure that affected employees are informed of the hazards and methods used to control or eliminate them.
- Provide an effective system for communication between any employee who work alone and persons capable of assisting the employee.
- Ensure all incidents (working related or otherwise) are reported, investigated and documented.
- Review the Working Alone Plan at least annually or more frequently if there is a change in work arrangements which could adversely affect an employee's well-being or a report that the system is not working effectively.

Key Responsibilities

TARLTON Safety Manager

- Conducts a hazard assessment to identify existing or potential hazards related to the nature of the work or the work environment given the circumstances of the work when working alone
- Responsible for the review, implementation and maintenance of the local worksite Working Alone Plan.
- Communicate this policy and its procedures to employees who work alone
- Annually review the effectiveness of the hazard controls and procedures and make improvements as required

Worksite Project Manager

- Responsible for the implementation and maintenance of the Working Alone Plan for their project and ensuring all assets are made available for compliance with the procedure.
- Take all reasonable and practical steps to minimize or eliminate identified working alone risks.
- Review the hazard assessment results and provide recommendations to management to minimize or eliminate identified working alone risks.
- Review annually the effectiveness of the policy and guidelines and make changes as required by consulting with management staff and employee representatives.
- Respond to employee concerns related to working alone and communicate these to management.
- Report all incidents of work site incidents immediately.
- Participate in work site hazard assessments and the implementing of procedures to eliminate or control hazards of working alone.

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Safe Work Procedures

This procedure applies if an employee is working alone at a work site where assistance is not readily available if there is an emergency or the employee is ill or injured.

Worksite Assessment

A hazard assessment for working alone will anticipate work and travel time, weather, communication, type of work, employee medical conditions and training. The hazard assessment shall address hazards and identify control measures in order to minimize risk associated with working alone.

The hazard assessment will be conducted on a project by project or site basis as circumstances vary between locations and conditions. To assess this hazard TARLTON should review records, past incidents and identify measures or actions needed to correct any hazards. The assessment should involve:

- Participation by employees through methods such as one-on-one interviews, kick off safety meetings, etc.
- The assessment should utilize information from employees about their experiences working alone, their current concerns and their suggestions for improvement.
- Consideration for the time interval between checks and the procedure to follow in case the employee cannot be contacted, including provisions for emergency rescue.

Plan

TARLTON must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation under conditions which present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune.

Procedures to be Followed in the Event That a Worker Working Alone Does not Respond

Considerations such as length of time missing, weather conditions, physical fitness, etc. must be factored into the site specific working alone program. The program must specify procedures for emergency response including provisions for contacting appropriate local officials. The program shall identify specific criteria to determine when an employee search is necessary. The minimum requirements include:

- If the working alone employee fails to respond at the scheduled contact time repeated contact efforts will be made for 1 hour.
- If the employee working alone is not contacted with 1 hour of the scheduled contact a designated individual will be dispatched for a search to the working location if within close proximity. If the working alone employee is not found then the closest police (city) or governmental search and rescue authority shall be notified to conduct a search
- If the employee working alone is not within close proximity and does not respond to repeated contact efforts then the closest police (city) or governmental search and rescue authority shall be notified to conduct a search.

Communication and Regular Contact Person System

Workers must carry a cellular phone or electronic monitoring device at all times while working alone. The use of a radio, cellular/satellite phone, electronic monitoring device or another form of direct, reliable correspondence shall be used to establish an effective means of communication is established between the lone employee and designated check person.

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Each site specific Working Alone Plan shall address having an established contact person. A check-in/check-out process where employees are monitored or contacted at regular intervals will be established. Individuals must be monitored at regular intervals, or the individual contacts TARLTON at pre-determined intervals based on determinations made in the risk assessment.

Individual(s) by job function responsible for establishing contact with the affected employee, as well as a back-up form of communication will be established for each site specific plan. The Safety Manager, Project Manager or designee is responsible for check-in with the lone employee at regular intervals.

Backup and Documentation

Backup form of communication in the event primary communication (cell phone or land line) is unavailable will be via satellite phone or if electronic communication is not practicable or readily available at the worksite, TARLTON must ensure that a representative of TARLTON or another competent employee visits the employee at regular intervals. TARLTON shall document communication employee status at the check in intervals.

These visits or contacts shall be at intervals of time appropriate to the nature of the hazards associated with the employee's work.

Limitations on or Prohibitions of Specified Activities

- No heavy equipment will be operated if a worker is alone.
- No hot work will occur if a worker is alone.
- No working at heights will occur if a work is alone and requiring a personal fall arrest system.
- Other limitations will be placed based on the site specific hazard assessment

Minimum Training or Experience

All employees will be trained (if working alone is a hazard at that location) in:

- Any revision to the written local Working Alone Plan and safe work practices.
- Being informed of working alone hazards at the TARLTON worksite and the methods used to control or eliminate them.
- The methods for identification, hazard reduction and prevention when working alone and dealing with situations or individuals that presents a potential risk.
- A worker required to work alone and any person assigned to check on the worker must be trained in the written procedure for checking the worker's well-being.
- All training shall be documented.

Provisions of PPE

- Cold weather clothing shall be worn when appropriate if a worker is alone
- Additional PPE for workers working alone will be identified in the site specific hazard and PPE assessment process

Safe Work Practices

Controls implemented at TARLTON worksites shall, as a minimum:

- Restricted building access to buildings card keys or regular keys after regular working hours.
- Office doors are to be locked when working alone after hours.
- Have employees check road reports and weather forecast before traveling and NOT allow travel if road conditions are dangerous.

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- Develop a travel plan that includes rest breaks, a procedure for tracking overdue employees and emergency contact information.
- Ensure all TARLTON vehicles are to be equipped with cell phones or radios and first aid kits.
- Advise employees to travel with another employee when possible.
- Advise employees to park close to the building in the evening.
- Post signage, emergency contact information, and develop a communication system.
- Report suspicious activity to security or a supervisor.

Provision of Emergency Supplies

- All vehicles shall contain the appropriate emergency supplies including flares, marking devices, food, water, warm clothing during winter and other supplies as determined by the hazard assessment.
- Workers working alone shall have spare batteries for communication devices in case of power failure, a radio for local weather conditions and other equipment as determined by the hazard assessment.
- If an employee requires personal medication, they must ensure they have sufficient supplies available.

Review & Updating Working Alone Plan

- The hazard assessment and Working Alone Plan at each TARLTON worksite must be reviewed at least on an annual basis or more frequently if there is a change in work processes or arrangements which could adversely affect an employee's well-being are introduced or changed.
- The local Working Alone Plan shall also be revised if there is any indication or report that the plan is not working effectively or needs changing.

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WORKING ALONE ASSESSMENT & GUIDELINES FOR TARLTON WORKSITES

Location:	
Evaluated By:	
Original Date:	Signature:
Revision Date:	Date:

Hazardous Activities

Hazard:	Actions to minimize Risk:
Indicate working alone hazards	Indicate actions taken to minimize risks

Emergency Phone Numbers

Number	Contact:	For:
Indicate #	Indicate source information; i.e., security	ANY emergency: medical, fire, etc.
		Suspicious Person
		General Inquiries
		Need for employee escort
		Maintenance Emergencies
		Information

Location of Resources

Indicate location	(examples shown)
	fire extinguisher
	first aid kit
	telephone
	telephone backup (radios or emergency buttons for worksite security)

Restricted activities when Working Alone

Indicate restricted activities (no driving, locked doors, etc.)

