



## INTRODUCTION

John Plott Company, Inc. recognizes the importance of the safety of our employees and the necessity of a safe work environment. We further realize an effective safety program that can benefit both employees and company is very important. To assist in providing a safe working Environment and to conform to the federal regulations our safety program also includes confined spaces and hot work. These request that each employee do his or her part is helping assure we maintain safety in the work place. We require each employee of John Plott Company, Inc., to read the safety program and we encourage each employee to offer suggestions as to ways the program can be improved. Remember, as an employee, you are responsible for **Your** own safety. Think before you act, “**Safety First**”.

## **BASIC SAFETY PLAN** **CIVIL CONSTRUCTION**

The following are the minimum safety guidelines and the basic safety rules which must be complied with on all Company work sites, and these are provided only as guidelines.

Please read the following, make sure you understand the meaning of each one. If you do not understand the rules please ask your supervisor, and they will be explained to you.

### **Trench Safety:**

- Any trench excavated 5 feet or deeper must be shored, shielded or sloped in any soil.
- Any trench excavations less than 5 feet deep with any indication of a potential cave-in must be shored, shielded or sloped.
- Trench boxes which meet OSHA requirements may be used.
- A stairway, ladder, ramp or other means of safe egress shall be located in trench excavations that are 4 feet or more in depth so as to require no more than 25 feet or lateral distance of travel for employees. If a ladder is used it must extend 3 feet or more above the top of the ditch and be secured.
- Excavated or other materials or equipment that might fall or roll into an excavation must be kept at least two (2) feet away from the edge of the excavation.
- Inspections of excavations must be made daily by a competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard increasing occurrence.
- Where hazardous atmosphere exist, or could exist in an excavation greater than four feet, a competent person must test the air before anyone can enter the excavation. Hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill area or excavations in areas where hazardous substances are stored nearby.
- Don't allow water, rain, ground water, surface water, water of broken pipes, etc. to accumulate in a trench. Water reduces soil stability.

- Always check with utility companies or line location before digging. Locate all underground utilities near trenching operations. Support any utilities adjacent to or crossing the trench. Overhead power lines may also be a potential hazard.
- Keep trenches behind you backfilled as close as you can to the area where the men are working. This helps stabilize the entire area.
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### **General Safety Requirements**

- Seat belts must be worn by any employee operating a piece of construction equipment with a ROPS cab.
- During working hours, all employees are required to wear steel toed boots.
- Avoid wearing loose fitting clothing that may get caught up in moving parts of machinery such as belts and pulleys. Gloves, loose clothing & metal jewelry are dangerous near machinery.
- Always be aware of what you are doing and what could happen to cause injury to you or your fellow employee.
- Vehicles and Mobile Equipment are to be operated by authorized personnel only. **NO** employee is allowed to drive a company vehicle unless he or she has a valid driver's license. The driver is responsible for safety of all passengers, and the stability of materials being completed. Obey all speed limit and all other regulatory signs. Give the pedestrian the right of way. Shut off the motor to refuel. Inspect the vehicle each day before use.
- Never remain on, in front of, or along side of a load after the restraints have been removed.
- Do not stand or walk on the opposite side of the load after the restraints have been removed.
- Never walk under a loader bucket, backhoe boom, or dump truck bed while they are in the upright position.
- Never perform maintenance on a loader bucket, backhoe boom or dump truck bed unless it is resting on the ground or is blocked to eliminate movement.
- If pipe is being unloaded in a full layer or less per lift, restraining bands should be removed only for the tier or layer being unloaded.
- Never unload a truck with it sitting un-level, pipe or other materials may be subject to rolling off.
- **Never** walk on the blind side of the of the equipment operator while the equipment is in operation. **Always** walk up to the front of the

- equipment when need to talk to the operator and get his or her attention before approaching the equipment.
- All stored materials stacked in tiers shall be securely blocked, interlocked, and limited in height so that it is secure against sliding or collapse.
  - Never walk under elevated or swinging loads.
  - Never refuel a gasoline engine with it running.

**Personal Protective Equipment:**

- Head Protection – Hard Hats in good condition that meet ANSI Z89.1 standards are required to be worn by all employees while at work at all times.
- Eye and Face Protection – Personnel engaged in or observing welding, grinding, machining, chipping, acetylene burning, cutting or using pipe saws must wear the appropriate eye and face protection.
- Ear Protection – Ear plugs must be worn while working around loud noises. Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

**Flag persons:**

- Flag personnel should be provided with and shall wear a red or orange warning garment while flagging. Warning garments worn at night shall be of reflective material.
- Hand signaling by flagmen shall be by red flags at least 18 inches square or sign paddles, and in periods of darkness, red lights.
- Instruct flag persons on safety and the procedure to handle traffic.

**Employee Conduct:**

- Horseplay and Fighting are strictly prohibited at all times.
- Willful destruction, or abuse of company property or equipment will not be tolerated.
- Willful disregard of safety rules and regulations will not be tolerated.

**First Aid Kits and Fire Extinguishers must be readily accessible at all work sites.**

**Housekeeping:**

- Good housekeeping is a requirement on our job sites and work places, and reflects the pride we take in our work. Each supervisor is

responsible to see that good housekeeping is enforced on their job site, or work place.

1. Scrap materials will not be allowed on the ground or to accumulate on the job site.
2. Keep broken pipes and pieces of pipe picked up which could cause cuts or worker to fall and get injured.
3. Keep wooden skids with attached metal bands picked up daily, those cause cut or worker to fall and get injured.
4. No litter such as drink bottles, food boxes, dirty rags or cans of any kind will be allowed to be thrown out on any job site or left on any piece of construction equipment or in any company vehicle.
5. Form and Scrap lumber with protruding nails, and all other debris, shall be kept cleared from work areas, passageways and stairs, in and around building or other structures.

