Parkes Mechanical and Metals, Inc.

Safety, Health & Company Policies

P.O. Box 2607 • 3690 2nd Street • Muscle Shoals, AL 35662
Ph-256-383-3321 • Fx-256-381-4367 • ParkesMechanical@aol.com

Parkes Mechanical and Metals, Inc.

Safety, Health & Company Policies

COMPANY SAFETY AND HEALTH POLICY

Emphasis on safety has been a tradition and integral part of our philosophy since our founding. The personal safety and health of each employee of this company is of primary importance. Further we consider the safety and environmental aspects a very important measure of our success. Our objective is a safety and health program that will continually protect our employees from disabling injuries and illnesses, not merely in keeping with but surpassing, the best experience of other operations similar to ours. Our goal is ZERO accidents and injuries carried out by taking the following actions:

- Continually evaluate company activities to identify safety and health risks.
- Immediately correct any action or unsafe condition, which may present a health hazard.
- Investigate, promptly and thoroughly every accident to determine the cause and correct the problem so that it will not occur again.
- Provide mechanical and physical safeguards to the maximum extent that is feasible.
- Plan new procedures or facilities with safety as a primary goal.
- Provide necessary personal protective equipment and instructions for its use and care.
- Train and/or inform all employees in good safety and health practices.
- Develop and enforce safety and health rules; requiring that employees cooperate with these rules as a condition of employment.
- Hold managers, foreman, and supervisors at all levels accountable for the safety performance of operations they direct.
- **WEEKLY** safety meetings **ARE MANDATORY** at each worksite every Monday morning before any work begins. All employees will be required to sign the safety bulletin to confirm their understanding and attendance. Company safety meetings will be called periodically to highlight general areas of concern and review latest updates and modifications.

With your cooperation, we **WILL** accomplish our work safely. Thank you,

_____	_____
Ty McConnell, President/CEO	John Embry, Vice President
_____	_____
Keith Haraway, Secretary/Treasurer	George Mobley, Safety Officer

INTRODUCTION

Parkes Mechanical and Metals, Inc, have developed specific health and safety policies designed for the workplace environment. It is the responsibility of supervisors and employees to become familiar with the policies.

The health and safety policies are intended to serve as guidelines for jobsites to provide a safe workplace environment. Certain jobsites will have to develop more specific procedures to ensure the safety of their employees.

Many of our jobsites are located in existing industrial plants, which have their own safety policies.

In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical and Metals, Inc and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical and Metals, Inc **at 256-383-3321** or its Safety Officer, George Mobley at **256-710-0348**.

DRIVING POLICY

Parkes Mechanical and Metals, Inc. has made a commitment of safety, service, and quality to both our employees and customers. Parkes Mechanical and Metals, Inc. Mandates that both our employees and non-employees operate all vehicles owned by or used by Parkes Mechanical and Metals, Inc in a safe and economical manner.

The following summarizes policy guidelines:

1. Vehicles are not to be operated unless in a safe operating condition.
2. Drivers must be physically and mentally able to drive safely.
3. Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions.
4. Respect the rights of other drivers and pedestrians. Use courtesy.
5. Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle owned by or used by Parkes Mechanical and Metals, Inc.

ACCIDENTS

All accidents are to be reported to management of Parkes Mechanical and Metals, Inc. within twenty-four (24) hours after the accident occurs. All accidents will be reviewed and determination made as either preventable or non-preventable. *A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.*

MVR STANDARDS

Motor Vehicle Records (MVRs) will periodically be checked on all employees where driving is a part of their job. The MVR will be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by company management. MVR checks which reveal any of the below will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of Parkes Mechanical and Metals, Inc.

1. Three (3) or more traffic violations and/or at fault accidents over a three (3) year period for drivers age 25 and older, two (2) traffic violations and/or at fault accidents for drivers between ages of 18 and 25, or one (1) traffic violation and/or at fault accident for drivers 17 and under; or
2. One or more of the following type of serious traffic convictions within the past 3 years
   - Driving while under the influence or while disabled by use of drugs
   - Refusal to take a breath analyzer test
   - Leaving the scene of an accident without reporting it
   - Homicide, assault, or criminal negligence resulting from the operation of a vehicle
   - Driving while license is suspended or revoked
   - Reckless or dangerous driving, which results in injury to a person
   - Racing and/or
   - Passing a stopped school bus

Violations include seat belt violations, but do not include such non-moving violations as weight violations or improper or inadequately maintained equipment.

PASSENGERS
Hitchhikers and passengers, other than company employees, are not permitted.

SEAT BELTS
All occupants must wear seat belts whenever the vehicle is in motion.

SECURING CARGO
Cargo will be secured and all doors locked while en route and while the vehicles are parked.

VEHICLE USAGE POLICY

Parkes Mechanical and Metals, Inc. has developed a vehicle usage policy. Company owned vehicles, and/or those used by company employees, will be operated in a safe and economical manner. The guidelines are:

1. Operate vehicles in a manner consistent with the Driving Policy of Parkes Mechanical and Metals, Inc. Operating any vehicle outside outlined rules in the Driving Policy may result in forfeiture of all driving privileges

2. All traffic violations received while operating the assigned vehicle will be paid by the employee

3. Report vehicle defects and needed repairs to company management so necessary repairs can be made

4. **The employee is not to give permission for the vehicle to be driven by any other person, including family members**. Specific permission must be obtained from company management for any personal use of the vehicle

5. Report all accidents to the manager consistent with Parkes Mechanical and Metals, Inc "Accident Reporting Policy." Employees are responsible for reimbursing Parkes Mechanical and Metals, Inc for all damages to the vehicle that are not covered by insurance, provided that the company accident review shows a preventable type accident.

MOTOR VEHICLE RECORD (MVR) POLICY

It is the policy of Parkes Mechanical and Metals, Inc. to obtain and review the Motor Vehicle Record (MVR) on each prospective driver* before an offer for employment is extended to the individual. Management will review the Motor Vehicle Record to ascertain the applicant or employee holds a valid license and their driving record is within the parameters set by company driving policy.

* A “driver” is someone who could not perform the duties assigned to them without driving a vehicle.

Management will conduct an annual review of each employee’s driving performance, where driving is a part of his or her job. Based upon the outcome of the annual review, the driving exposure, and the losses experienced during the past year, MVRs may then be ordered and reviewed. As a company policy MVRs are checked each three years on all employees where driving is part of their job description, annually on drivers under the age of 25, and annually on drivers identified during the annual driving review. If the employee’s driving record does not meet the criteria set by management, driving privileges may be revoked, or other disciplinary action may be taken.

Sign and turn detached stub in to your supervisor or office.

----------cut- -cut----------

Driving policy, Vehicle Usage Policy and the Motor Vehicle Record (MVR) Policy

I, the undersigned, have read, understand, and agree to the terms and conditions set forth by the policies of Parkes Mechanical and Metals, Inc. These policies include the Driving policy, Vehicle Usage Policy and the Motor Vehicle Record (MVR) Policy.

Print Full Name	Birth Date 00/00/00	State of License	License Number

Signature _____ Date _____

EQUAL OPPORTUNITY POLICY

Parkes Mechanical and Metals, Inc strives to provide equal employment opportunities for all employees and job applicants without regard to age, race, national origin, religion, gender, physical or mental disability, or other protected classifications, in compliance with federal, state, and local laws governing nondiscrimination in employment.

EQUAL PAY POLICY

Parkes Mechanical and Metals, Inc will not pay wages to any employee at a rate less than it pays employees for comparable skills and experience because of age, race, national origin, religion, or gender. This policy is to be construed in accordance with applicable federal and state regulations.

HARASSMENT POLICY

Parkes Mechanical and Metals, Inc believes that every employee has the right to a work environment free of unwelcome verbal or physical conduct, which harasses, disrupts, or interferes with the individual's work performance or creates an intimidating, offensive, or hostile environment. Parkes Mechanical and Metals, Inc does not tolerate any employees engaging in this type of behavior. Any employee participating in such negative conduct will be subject to appropriate corrective action that may include termination.

EMPLOYEE HARASSMENT

Employee harassment is any unwelcome conduct that illegally discriminates against you or another employee, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. This would include harassment based upon an individual's age, race, national origin, religion, gender, physical or mental disability, or other protected classifications.

SEXUAL HARASSMENT

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature where submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; or submission to or rejection of such conduct is used or threatened to be used as the basis for employment decisions affecting such individual; or such unreasonable conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

REPORTING GUIDELINES:

If you become aware of a situation involving unwelcome and inappropriate behavior directed toward you or another employee, report it immediately to your supervisor. If for any reason you do not feel that you cannot speak to your supervisor about the situation, please report to the company president or another company officer.

Upon receipt of a complaint under this policy, Parkes Mechanical and Metals, Inc will initiate an investigation of the situation and document the responses of all individuals involved. If your complaint is not handled to your satisfaction, you should then follow-up with a written statement to the company president, controller, or human resources manager.

DISCIPLINARY ACTION:

Any disciplinary action taken in response to the findings of a harassment complaint will be based on the individual circumstances of each situation. Disciplinary actions may include, but are not limited to verbal warnings, written warnings, suspensions without pay, or termination. In addition, if it is determined that a person has falsely and intentionally accused someone of harassment, appropriate disciplinary action may be taken, which may include termination.

NOTIFICATION OF HARASSMENT POLICY VIOLATION

Date: _____

Name of Individual Counseled: _____

_____ _____
Counselor's Name Position

_____ _____
Company Name Address

_____
City, State

Type of reprimand: ❒ Written ❒ Oral

Reason: (be sure to include specific situations with dates and times)

_____

_____

_____

_____

_____

_____

Action Taken: (identify the specific expectations you have for the employee to change, also explain possible further disciplinary actions)

_____

_____

_____

_____

_____

_____

_____ _____
Employee Signature Supervisor Signature

DISCIPLINARY POLICY

PURPOSE

Safety and discipline requires constant day-to-day attention from everyone on the project. It is for this reason that each employee must follow the safety rules and regulations, as well as the disciplinary policy of this company, federal, state agencies, and the owner for whom the work is being done. In order to ensure a safe place for each employee, we have developed Disciplinary Policy and Procedures to enforce these safety rules and regulations.

PROCEDURE

- Employees are subject to one of the following disciplinary actions as a result of safety and/or disciplinary violation. Parkes Mechanical & Metals, Inc reserves the right to implement any of these actions depending on the seriousness of the violation. This level of disciplinary action will be at the discretion of the Board of Directors and/or the Company President.
    - Written Warning
    - Mandatory 3 day work suspension without pay
    - Termination

In each case, the employee will be provided a written safety violation notice. A copy of the notice will be issued to the employee's project manager, employee's union (if applicable), and the safety department.

- When issuing a safety and/or disciplinary violation notice, meet with the employee(s) to discuss the infraction. Inform the individuals(s) of the rule or procedure that was violated and the corrective action to be taken. Complete the Violation Notice in its entirety and issue the copies as directed on the form. The union copy shall be sent to the Safety Department.

- Nothing in this policy prohibits the immediate dismissal or removal from the job site of any employees whose conduct constitutes a serious violation of the policy requirements, which could cause serious danger to himself/herself, coworkers, property, equipment, or other employees.

- The employee will be subject to termination of employment for the FIRST OFFENSE, as follows, but not limited to the following:

    - Excessive speed in a company vehicle or piece of equipment
    - Theft of materials and/or equipment
    - Possession of and/or under the influence of alcohol and unauthorized drugs
    - Possession of firearms
    - Horseplay or fighting
    - Gambling
    - Persistent absenteeism
    - Failure to obey company policies

    - Questions regarding Disciplinary Policy are to be directed to the President of the company.

NON-CONTRACTUAL STATEMENT

Employment with Parkes Mechanical & Metals, Inc, is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Parkes Mechanical & Metals, Inc, may terminate the employment relationship at will at any time, with or without notice or cause.

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Parkes Mechanical & Metals, Inc and any of its employees. The provisions of the Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at the sole discretion of Parkes Mechanical & Metals, Inc.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the management of Parkes Mechanical & Metals, Inc.

