CROSS COUNTRY
INFRASTRUCTURE SERVICES INC.

OCCUPATIONAL SAFETY AND HEALTH COMPLIANCE MANUAL

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REVISION RECORD

Revision Date	Corrections By	Changes Made	Reasons For Changes
04/07/2025	H&A	Initial creation	Program development

SAFETY POLICY STATEMENT

Safety is a core value at Cross Country Infrastructure Services, Inc. (CCIS). We are committed to an injury- and incident-free workplace. We believe all injuries are preventable, and the health and safety of our employees is critical to the long-term success of our company.

CCIS integrates safety into every job task, so safety and job performance become inseparable. Through the cooperative efforts of all management team members and our workforce, we maintain a consistent incident and injury-free environment.

At CCIS, we believe that safety requires a leadership commitment, employee ownership and engagement, the identification and control of hazards, and effective safety training and communication. Keeping our people safe is key to our business success.

John James
CEO

6/10/25
Date

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Injury and Illness Prevention Program

Purpose and Scope

It is the commitment of CCIS to provide and maintain safe and healthy working conditions. All employees and management are expected to actively work toward these goals by taking on the following responsibilities:

- Implementing our safety practices and our corporate safety policy;
- Developing and using innovative technology and processes to prevent adverse impact from company operations on public health, employee health, and the environment;
- Assuring compliance with all applicable laws and regulations using self-inspections and independent audits; and
- Be leaders within the business to establish and practice practical environmental, safety, and occupational standards.

The procedures in this Health and Safety Program section apply to all employees and management. This program is designed to address responsibilities, basic safety rules and procedures, and to provide a framework for our safety management system.

Company Safety Goals

Safety begins at the top and involves everyone in the company. Our primary goal is to have an injury-free workplace. This can be achieved by delegating responsibility and accountability to all involved in the company's operations. We will use additional benchmarks as necessary to help us achieve this goal.

Responsibility: Having to answer for activities and results.

Accountability: The active measurement by management to ensure compliance, or management doing something to ensure action.

Everyone should take responsibility and be held accountable to reach our goal of maintaining a safe workplace.

The benefits of achieving our goals are:

- Minimizing injury accidents;
- Preventing fatalities and injuries leading to permanent disabilities;
- Minimizing loss to property and equipment;
- Maintaining the best safety and health conditions possible;
- Demonstrating to employees that we care about them; and
- Improving overall business operations to make us more competitive in the marketplace.

Annual injury and illness goals will be established and reviewed regularly.

Management Commitment

The management of CCIS is committed to the company's safety policy, and to providing direction and motivation by:

- Appointing a Safety Administrator;
- Establishing CCIS safety goals and objectives;
- Maintaining this written health and safety plan;
- Supporting the Health and Safety Program with people, authority, and training;
- Supporting safety and health improvements through the purchase of safety services, equipment, and supplies;
- Establishing accountability and responsibility for management and employees to follow; and
- Enforcing health and safety disciplinary procedures for employees;

Assignment of Responsibility

Safety Administrator
CCIS has designated a Safety Administrator.

It shall be the duty of the Safety Administrator (or their designee) to assist branch managers and supervisors in the initiation, education, and execution of an effective health and safety program, and more specifically, the following:

- Introduce the safety program to new employees;
- Follow up on recommendations, suggestions, etc., made by Hellman & Associates and/or ensure that hazards reported by employees are evaluated and corrected as needed promptly.
- Work with leadership to develop goals related to health and safety for the organization and track them regularly;
- Be familiar with the company's health and safety program and assist the personnel in the execution of standard policies and program elements such as inspections and training;
- Conduct or delegate safety inspections periodically;
- Address all identified hazards or potential hazards as needed;
- Prepare and/or review accident reports and investigations;
- Review the safety and health program annually, and revise and update at that time, if needed.

Branch Managers & Supervisors
Branch Managers and Supervisors will establish an operating atmosphere that ensures that health and safety is managed in the same manner and with the same emphasis on customer service, cost, and quality.

Branch Managers and Supervisors' responsibilities:

- Be safety leaders by being an example and prioritizing safety in operations;
- Define responsibilities for the health and safety of all subordinates and hold each person accountable for their results;
- Regularly emphasize that accident and health-hazard exposure prevention is a condition of employment;
- Maintain safe work practices and safe working conditions within the area under their supervision;
- Spend time with each person hired explaining the safety policies, the hazards of their work activities, and how to control the hazards;
- Never short-cut safety for expediency, nor allow workers to do so;
- Enforce safety rules consistently and follow the company's discipline/enforcement procedures;
- Conduct a daily walk-through and correct any noted safety violations;
- Ensure that safety equipment and personal protective equipment (PPE) is provided and used where required;
- Ensure all hazards identified by employees are addressed promptly;
- Maintain adequate stock of first aid supplies and other safety equipment to ensure immediate availability;
- Conduct weekly safety meetings; and
- Maintain first aid kits, emergency supplies, and information as required.