A copy of this form shall be supplied to the TARLTON Safety Manager and the Guidelines be reviewed no less than annually.

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HYDROGEN SOLFIDE – (HZS)		Next Review Date:	01/01/2023	
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Purpose

The purpose of this program is to establish minimum requirements for site specific H2S safety, which will enhance safety in the occupational setting where hydrogen sulfide is present or is recognized as being potentially present.

Scope

This program sets forth accepted practices for Hydrogen Sulfide (H2S). This program applies to all employees of TARLTON, temporary employees, and any contractors working for TARLTON. When work is performed on a nonowned or operated site, the operator's program shall take precedence, however, this document covers TARLTON employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

- Contingency Plan a site-specific written document that provides an organized plan for alerting and protecting the public within an area of exposure following the accidental release of all potentially hazardous atmospheric concentrations of hydrogen sulfide.
- Exposure Level permissible exposure level of hydrogen sulfide is 10 PPM for an 8-hour, time weighted average.
- Gas Detector Instrument An instrument/detector to measure levels of H2S. Instruments may be electronically or manually operated.
- Hydrogen Sulfide (H2S) is an extremely deadly, toxic gas that in its pure state is colorless and is heavier than air. Additionally:
 - It is the second most toxic gas known to man, ranking behind hydrogen cyanide and ahead of carbon monoxide.
 - It has the odor of rotten eggs at low concentrations.
 - In higher concentrations rapidly paralyze the olfactory nerves (sense of smell).
 - Is soluble in water and is flammable and poses a definite threat of explosion.
- Parts Per Million (PPM) parts of vapor or gas per million parts of contaminated air by volume.
- Personal H2S Monitor An electronic instrument worn on the person that is set to alarm at 10 PPM of H2S.
- Possible Locations of Where May Be Exposed to H2S During Their Job Functions While clients are
 required to notify TARLTON of known H2S locations the majority of time H2S can be located in drilling
 operations, recycled drilling mud, blowouts, water from sour crude wells, blowouts, tank gauging (tanks at
 producing, pipeline and refining operations), during routine field maintenance involving hydrocarbons,
 tank batteries and wells.
- Venting the process of discharging a material to the atmosphere through a series piping and/or venting devices, to facilitate the proper and safe dispersion of toxic materials and to minimize personnel exposure.

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Key Responsibilities

Managers and Supervisors

- Shall ensure all employees who are to be assigned to work at locations where hydrogen sulfide is known to be present, or suspected to be present in any concentration, have been trained in hydrogen sulfide safety.
- To ensure employees have been medically approved to wear respirators and trained on the safe use of respirators, including a respirator fit test in accordance with TARLTON's Respiratory Protection Program.
- To ensure employees have been trained and familiar with personal H2S monitors and gas detection instruments.
- To have been provided with the client's safety procedures.
- To ensure the necessary respiratory equipment to perform the work safely is available.
- That each employee has been provided with a copy of this program.

Employees

• Employees are responsible to comply with this program.

Procedure

Characteristics of Hydrogen Sulfide

The characteristics of hydrogen sulfide include: being toxic, colorless, with the odor or rotten eggs at low concentrations, is soluble in water and is flammable:

- Toxicity See table below. Hydrogen sulfide is a very dangerous and deadly gas it is colorless and heavier than air. It can accumulate in low places and in small concentrations. Exposure to certain concentrations of H2S can cause serious injury or death.
- Color H2S is colorless you can't see it.
- Odor it has a strong, pungent, somewhat distasteful odor similar to rotten eggs. In higher concentrations, it can deaden the sense of smell (olfactory nerve). Do Not Rely On Smell To Detect H2s Rely Strictly On Instruments Designed To Measure Concentrations Of H2S.
- Solubility H2S mixes with water.
- Flammability H2S is an explosive gas.
- Toxic By Products H2S presence can create sulfur dioxide which can ignite without warning

Toxic Effects of Hydrogen Sulfide

CONCENTRATION	PHYSICAL EFFECT
.01 PPM	Can smell odor.
10 PPM	Obvious and unpleasant odor. Beginning eye irritation. ANSI permissible exposure level for 8 hours (enforced by OSHA).
100 PPM	Immediately Dangerous to life or Health (IDLH) Kills smell in 3-15 minutes; may sting eyes and throat. May cause coughing and drowsiness. Possible delayed death within 48 hours.

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200 PPM	Kills smell shortly, stings eyes and throat. Respiratory irritation. Death after 1-2 hours exposure.	
500 PPM	Dizziness; breathing ceases in a few minutes. Need prompt rescue breathing (CPR). Self-rescue impossible because of loss of muscle control.	
700 PPM Unconscious quickly; death will result if not rescued promptly. 1000 P Unconscious at once, followed by death within minutes.		

Health Effect of Exposure to Hydrogen Sulfide

Some basic health effects of H2s can include eye irritations, effects nerve centers of the brain which control breathing.

General Requirements

TARLTON should have a written confined space program per 29 CFR 1910.146 and employees must be aware of site specific contingency/emergency plans and owners contingency plan provisions.

Each person entering a H2S designated location, regardless of the concentration, shall wear a personal H2S monitor that is set to alarm at 10 PPM and shall carry a 5-minute escape pack with them at all times. When the alarms sound the employees must either evacuate the area or don the SCBA's or airline respirators. Employees must evacuate the area, don SCBA's or airline respirators upon sounding of H2S alarm.

When work requires opening any equipment on location that has the potential of releasing concentrations of H2S at 100 PPM or higher, two or more H2S trained persons shall be present and follow these procedures prior to and during the opening of the equipment:

- Each person entering the H2S location shall don a personal H2S monitor prior to entry.
- A tailgate meeting will be held with everyone on location to discuss the work plan, the responsibilities of each person and the site specific contingency plan.
- Each person shall have either a self-contained breathing apparatus (SCBA) or a supplied airline respirator equipped with a 5-minute escape pack, and shall be worn when opening the equipment to the surrounding atmosphere.
- At least one person (per two workers), equipped with a SCBA will act as a stand-by person and may not participate in the work being performed until the atmosphere has been tested and found to have no H2S present in quantities over 10 PPM. The stand-by person shall be stationed up wind, within 100 feet and in clear view of the workers.
- If an operator or other third party provides the stand-by person, it will be the responsibility of the TARLTON manager/supervisor in charge to verify that the person has been H2S, CPR, and First Aid trained, and that they have been provided the proper respiratory equipment.
 - Only TARLTON employees may wear TARLTON respirator equipment.
 - If TARLTON employees will use client or other third party equipment, the equipment must be inspected to ensure it is safe to use and meets TARLTON's requirements.
- After the equipment has been locked and tagged out (per TARLTON Lockout/Tagout Program), opened and the H2S concentration has been cleared to less than 10 PPM, the stand-by person will no longer be required. Work may then be performed without respiratory equipment, except for the required 5-minute escape pack.