STATEMENT OF CONFIDENTIALITY

All of our records are confidential and may not be copied or disclosed without authorization from management. Never discuss employee affairs, accounts, files, or printed material, except on a need-to-know basis with other employees. Confidential information includes all personnel and payroll records, salaries, bonuses, information about our employees, and anything else about the way we operate.

Company information is privileged information and should not be communicated to anyone not officially connected with Parkes Mechanical and Metals, Inc. for any reason other than business purposes.

The company respects the right of employees to privacy in matters that have no relations to their employment. Matters of a personal nature concerning fellow employees should be treated with the utmost confidentiality.

Financial information regarding the company is not to be released to any person unless approved by the shareholders. Any questions regarding disclosures of confidential financial information should be reviewed with the president prior to disclosure.

Confidential information obtained as a result of comments made within our company should not be used for private interests.

*There will be **zero tolerance** of any abuse or misuse of confidential information. Abuse or misuse will result in severe discipline and possible termination.*

Acceptance of Confidentiality Statement

I,_____an employee of Parkes Mechanical and Metals, Inc., understand and agree to the terms and conditions of the above policies and procedures and will abide by the restrictions set forth in each. These include but are not limited to the Equal Opportunity Policy, Equal Pay Policy, Harassment Policy, Disciplinary Policy, Non-Contractual Statement, Office Policies and Procedures and the Statement of Confidentiality. I understand that any abuse, misuse or non-compliance with the above will result in severe discipline or termination of employment.

Employee Signature	Date	Ty McConnell, President	Date

ACCIDENT INVESTIGATION

ACCIDENTS

In the event of an accident that incurs a medical expense, involves a near miss, or is considered a lost time accident, your supervisor must be notified immediately as well as the Parkes Mechanical and Metals, Inc safety officer. An accident investigation form will be completed. For all lost time accidents, the findings of the investigation and corrective actions will be presented to the Project Manager within five (5) working days.

ACCIDENT REPORTING PROCEDURES

All subcontractor accidents, minor or severe, must be reported to the injured person's supervision at the time of occurrence. The subcontract supervisor must file a report**.** In the event of an injury requiring emergency medical assistance, or any vehicular accident, the Police Department shall be immediately notified with a description of the emergency and location. Subcontractors shall notify the Project Manager and Parkes Mechanical and Metals, Inc safety officer within (2) working days.

ACCIDENTS AND WORKER'S COMP

As a foreman or supervisor at Parkes Mechanical and Metals, you are required to act in the following manner in the event of an accident or injury.

First some important facts to *remember*

- You are the supervisor and the first in line to prevent accidents
- You are normally the first aware of an injury or accident
- You are the first responsible person to assure the claim is reported properly
- You are responsible to keep a current drug kit on hand at all times
- When an employee informs you they need medical attention a claim is set in motion and the following steps must be carried out then without any delay. Failing to do so is considered fraud and carries a penalty of $500.00.

When an accident or injury occurs, the following must be done:

1. Remove the attached "Foreman Packet" from the drug test kit. Give the injured person the Green Prescription label from it and the remaining Drug Kit and send them to one of the following AlaMed providers:

   Muscle Shoals:
   A. Keller Med Occupational Health Services * 2803 South Wilson Dam Road. 386-7429 (South on Wilson Dam road approx. 2 miles on left)
   B. Med Plus * 108 West Avalon Avenue. 389-9300

   Florence:
   A. ECM * 768-8350
   B. Med Plus * 2902 Mall Road. 767-2702
   C. Occupational Health Center, LLC * 1949 Florence Boulevard 760-1977

   Decatur:
   A. Decatur General * 1201 7th St SE * 256-341-2175
   B. Decatur Medical Associates * 2828 Hwy 31 South * 256-353-2000
   C. Occupational Health Group * 1615 Kathy Lane * 256-353-4325

   Other cities see your AlaMed poster or the enclosed card in the drug kit

2. Report the accident or injury to Linda or anyone at the office at 383-3321. (After hours or on the weekend notify your project manager)

3. Complete the *Accident Scene Investigation Report* and turn in to the office.
   - Should the person refuse the drug test or refuse the AlaMed providers listed above you must read to them the back of the blue card or the "blocked" section of the report guide and have them sign it. (This advises them they could forfeit their right to recover benefits under the Alabama Worker's Compo Act.) Should they refuse to sign it read it to them in front of a witness and have the witness sign it.
   - Should the injury be an eye or a dental injury the above still applies. If special services are required the chosen AlaMed provider will refer them.
   - Should the injury be of a serious nature call an ambulance and have the person carried to one of the above hospitals along with a drug kit.
   - If you don't fully understand the above procedure ask your project manager.

MINIMUM REQUIRED JOB SITE PAPERWORK FOR ATTENTA MEMBERS

PLASTIC BAG ACCIDENT KITS: these are provided by ATTENTA and contain post accident drug testing material, decals for the prescription drug system and instructions for your field personnel regarding claims reporting.

FORMS FOR THE ATTENTA FIELD SAFETY PROGRAM: weekly safety meetings, weekly site inspections and a supervisor's report of accident are required. Written records of these items are necessary. ATTENTA will provide examples of forms that can be used upon request.

POSTERS: On projects large enough for a job site trailer there are several federal and state posters that should be displayed. A packet of these is available from ATTENTA for $5.00. When working out of a pick up truck or gang box you should at least have an AlaMed Poster mounted on the toolbox or gang box lid.

HAZARD COMMUNICATION PROGRAM: OSHA regulations require that a copy of your written company program, a complete chemical inventory and a material safety data sheet for each item on that inventory be available during each work shift.

OSHA 300 LOG: this log must be maintained on site for projects of six months or more in duration, it can be kept at your office for shorter term work.

EMPLOYEE PERSONAL BEHAVIOR

1. Employees who willfully or consistently violate the company or owner safety rules and regulations are subject to the disciplinary policy.

2 Employees who exhibit poor safety 'habits which endanger themselves or fellow workers are subject to the disciplinary policy.

3 ***HORSEPLAY * FIGHTING * POSSESSION OF FIREARMS. * GAMBLING* POSSESSION OR USE OF ALCOHOL OR UNAUTHORIZED DRUGS * ABSENTEEISM*** may be reasons to be subject to the disciplinary policy.

4 If you have a personal situation persistently bothering *you,* tell your supervisor so they can consider this before assigning your task(s).

POOR SAFETY ATTITUDES

CYNICISM “Safety is kid stuff"

SHOWING OFF "Watch me"

RECKLESSNESS "It's not that dangerous"

OVER CONFIDENCE "I never get hurt"

IGNORANCE "I didn't know it would blow up"

CARELESSNESS "I wasn't paying attention"

FORGETFULNESS "I meant to---but"

TEMPER "I'll just do it my way or else"

LAZINESS "It's too much trouble"

FATALISM "Accidents will happen"

These are the attitudes that set the stage for ACCIDENTS

EMPLOYEE SAFETY VIOLATION WARNING

Contractor's Name _____ **Employee's Name** _____

Date of Violation _____ **Time** _____ **am / pm** **Date of Warning** _____

WARNING

The safety violation stated herein is a direct violation of government, client, company or project safety rules or regulations. Compliance with safety rules and regulations is a condition of employment. In the interest of employee safety and heath, the following safety violation has been noted, and corrective action is required.

Safety Violation _____

_____

Classification of Violation WAB: ❑ **Serious** ❑ **Non-Serious**

Place Safety Violation Occurred: _____

HAS EMPLOYEE BEEN WARNED PREVIOUSLY?		FORM OF WARNING		WHEN WARNED AND BY WHOM		
				1ST WARNING	2nd WARNING	3RD WARNING
YES	NO	VERBAL	WRITTEN			
❑	❑	❑	❑			

Employee's Remarks re: Violation: _____

_____

_____

_____

The absence of any statement on the part of the EMPLOYEE indicates his/her agreement with the report as stated.

I have entered my version of the matter above.

Employee's Signature_____ Date_____

Action to Be Taken: _____

_____

_____

I have read this "WARNING" and understand it.

_____ _____
Employee Signature Date

DISTRIBUTION OF COPIES

❑ Employee ❑ Personal Records

❑ Supervisor ❑ Safety Officer

_____ _____ _____
Signature of person With prepared warning Title Date

_____ _____
Supervisors Signature Date

OUTLINE OF RESPONSIBILITY

The following provides information on employee responsibilities related to health and safety policies:

SUPERVISOR GUIDELINES

- Provide safety instruction and require safe work habits for employees under your supervision.
- Be alert for incidents of human error and mechanical failure.
- Make mechanical corrections as needed to prevent accidents.
- Be aware of the occupational health hazards present in the workplace.
- Ensure that new employees receive training and a physical, if required, before beginning work. If you need assistance in making this determination, contact Parkes Mechanical & Metals, Inc. Safety Officer.

EMPLOYEE RESPONSIBILITY

- Do not engage in activity, which you believe could be unsafe without consulting your supervisor.
- Attend all safety training sessions as required by your supervisor.
- Follow all health and safety guidelines as directed by your supervisor.

REPORTING INJURIES

- Employees should immediately report an injury to their supervisors and then the supervisor shall report the injury to the Safety Officer or contact the office 256-383-3321.
- The Safety Officer will provide the injured employee with a packet of forms to be completed to establish a workers compensation claim. Please complete the forms and return them to Human Resources.

TRAINING

- Health and safety training will be required and will be conducted in the following manner:
- Employees will receive training to meet State and Federal standards.
- Parkes Mechanical & Metals, Inc. Safety Officer will coordinate training facilities, equipment and material needed for training sessions as required.
- Supervisors are responsible for ensuring that employees under their supervision attend training sessions as required.
- The supervisor should provide at least 24-hour notice to the Safety Officer if an employee cannot attend a mandatory training session.

WORKPLACE VIOLENCE PREVENTION

Our establishment, Parkes Mechanical & Metals Inc. is committed to our employees' safety and health. We refuse to tolerate any form of violence in the workplace and will make every effort to prevent violent incidents from occurring.

All managers, supervisors and employees are responsible for implementing and maintaining this program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

All employees including supervisors and managers must adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions, which create a security hazard for others in the workplace.

All employees, including managers and supervisors, are responsible and accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The management is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

Managers and Supervisors will:

- Discuss with employees our policy on violence in the workplace.
- Evaluate the performance of all employees in complying with our policies.
- Provide training or counseling to employees need to improve work practices.
- Discipline employees for failure to comply with workplace practices.

Managers and supervisors will maintain an open, two-way communications on all workplace safety, health and security issues.

CONFINED SPACE ENTRY
(OSHA 29 CFR 1910.146)

The confined space entry program is designed to protect employees who must enter confined spaces.

WHAT IS A CONFINED SPACE?

A Confined Space is an enclosed area, which has the following characteristics:

- Is large enough to enable an employee to enter and perform assigned work.
- Has limited or restricted means for entry or exit.
- Is not designed for continuous employee occupancy.

A Permit Required Confined Space is a confined space, which possesses one or more of the following characteristics:

- Contains or may contain a hazardous atmosphere.
- Contains a material with the potential for engulfment.
- Has an internal configuration such that an entrant could be trapped or asphyxiated.
- Contains any other recognized serious safety or health hazard.

Permit required confined space areas on jobsites have been identified. For a current listing, please contact the Safety Officer

DEFINITIONS

Confined Space Attendant (CSA) - An individual assigned to monitor activities of personnel working in confined spaces. The CSA monitors and provides external assistance to those inside the confined space. The CSA may terminate any confined space entry or summon rescue personnel in the event of an emergency.

- Confined Space Authorized Entrant (CSAE) - An individual who is authorized by the employer to enter a permit required confined space.
- Entry Permit - A printed document, which defines the conditions under which a permit-required confined space may be entered. It states the reason for entry, anticipated hazards, personnel involved and the expected duration of entry. Permits are valid for no more than 24 hours and must be kept on file for one year from the date issued.

Note: the supervisor will assign confined space attendant and confined space entrant duties.

COMMUNICATION

Communication between the CSA and CSAE shall be continuously maintained through visual means, 2-way radio or other equivalent methods.

- The CSA shall also have available devices to contact rescue services (i.e. portable telephone or radio).

ENTRY PERMITS

An entry permit shall be obtained from the Supervisor whenever an entry into a permit required confined space is necessary. Supervisors may obtain blank entry permits by contacting the plant safety representative or Parkes Mechanical Safety Officer.