Employees
Each employee must be familiar with the safety rules and conduct their work in compliance with them. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination. Each employee must fully use the safeguards provided for their protection. Every employee will receive an orientation that covers company health and safety rules and procedures upon hire or assignment to new duties.

Employee responsibilities are:

- Read, understand, and follow health and safety rules and procedures;
- Use safety equipment and PPE as required;
- Always wear suitable work clothes.
- Report all hazards to their branch manager/supervisor;

- Report all injuries, no matter how slight, to their supervisor immediately, and seek treatment promptly;
- Be aware of the location of first aid supplies, eyewash, firefighting equipment, and other safety devices;
- Attend all required health and safety meetings;
- Complete all assigned trainings in CCIS's learning management system (LMS) in a timely fashion;
- Fulfill all required Department of Transportation (DOT) Federal Motor Carrier Safety Regulations (FMCSR) and requirements, as needed or as requested by the Safety Administrator to operate a Commercial Motor Vehicle (CMV); and
- Do not perform potentially hazardous tasks or use any hazardous material or tool until trained.

General Safety Rules

- All employees and contractors shall be trained in potential hazards that they could be exposed to and how to protect themselves.
- No employee or contractor is expected to undertake a job until that person has received adequate training.
- No employee or contractor must work under unsanitary, dangerous, or hazardous conditions.
- Only qualified, trained personnel can operate machinery or equipment.
- The manufacturer's equipment instructions shall be followed.
- All hand and power tools and similar equipment, whether furnished by the employer or the employee, shall be kept in a safe condition, including factory or company-supplied guards.
- All machine guards and safety-related equipment shall be maintained and not removed or bypassed.
- Hazardous energy will be safely controlled using lockout tagout procedures, as required.
- All electrical equipment shall be maintained in a safe condition, free from recognized hazards.
- Elevated work must be performed using safe access methods such as a ladder or lift, or using other means that provide fall protection, such as personal fall arrest equipment.
- Employees working in areas or performing tasks that require PPE shall use the designated PPE provided by the company.
- Work areas shall be kept clean; trash removed regularly, and walkways kept free of slipping or tripping hazards.
- Exit passageways and doors must be accessible, free of obstructions, and unlocked during operations.
- All injuries must be reported to management within 24 hours.

- Employees are expected to work in a constant state of alertness and a safe manner; drinking alcohol or taking any narcotic or other substance that impairs judgment or function just before or during work hours is not permitted and will be disciplined up to and including termination.

To evaluate adherence to the above rules and procedures, work areas, company vehicles, project materials, and equipment shall be inspected periodically by a competent person.

Additional safety rules and procedures are documented in this H&S Manual. These rules are comprised of OSHA rules and regulations and CCIS-specific rules and regulations.

The safety manual's contents outline the minimum safety standards that all employees, supervisors, and management must adhere to. Management and Supervisors, including the HSC, are responsible for enforcing these rules.

Stop Work Authority

As stated in our policy statement, CCIS strives to maintain a safe and secure work environment against any risk or exposure to personal harm, property damage, or adverse effects to the environment. As such, it is the duty and right of every person employed and engaged by CCIS to stop work whenever any employee, member of the public, group assets, or local environment is at risk. The management supports its employees' decisions in the diligent execution of this policy.

Discipline and Enforcement of Safety Rules and Policies

The safety manual's contents outline the minimum safety standards that must be strictly followed. All branch managers and supervisors are responsible for enforcing these rules.

There are three types of safety violations. These types of violations are:

Minor Violation
A minor violation is a violation of any safety rule without intent due to a lack of training. For a minor violation, the employee supervisor should provide additional training. The Training should be documented.

Serious Violation
A serious violation is a violation of any company rule or regulation without premeditation. For a serious violation, the supervisor can use their judgment to determine the degree of discipline.

1st – Verbal Documented Warning: Disciplinary action up to suspension.
2nd – Written Documented Warning: Disciplinary action up to suspension.
3rd – Written Documented Warning: Disciplinary action up to termination.

Willful Violation
A willful violation is a violation of any company rule or regulation that could have caused severe harm to an employee, equipment, or property. The employee must have either knowingly failed to comply with a safety rule (purposeful disregard) or acted with plain indifference to safety. For a willful violation, the discipline indicated below is the minimum that can be given. This decision is to be made by management in consultation with HR and the employee's supervisor.