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Safe Work Procedures

- Maintain compliance with permit requirements of TARLTON and any requirements by the client.
- Verify that proper safety equipment is available, functioning properly and is utilized.
- Check and remain aware of wind conditions and direction.
- Perform a thorough check of the downwind area prior to the start of any potentially hazardous work activity.
- Check for other personnel and ignition sources.
- Ventilate work areas by venting and purging lines and vessels prior to beginning any work activities.
- Keep all non-essential personnel away from work areas.
- Immediately vacate the area when any H2S monitor sounds and do not re-enter without proper respiratory protection.

Required Equipment

The following equipment shall be provided and used as required by this program:

- Methods of detecting H2S by the use of fixed or portable monitors and will alarm at the appropriate permissible exposure limits of 20 PPM for 1910 or 10 PPM for 1926? Personal or area monitors that alarm when PEL exceeds the preset level of 20 PPM for OSHA 1910 or 10 PPM for OSHA 1926 requirements.
- Portable H2S gas testing instrument, either electronic or manual pump operated, capable of testing the suspected concentrations of H2S in the system.
- Each testing instrument must be capable of testing the suspected concentrations of H2S by using the manufacturer's recommended calibrated tube or other means of measuring the concentration of gas.
- Testing instruments shall be calibrated periodically according to the manufacturer's recommendation, and at least annually.
- Calibration kits with regulator for calibrating the personal monitor.
- Calibration gas cylinder for testing the personal monitor.
- Approved self-contained breathing apparatus or airline respirator with escape SCBA should be used with H2S with a 5-minute escape pack, and shall be worn when opening the equipment to the surrounding atmosphere.
- At least one person (per two workers), equipped with a SCBA will act as a stand-by person and may not participate in the work being performed until the atmosphere has been tested and found to have no H2S present in quantities over 10 PPM. The stand-by person shall be stationed up wind, within 100 feet and in clear view of the workers.
- If an operator or other third party provides the stand-by person, it will be the responsibility of the TARLTON manager/supervisor in charge to verify that the person has been H2S, CPR, and First Aid trained, and that they have been provided the proper respiratory equipment.
 - Only TARLTON employees may wear TARLTON respirator equipment.
 - If TARLTON employees will use client or other third party equipment, the equipment must be inspected to ensure it is safe to use and meets TARLTON's requirements.
- Respirator wearers requiring corrective eyewear will be fitted with spectacle kits according to the respirator manufacturer, at no expense to the employee.
- Respirators and their components, including all fittings of hoses, shall not be interchanged, which if done, would violate the approval rating of said respirator or related equipment.

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Medical

Each employee shall have completed a medical evaluation by a physician or licensed health care professional to determine the employee's ability to wear a respirator as required by the TARLTON Respiratory Protection Program.

Each employee will successfully complete the medical questionnaire and examination before being allowed to be fit tested with a respirator.

Training

Employees required to work on H2S locations will be trained. Training shall consist of:

- Physical and chemical properties of H2S
- Sources of H2S
- Human physiology
- Signs and symptoms of H2S exposure, acute and chronic toxicity
- Symptomatology of H2S exposure
- Medical evaluation
- Work procedures
- Personal protective equipment required working around H2S
- Use of contingency plans and emergency response
- Burning, flaring, and venting of H2S
- State and federal regulatory requirement
- H2S release dispersion models
- Rescue techniques, first aid, and post exposure evaluation
- Use, care, and calibration of personal monitors and gas detection instruments
- Respirator inspections and record keeping

Each respirator wearer will complete Respiratory Protection training and a Respirator Fit Test, after being given a medical clearance and before entering any H2S location.

Employees and other personnel visiting H2S locations who will not be involved in the work shall be briefed on the following prior to entering:

- Site-specific sources of H2S
- Health hazards of H2S
- Routes of egress
- Emergency assembly areas
- Applicable alarm signals and
- How to respond in the event of an emergency.

Rescue

Each employee, when working alone in a H2S designated area, shall plan and become familiar with self-escape procedures to include being aware of wind direction and obstacles to avoid when exiting the work area.

Employees working under the buddy system shall pre-plan an emergency rescue and/or evacuation procedure prior to commencing work, and arrange for periodic communications with his/her supervisor, and document the discussion on each employee's service report.

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Respirator Inspections

Respirators will be inspected by the employee before each use and at least monthly.

The inspection will include the respirator face piece, hose, harness, 5minute escape pack cylinder and all other components of the air supply systems used.

Monthly inspections will be documented as per TARLTON Respiratory Protection Program, and will be kept on file at the local office for review during safety audits.

Monitors and Gas Detector Calibration

Each personal H2S monitor shall be calibrated at least monthly and the results recorded on the calibration log.

Those monitors that do not require calibrating shall be bump checked with calibration gas to test alarms, monthly or prior to use if not used routinely.

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Purpose

The purpose of this program is to define work practices, administrative procedures and engineering controls to protect employees exposed to benzene concentrations above the OSHA action level. This plan shall be implemented and kept current by the Safety Manager as required to reflect the most recent exposure monitoring data.

Scope

This program covers all employees who may be exposed to benzene in the course of completing job duties. This written plan shall be made available to the Assistant Secretary, the Director, affected employees and designated employee representatives. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers TARLTON employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent. Employees will be aware of provisions of site-specific contingency/emergency plans by either TARLTON or of a facility owner.

The TARLTON Safety Manager will develop and implement project/task specific benzene control procedures prior to the start of activities that may include exposure to benzene. TARLTON will be aware of an owner's contingency plan provisions and all employees must be informed where benzene is used in host facility and aware of additional plant safety rules.

Possible locations where employees may be exposed to benzene during their job functions may include, but not limited to: petroleum refining sites, tank gauging (tanks at producing, pipeline & refining operations) and field maintenance operations.

Definitions

- Action Level means an airborne concentration of benzene of 0.5 ppm calculated as an 8-hour timeweighted average.
- Benzene a toxic, colorless liquid or gaseous material. Benzene has an aromatic odor, is not soluble in water and is flammable.
- Employee exposure exposure to airborne benzene that would occur if the employee were not using
 respiratory protective equipment.
- Health Effects Short-term overexposure may cause irritation of eyes, nose and skin; breathlessness, irritability, euphoria, headache, dizziness or nausea. Long term effects may result in blood disorders such as leukemia and anemia.

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Key Responsibilities

Manager or Designee

- Ensure personnel are aware of work that has the potential of exposure to benzene.
- Ensure individuals responsible for monitoring areas of exposure are properly trained.
- Ensure personnel receive documented medical surveillance exams.
- Ensure that emergency exams are performed if an overexposure or suspected overexposure occurs.

Supervisors

- Ensure employees have the appropriate personal protective equipment (PPE) and are properly trained in its use and care.
- Ensure employees comply with the benzene control program.

Safety Manager

- In coordination with the Manager, develop and implement project/task specific benzene control procedures prior to the start of activities that may include exposure to benzene.
- Coordinate monitoring activities, ensuring monitoring equipment is in proper working order and, as necessary, modifying the benzene control procedures to reflect exposure monitoring data.
- Maintain the benzene control program, notify management of any regulatory changes and ensure compliance with regulatory, client and corporate requirements.
- Coordinate training activities.
- Coordinate the medical surveillance program, including maintenance of medical records and administration of exams.
- Ensure fire extinguishers shall always be readily available where benzene is used/stored. Benzene liquid is highly flammable and vapors may form explosive mixtures in air. Fire extinguishers must be readily available in areas where benzene is used or stored.