- Supervisors shall approve confined space entry prior to the start of the operation. If the confined space is at a remote location, verbal approval shall be obtained and noted on the permit.
- Entry permits shall be completed correctly prior to entering the confined space.
- Upon completion of the operation, the entry permit shall be canceled and forwarded to the Supervisor who will be expected to retain it for a period of one year.

EQUIPMENT

Tripods, safety harnesses, personal protective equipment and gas monitors shall be used when necessary. Should you need additional information concerning confined spaces and equipment, contact Parkes Mechanical & Metals, Inc. Safety Officer.

GUARDING

Whenever the access hole is flush with a floor or ground surface, or is in a pedestrian or vehicular passageway, the area shall be roped or barricaded while work is being done.

HAZARD EVALUATION

- Employees trained in proper confined space entry procedures shall monitor the space for hazards prior to each entry and throughout the operation.
- A direct reading instrument for oxygen concentration, combustible gas and potential toxic contaminants shall be used by employees trained in proper confined space entry at the time of entry into a confined space.
- If any equipment malfunctions or appears to malfunction, the entry shall be closed by the immediate supervisor until the situation can be corrected.

HAZARD ISOLATION

- Actions to isolate confined space hazards shall be performed prior to entry by employees trained in confined space entry procedures.
- If the confined space is determined to contain a hazardous atmosphere, then forced ventilation shall be used by trained employees prior to entering a confined space. This should reduce or eliminate the hazard in the confined space.
- If forced ventilation cannot be used or does not prove effective, consult Parkes Mechanical & Metals, Inc. Safety Officer to determine the appropriate level of personal protective equipment needed to safely perform the task.

RESCUE

Completed entry permits shall be available to rescue teams that are a part of the fire department, Haz-Mat team or other outside agency. This will enable the rescue teams to have ideas of the hazards associated with the confined space prior to the start of any rescue activity.

TRAINING REQUIREMENTS

- All affected employees shall receive training in the identification of confined spaces and the requirements of this policy.
- All CSA's and CSAE's shall receive annual training in confined space procedures. These procedures include training in hazard recognition, equipment use and calibration, communication, protective equipment, rescue procedures and the duties and responsibilities of all personnel involved with confined space entries.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

SUB-CONTRACTOR SAFETY

This policy requires contractors to comply with established Health and Safety Policies.

GENERAL REQUIREMENTS

Sub-Contracting personnel shall observe the following guidelines:

- Sub-Contractors shall perform activities in accordance with all applicable federal, State and local health and safety regulations. Parkes Mechanical & Metals assumes no liability for Sub-contractors. Purchasing shall include this notice in all contract items.

- No personal protective equipment shall be provided by the Parkes Mechanical & Metals Inc. to Sub-Contractors.

- Sub-Contractors shall comply with all applicable Parkes Mechanical & Metals Inc., policies.

- Sub-Contracting personnel shall inform Sub-contractors that Parkes Mechanical & Metals Inc., health and safety policy information is available from Parkes Mechanical & Metals, Inc. Safety Officer. This includes such things as Hazard Communication, Confined Space and Lockout/Tagout policies.

- If it is determined that the Sub-Contractor is not following safety regulations or policies, Parkes Mechanical & Metals Inc. personnel shall notify the Sub-Contractor to correct the situation.

- Should the safety hazard not be corrected after the Sub-contractor is notified, the contracting personnel should contact Parkes Mechanical & Metals, Inc. Safety Officer for assistance.

ELECTRICAL SAFETY

(OSHA 29 CFR 1910.301- 399)

The purpose of this policy is to protect employees from electrical hazards.

GENERAL REQUIREMENTS

Employees working with electrical systems should observe the following guidelines:

- Supervisors are responsible for ensuring that employees who work with electrical systems are properly trained.
- Supervisors shall ensure that insulated gloves, rubber-soled shoes and protective coverings are used when necessary while repairing or installing electrical circuits.
- Supervisors shall ensure that only qualified employees work on electrical panels, alter existing wiring or install electrical wiring.
- No electrical panel, switch or wiring shall be left open without protection. Workers shall red-tag, close and seal these items when not working in the immediate vicinity.
- Extension cords shall not be used if permanent wiring is available.

EQUIPMENT

Employees working around high voltage areas need to have appropriate equipment. Insulated gloves, non-conductive hard hats and insulated tools should be used as needed. Should you need additional information concerning electrical safety and equipment, contact Parkes Mechanical & Metals, Inc. Safety Officer.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

ENERGY CONTROL - LOCKOUT/TAGOUT

(OSHA 29 CFR 1910.147)

Lockout or tagout procedures are designed to protect against the unexpected energization or start-up of machines or equipment; any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy or the release of stored energy that could cause injury to employees while performing any servicing or maintenance work.

GENERAL REQUIREMENTS:

Employees performing maintenance or service on machines or equipment shall observe the following procedures:

- Lockout/tagout of energy isolating devices shall be performed whenever maintenance or servicing is done on machines or equipment. This shall be done by employees who have received proper training on lockout/tagout procedures from Parkes Mechanical & Metals, Inc. Safety Officer.
- Employees observing a machine or piece of equipment, which is locked or tagged out, shall not attempt to start, energize or use that machine or equipment.
- Lockout and tagout devices shall indicate the identity of the employee who attached the devices.
- Lockout and tagout devices shall be standardized within the facility.
- If an energy-isolating device is not capable of being locked out, a tagout system shall be used.
- Tagout devices shall include warning statements such as "DO NOT ENERGIZE" or "DO NOT OPERATE"!
- Whenever replacement, major repair, renovation or modification of equipment is performed, energy isolating devices for such machines or equipment shall be designed to accept a lockout device.

DEFINITIONS

- Energy-isolating device - Any mechanical device that physically prevents the transmission or release of energy. These include, but or not limited to, manually operated electrical circuit breakers, disconnect switches, line valves and blocks.
- Lockout - The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed. A lockout device is a device that uses positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position, thereby preventing the energizing of machinery or equipment.
- Tagout - The placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed. A tagout device is a tag that can be securely fastened to an energy-isolating device. The tag indicates that the machine or equipment to which it is attached is not to be operated until the tagout device is removed.

TRAINING

Employees working with equipment that requires lockout and tagout functions shall be trained in the following:

- Recognition of applicable hazardous energy sources.
- Methods necessary for energy isolation and control.
- Restrictions and limitations of lockouts.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

EYEWASH AND SHOWER STATIONS

(OSHA 29 CFR 1910.151/ANSI 2358.11990)

This policy is required to ensure that eyewash and shower stations are available for workers whose faces or bodies may come into contact with hazardous material.

GENERAL REQUIREMENTS

Employees working with or around hazards that could possibly come into contact with the face or body shall observe the following guidelines:

- Emergency flushing/irrigating equipment shall be located within 100 feet from a hazard.
- Emergency flushing/irrigating equipment shall be identified by a highly visible sign.
- A minimum 36" diameter area shall remain free of obstruction immediately below flushing/irrigating equipment.

FLUSHING/IRRIGATING EQUIPMENT DESIGN CRITERIA

- Emergency flushing/irrigation equipment valves shall be designed to allow constant water flow without requiring the use of the operator's hand. The valve shall remain open until it is intentionally closed.
- Where the possibility exists of exposing flushing/irrigating equipment to temperatures at or below 32 degrees Fahrenheit, units shall be designed to protect the water lines from freezing.
- Recommended unit water temperature should be within a range of 60-95 degrees Fahrenheit.

INSPECTIONS

The Supervisor shall designate an employee in the area to flush/irrigate equipment. Safety showers and eyewashes shall be activated weekly to flush lines and verify proper operation. Test results and dates shall be recorded on the unit's attached inspection tag. Parkes Mechanical & Metals, Inc. Safety Officer will assist in designating personnel to verify proper operation as needed.

PERFORMANCE STANDARDS

- Emergency showers shall deliver a minimum of 20 gallons per minute for 15 minutes.
- Emergency eyewash stations shall deliver a minimum of 0.4 gallons per minute for 15 minutes.
- Emergency drench hoses shall deliver a minimum of 3 gallons per minute for 15 minutes.

TRAINING

All employees who may be potentially exposed to splashes of hazardous substances shall be trained in the proper use of flushing/irrigating equipment.

ADDITIONAL REQUIREMENTS

- For temporary fieldwork, a garden hose attached to a potable water supply is an acceptable substitute for an emergency shower station.

- Safety showers/eyewashes shall be no farther than 100 feet or a 10 second travel time.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

EXPOSURE MONITORING

(OSHA 29 CFR 1910.1001-1101, 1910.120, 1910.1000)

This program is designed to protect the employee from airborne chemical hazards.

GENERAL REQUIREMENTS

Employee exposure monitoring using personal sampling methods (i.e. sampling pump with appropriate media, passive dosimeters) shall be coordinated by Parkes Mechanical & Metals, Inc. Safety Officer if there is an indication that there are continuous airborne concentrations exceeding the limits established by OSHA. Supervisors should contact Parkes Mechanical & Metals, Inc. Safety Officer if they believe there are airborne chemical hazards in the workplace.

NOTE: In most situations, it is the project manager of a plant / company that we are performing work under to prepare a safe environment for our employees. This includes monitoring and sampling where required. Their safety department should notify us of hazards, provide us with MSDS's etc. This does not relieve us of any responsibilities to ensure our employees are properly protected.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

FALL PROTECTION

(OSHA 29 CFR 1926.500-03)

The fall protection program is designed to protect employees from fall hazards encountered on the job.

GENERAL REQUIREMENTS FOR FALL PROTECTION SYSTEMS

Fall protection systems consist of guardrail systems, safety nets and toeboards. A brief description of these systems and restrictions for their use is as follows:

GUARDRAIL SYSTEM

A protective barrier that will prevent employees from falling to lower levels.

- Guardrail surfaces shall not create puncture or laceration hazards.
- Guardrails shall extend around entire entrance holes, ditches or open pits when required.
- Guarding shall not create a physical hazard.
- Employees working on-site shall inspect the guardrails before and after work is performed to ensure that they are stable. If a guardrail system is defective, it should be repaired and removed immediately from the job site.

SAFETY NET SYSTEM

A net barrier erected to prevent employees from falling to lower levels.

- Safety net systems shall be installed as close to the underside of the working surface as possible.
- Nets shall not be lower than 30 feet below the surface of a working area.
- Employee(s) shall inspect nets before working on-site: Never use nets which are frayed, torn, dry rotted or which have holes. Defective nets must be removed immediately from the job site and replaced.

TOEBOARD

Low protective barrier that will prevent the fall of materials and equipment to lower levels and will also provide fall protection for personnel.

- Toeboards shall be erected along the edge of the walking/working surface.
- Boards shall be able to withstand a force of at least 50 pounds.
- Toeboards shall prevent debris or equipment from falling to lower levels.

GENERAL REQUIREMENTS TO ELIMINATE FALL HAZARDS

Fall Protection systems shall be used as follows to prevent fall hazards:

LADDERS

- Fixed ladders shall be permanently attached to a structure, building or equipment.
- Fixed ladders shall be equipped with cages or ladder safety devices if higher than 20 feet (i.e. friction brakes or sliding attachments).
- Cages shall extend at least 42 inches above the top of a building.
- Single ladders greater than 30 feet shall not be used.
- Extension ladders greater than 60 feet shall not be used.
- Ladders used to gain access to a roof shall extend at least 3 feet beyond the point of support.

ROOFING WORK

- Supervisors are responsible for ensuring that employees follow safety guidelines while working on roofs.
- Employees working on roofs shall be protected from falling by a guardrail system, safety net or safety harness if the work site is higher than 16 feet from ground level.
- Materials and equipment shall not be stored within 6 feet of the roof edge unless guardrails are erected at the edge.
- Materials, which are piled, grouped or stacked near a roof edge, shall be stable and self-supporting.
- If fall protection is not feasible, then an employee shall be designated by the supervisor to monitor work activity.
- If a 3-foot parapet exists, fall protection is not necessary.