#### **Blasting and the Use of Explosives:**

- Original containers, or Class II magazines, shall be used for taking detonators and other explosives from the storage magazines to the blasting area. **At no time will be detonators and explosives be moved from one location to another in the same container.**
- Visual and Audible warning signals, flags or barricades are required to ensure employee safety.
- The prominent display of adequate signs are required, warning against the use of mobile radio transmitters, on all roads within 1000 feet of blasting operations.
- Detonators shall be short-circuited in holes which have been primed and shunted until wired into the blasting circuit. Blasting cap let wires shall be kept short-circuited (shunted) until they are connected into the circuit for firing.
- Equipment shall not be operated within 50 feet of loader holes.
- Tamping shall be done only with wooden rods and plastic tamping poles without exposed metal parts, but non-sparking metal connectors may be used for jointed poles. Violent tamping shall be avoided. The primer shall never be tamped.
- No holes shall be loaded except those to be fired in the next round of blasting.
- Every motor vehicle or conveyance used for transporting explosives shall be marked or placarded on both sides, the front, and the rear

- with the work “ **Explosives**” in red letters, not less than 4 inches in height, on white background.
- Each vehicle used for transportation of explosives shall be equipped with a fully charged fire extinguisher.
  - Motor vehicles or conveyances carrying explosives, blasting caps, or blasting supplies, shall not be taken inside a garage or shop for repairs or servicing.
  - When firing a circuit of electric blasting caps, care must be exercised to ensure that an adequate quantity of delivered current is available, in accordance with the manufacturer’s recommendation.
  - Blasting machines shall be in good condition and the efficiency of the machine shall be tested periodically to make certain that it can deliver power at its rated capacity.
  - Blasters, when testing circuits to charged holes, shall use only blasting galvanometers equipped with a silver chloride cell especially designed for this purpose.
  - Before a blast is fired, a loud warning signal shall be given by the blaster in charge. A warning signal commonly used is to yell out “**Fire In The Hole**” repeated 2 or 3 times.
  - Smoking and open flames shall not be permitted within 50 feet of explosives and detonator storage magazines. All magazines shall have a sign mounted on top of it “**No Smoking within 50 feet**”.
  - In event of an approaching thunderstorm stop loading holes and put explosives back into the explosive magazines. Lightning can set off explosives. Should a storm approach during the loading of the holes stop loading and post guards around the loaded holes until the storm pass. **Never leave holes with explosives and caps loaded overnight, except under extreme weather conditions and post a guard at the site for security.**

## **Hazardous Communication (Hazcom)**

### **THE RIGHT TO KNOW LAW**

To make our employees aware of the hazards associated with chemicals they may work with or come in contact with during the course of the work activity we provide the following:

1. Maintain a written hazard communication program
2. Provide employee training

3. Ensure that containers are labeled.
4. Provide Material Safety Data Sheets (MSDS) sheets.

The Hazcom Program is available upon request from our home office and in every supervisor vehicle.

### **Confined Space Entry:**

Prior to entering a confined space the minimum following precautions must be taken:

- Test for oxygen levels, combustible gases, hydrogen sulfide and carbon monoxide. Continuous monitoring by a qualified attendant.
- Do not enter until a valid confined space permit, signed by a responsible supervisor is posted at the work site and you are in compliance with this permit.
- A qualified worker shall be stationed on the outside of the confined space to ensure the safety of those working within the confined space. A confined space is an enclosed space having the following characteristics:
  1. Limited or restricted means of entry or exit.
  2. Large enough and so configured for a person to enter and perform assigned work.
  3. Not designed for continuous human occupancy.
  4. Contains potential hazardous atmosphere or gases.
  5. Potential for engulfment, entrapment or asphyxiation.

Confined spaces may include but not limited to: utility manholes, sewers, pipelines, culverts, underground utility vaults, storage tanks, tunnels, septic tanks and pits over four foot deep.

Within the oil/gas industry may include but not limited to: frac tanks, production pits, wastewater storage tanks, drip cans and valve boxes.

### **Electrical Safety:**

- Use Ground Fault Circuit Interrupters (GFCI) with all portable electric tools.

- Inspect all electrical tools before use. Defective tools should be tagged “Defective – Do Not Use” and removed from the work site immediately.
- Do not use electric tools while standing in water.
- Only electrical equipment approved for hazardous locations (explosion proof) is used in flammable or combustible environments.
- All electrical equipment, including hand-held must be properly grounded and in good working condition.
- Electrical receptacles and cords should be 3-wire ground with ground plug intact.
- Extension cords shall be heavy duty or extra heavy duty, 3-wire type in good condition. Cords must be placed so that they are not subject to damage from equipment and materials.
- All electrical tools shall be double insulated or 3-wire grounded and in good working condition.
- Only qualified and authorized persons shall work on electrical equipment and devices.
- Be certain sources of electrical energy are shut down and locked out when working in confined spaces or when performing work on equipment.
- All electric tools and extension cords are to be inspected quarterly. The color code to identify that this has occurred is a color ban of tape at each end of extension cord and ban of tape on power tool cords. The color scheme is white, green, red, or orange, in order starting first quarter of each year. Check extension cords and electric tool cords for cuts in jacket, ground prone missing or any other damage, if any found, take tool out of service and report it immediately to supervisor.

### **Lockout and Tagout Circuits:**

Equipment or circuits that are de-energized shall be rendered un-operational and have tags attached at all points where such equipment can be energized.



I acknowledge that I have received a copy of Company safety guidelines and that I will abide by all rules and guidelines in the handbook and any other rules and guidelines of my job. I acknowledge that I am responsible for my own actions and must observe the safety rules and instructions set forth and applicable to the workplace.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_