Employees

- Comply with the benzene control program.
- Know where benzene is used at TARLTON or client facilities and follow any of additional plant safety rules required by the client.
- Comply with the medical surveillance program and attend examinations as required.
- Maintain respiratory protection equipment in good working order and notify the supervisor or Safety Representative of any problems prior to starting work
- Review material safety data sheets or consult with the supervisor to identify any container with benzene containing material.
- Not smoke in prohibited areas where benzene is present.
- Report exposures resulting in any symptoms immediately.
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Procedure

Permissible Exposure Limits

The time-weighted average limit (TWA) for benzene is:

- 8-hour TWA 1 ppm
- 12-hour TWA 0.67 ppm

The short-term exposure limit (STEL) for benzene is 5 ppm.

Regulated Areas

- TARLTON shall establish regulated areas wherever airborne concentration of benzene exceeds or can reasonably be expected to exceed the PEL or STEL.
- TARLTON will control access to regulated areas and limit access to authorized personnel.
- Safety precautions such as prohibition of smoking in areas where benzene is used/stored shall be taken. Smoking is prohibited in areas where benzene is used or stored. The following signage shall be posted in all regulated areas when the potential exists for benzene vapors to be in excess of the PEL:

DANGER – BENZENE REGULATED AREA CANCER CAUSING AGENT FLAMMABLE – NO SMOKING AUTHORIZED PERSONNEL ONLY RESPRIATOR REQUIRED

Methods of Compliance

- The benzene control program shall be written and implemented to comply with OSHA regulation 29 CFR 1910.1028 (Benzene).
- TARLTON shall establish and implement a written program to reduce employee exposure to or below the PEL primarily by means of engineering and work practice controls to ensure compliance with the benzene control program and federal and state requirements.

Exposure Monitoring

Exposure monitoring shall be performed for the 8-hour and 12-hour TWAs or for the 15 minute STEL exposure when:

- Regulated areas are established
- An emergency occurs that could require a regulated area
- A change in the production, process, control equipment, personnel or work practices may result in new or additional exposure to benzene
- Cleanup of a spill, leak repair, or rupture occurs
- If the monitoring required reveals employee exposure at or above the action level but at or below the TWA, TARLTON shall repeat the monitoring for each employee at least every year.
- If the initial monitoring reveals employee exposure to be below the action level TARLTON may discontinue the monitoring.

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- If the monitoring reveals that employee exposures, as indicated by at least two consecutive measurements taken at least 7 days apart, are below the action level TARLTON may discontinue to monitor.
- Direct reading detection instruments (Drager CMS is recommended) will be used where benzene vapors may be present in work areas not previously monitored.
- Personal monitoring will be performed by use of vapor monitoring badges following manufacturer requirements. All samples shall be analyzed at an AIHA (American Industrial Hygiene Association) certified laboratory.

Medical Surveillance

- Baseline and annual medical exams shall be provided to employees that may work or are anticipated to participate in operations more than 10 times per year or may work in areas where benzene exposures may exceed the PEL over 30 days per year.
- TARLTON shall make available a medical surveillance program for employees who are or may be exposed to benzene at or above the action level 30 or more days per year; for employees who are or may be exposed to benzene at or above the PELs 10 or more days per year; for employees who have been exposed to more than 10 ppm of benzene for 30 or more days in a year prior to the effective date of the standard when employed by their current employer.
- Notification of monitoring results shall be provided to employees in writing within 15 working days of receipt of results.

Personal Protective Equipment

- PPE will be selected on the basis of its ability to prevent absorption, inhalation and ingestion.
- PPE will reflect the needs of the employee based on work conditions, amount and duration of exposure and other known environmental factors but shall contain as a minimum; boots, proper eye protection, gloves, sleeves, aprons and others as determined.
- PPE shall be provided and worn when appropriate to prevent eye contact and limit dermal exposure to liquid benzene. PPE must meet the requirements of 29 CFR 1910.133 and provided at no cost to the employees.

Respiratory Protection

- A respiratory protection program shall be established in accordance with 29 CFR 1910.134. Respiratory protection is required:
 - \circ $\;$ During the time period necessary to implement engineering controls or work practices.
 - When engineering and work practices are not feasible.
 - In emergencies.

Approved respirators shall be selected according to airborne concentrations of benzene or condition of use.

- 0 to 0.67 ppm no respirator required
- 0.67 to 6.7 ppm half-mask respirator with OV cartridges
- 6.7 to 33 ppm full-face respirator with OV cartridges

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• Greater than 33 ppm – Due to the TARLTON policy of not permitting SCBA no employee shall enter a space containing more than 33 ppm.

Recordkeeping

- Medical surveillance records shall be maintained for 30 years after termination of employment
- Exposure monitoring records shall be maintained for 30 years after completion of the project
- Exposure and medical monitoring records shall be made available to affected employees or their representatives and to OSHA upon request

Communication of Benzene Hazards

- Signs and labels shall be posted at entrances of regulated areas
- The benzene control program shall be updated by the TARLTON Safety Manager
- Project site specific contingency and emergency procedures shall be updated by the Safety Manager and made available to project staff prior to beginning work at the specific site.

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ASBESTUS AWARENESS			Next Review Date:	01/01/2023
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The purpose of this procedure is to advise TARLTON employees in areas where asbestos is suspected on an awareness level basis about the properties and dangers of asbestos, general guidelines and training requirements and to provide basic precautions and protections for employees to avoid exposure to asbestos containing material (ACM) or presumed asbestos containing material (PACM).

Scope

This procedure applies to TARLTON operations where employees whose work activities may be in the vicinity of asbestos containing materials during their work activities. When work is performed on a nonowned or operated site, the operator's program shall take precedence, however, this document covers TARLTON employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Key Responsibilities

Managers/Supervisors

- Ensure owners or operators are notified of PACM.
- Prohibit TARLTON employees from working until material in question is confirmed as non-asbestos or abated.
- Ensure proper employee asbestos awareness training is completed.

All Employees

- All employees are required to act in strict compliance with the requirements of this program and delay or discontinue work if there is ever an unresolved concern regarding exposure to asbestos.
- Immediately report any suspected asbestos containing material to their supervisor

Awareness Level Requirements and Information

Asbestos Exposure Control

Depending on the exposure level TARLTON is required to develop and train workers on an Asbestos Exposure Controls Plan.

Background of Asbestos

The word asbestos is derived from a Greek word that means inextinguishable or indestructible. Asbestos is a naturally occurring mineral that is found throughout the world. Asbestos has several characteristics that make it desirable for many commercial uses. The fibers are extremely strong, flexible, and very resistant to heat, chemicals and corrosion. Asbestos is also an excellent insulator and the fibers can be spun, woven, bonded into other materials, or pressed to form paper products. For these reasons and because it is relatively inexpensive asbestos has been widely used for many years and now is found in over three thousand different commercial products.