SCAFFOLDING

- Scaffolding must have sound anchorage and footing.
- Scaffolding shall be capable of supporting at least four times the maximum intended load.
- When greater than four feet or higher, scaffolding must be equipped with guardrails on all open sides and on ends.

WALKING AND WORKING SURFACES

- Supervisors are responsible for ensuring that fall hazards are removed from walking and working surfaces.
- All places of employment, passageways, storerooms and service rooms shall be kept in an orderly and sanitary condition to prevent falls.
- Covers and guardrails shall be provided to protect personnel from hazards of open pits, tanks, vats or ditches.
- Overhead protection shall be erected (i.e. canopy or barricade) below any overhead walking/working surface.
- Employees shall be protected from falling into holes or excavations deeper than 4 feet by a guardrail system or hole cover.

TRAINING REQUIREMENTS

All affected employees shall receive annual training in fall protection to ensure they understand the requirements of this policy. Should you need additional information concerning fall protection, contact Parkes Mechanical & Metals, Inc. Safety Officer

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

HOT WORK PERMIT AND SHUTDOWN PROCEDURES

A Hot Work Permit must be issued before anyone conducts any procedure utilizing heat or spark producing devices, including but not limited to welding, cutting, grinding, soldering, brazing or open flame. This policy applies to employees and subcontractors. The only exceptions are processes performed in designated shop areas.

Trained fire watchers are required to be present during the work, armed with portable fire extinguishers. Contractors are required to provide their own firewatchers and fire extinguishers.

Hot Work Permits are also required when using an explosion proof outlet in a hazardous area for temporary power. All subcontractors are responsible for complying.

WELDING AND OTHER HOT WORK.

All employees will comply with the owners Hot Work requirements. The supervisor authorizes the job and issues a Hot Work Permit daily prior to any work beginning. All Permits must be prominently displayed at the job location. The Maintenance Manager or Project Manager will issue a shutdown upon request in order to issue a Hot Work Permit and to evaluate the need to disarm any portions of the building fire protection system.

Once the hot work is completed, the firewatcher remains in the area for at least 30 minutes to inspect the work and make certain that there is no smoldering combustion taking place. Part Two of the Permit must be signed and returned to the safety supervisor.

In highly flammable areas, usually the Project Manager or his designee will follow-up on the hot work area four hours after completion of the work to confirm that there are no smoldering fires present. If there are no plant personnel to accept this responsibility, the Parkes Mechanical & Metals, Inc. foreman or his designee will be responsible. Any questions concerning hot work management should be directed to the Project Manager or Parkes Mechanical & Metals, Inc. Safety Officer.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

SAFETY TRAINING PROGRAM
FOR FORK LIFT OPERATORS

Under OSHA rule 1910.178, it is the responsibility of the employer to provide operator training for forklift operators. It is the policy of Parkes Mechanical and Metals, Inc. to comply with all safety requirements and procedures of OSHA. '

The following program has been developed by Parkes Mechanical and Metals Inc. using OSHA guidelines to insure all employee operators have sufficient training. The program will consist of three parts, written text, hands on training and an evaluation report. It is your responsibility to abide by and be aware of procedures and techniques for safe operation.

Your hands on training and evaluation will include complete operation issues such as inspections, starting, maneuvering, hoisting, lowering, parking, stacking materials, backing and other issues.

While most forklifts are similar each may contain different safety features and functions.

This program will not only cover safe operations for the three forklifts we currently own but also general, operations for most all makes and brands.

Below are a few examples to always be aware of:

Dangers	**Warnings**	**Cautions**
Pinch Points	Moving Parts	Turn Radius
Crush Zones	Load Capacities	Jump Starting
Machine Tip-Over	Fork Ratings	Pedestrians
Suspended Loads	Raised Boom	Backing Up
Overhead Clearances	Lowering Forks	Load Instability

Make sure you know the characteristics of your lift, terrain, environment and materials. Below are some examples:

A. Controls, instruments and safety devises. Know them and make sure they work**.**
B. Engine or motor. Keep it serviced and in good condition.
C. Steering, maneuvering and visibility. Always be aware and cautious.
D. Vehicle capacity and limitations. Never exceed them.
E. Refueling or checking fluids. Be aware of any fire hazards.
F. Floor surface or ground conditions. Must be level and suitable for heavy loads.
G. Load manipulation, stacking and un-stacking. Always be careful.
H. Pedestrian traffic. Be aware at all times and give right away.
I. Ventilation and exhaust. Only operate propane or electric lifts indoors.
J. Long Loads. Watch carefully and move slowly when moving long loads such as pipe or beams.
K. Door ramps. Be very careful, as most door ramps will tend to shift your load.

Finally, if you have a question or concern, seek advice. Don't take chances.

PERFORMANCE TEST FOR FORKLIFT OPERATIONS

EMPLOYEE NAME_____ DATE_____

- ❑ Shows Familiarity with Truck
- ❑ Gave proper signals when turning
- ❑ Slowed down at intersections
- ❑ Sounded horn at intersections
- ❑ Obeyed signs
- ❑ Kept a clear view of direction of Travel.
- ❑ Turned corners correctly-was Aware of rear end swing.
- ❑ Yielded to pedestrians
- ❑ Drove under control and within proper traffic aisles
- ❑ Approached load properly
- ❑ Lifted load properly
- ❑ Maneuvered properly
- ❑ Traveled with load at proper height
- ❑ Lowered load smoothly/slowly
- ❑ Stops smoothly/completely
- ❑ Load balanced properly.
- ❑ Forks under load all the way
- ❑ Carried parts/stock in approved containers.
- ❑ Checked bridge plates/ramps.
- ❑ Placed loads within marked area.
- ❑ Stacked loads evenly and neatly
- ❑ Drove backward when required
- ❑ Checked load weights
- ❑ Did place fork on the floor when parked, controls neutralized, brake on set, power off
- ❑ Followed proper instruction for maintenance, checked both at beginning and end

TRAINER / EVALUATOR_____

REFUELING PROPANE TANKS
FOR FORKLIFTS AND WELDING MACHINES.

1. Safety procedure & PPE for filling LP gas bottles used on mobile equipment and machines.

    - No Smoking or open flames within 50 foot of LP gas tank.
    - Wear chemical goggles
    - Wear protective gloves
    - Stop engine and set hand brake.
    - Never leave vehicle unattended while fueling.
    - Comply with all plant regulations and procedures pertaining to refueling.

2. Procedure for refilling LP gas cylinders

    - Inspect cylinder
    - Attach Ground strap
    - Connect fill hose.
    - Ensure small screw vent on hose is in the closed position.
    - Open cylinder outage valve (Vapor).
    - Open fill valve on hose.
    - Start fill pump and crack open small vent valve on tank.
    - Watch gauge on tank
    - Immediately stop fill if liquid starts coming from vent valve.
    - Shut off pump and close fill valve on tank
    - Close valve on hose and open vent to depressurize hose.
    - Remove fill hose.

3. Additional safety precautions with LP cylinders.

    - Position cylinders mounted on welding machines in areas where there is no danger of other vehicles striking the cylinder.
    - Do not make repairs or modifications to cylinders; this should be done by a qualified person.
    - Keep cylinders out of areas where they can receive direct heat from other equipment; cylinder should not exceed 125 degrees F.
    - Close supply valve to equipment after each use.
    - Reference MSDS for addition precautions and first aid.
    - Do Not transport cylinders by carrying them on forklift handheld in the driver's area.

EXCAVATIONS

Before opening any excavation, efforts shall be made to determine if there are underground utilities in the area. If utilities are located, they shall be protected during the excavation operations. Call well in advance the responsible parties before starting any excavation.

All excavations greater than 5' (4' in plants) must be evaluated and constructed under supervision of a competent person as identified in OSHA standards.

Stairways, ladder, ramp or other safe means are required for access into all excavations greater than 5' in depth and must be within twenty-five of the work area.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

EMERGENCY ACTION PLAN

1. The purpose of this section is that at all our client's plant sites, an EMERGENCY ACTION PLAN should be devised for employees to follow in case their respective worksite had to be evacuated due to fire, severe weather, chemical release, etc. Each employee has been orientated to the extent that he/she knows the procedures for that plants emergency alarm.

2. If an emergency situation arises, all employees should evacuate the area and proceed to the designated assembly area for an employee head count. Employees are NOT to leave designated assembly unless notified to do so by their supervisor or client personnel.

3. In the event of severe weather, employees should obey voice commands by designated personnel and follow same procedures.

   NOTE: Please refer to other sections contained in this manual related to this section.

   a. Chemical

   b. Fire Emergencies

   c. Special Precautions

4. Please see attached in this section, the emergency action/response plan for the Parkes Mechanical shop and office areas designating the ASSEMBLY POINT for employees working at this location. The same procedure as outlined in paragraph #2 above should be followed.

EMERGENCY EVACUATION PROCEDURE

OFFICE AND SHOP AREAS AT PARKES MECHANICAL

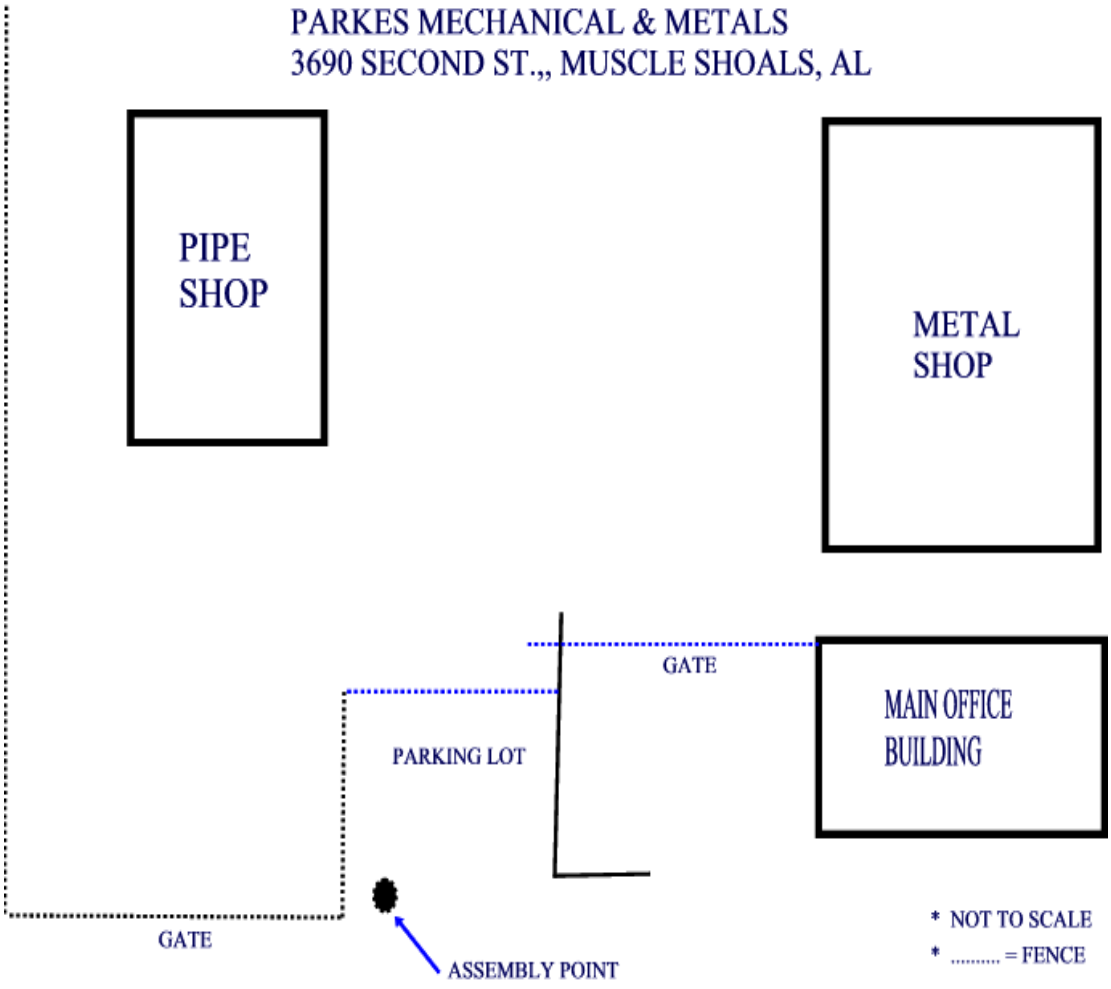
In case of an emergency requiring evacuation from the office and shop area, ALL employees are to report to the designated assembly point located due east of the office building outside the fence gates located directly in front of the blue equipment shop in the gravel and grassy area near Second Street (Hwy 184). After assembly, and employee count will be taken and it will also be determined if emergency personnel such as fire, police, ambulance, etc. need to be summoned. (SEE MAP ON NEXT PAGE)

JOBSITES AT VARIOUS PLANT SITES

In case of an emergency requiring immediate evacuation from a jobsite at a plant, employees should consult their immediate supervisor for instructions as to that particular plant sites procedures. Once these procedures are learned and determined, they are to be followed immediately.

PARKES MECHANICAL & METALS INC.

EMERGENCY ASSEMBLY POINT



FIRST AID/MEDICAL TREATMENT

INJURY REPORTING

1. All injuries no matter how slight should be reported to your immediate supervisor. First Aid is available to all employees.

2. Drivers are to immediately report all vehicle accidents to their supervisor.

3. All employees will cooperate with this company by providing the necessary information to complete the injury reports required by OSHA, state workers compensation, company insurance carrier and the client.

4. The client's medical facility should only be used in emergency or life threatening situations.

5. The employee's immediate supervisor should take immediate action to ensure that first aid cases are taken to an appropriate facility if there is not a qualified first aid trained person on the site other than emergency facilities. If you are unsure of what to do, contact your safety officer or call the office at 256-383-3321.

6. A mandatory drug test must be taken ASAP after an injury or accident.

7. In case of chemical burns from acids or caustics, know the location of and how to operate emergency safety showers and eye wash stations. It is recommended to flush for a minimum of 20 minutes under shower or eyewash station.

8. In case of electrical shock, de-energize the circuit, or use a nonconductor (dry wood, clothing) to remove electrical source. Move the victim only if there is no other way to stop the current. If the victim is not breathing or has no pulse, emergency personnel should immediately be summoned.

WARNING: Supervisors, if your jobsite takes you away from any plants emergency facilities and you are not within a reasonable response time for emergency response services, consult your safety officer or project manager.

MACHINE GUARDING

(OSHA 29 CFR 1910.212 - 213)

This policy is designed to protect employees from injury resulting from unguarded machinery.

GENERAL REQUIREMENT:
Employees working with machinery or equipment requiring guarding shall observe the following guidelines:

- Guards shall be affixed to machines in a manner that meets OSHA standards.
- The guarding shall be designed and constructed to prevent the operator from having any part of his or her body in a danger zone during the operating cycle.
- **Equipment guards shall not be removed unless ALL energy sources have been properly isolated, and appropriate work permits prepared and approved.**
- Machines designed for a fixed location shall be securely anchored to prevent "walking" or moving.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

PERSONAL PROTECTION EQUIPMENT
(OSHA 29 CFR 1910.132 - 137)

Employees working in an area where possible injury could occur to the eyes, face, feet, hands, head, hearing or respiratory tract shall observe the following:

EYE AND FACE PROTECTION
(29 CFR 1910.133)

GENERAL REQUIREMENTS

- Suitable eye protection must be worn where machines or operations present possible dangers from flying objects, liquids, dust or a combination of these hazards.
- Supervisors are responsible for ensuring that eye/face protection is worn during work assignments.
- For assistance in selecting the proper eye/face protection, contact Parkes Mechanical & Metals, Inc. Safety Officer.

CAUTION: ANSI approved eye protection with approved side protection is required on ALL job sites and work areas.

TYPES OF EYE/FACE PROTECTION

At a minimum, eye protection shall consist of plastic safety glasses with full size side shields or prescription safety glasses.

Suitable splash goggles shall be worn for operations or areas in which significant splash hazards exist. These include working with:

Suitable face shields shall be worn for operations or areas in which significant explosion or implosion hazards exist. Whenever face shields are used, safety glasses shall be worn under the shields.

POSTING

Supervisors are responsible for setting requirements for areas that require different levels of eye protection.

INSPECTION/MAINTENANCE

Supervisors are responsible for ensuring that employees using eye protection inspect lenses daily. Pitted or scratched lenses may reduce vision and/or permanently reduce the protection of both plastic and glass lenses. Damaged lenses therefore, shall be replaced immediately.

VISITORS

- Departments shall supply visitors in their area with eye/face protection.
- Visitors shall wear eye/face protection in all posted areas.

FOOT PROTECTION
(29 CFR 1910.136)

GENERAL REQUIREMENTS

- Safety shoes shall be worn in all areas where the potential exists for foot damage from compression and/or impact from heavy objects.
- Protective footwear shall be worn to prevent the spread of contamination of chemical hazards or bloodborne pathogens.
- Protective footwear shall be worn to reduce foot contact with liquids or solids, which may be hazardous to workers.
- Special footwear (non-conductive, chemical resistant and thermal) may be required based upon work conditions.
- For assistance in selecting the proper foot protection, contact Parkes Mechanical & Metals, Inc. Safety Officer.

HAND PROTECTION
(29 CFR 1910.132)

GENERAL REQUIREMENTS

Appropriate hand protection (i.e. gloves) shall be used in operations involving knives, glass, cutting tools, electrical hazards, temperature extremes, rough and abrasive surfaces, corrosive, caustic or toxic materials. Should you need any assistance, please contact Parkes Mechanical & Metals, Inc. Safety Officer for recommendations on glove selection.

HEAD PROTECTION
(29 CFR 1910.135)

GENERAL REQUIREMENTS

- Head protection shall be worn in all areas where there is a potential for injuries from falling objects, exposed electrical conductors which could contact the head or low head height areas.
- Head protection shall be worn in all posted areas and for all environmental field work where there is potential for head injury.
- For assistance in selecting proper head protection, contact Parkes Mechanical & Metals, Inc. Safety Officer.

HEARING PROTECTION
(29 CFR 1910.25)

GENERAL REQUIREMENTS

- Supervisors are responsible for ensuring that proper hearing protection is available for employees.
- Hearing protection devices are required in any area where noise levels are equal to or greater than 90 dB for an 8-hour time weighted average. All Plants should have posted signs where hearing protection is required, if you are not sure if you should be wearing hearing protection ask your immediate supervisor or contact the Parkes Mechanical Safety Officer.

TRAINING

Training shall be provided to all individuals who are exposed to noise levels at or above an 8 hour Time-Weighted Average of 85 dB. If you believe there is a noise problem in your workplace, contact Parkes Mechanical & Metals, Inc. Safety Officer.

PERSONAL PROTECTIVE EQUIPMENT (29 CFR 1910.132)

GENERAL REQUIREMENTS

- Appropriate protective equipment must be selected by the Supervisor and properly fitted for each affected employee. Material Safety Data Sheets (MSDS's) provide information on hazardous chemicals in the workplace. MSDS's include information on whether the use of a respirator or other protective equipment is required. Should you have any questions regarding selection of proper equipment, contact Parkes Mechanical & Metals, Inc. Safety Officer.
- Supervisors are responsible for ensuring that employees have the proper personal protective equipment.
- Employees required to use personal protective equipment must be trained in equipment use.

TRAINING

Training shall be given annually to ensure the proper use of personal protective equipment.

PROTECTIVE APPAREL (29 CFR 1910.132)

GENERAL REQUIREMENTS

- Skirts or shorts shall not be worn in areas where there is potential for contact/splash of chemicals on lower body extremities.
- Protective apparel (gloves, safety glasses, Fire Retardant Clothing) shall be worn in all environments where an employee has the potential of coming into contact with hazardous chemicals or infectious waste. Additional protection may be required, check with your supervisor or job representative.
- Selection of protective apparel should be made with consideration to the type of coverage (i.e. lab coat or coveralls) as well as resistance to flame and chemicals.
- For assistance in selecting the proper protective apparel, contact Parkes Mechanical & Metals, Inc. Safety Officer.

RESPIRATORY PROTECTION
(29 CFR 1910.134)

GENERAL REQUIREMENTS

- Supervisors are responsible for ensuring that proper respirators are used only when effective controls are not feasible, (i.e. enclosing contaminated area, forced ventilation or substitution of less toxic materials).
- Supervisors are responsible for ensuring that employees pass respiratory physicals prior to assigning tasks requiring the use of a respirator.
- Supervisors are responsible for selecting appropriate respiratory protection.
- Supervisors are responsible for ensuring that users inspect and clean all respirators routinely after each use. The employee shall inspect respirators at least monthly to assure that they are cleaned, disinfected and in proper working order.
- Supervisors are responsible for ensuring that respirators are properly stored to protect against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.
- Parkes Mechanical & Metals, Inc. Safety Officer will coordinate physicals, respiratory fit testing and training for all employees required to wear respirators.
- Should you need additional information concerning our respiratory protection plan, contact Parkes Mechanical & Metal Inc. Safety Officer.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer,

ERGONOMICS

POLICY STATEMENT

Parkes Mechanical and Metals, Inc is committed to preventing injuries associated with ergonomic hazards. Ergonomic hazards may be found in the design of work tasks, equipment used and the working environment.

DEFINITION

Ergonomic. This is the design of the working environment, to ensure the best use of an individual's capabilities.

RESPONSIBILITIES

Managers/supervisors, in consultation with employees, are responsible for the following:

1. Ensuring ergonomic hazards relating to poor design of tools, equipment, workstation or work practices are identified and the associated risks controlled.
2. Ensuring that all employees have been provided with adequate equipment for tasks undertaken.
3. Ensuring that employees have had information, instruction or training provided in the use of equipment and work practices.
4. Encouraging and reinforcing proper working techniques.
5. Encouraging early reporting of any injury or symptoms.

Employees are responsible for the following:

1. Ensuring they understand information and instructions provided.
2. Participating in training as provided.
3. Correctly using equipment provided.
4. Following proper working techniques.
5. Co-operating in the early identification and reporting of hazards and/or injury symptoms.
6. Assistance in evaluating and controlling ergonomic hazards.
7. Investigating incidents that may have occurred as a result of ergonomic hazard(s).

HAZARD COMMUNICATION

This Hazard Communication Program provides detailed safety guidelines and instructions for receipt, use and storage of chemicals at our facility by employees and contractors.

ADMINISTRATIVE DUTIES

The Parkes Mechanical Safety Officer has overall responsibility for coordinating safety and health programs in this company. He is the person having overall responsibility for the Hazard Communication Program. The Safety Officer will review and update the program, as necessary.

GENERAL PROGRAM INFORMATION

This written **Hazard Communication Plan** (HAZCOM) has been developed based on OSHA's Hazard Communication Standard and consists of the following elements:

- Identification of Hazardous Materials
- Product Warning Labels
- Material Safety Data Sheets (MSDS)
- Written Hazard Communication Program
- Effective Employee Training

Some chemicals are explosive, corrosive, flammable, or toxic. Other chemicals are relatively safe to use and store but may become dangerous when they interact with other substances. To avoid injury and/or property damage, persons who handle chemicals in any area of the Company must understand the hazardous properties of the chemicals. Before using a specific chemical, safe handling methods and health hazards must always be reviewed. Supervisors are responsible for ensuring that the equipment needed to work safely with chemicals is accessible and maintained for all employees on all shifts.

EMPLOYEE TRAINING

All new employees will receive safety orientation training covering the elements of the HAZCOM and Right to Know Program. This training will consist of general training covering:

- Location and availability of the List of Chemicals used in the workplace
- Methods and observation used to detect the presence or release of a hazardous chemical in the workplace.
- The specific physical and health hazard of all chemicals in the workplace, Material Safety Data Sheets (MSDS)
- Specific control measures for protection from physical or health hazards
- Explanation of the chemical labeling system
- Location and use of MSDS

JOB SPECIFIC TRAINING

Employees will receive on the job training from their supervisor. This training will cover the proper use, inspection and storage of necessary personal protective equipment and chemical safety training for the specific chemicals they will be using or will be working around.

Annual Hazard Communication refresher training will be conducted as part of the company's continuing safety training program.