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Exposure to asbestos fibers can cause serious health risks. The major risks from asbestos come from inhaling the fibers. Asbestos is composed of long silky fibers that contain hundreds of thousands of smaller fibers. These fibers can be subdivided further into microscopic filaments that will float in the air for several hours. Asbestos fibers can easily penetrate body tissues and cause disabling and fatal diseases after prolonged exposure.

Although exposure to asbestos is potentially hazardous, health risks can be minimized. In most cases the fibers are released only if the asbestos containing materials (ACM) is disturbed. Intact and undisturbed asbestos materials do not pose a health risk. The mere presence of asbestos does not mean that the health of occupants is endangered. When ACM is properly managed, release of fibers into the air is prevented or minimized, and the risk of asbestos related disease can be reduced to a negligible level. However, asbestos materials can become hazardous when they release fibers into the air due to damage, disturbance, or deterioration over time.

The ability to recognize the kinds of material that contain asbestos, knowing under what conditions they are dangerous, and understanding basic safety precautions, are all important in keeping exposures to a minimum.

Health Effects of Asbestos

The most dangerous exposure to asbestos is from inhaling airborne fibers. The body's defenses can trap and expel many of the particles. However, as the level of asbestos fibers increase many fibers bypass these defenses and become embedded in the lungs. The fibers are not broken down by the body and can remain in body tissue indefinitely. Exposure to asbestos has been shown to cause respiratory diseases such as lung cancer, asbestosis, mesothelioma and various types of cancer of the stomach and colon.

Possible Locations Where Employees May Be Exposed to Asbestos During Their Job Functions

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.

Client owned and/or operated equipment and facilities, where surfacing material or insulation is present, must be confirmed non-asbestos before TARLTON employees disturb that material. Where surfacing material or insulation cannot be confirmed non-asbestos, the client or owner must test, and where necessary abate, the material before TARLTON employees are permitted to work.

Types of Asbestos

Asbestos can be defined as friable or non-friable. 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.

Identifying Asbestos

There are many substances that workers contact that may contain asbestos and have the potential to release fibers. Only rarely can asbestos in a product be determined from labeling or by consulting the manufacture. The

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presence of asbestos cannot be confirmed visually in many cases. The only way to positively identify asbestos is through laboratory analysis of samples. If the presence of asbestos is suspected always assume that it is an asbestos containing material and have it analyzed.

Employees will abide warning signs and labels and will not disturb the asbestos containing material.

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. TARLTON shall ensure that employees working in and adjacent to regulated areas comprehend the warning signs.

General Safety Precautions

The following general precautions will reduce exposure and lower the risk of asbestos related health problems:

- Drilling, sawing, or using nails on asbestos materials can release asbestos fibers and should be avoided.
- Floor tiles, ceiling tiles or adhesives that contain asbestos should never be sanded.
- Use care not to damage asbestos when moving furniture, ladders, or any other object.
- Know where asbestos is located in your work area. Use common sense when working around products that contain asbestos. Avoid touching or disturbing asbestos materials on walls, ceilings, pipes, ducts or boilers.
- All asbestos containing materials should be checked periodically for damage or deterioration. Report any damage, change in condition or loose asbestos containing material to a supervisor.
- All removal or repair work involving asbestos must be done by specially trained personnel.
- Asbestos should always be handled wet to help prevent fibers from being released. If asbestos is soaked with water or a mixture of water and liquid detergent before it is handled, the fibers are too heavy to remain suspended in the air.
- In the presence of asbestos dust above the PEL, the use of a respirator approved for asbestos work is required. A dust mask is not acceptable because asbestos fibers will pass through it.
- Dusting, sweeping, or vacuuming dry asbestos with a standard vacuum cleaner will put the fibers back into the air. A vacuum cleaner with a special high efficiency filter (HEPA) must be used to vacuum asbestos dust.
- If a HEPA vacuum is not used clean-ups must be done with a wet cloth or mop. The only exception to this would be if the moisture presents an additional hazard such as around electricity.

Remember, the mere presence of asbestos itself does not create a health hazard unless the material is disturbed and releases fibers to the atmosphere. Protect yourself and others by being aware of where asbestos is located, the dangers involved and using common sense when working around ACM.

Multiple Worksites

When working on multi-contractor worksites our employees shall be protected from exposure. If employees working adjacent to Class I asbestos jobs are exposed to asbestos due to the inadequate containment of such jobs TARLTON shall either remove the employees from the area until the enclosure breach is repaired or perform an initial exposure assessment.

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Personnel Air Monitoring

Depending on the exposure level TARLTON is required to perform air sampling.

Medical Surveillance Program

All TARLTON employees who are exposed to asbestos at the regulated level shall be included in the TARLTON medical surveillance program.

Respiratory Protection

The only circumstances that will necessitate TARLTON employees using respiratory equipment for protection against asbestos is during the asbestos exposure assessment process, while confirming (via personnel monitoring) that the engineering controls and work practices designed and employed for a particular work activity are adequate to maintain exposure levels below the PEL/excursion limit. Asbestos work that requires respiratory equipment beyond the PEL should be performed by a qualified contractor.

Waste Disposal

Asbestos waste, scrap, debris, bags, containers, equipment, and contaminated clothing shall be collected and disposed of in sealed, labeled impermeable bags of greater than 6 mils thickness or other closed, labeled, impermeable containers.

Training

Asbestos awareness training is required for employees who work in areas that contain or may contain asbestos and the training is documented.

Asbestos awareness training is required for employees 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.

Training elements are to include:

- The health effects associated with asbestos exposure;
- The relationship between smoking and exposure to asbestos producing lung cancer:
- The quantity, location, manner of use, release, and storage of asbestos and the specific nature of
 operations which could result in exposure to asbestos;
- The engineering controls and work practices associated with the employee's job assignment;
- The specific procedures implemented to protect employees from exposure to asbestos, such as appropriate work practices, emergency and clean-up procedures and personal protective equipment to be used.
- The purpose, proper use, and limitations of respirators and protective clothing, if appropriate;
- The purpose and a description of the medical surveillance program;
- The content of the OSHA asbestos standard, including appendices.
- The requirements for posting signs and affixing labels and the meaning of the required legends for such signs and labels.

Subcontractors performing work shall comply with the requirements of this standard and all applicable regulatory and environmental regulatory requirements.

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BEHAVIOR BASED SAFETY			Next Review Date:	01/01/2023
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Tarlton Corporation's Behavior Based Safety (BBS) initiative is an education and observation process used to improve safety and reduce risk in the workplace. This process uses a proactive approach and is intended to communicate to employees the elements and the procedures of Behavior Based Safety that will assist in reducing at risk behaviors which in turn reduces injuries in our workplaces.

Scope

Tarlton's BBS applies to all staff. Employees are permitted to participate in BBS initiatives already in place at customer locations if required by the customer. Employees are requested to participate in Behavior Based Safety process and follow the process guidelines.

Requirements

Safety awareness principles are the foundation of Tarlton's Behavior Based Safety process. The key concepts teach employees to recognize when they may be in one of the following states:

- Rushing
- Frustration
- Fatigue
- Complacency (which can cause or contribute to these critical errors)
- Eyes not on task
- Mind not on task
- Line of fire
- Loss of balance/traction/grip (which in turn increase the risk of injury.)