NON-ROUTINE TASKS

Non-routine tasks are defined as working on, near, or with unlabeled piping, unlabeled containers of an unknown substance, confined space entry where a hazardous substance may be present and/or a one-time task using a hazardous substance differently than intended (example: using a solvent to remove stains from tile floors).

All of our present job sites make us aware of the potential hazards of their plant site, this is done through plant orientations, labeling and warning signs. Our responsibility with Parkes Mechanical & Metals Inc. is to learn, recognize and obey their procedures and policies with respect to their hazardous chemicals. Their MSDS are made available to us and a master copy is kept on their plant site, this information is supplied to us in our orientations.

Your supervisor will make you aware of the hazards in your job area and the appropriate PPE to wear.

OFF-SITE USE OR TRANSPORTATION OF CHEMICALS

An MSDS will be provided to employees for each chemical and each occurrence of use or transport away from the company facilities. All State and Federal DOT Regulations will be followed including use of certified containers, labeling & marking, securing of containers and employee training.

GENERAL CHEMICAL SAFETY

Assume All Chemicals Are Hazardous. The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Use chemicals in as small quantities as possible to minimize exposure and reduce possible harmful effects.

GENERAL SAFETY RULES

- Read and understand the Material Safety Data Sheets.
- Keep the work area clean and orderly.
- Use the necessary safety equipment.
- Carefully label every container with the identity of its contents and appropriate hazard warnings.
- Store incompatible chemicals in separate areas.
- Substitute less toxic materials whenever possible.
- Limit the volume of volatile or flammable material to the minimum needed for short operation periods.
- Provide means of containing the material if equipment or containers should break or spill their contents.

AIRBORNE CONTAMINANTS

Exposures by inhalation of airborne contaminants (gases, vapors, fumes, dusts, and mists) must not exceed the levels listed in the latest edition of Threshold Limit Values of Airborne Contaminants (TLV) published by the American Conference of Governmental Industrial Hygienists. These TLV levels refer to airborne concentrations of substances and represent conditions under which it is believed that workers may be repeatedly exposed without adverse effect. In all cases of potentially harmful exposure, feasible engineering or administrative controls must first be established. In cases where respiratory protective equipment, alone or with other control measures, is required to protect the employee, the protective equipment must be approved by the Responsible Safety Officer, for each specific use.

SAFETY EQUIPMENT

Eyewash fountains are required if the substance in use presents an eye hazard. The eyewash fountain must provide a soft stream or spray of aerated water. In areas where a corrosive chemical or rapid-fire hazard exists, safety showers must be provided for immediate first aid treatment of chemical splashes and for extinguishing clothing fires. The shower must be capable of drenching the victim immediately in the event of an emergency. Eyewash fountains and safety showers should be located close to each other so that, if necessary, the eyes can be washed while the body is showered. Access to these facilities must always remain open. In case of accident, flush the affected part for at least 15 minutes. Report the accident to the Responsible Safety Officer immediately. A special first aid treatment kit for fluorine and hydrofluoric acid burns is prepared by the Medical Services Department. The kit is obtained by contacting the Responsible Safety Officer. Safety shields must be used for protection against possible explosions or splash hazards. Company equipment must be shielded on all sides so that there is no line-of-sight exposure of personnel. The sash on a chemical fume hood is a readily available partial shield. However, a portable shield must also be used, particularly with hoods that have vertical-rising sashes rather than horizontal-sliding sashes.

CHEMICAL STORAGE

The separation of chemicals (solids or liquids) during storage is necessary to reduce the possibility of unwanted chemical reactions caused by accidental mixing. Explosives should be stored separately outdoors. Use either distance or barriers (e.g., trays) to isolate chemicals into the following groups:

- Flammable Liquids: store in approved flammable storage lockers.
- Acids: treat as flammable liquids
- Bases: do not store bases with acids or any other material
- Other liquids: ensure other liquids are not incompatible with any other chemical in the same storage location.

Chemicals will not be stored in the same refrigerator used for food storage. Refrigerators, used for storing chemicals, must be appropriately identified by a label on the door.

DISPOSAL OF CHEMICALS

All Parkes Mechanical & Metals Inc. employees, participating guests, and visitors using hazardous chemicals are responsible for disposing of these chemicals safely. Federal and state regulations mandate strict disposal procedures for chemicals. To comply with these regulations all persons using Company facilities must observe these procedures. Routine Disposal of Chemicals In general the disposal of hazardous chemicals to the sanitary sewer is not permitted. The Responsible Safety Officer will advise on the proper disposal of chemical wastes.

DO NOT place hazardous chemicals in salvage or garbage receptacles. Pour chemicals onto the ground. Dispose of chemicals through the storm drain system. Dispose of highly toxic, malodorous, or lachrymatory chemicals down sinks or sewer drains.

LIST OF HAZARDOUS MATERIALS

The Company has compiled a list of hazardous materials employees may be potentially exposed to. This list is kept with the Material Safety Data Sheet.

CONTAINER LABELS

It is extremely important that all containers of chemicals are properly labeled. This includes every type of container from a 5000-gallon storage tank to a spray bottle of degreaser. The following requirements apply:

- All containers will have the appropriate label, tag or marking prominently displayed that indicates the identity, safety and health hazards.
- Portable containers, which contain a small amount of chemical, need not be labeled if they are used immediately that shift, but must be under the strict control of the employee using the product.
- All warning labels, tags, etc., must be maintained in a legible condition and not be defaced. Facility weekly supervisor inspections will check for compliance of this rule.
- Incoming chemicals are to be checked for proper labeling.

EMERGENCIES AND SPILLS

- In case of an emergency, implement the proper Emergency Action & Response Plan.
- Evacuate people from the area.
- Isolate the area.
- If the material is flammable, turn off ignition and heat sources.
- Only personnel specifically trained in emergency response are permitted to participate in chemical emergency procedures beyond those required to evacuate the area.
- Call for Emergency Response Team assistance if required.

HOUSEKEEPING

- Maintain the smallest possible inventory of chemicals to meet immediate needs.
- Periodically review stock of chemicals on hand.
- Ensure that storage areas, or equipment containing large quantities of chemicals, are secure from accidental spills.
- Rinse emptied bottles that contain acids or inflammable solvents before disposal.
- Recycle unused laboratory chemicals wherever possible.

CONTRACTORS

We as a contractor MUST notify by furnishing all of our customers by means of MSDS any chemicals we bring onto their plant site.

We are responsible for all Sub-Contractors and the chemicals they may bring on site. These Sub-Contractors must furnish us any appropriate MSDS before doing so.

MSDS INFORMATION

Material Safety Data Sheets are provided by the chemical manufacturer to provide additional information concerning safe use of the product. Each MSDS provides:

- Common Name and Chemical Name of the material
- Name, address and phone number of the manufacturer
- Emergency phone numbers for immediate hazard information
- Date the MSDS was last updated
- Listing of hazardous ingredients
- Chemical hazards of the material
- Information for identification of chemical and physical properties

Lay terms for potential health risks will be provided along with the MSDS's. Contact your supervisor to obtain an MSDS on any hazardous chemical in our workplace.

INFORMATION CHEMICAL USERS MUST KNOW

Fire and/or Explosion Information

- Material Flash Point, auto-ignition temperature and upper/lower flammability limits
- Proper fire extinguishing agents to be used
- Fire fighting techniques
- Any unusual fire or explosive hazards

Chemical Reaction Information

- Stability of Chemical
- Conditions and other materials which can cause reactions with the chemical
- Dangerous substances that can be produced when the chemical reacts

Control Measures
- Engineering Controls required for safe product use
- Personal protective equipment required for use of product
- Safe storage requirements and guidelines
- Safe handling procedures

Health Hazards
- Permissible Exposure Limit (PEL) and Threshold Limit Value (TLV)
- Acute or Chronic symptoms of exposure
- Main routes of entry into the body
- Medical conditions that can be made worse by exposure
- Cancer causing properties if any
- Emergency and First Aid treatments

Spill & Leak Procedures
Clean up techniques
Personal Protective Equipment to be used during cleanup
Disposal of waste & cleanup material

EMPLOYEE USE OF MSDS

For MSDS use to be effective, employees must:
- Know the location of the MSDS
- Understand the major points for each chemical
- Check MSDS when more information is needed or questions arise
- Be able to quickly locate the emergency information on the MSDS
- Follow the safety practices provided on the MSDS

Employees
- Comply with chemical safety requirements of this program
- Report any problems with storage or use of chemicals
- Immediately report spills of suspected spills of chemicals
- Use only those chemicals for which they have been trained
- Use chemicals only for specific assigned tasks in the proper manner

Sub-Contractors
- Comply will all aspects of this program
- Coordinate information with the RSO
- Ensure Contractor employees are properly trained
- Notify the RSO before bringing any chemicals into company property or facilities
- Monitor and ensure proper storage and use of chemicals by Contractor employees

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

ASBESTOS POLICY

Never under any circumstance shall any employee of Parkes Mechanical and Metals, Inc work in the presence of asbestos. In all cases any asbestos or similar material shall be previously removed by others and the area tested and labeled to be safe and clear of asbestos prior to Parkes Mechanical and Metals, Inc entering the area.

The owner / plant is responsible for asbestos surveying, monitoring and abatement. An "Asbestos Report" shall be completed prior to any work involving alteration, renovation or demolition in buildings constructed before January 1, 1981.

The Asbestos Report will identify asbestos containing materials (ACM) and indicate if it is to be abated or remain undisturbed during the course of the project. Building materials not identified on the report shall be presumed to contain asbestos and shall not be disturbed.

The general contractor or owner is responsible in ensuring that all workers, including subcontractors on the jobsite, have received Asbestos Awareness Training prior to working in buildings constructed before 1981. Under no circumstances will construction work be permitted to commence until an Asbestos Project Report has been completed and a copy of the same is given to the contractor scheduled to perform the work. The completed Asbestos Report can be obtained from the Project Manager. Asbestos may be found in lab counter tops, doors, floor tile/sheeting, mastics, ceiling tile, plaster, chase covers, cooling towers, air handlers, electrical wiring insulation, spray-on fire proofing, and pipe and tank insulation. The contractor is to stop work immediately and notify the Project Manager or if a suspect material not previously identified (as non-asbestos), is discovered during the course of the project.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

AIR QUALITY CONTROL

- Develop a site-specific plan to control demolition and reconstruction materials in renovation areas.
- Identify the specific air quality measures needed for the project, including appropriate performance metrics as needed.
- Require each subcontractor to designate an air quality representative to manage air quality issues.
- Specify conditions that would require an emergency response, such as asbestos release or a major gas or water loss.

WORK PRACTICE MEASURES FOR AIR QUALITY ASSURANCE

- Employ local exhaust when dust, hazardous vapors, fumes, or gases are generated. If local exhaust is not feasible, portable air cleaning devices (such as the use of HEPA-filtration) may be used
- Minimize dust generation by using wet methods for cutting or sanding
- Locate dumpsters for debris away from operating HVAC outdoor air intakes and exterior doors to occupied areas where possible.

SPECIFIC CONTROL MEASURES FOR HVAC PROTECTION

- Ventilation shall be provided in order to maintain a negative pressure in all areas of occupied buildings where there is potential for dust contaminant generation from a construction project. The contained area shall be kept under negative pressure relative to the surrounding areas by the use of HEPA filtered negative air machine(s). A minimum of -.02 column inches of water pressure differential, relative to outside pressure, shall be maintained within the work area as evidenced by manometer measurements provided by the contractor on a continuous basis.
- Construction documents shall specify modifications required to existing mechanical systems or temporary equipment to be installed to properly ventilate the affected building areas.
- Construction documents shall include temporary ductwork layouts (as necessary) as well as sizing and specifications of fans.
- Subcontractors shall not make design decisions for temporary ventilation of occupied areas of buildings.

HOUSEKEEPING MEASURES FOR AIR QUALITY ASSURANCE

- Identify the route(s) for removing construction debris from the building.
- Identify traffic routes for renovation workers within the building, using pathways away from occupied spaces if possible.
- Identify specific locations within buildings that other subcontractors may use, including restrooms (if appropriate).
- Eliminate demolition/renovation debris by bagging on site and/or the use of covered wheelbarrows or cart to transport debris to containers outside of the building.
- Subcontractors shall clean areas inside of construction exits to minimize dirt and debris from entering occupied spaces in the building.
- Contractors shall clean occupied areas adjacent to renovation site (such as hallways) if construction debris or soil has caused an area to be notably dirtier than other similarly occupied areas.
- Place walk-off mats at all entrances and exits from the renovation area. These mats must be regularly cleaned or replaced to minimize migration of dust from the project site.

OUTDOOR WORK WITH HAZARDOUS OR ODOROUS MATERIALS NEAR AIR INTAKES

- Locate portable toilets away from air intakes.
- Use or application of chemical/odorous materials shall be located at least 25 feet away from all outside air intakes (if feasible).
- When work including chemical/odorous materials must be done at or near air intakes, outside air intake should be minimized or the task should be performed when the building is not occupied (such as evenings or weekends).
- For long-term projects that use chemicals or produce combustion exhaust near air intakes, install charcoal filters in the air-handling units serving the occupied space of the building.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

LADDERS

All ladders shall be heavy-duty industrial strength and in good working condition. The user is responsible for visually inspecting a ladder. Wooden ladders are not to be coated with anything other than clear preservative. Aluminum ladders are not permitted. Both hands must be used for climbing. Ladders made of conductive material may not be used when working with or around exposed electrical circuits. A rope and bucket shall be used for raising and lowering tools and materials. Only one person is permitted to climb a ladder at a time. Stepladders are to be fully opened when in use and are never to be used as straight ladders. The top rung and top step are not to be used.

All straight and extension ladders are to extend three rungs above the supporting object when used as an access to elevated work areas and shall be secured at the top. All straight and extension ladders must be equipped with nonskid feet. Straight and extension ladders shall be placed at an angle so as the base is one-fourth of the working length. (See Fall Protection)

All damaged ladders WILL be removed from service and replaced. Some portions of certain ladders can be repaired with approved parts from the manufacture. Ladders should be brought to the shop foreman for him to check availability of replacement parts.

AERIAL LIFTS AND PLATFORMS

Articulating boom lifts are to be operated by only trained and qualified individuals. Fall protection (safety harnesses) shall be worn during operations. Apprentices and non-qualified personnel will be allowed to work from lifts and platforms with a trained and qualified operator. After completing his / her written training program, an apprentice will be allowed to operate lifts / platforms under the supervision of a qualified person, until he has been signed off to operate on his own by a member of supervision or Parkes Mechanical & Metals Inc. Safety Officer.

"Deadman" safety switches shall not be altered. Hi-jacks shall not be used without outriggers fully extended. The safety chain must be in place across the entrance when in use.

When using vertical lifts, such as hi-jacks or scissors lifts, fall protection is required. Manufacturer safety recommendations shall be followed while operating lift equipment.

Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition.

Belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.

Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

Boom and basket load limits specified by the manufacturer shall not be exceeded.

Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls shall be plainly marked as to their function. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.

NOTE: For additional information about our aerial lift and platform training program, contact Parkes Mechanical & Metals, Inc. Safety Officer.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

PAINT AND OTHER LEAD PRODUCTS

Lead can be found in many construction materials including lead based paint, wire insulation, solder, and welding materials. Exposure to lead is a potential health hazard. Prior to grinding, demolition, sand blasting, or scraping of painted surfaces, contractors shall determine if lead is present. OSHA regulations require that special procedures be followed when removing lead based materials.

Employee's supervisor shall contact their Project Manager if working with or near suspected lead based materials. The plant should have documentations of lead based paint locations and this information may be obtained by our Safety Officer.

Do not, under any circumstances, disturb lead based paint without first consulting with our safety officer.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

MOLD

If mold or evidence of mold is found on building materials or furnishings, Our Safety Officer shall be consulted prior to demolition or removal of materials that are mold-contaminated. If more than 50 square feet of mold-contaminated materials is found, the owner is responsible for developing a Mold Remediation Plan. The Plan shall be developed by a health and safety professional with experience in mold remediation projects. The Remediation Plan(s) shall be submitted for review and approval prior to commencing work. Once an area is determined to have mold contamination, no new building materials shall be installed until authorized by the Project Manager. The Mold Remediation Plan shall meet the following minimum requirements:

1. Personnel shall be trained in the remediation of mold and equipped with full-face HEPA filtered respiratory protection, in accordance 20 with the OSHA respiratory protection standard (29 CFR 1910.134). Other required personal protective equipment (PPE) include, at a minimum: disposable protective clothing (covering the head, body and shoes) and gloves. All required PPE shall be worn when mold contaminated material is being removed or before entering the containment area.

2. Containment of the affected area:
   a. The work area shall be completely isolated from occupied spaces using 6- mil, fire-retardant polyethylene sheeting with one air-lock chamber into the work area. All supply and air vents, doors, chases, and risers within the containment area must be sealed with polyethylene sheeting to minimize the migration of contaminants to other parts of the building. For small areas, the polyethylene sheeting can be affixed to floors and ceilings with duct tape. For larger areas, a steel or wooden stud frame can be erected and polyethylene sheeting attached to it.

   b. The contained area shall be kept under negative pressure relative to the surrounding areas by the use of HEPA filtered negative air machine(s). A minimum of -.02 column inches of water pressure differential, relative to outside pressure, shall be maintained within the work area as evidenced by manometer measurements provided by the contractor on a continuous basis.

   c. The containment shall include an airlock and decontamination room.

3. Dust suppression methods, such as misting (not soaking) or HEPA vacuuming surfaces prior to remediation, are recommended.

4. Contaminated materials that cannot be cleaned shall be removed from the building in sealed plastic bags. There are no special requirements for the disposal of mold-contaminated materials. However, any dumpsters with contaminated material shall be covered at all time except when material is being placed in the dumpster.

5. After all visible mold is removed from the work area, the work area and surrounding areas shall be HEPA vacuumed and cleaned with a damp cloth and/or mop using a detergent or disinfectant solution.

6. All areas shall be left dry and visibly free from mold contamination and debris.

7. Parkes Mechanical and Metals, Inc reserves the right to conduct air sampling to determine that the mold remediation was completed successfully and the areas have equal to or less than background (outdoor) levels of species specific mold spores. Failure to achieve this level may require the area to be re-cleaned. Mold Contaminated HVAC systems.

8. A variety of biocides are recommended by HVAC manufacturers for use with HVAC components, such as cooling coils and condensation pans. HVAC manufacturers need to be consulted for the products they recommend for use in their systems.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

BLOODBORNE PATHOGENS

DEFINITIONS

- "Blood" means human blood, human blood components, and products made from human blood.
- "Bloodborne Pathogens" means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C Virus (HCV) and human immunodeficiency virus (HIV).
- "Contaminated" means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on a surface or in or on an item.
- "Contaminated Laundry," means laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.
- "Decontamination" means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal. Decontamination includes procedures regulated by applicable Health and Safety codes.
- "Exposure Incident" means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
- "Hand washing Facilities" means a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.
- "HBV" means hepatitis B virus.
- "HCV" means hepatitis C virus.
- "HIV" means human immunodeficiency virus.
- "Occupational Exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- "Personal Protective Equipment" is specialized clothing or equipment worn or used by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

EXPOSURE DETERMINATION

Parkes Mechanical & Metals Inc. will conduct an exposure determination for each employee(s) with occupational exposure. This exposure determination will contain the following:

- A list of all job classifications in which all employees in those job classifications have occupational exposure;
- A list of job classifications in which some employees have occupational exposure
- A list of all tasks and procedures or groups of closely related task and procedures in which occupational exposure occurs and that are performed by employees in job classifications.

The following job classifications have been determined to have the possibility of an occupational exposure to bloodborne pathogens:

Category I	**Category II**
First Aid Personnel	Supervisors

HYGIENE

- Universal precautions will be observed to prevent contact with blood or OPIM. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious materials and appropriate PPE will be worn.
- The Company will provide hand-washing facilities, which are readily accessible to employees.
- When provision of hand washing facilities is not feasible, the Company will provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands will be washed with soap and running water as soon as feasible.
- Companies will ensure that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
- Companies will ensure that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or OPIM.

Gloves will be worn when it can be reasonably anticipated that the employee:

- May have hand contact with blood, OPIM, mucous membranes, and non-intact skin;
- When performing vascular access procedures except as specified in OSHA regulations; and
- When handling or touching contaminated items or surfaces. These requirements are in addition to the provisions of applicable OSHA regulations.

Disposable (single use) gloves such as surgical or examination gloves, will be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Disposable (single use) gloves will not be washed or decontaminated for re-use.

Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

MASKS, EYE PROTECTION, FACE SHIELDS, & RESPIRATORS

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, will be worn whenever splashes, spray, spatter, or droplets of blood OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated. These requirements are in addition to the provisions of other OSHA regulations. Where respiratory protection is used, the provisions of applicable OSHA regulations are required as applicable.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

HAZARD ASSESSMENT:

INSPECTION AND EVALUATION PROCEDURES

1. Construction management must investigate and abate hazards reported by construction workers. Workers have the right to stop working and report the hazard immediately if there is imminent danger to life or health. Parkes Mechanical & Metals, Inc. Safety Officer will work with management and labor to resolve hazard issues. OSHA prohibits retribution toward employee's who report hazardous situations or equipment.

2. Most of Parkes Mechanical & Metals Inc. clients require a Job Safety Analysis (JSA) be completed on different jobs, usually requiring us to use their JSA form. Parkes Mechanical has a JSA form of our own available if our client requires we use one and they do not furnish the form.

3. Whether a form is completed or not, ALL our foreman will evaluate each job and comply with all safety regulations and procedures, and will comply with all safe practices and protect the environmental.

4. Housekeeping is important in every job assignment; a clean work area makes for a safe working area. Special attention must be given to maintaining clear walkways and roadways, removing or identifying slipping and tripping hazards and stacking of materials. Contractors must make every effort to keep mud, slush or other slippery substances off roads. Compressed air shall not be used for cleaning surfaces.

5. Parkes Mechanical & Metals Inc. Safety Officer will periodically visit job sites and inspect for hazards or unsafe procedures. The Safety Officer will discuss hazards or unsafe practices with the immediate supervisor and/or project manager for alternative solutions.

OTHER INSPECTIONS:

1. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

2. Whenever the Company is made aware of a new or previously unrecognized hazard.

3. When an imminent hazard exists which cannot be immediately abated without endangering employees and /or property, the Company will remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided the necessary safeguards.

PARKES MECHANICAL AND METALS INC.

JOB HAZARD ANALYSIS

Tasks to be planned at a minimum:
1. Excavation
2. Working from Heights
3. Asbestos / Lead Work
4. Scaffolding
5. Crane / Rigging
6. Other High Risk Jobs

Additional Safety Process Must be followed
Permit systems must be used.
1. Confined Space Entry Permits
2. Hot Work Permits
3. Excavation Permits

JOBSITE: _____ **DATE:** _____ **LOCATION:** _____

MAIN ACTIVITY: _____

DURATION OF WORK: _____ **TIME OF:** _____

Job Steps of Primary Activity	Potential Hazards	Hazard Solution	Verified

Approved by Safety Officer _____ **Date:** _____

Project Manager: _____ **Date:** _____

Other Approval: _____ **Date:** _____

SCAFFOLDING

- All Parkes Mechanical & Metals Inc. employees **will not** work from scaffolding unless it meets the following:

- Scaffolding shall be erected on a solid footing rigid and capable of carrying the maximum intended load without settling or displacement.

- No scaffold shall be erected except under the supervision of a competent person (as defined by OSHA).

- The scaffolding shall be tagged okay to be used by the contractor who erected it, and inspected by a competent each day prior to being used.

- No scaffold shall be moved, dismantled or altered except by the contractor who designed and erected the scaffold.

- When allowable, all scaffolds shall have guardrails consisting of a forty-two (42) inch high top rail, a mid-rail and toe boards. All handrails, posts and assembly shall be able to withstand a two hundred (200) pound force in any direction with a minimum of deflection.

- All elevated platforms shall have a ladder access.

- All planking shall be scaffold grade as recognized by grading rules for the species of wood used.

- Scaffold planks shall extend over their end support not less than six (6) inches no more than twelve (12) inches.