Pre-task Analysis is a process to evaluate the work environment by performing a Job Safety Analysis (JSA) of each job. The purpose of which is to eliminate or control all hazards that may be encountered to complete the job. This process is included in the Behavior Based Safety process to establish the correct habits and work procedures in order to reduce at-risk behaviors.

The observation process is designed to raise safety awareness and provide a feedback mechanism for management to make changes in design, process or procedure in order to reduce at-risk behaviors. The key to this process is raising awareness of behavior through observation and feedback. The process has three key elements:

Conducting Observations of Employees Work Behavior

Observations provide direct, measurable information on employee work practices identifying both safe and unsafe behaviors. The process starts with the observation of workers - fellow employees, other contractor employees and customer employees as they perform their tasks. Observers collect information about worker performance and provide feedback via the observation card. The emphasis is not on who was observed but rather what behavior was observed.

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During the observation the observer records their findings on the BBS Observation Form within Procore. Items to be observed include but are not limited to:

- Personal Protective Equipment
- Procedures / Methods
- People
- Work Environment
- Equipment

Upon completion of an observation the observer is expected to have a discussion with the observed to get feedback. The observer will:

- Review the observation with observed employee.
- Start with a positive comment.
- Reinforce safe behaviors observed first.
- Describe and discuss unsafe behaviors observed.
- Solicit from observed employee explanation of his/her unsafe behavior with open-ended questions.
- Re-emphasize no consequence to observed employee.

Documenting feedback allows workers to assess what should be repeated and what should change to reduce risks in the workplace.

Collection of Data and Performing Trend Analysis

Individual departments, as well as Tarlton as a whole, will compare these measurements and track these results by an acceptable method so that numerical and statistical comparisons can be made over time.

BBS Observation Forms will be completed on Procore for input into the BBS database. Reports are generated and forwarded to management. Tarlton will collect data and performing trend analysis based on the information.

Elements of an Action Plan After the Trend Analysis is Completed

Once trend analysis is complete, appropriate action plans shall be developed to address unsafe behaviors. Action planning will include:

- Evaluate unsafe behaviors from trend analysis and prioritize
- Develop action plan for unsafe behaviors based on comments and feedback from data sheets
- Designate responsible parties and timeframes within the action plan
- Define who is responsible for action planning
- Ensure management support

Action Plan Follow Up

All action plans shall be arranged by a set time period. To ensure effectiveness of the BBS follow-up is necessary to ensure the closure of all actions listed. The follow-up process will include:

- Monthly frequency for review of action by the safety mdirector, senior management and employees.
- Assign accountability for closeout of action plans within Tarlton.
- Document archiving of action plans with completed action items.

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Responsibilities

Oversight

The manager/supervisor has these oversight responsibilities:

- Coach observers and develop action plans to ensure continuous improvement.
- Ensure that all employees are trained on the Behavior Based Safety elements.
- Maintain communication with workforce by channeling information in a timely manner (feedback).
- Collect and review process modification change requests from employees.
- After reviewing and giving feedback the BBS/JSA cards should be forwarded to the corporate safety director for data entry.

Each employee plays a specific role in the Behavioral Based Safety process. These roles include observee, observer, supervisor, manager and safety manager.

Person being observed

- Be willing to be observed.
- Be open and cooperative.
- Avoid being defensive.
- Participate in problem-solving meetings.
- Be familiar with the Behavior Based Safety process.

Person performing the observation

- Learn the Behavior Based Safety process and the benefits of reducing at-risk behaviors.
- Promote the Behavior Based Safety process.
- Make observing proactive.
- Be open to coaching.
- Be courteous and helpful.
- Assist workers by offering suggestions to safely perform a task or help them with a task if necessary.
- Communicate with the workers being observed.
- Give constructive feedback after observations.
- Stress the safe behaviors before the at-risk behaviors.
- Offer and work towards solutions of problems found.
- Record a comment for every recorded "at-risk" to include what and why. Make quality observations, concentrating on quality comments.

Manager

- Actively promote and participate in the behavior safety process by supporting the goals and objectives of the Behavior Based Safety process.
- Ensure that all employees are aware of what is expected of them regarding the BBS process.
- Encourage employees to participate in observations so that incidents/injuries are reduced in the workplace.
- Provide necessary resources to keep process productive.
- Attend safety meetings and offer feedback on areas of improvement.

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Supervisor

- Actively promoting and participating in the Behavior Based Safety process by reviewing BBS Observation Forms turned in at least weekly and giving feedback, completing corrective actions needed, etc.
- Refraining from using data from the Behavior Based Safety process in a punitive manner.
- Assisting in problem solving and completing corrective actions in a timely manner.
- Understanding the behavior safety process and the benefits of reducing at-risk behaviors.

Safety Manager

- Support the goals and objectives of the Behavior Based Safety process.
- Encourage, promote, provide technical support and assist in acquiring the resources needed for the Behavior Based Safety process.
- Address the concerns and suggestions of field personnel.
- Collect all observation data cards.
- Enter data into BBS database.

Training

Training on the observation process will include how to conduct the observation, how to complete the observation form, what do the behaviors mean, feedback training and role play (mentoring and coaching) and employees should be aware they may be observed at any time.

Training will include:

- Program objectives and incident metrics reviewed.
- How to conduct the observation.
- How to complete the observation form.
- What do the behaviors mean.
- Feedback training and role play (mentoring and coaching).
- Employees should be aware they may be observed at any time.

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BBS Safety Observation Form

Improvement Input											
[] BBS	Observation	🗆 Un:	safe	Act 🛛 Unsafe	e Cor	ditic	on 🛛 🗆 Recogniti	ion		Environmental
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Ξm	oloyee	's Action Taken or Reco	ommer	datio	on:						
Sup	erviso	r or Management Actic	on Take	en:							
			Safety	v Ob	servation S=Safe	C=Co	nceri	n Critical Factors		Ē au	
Р	PE / P	rocedures / Methods	Safety Bo	Ob ody P	servation S=Safe osition / Mechanics	C=Co	nceri	n Critical Factors Slips / Trips		Equ	uipment / Work Environment
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Tarlton is committed to providing a safe and healthy workplace for all our employees. Tarlton has developed the following Mandatory COVID-19 Vaccine and Testing plan, which includes policies and procedures to minimize the risk of transmission of COVID-19, in accordance with OSHA's COVID-19 Emergency Temporary Standard (ETS) and Specific owner/client requirements.

Covered Employees

The policy covers approximately all employees except those employees who work remotely from their homes, exclusively by themselves, or exclusively outdoors. The exclusions might, for instance, include landscapers, but if they ride in vehicles with others, then the employee is covered.

Mandatory Vaccination or Weekly Testing & Face Coverings

Fully Vaccinated Employees

Fully vaccinated means two weeks after an employee has completed their final injection of a vaccination.

If an employee of Tarlton is fully vaccinated they must submit proof of vaccination to the Human Resource Department or follow the Not Fully Vaccinated protocol. If acceptable COVID-19 Vaccination proof is submitted to the Human Resource Department, that individual is exempt from the weekly testing procedure.

Not Fully Vaccinated Employees

If an employee wishes not to share their vaccination status with Tarlton, they will be considered unvaccinated.

If an employee is not fully vaccinated, they cannot work in the workplace unless tested at least once every seven days and provide results no less than the seventh day following the date the employee last provided a test result. Tarlton employees must use ______ testing center for weekly testing or the weekly testing results will not be accepted.

Weekly tests cannot be self-administered or self-read.

Tarlton will not pay for the cost of testing or give paid time off for testing.

All employees and subcontractors who are not fully vaccinated will be required to wear face covering while indoors, when occupying a vehicle with another person for work purposes, and/or when 6' of social distance cannot be maintained outdoors on all Tarlton jobsites and all Tarlton properties.

Project Specific

For employees working on the MSD, Arsenal and Louisa Pump Station Upgrades project when intermittent interaction with an MSD employee will occur, MSD Vaccination and testing policy must be followed.

Exemptions from Vaccination

If an employee chooses not to get vaccinated, because of a medical condition or sincerely held religious belief, they must complete a vaccination exemption form. The completed form must be submitted to the Human Resources Department.

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Any employee who's completed vaccination exemption from has been accepted, by Tarlton's Human Resource Department, will still be required to follow the weekly testing policy.

Proof of Vaccination

Tarlton requires vaccinated employees to provide proof of vaccination status either by vaccine card or medical paperwork.

Acceptable documentation include:

- 1) In-person presentation of an original, valid COVID-19 Vaccination Card.
- 2) A digital photograph, PDF or scanned image of a valid COVID-19 Vaccination Card.

Acceptable Documentation must include:

- 1) Name of the individual vaccinated
- 2) Date of birth of the individual vaccinated
- 3) The manufacturer of the vaccine
- 4) The date(s) on which the vaccine was administered
- 5) The location where the vaccine was administered

The proof of vaccination will not be accepted verbally.

Employees who provide acceptable proof of vaccination to the Human Resource Department will be exempt from participating in the weekly COVID-19 testing requirements under this policy.

Acceptable proof of vaccine must be submitted to the Human Resources Department. The Human Resources Department will manage such documents as a confidential medical record in accordance with applicable laws.

Employee Roster

Tarlton will maintain an employee roster that lists employees and whether they are fully vaccinated, partially vaccinated, not fully vaccinated because of a medical or religious accommodation, or not fully vaccinated because they have not provided acceptable proof of vaccination status. The roster will be made available to OSHA upon request.

Paid Time Off for Vaccination

Tarlton will provide "reasonable time" (including up to 4 hours of paid time off) for employees to get vaccinated. Tarlton will also provide "reasonable time" (including up to 2 days paid sick leave) for employees to recover from any side effects associated with the vaccination.

Employee Notification to Employer

All employees are required to promptly provide notice when they receive a positive COVID-19 test or are diagnosed with COVID-19 by a licensed healthcare provider. Those employees will immediately be removed from the workplace, regardless of vaccination status. Employees who have tested positive for COVID-19 or are diagnosed with COVID-19 will be required to quarantine until they meet the return-to-work criteria set forth in Tarlton's Coronavirus Pandemic Response plan

Subcontracts

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Subcontractors working on Tarlton jobsites will be required to sign an affidavit verifying they are in compliance with Tarlton's Mandatory Vaccine and Testing Policy, OSHA's Emergency Temporary Standard and/or any Owner/Client COVID-19 Vaccine and Testing policies.

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To ensure our employees recognize the effect of fatigue as related to safely being able to perform work and to establish guidelines for work hours and equipment to reduce fatigue in the Corporation and at our client locations.

Scope

This program applies to all Tarlton Corporation projects and operations.

Policy

The guiding principles of fatigue management shall be incorporated into the normal management functions of the business and include the following:

- Employees must be in a fit state to undertake work
- Employees must be fit to complete work
- Employees must take minimum periods of rest to safely perform their work

These principles will be managed through:

- The appropriate planning of work tasks, including driving, vehicle and equipment maintenance, loading and unloading and other job-related duties and processes
- Providing appropriate equipment to help reduce stress and fatigue
- Regular medical checkups and monitoring of health issues as required by legislation
- The provision of appropriate sleeping accommodations where required
- Ongoing training and awareness of employee health and fatigue issues

Roles and Responsibilities

The following addresses the roles and responsibilities of workers to report tiredness/fatigue to supervision and that supervision take appropriate action to assist the worker.

Tarlton Corporation Management

• Management accepts responsibility for the implementation of this fatigue management policy.

Site Manager

• Responsible for the implementation and maintenance of this program for their site and ensuring all assets are made available for compliance with the program.

Roles and Responsibilities Employees in Safety Critical Positions

- Employees must present in a fit state free from alcohol and drugs;
- Employees must not chronically use over-the-counter, prescription drugs and any other product which may affect an employee's ability to perform their work safely, including fatigue that sets in after the effects of the drug wear off.

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- Employees shall report tiredness/fatigue and lack of mental acuity to supervision and supervisory personnel shall make safety critical decisions and take appropriate actions to prevent loss including replacement of tired employees, changing schedules, or forcing work stoppages.
- Employees need to be rested prior to starting work.
- Employees need to monitor their own performance and take regular periods of rest to avoid continuing work when tired.

Work Hour Limitations and Rest Breaks to Control Fatigue and Increase Mental Fitness

Tarlton Corporation has set the following procedures limiting work hours and controlling job rotation schedules, also known as staff/work balance, to help control worker fatigue. Tarlton Corporation will set work hour limitations and will control job rotation schedules to control fatigue, allow for sufficient sleep and increase mental fitness in an effort to control employee turnover and absenteeism.

- 1. Every Employee shall have necessary work breaks in order to avoid fatigue. These scheduled breaks will apply to both driving and on-site hours. The following shall be a minimum:
 - 15 Minutes each 2.5 hours
 - 30 Minutes after 5 Hours
 - 30 Minutes after 10 Hours
- 2. No Workers shall work more than:
 - 12 hours per day
 - 24 Days Continuous
- 3. Unfamiliar or irregular work should be avoided.
- 4. Chairs will be provided for workers to site periodically and Tarlton Corporation will provide periodic rest breaks for personnel.

Use of Ergonomic Friendly Equipment

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 controls of temperature and other ergonomic devices as deemed appropriate. Equipment to be used will be determined in the work task analysis.

Analysis of Work Tasks to Control Fatigue

Work tasks to control fatigue must be analyzed and evaluated periodically. Tarlton Corporation will make any necessary changes to equipment, training or procedures based on the evaluation.

Incident Analysis

If there is an incident there shall be an initial identification/assessment of evidence. Initial identification of evidence immediately following the incident might include a listing of people, equipment, materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc. and physical factors such as fatigue, age and medical condition.

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Initial and Annual Training for Workers on Fatigue and Controlling Fatigue

Tarlton Corporation is committed to ensuring that all employees are competent to perform their tasks including:

- Fatigue management and health issues.
- Tarlton Corporation must provide initial and annual training on how to recognize fatigue, how to control fatigue through appropriate work and personal habits and reporting of fatigue to supervision.

A record of individual fatigues training and competency will be maintained.

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The Short Service (SSE) Management Program applies to employees or subcontractors who have less than six months experience in the area of working which they were hired. The purpose of the program is to prevent work related injuries and illnesses to new hire, temporary workers, and subcontractors

General Requirements

All Tarlton Corporation short service employees and subcontractors are to be managed in accordance with this program to ensure that they have an initial orientation of the Company's health and safety requirements prior to performing work.