- Employee's shall not ride manually propelled scaffolds unless the floor is level and free from holes or obstruction, the platform height does not exceed twice the minimum base dimension, the wheels are rubber or similar material and all tools and materials are secured or removed.

- Scaffolds shall not be loaded in excess of the working load for which they are intended.

- Materials being hoisted onto a scaffold shall have a tag line.

- Overhead protection shall be provided for men on a scaffold exposed to overhead hazards.

- Employees shall not work on scaffolds during storms or high winds.

WELDING, CUTTING & BRAZING

- Only authorized and trained personnel permitted to use welding, cutting or brazing equipment.
- All operators have a copy of the appropriate operating instructions and are they directed to follow them.
- Compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage.
- Care used in handling and storage of cylinders, safety valves, relief valves, and the like, to prevent damage.
- Precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch.
- Only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used.
- Cylinders kept away from sources of heat.
- It is prohibited to use cylinders as rollers or supports.
- Empty cylinders appropriately marked their valves closed and valve-protection caps on.
- Signs reading: DANGER NO-SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent posted.
- Cylinders, cylinder valves, couplings, regulators, hoses, and apparatus keep free of oily or greasy substances.
- Care taken not to drop or strike cylinders.
- Unless secured on special trucks, regulators are removed and valve-protection caps put in place before moving cylinders.
- Cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service.
- Liquefied gases stored and shipped valve-end up with valve covers in place.
- Employees instructed to never crack a fuel-gas cylinder valve near sources of ignition.
- Before a regulator is removed, the valve is closed and gas released form the regulator.
- Red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose.
- Pressure-reducing regulators used only for the gas and pressures for which they are intended.
- Open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits.
- Under wet conditions, automatic controls for reducing no-load voltage are used.
- Grounding of the machine frame and safety ground connections of portable machines checked periodically.
- Electrodes removed from the holders when not in use.
- It is required that electric power to the welder be shut off when no one is in attendance.
- Suitable fire extinguishing equipment available for immediate use.
- The welder forbidden to coil or loop welding electrode cable around his body.
- Wet machines thoroughly dried and tested before being used.
- Work and electrode lead cables frequently inspected for wear and damage, and replaced when needed.

- Means for connecting cables' lengths have adequate insulation.
- The object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag.
- Firewatchers assigned when welding or cutting is performed, in locations where a serious fire might develop.
- Combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields.
- When floors are wet down, personnel are protected from possible electrical shock.
- When welding is done on metal walls, precautions are taken to protect combustibles on the other side.
- Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors.
- It is required that eye protection helmets, hand shields and goggles meet appropriate standards.
- Employees exposed to the hazards created by welding, cutting, or bracing operations protected with personal protective equipment and clothing.
- A check made for adequate ventilation in and where welding or cutting is preformed.
- When working in confined places **continuous monitoring for LEL, CO, and Oxygen** tests are taken and means provided for quick removal of welders in case of an emergency.

Arc Welders

- Keep your head out of the fumes.
- Use enough ventilation or exhaust to remove fumes and gases from the work area. Mechanical equipment should exhaust at least 2000 cfm of air for each welder, except where individual exhaust hoods, booths, or air-line respirators are used.
- Natural ventilation may be used under certain conditions. For welding or cutting mild steel, natural ventilation is usually sufficient if a room has at least 10,000 cubic feet per welder, with a ceiling height of at least 16 feet. Cross-ventilation should not be blocked, and welding should not be done in a confined space.
- Don't get too close to the arc ("Avoid the plume"). Use corrective lenses to help you maintain the proper distance if necessary.
- Read and understand the Material Safety Data Sheets (MSDS) for the product.
- Read and obey warning labels on all containers of welding materials.
- Use a smoke extractor-type welding gun for semiautomatic welding processes.
- Protect your body from welding spatter and arc flash with clothing made from durable, flame-resistant material, such as woolen fabrics, and gear that includes flameproof apron and gloves, leather leggings, and high boots.
- Avoid clothing made of synthetic materials, which can melt when exposed to extreme heat or sparks, or cotton unless it is specially treated for fire protection.
- Keep your clothes free of grease and oil, which may ignite.
- Protect others from spatter, flash, and glare with non-flammable protective screens or curtains.
- Be sure to wear safety glasses with side shields when in a welding area.

- Be sure you are insulated from the work piece and ground, as well as other live electrical parts.
- Don't lean on the work piece.
- Use plywood, rubber mats or other dry insulation to stand on, and wear dry, hole-free gloves.
- Stay dry, and do not weld when you are wet. Never dip the electrode in water to cool it.
- Check equipment to be sure it is properly grounded, in good repair, and installed according to prevailing codes.
- Be sure equipment is turned off when not in use.
- Electric current flowing through a conductor causes Electric and Magnetic Fields (EMF), which can interfere with pacemakers and may affect health in other ways. Consult your physician before arc welding if you have a pacemaker.
- To avoid excessive exposure to EMF, keep the electrode and work cables together, never place your body between the two cables or coil the electrode lead around your body, and do not work directly next to the welding power source.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

COMPRESSORS & COMPRESSED AIR

- Compressors equipped with pressure relief valves, and pressure gauges.
- Compressor air intakes installed and equipped to ensure that only clean uncontaminated air enters the compressor.
- Air filters installed on the compressor intake.
- Compressors operated and lubricated in accordance with the manufacturer's recommendations.
- Safety devices on compressed air systems checked frequently.
- Before any repair work is done on the pressure system of a compressor, the pressure is bled off and the system locked-out.
- Signs posted to warn of the automatic starting feature of the compressors.
- The belt drive system is totally enclosed to provide protection for the front, back, top, and sides.
- It is strictly prohibited to direct compressed air towards a person.
- Employees prohibited from using highly compressed air for cleaning purposes.

WARNING: Horseplay with air hoses can cause serious injury to person or persons, use caution not to direct air at another person.

- If compressed air is used for cleaning off clothing, the pressure is reduced to less than 10 psi.
- When using compressed air for cleaning, employees use personal protective equipment.
- Safety chains or other suitable locking devices used at couplings of high-pressure hose lines where a connection failure would create a hazard.
- Before compressed air is used to empty containers of liquid, the safe working pressure of the container is checked.
- When compressed air is used with abrasive blast cleaning equipment, the operating valve is a type that must be held open manually.
- Use caution when compressed air is used to inflate auto tires, line plugs, etc.
- It is prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard.

Compressed Gas & Cylinders

- Cylinders with a water weight capacity over 30 pounds equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve.
- Cylinders legibly marked to clearly identify the gas contained.
- Compressed gas cylinders stored in areas, which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines.
- Cylinders located or stored in areas where they will not be damaged by passing or falling objects, or subject to tampering by unauthorized persons.
- Cylinders stored or transported in a manner to prevent them creating a hazard by tipping, falling or rolling.

- Cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder.
- Valve protectors always placed on cylinders when the cylinders are not in use or connected for use.
- All valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job.
- Low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service.
- The periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

HOIST & AUXILIARY EQUIPMENT

- Each overhead electric hoist is equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel.
- Each hoist automatically will stop and hold any load up to 125 percent of its rated load, if its actuating force is removed.
- The rated load of each hoist is legibly marked and visible to the operator.
- Stops provided at the safe limits of travel for trolley hoist.
- The controls of hoists plainly marked to indicate the direction of travel or motion.
- Each cage-controlled hoist is equipped with an effective warning device.
- Close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave groves.
- All hoist chains or ropes of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drum at all times.
- Nip points or contact points between hoist ropes and sheaves, which are permanently located within 7 feet of the floor, ground or working platform, guarded.
- It is prohibited to use chains or rope slings that are kinked or twisted.
- It is prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling.
- The operator is instructed to avoid carrying loads over people.
- Only employees who have been trained in the proper use of hoists allowed to operate them.

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

CRANES & BOOM TRUCKS

- Ensure the crane is visually inspected for defective components prior to the beginning of any work shift.
- All electrically operated cranes effectively grounded.
- A crane preventive maintenance program is established.
- The load chart is clearly visible to the operator.
- Operating controls clearly identified.
- A fire extinguisher is provided at the operator's station.
- The rated capacity is visibly marked on each crane.
- An audible warning device is mounted on each crane.
- Sufficient illumination is provided for the operator to perform the work safely.
- Cranes of such design, that the boom could fall over backward, equipped with boomstops.
- Each crane has a certificate indicating that required testing and examinations have been performed.
- Crane inspection and maintenance records maintained and available for inspection.
- Boom Trucks will only be operated by a designated competent person.
- Maximum load for boom trucks will not exceed 85% (Or Manufactures recommended Max. load if it is lower) of its maximum load capacity with its outriggers fully extended.
- The weight of all auxiliary handling devices such as hoist blocks, hooks, and slings shall be considered a part of the load rating.
- The effectiveness of operation will also depend on wind, or ground conditions, condition and inflation of rubber tires, boom lengths, proper operating speeds for existing conditions, and, in general, careful and competent operation. All of these shall be taken into account by the user.
- "Load rating chart." A substantial and durable rating chart with clearly legible letters and figures shall be provided with each crane and securely fixed to the crane cab in a location easily visible to the operator while seated at his control station.
- The hoist rope shall not be wrapped around the load.
- The load shall be attached to the hook by means of slings or other approved devices.
- In moving the load, the operator shall assure that the crane is level and where necessary properly blocked. That the load is well secured and properly balanced in the sling or lifting devise before it is lifted more than a few inches.
- Cranes shall not be used for dragging loads sideways.
- No hoisting, lowering, swinging, or traveling shall be done while anyone is on the load or hook.
- The operator should avoid carrying loads over people.
- On truck-mounted cranes, no loads shall be lifted over the front area except as approved by the crane manufacturer.
- The operator shall test the brakes each time a load approaching the rated load is handled by raising it a few inches and applying the brakes.
- Outriggers shall be used when the load to be handled at that particular radius exceeds the rated load without outriggers as given by the manufacturer for that crane.

- When two or more cranes are used to lift one load, one designated competent person shall be responsible for the operation. He shall be required to analyze the operation and instruct all personnel involved in the proper positioning, rigging of the load, and the movements to be made.
- In transit the following additional precautions shall be exercised:
- The boom shall be carried in line with the direction of motion.
- The superstructure shall be secured against rotation, except when negotiating turns when there is an operator in the cab or the boom is supported on a dolly.
- The empty hook shall be lashed or otherwise restrained so that it cannot swing freely.
- Before traveling a crane with load, a designated person shall be responsible for determining and controlling safety. Decisions such as position of load, boom location, ground support, travel route, and speed of movement shall be in accord with his determinations.
- A crane with or without load shall not be traveled with the boom so high that it may bounce back over the cab.
- When rotating the crane, sudden starts and stops shall be avoided. Rotational speed shall be such that the load does not swing out beyond the radii at which it can be controlled. A tag or restraint line shall be used when rotation of the load is hazardous.
- When a crane is to be operated at a fixed radius, the boom-hoist pawl or other positive locking device shall be engaged.
- Ropes shall not be handled on a winch head without the knowledge of the operator.
- While a winch head is being used, the operator shall be within convenient reach of the power unit control lever.
- The operator shall not be permitted to leave his position at the controls while the load is suspended.
- No person should be permitted to stand or pass under a load on the hook.
- If the load must remain suspended for any considerable length of time, the operator shall hold the drum from rotating in the lowering direction by activating the positive controllable means of the operator's station.
- "Ballast or counterweight." Cranes shall not be operated without the full amount of any ballast or counterweight in place as specified by the maker, but truck cranes that have dropped the ballast or counterweight may be operated temporarily with special care and only for light loads without full ballast or counterweight in place. The ballast or counterweight in place specified by the manufacturer shall not be exceeded.
- A carbon dioxide, dry chemical, or equivalent fire extinguisher shall be kept in the cab or vicinity of the crane.
- For operations near overhead electric lines, see OSHA 29 CFR 1910.333(c)(3).

NOTE: In any case when working in a plant with an existing safety program the most stringent of requirements between Parkes Mechanical & Metals Inc., and the existing plant's requirements shall take precedence.

Should your jobsite need assistance, contact the office of Parkes Mechanical & Metals Inc, at 256-383-3321 or its Safety Officer

American Pride