- An SSE may only work under the direct on-site supervision of a designated employee who, as one of his duties, serves as a mentor/trainer in safety for the SSE. The mentor/trainer assigned to an SSE must be aknowledgeable, experienced employee who can provide guidance and development for the SSE.
- An exception to the mentor/trainer requirement may be granted to employees who have a high level of previous work experience in the same job functions.
- An SSE must be easily identified while on a job site. This is accomplished by using a unique identifier to be determined prior to starting work.
- A single person crew cannot be an SSE

Policy

General

Supervisor Responsibilities to SSE:

- Assure they have been through the Tarlton Corporation Safety Orientation
- Assure they are aware of and understand the contents in Tarlton Corporation's Accident Prevention Program and Emergency Action and Response Plan
- Assure they have completed all mandatory training
- Assign a mentor/trainer to each SSE
- Discuss the job expectations and procedures prior to the job to provide a clear understanding of what is expected
- Notify a customer if a SSE will be working at their facility
- Provide customer with a proper identifier so the SSE is easily recognizable
- Obtain SSE acknowledgement of the program (See Attached Acknowledgement Form.)

Mentor/Trainer Responsibilities to SSE:

- Set the proper safety example
- Assure they have a complete knowledge of their job functions
- Converse frequently with those assigned to them to discuss any questions or concerns

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SSE Responsibilities:

- Shall consult with and listen to mentor and supervisor
- Shall perform work as directed
- Shall speak up when and if work is deemed unsafe
- Shall wear identifier clothing as instructed

Monitoring

Supervisors will monitor its employees, including SSE personnel and subcontractors, for awareness of the health and safety policies and procedures.

If at the end of the six month period, the SSE has worked safely, adhered to the Company's health and safety policies and has no recordable incidents attributable to him/her, the SSE identifier may be removed at the discretion of their Supervisor.

The following addresses the roles and responsibilities of workers to report tiredness/fatigue to supervision and that supervision take appropriate action to assist the worker.

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SAFETY BUILDS SUCCESS

GENERAL:	The Short Service Employee (SSE) program applies to employees and subcontractors who have less than six months service with the Company or craft. The purpose of the program is to ensure that these contractor employees have an initial orientation of safety requirements prior to performing work under direct on-site supervision of a designated contractor employee who also serves as a mentor/trainer				
SSE Employee Name:		DATE:			
This is to certify that I have received a copy of the Company's Accident Prevention Program and Emergency Action and Response Plan. I have read the rules and understand the contents and agree to abide by these rules. I have successfully completed all mandatory training. Also, I agree to visit with my supervisor and understand other applicable safety rules which apply to the specific work I will be performing on Company's job sites and premises. I understand that my safety and the safety of others is my #1 responsibility. I will not take action until I understand the safe way to perform the tasks assigned to me. I agree to speak up and as necessary stop any job I recognize as unsafe.					

Short Service Employee (SSE) Acknowledgement Form

Short Service Employee (Please Print)	Title:	Date:			
Short Service Employee: (Signature)					
Tarlton Coporation Supervisor: (Please Print)	Title:	Date:			
Tarlton Corporation Supervisor: (Signature)					

Signaling Cranes	67
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Appendix A - Glossary of Terms

Appendix B - Forms & References

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SAFETY BUILDS SUCCESS Safety Management System		Initial Issue Date	11/01/2014	
		Revision Date:	12/01/2015	
APPENDIX A – GLOSSARY OF TERMS			Revision No.	1
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AED	Automated External Defibrillator
AGC	Associated General Contractors
COO	Chief Operating Officer
CPR	Cardio Pulmonary Resuscitation
CSD	Corporate Safety Director
DART	Days Away, Restricted, Transferred Rate
DMV	Department of Motor Vehicles
DUI	Driving Under the Influence
DWI	Driving While Intoxicated
EAP	Employee Assistance Program
EEO	Equal Employment Opportunity
EMR	Experience Modification Rate
EMS	Emergency Medical Services
EPP	Emergency Procedure Plan
ERT	Emergency Rescue Team
IR	Incident Rate/OSHA Recordable Rate
JSAR	Jobsite Safety Audit Report
LEL	Lower Explosive Limit
LOTO	Lock Out / Tag Out
MSHA	Mine Safety and Health
MUTCD	Manual of Uniform Traffic Control Devices
MSDS	Material Safety Data Sheet
NCCI	National Council for Compensation Insurance
NFPA	National Fire Protection Association
OSHA	Occupational Safety and Health Administration
PE	Project Engineer
PM	Project Manager
PD	Project Director
PPE	Personal Protection Equipment
PSP	Project Safety Person
PTSP	Pre Task Safety Plan
SA	Safety Assistant
SCBA	Self Contained Breathing Apparatus
SF	Square Foot
ТВТ	Tool Box Talk
TSBO	Task Specific Behavior Observation
TEAM	Tarlton Equipment and Maintenance Facility
VIN	Vehicle Identification Number
VP	ViewPoint Project Management Software

TADITOD	AFETY BUILDS SUCCESS TARLTON CORPORATION Safety Management System		Doc No:	TC-APPENDIX B
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Corporate

- A. Annual Safety Program Evaluation
- B. Minimum Safety Requirements
- C. Safety Committee Membership Guidelines
- D. Driver Acknowledgment of Policies

Medical / Drug Testing

- E. Reasonable Suspicion
- F. Post-Exposure Evaluation
- G. Hepatitis Vaccination Acceptance/Declination

Disciplinary Forms

- H. Tarlton Employee Safety Violation
- I. Subcontractor Employee Safety Violation
- J. Subcontractor Directive

Project Safety

- K. Project Difficulty Rating
- L. Site Specific Orientation Checklist
- M. Pre-Task Safety Plan (PTSP)
- N. Tool Box Talk (TBT)
- O. Tool Box Talk Schedule (sample)
- P. Job Safety Audit Report (JSAR)
- Q. Respirator Medical Evaluation (Fit Test)

Incident

- R. Incident Investigation Report Standard
- S. Incident Investigation Report –Short Form
- T. Near Miss Reporting
- U. Light Duty Offer Letter (sample)
- V. Driver Accident Report
- W. Root Cause Report
- X. OSHA Inspection Report
- Y. Crisis Management Responsibility Listing
- Z. Crisis Management External Contact Listing
- AA. Major Injury Flowchart (site-specific sample)

General Safety Information

- BB. OSHA Fact Sheet: Subpart CC Cranes and Derricks in Construction: Signal Person Qualification
- CC. Overhead Powerline Protocol
- DD. Critical Pick Planning Agenda

Permits

- EE. Confined Space
- FF. Critical Lifting Worksheet
- GG. Excavation Checklist

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- HH. Hot Work
- II. Lock Out / Tag Out
- JJ. Daily Excavation Checklist

Equipment Inspection

- KK. Aerial Work Platform Daily Inspection Log
- LL. Crane Operator's Daily Inspection Log
- MM. Forklift
- NN. Manbasket
- OO. Mobile Equipment Operator's Report
- PP. Scissor Lift
- QQ. Skid Steer, Bobcat
- RR. Suspended Scaffolding