- 1st – Written documented warning. Disciplinary action, including suspension without pay or termination.
- 2nd –Termination

Hazard Identification and Risk Assessment

Workplace Survey and Walkthrough
Periodically, a health and safety hazard assessment will be conducted, documenting inconsistencies and deficiencies with the OSHA 29 CFR 1910 General Industry or 1926 Construction Standards. This will be used to establish a management corrective action plan to abate inconsistencies and deficiencies.

Hazard Analysiss
When hazards are identified, a hazard analysis may be conducted to assess further the risks associated with specific jobs, processes, and/or phases of work.. A Job Hazard Assessment (JHA) can document the hazards of routine and non-routine activities, new processes, changes in operation, or services. The JHA will review each step of the process, identify existing or potential hazards, and recommend actions to eliminate or reduce the hazards.

Hazards are classified and ranked according to their severity. The program identifies hazards, which are categorized and prioritized based on the risk associated with the task. Table 1 outlines the risk assessment matrix, detailing the severity and probability of each risk.

TABLE 1: RISK ASSESSMENT MATRIX

CONSEQUENCE					PROBABILITY				
Severity	People	Assets	Environment	Reputation	**A** Not Done	**B** Rarely	**C** Once a week	**D** Several Times a Week	**E** Multiple Times in a Day
0	No health effect	No damage	No effect	No impact					
1	Slight health effect	Slight damage	Slight effect	Slight impact					
2	Minor health effect	Minor damage	Minor effect	Limited impact					
3	Major health effect	Localized damage	Localized effect	Considerable impact					
4	Single fatality	Major damage	Major effect	National impact					
5	Multiple fatalities	Extensive damage	Massive effect	Global impact					

Key	Manage for continuous improvement (Low)	Incorporate risk reduction measures (Medium)	Intolerable (High)

The JHA will determine the need for, and properly select, engineering controls, training, and operational procedures, as well as personal protective equipment.

If an accident, injury, or illness is associated with a specific job or process, hazard analysis should be reviewed to determine whether changes are needed.

Exposure Monitoring

When the workplace analysis identifies existing and potential health hazards, exposure monitoring is used to evaluate the employee's level of exposure. Personal samples are used to measure air contaminants in the employee's breathing zone and will be collected to represent current working conditions. Noise sampling will be performed using noise dosimeters.

The atmosphere in areas where a gas hazard may exist shall be tested for oxygen concentration, combustible gases, carbon monoxide, and any known or suspected toxic substances before entry.

Hazard Prevention and Control

Whenever possible, CCIS will implement hazard controls using the hierarchy of hazard control as a guide (starting with hazard elimination as the first consideration): Figure 1.

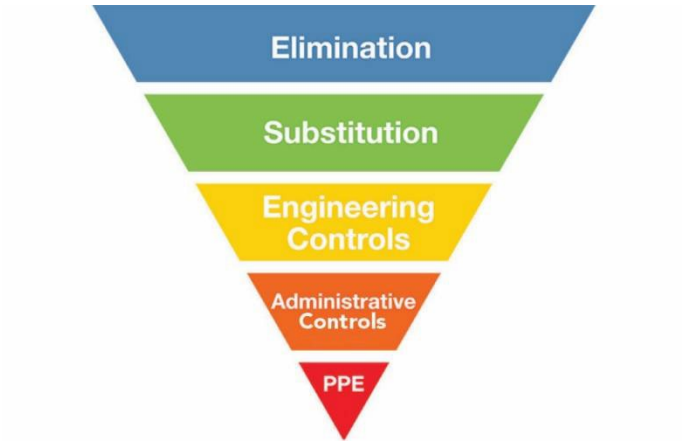


Figure 1: Hierarchy of hazard control.

Elimination Controls
Hazard elimination is the most effective way to reduce a hazard, but it is often the most difficult to implement. It involves removing the cause of the hazard altogether.

Substitution Controls
Substitution involves replacing the material, machine, or process with an alternative that is non-hazardous or less hazardous.

Engineering Controls
Engineering controls involve physical changes to the work area, equipment, facility, or other relevant aspects of the work environment to isolate the employee from the hazard.

Administrative Controls
Administrative controls are procedures that significantly limit daily exposure by controlling or manipulating the work schedule or the way work is performed. Administrative controls do not eliminate or limit the hazard. Consequently, the controls must be used consistently and enforced.

Personal Protective Equipment (PPE)
PPE is specialized clothing or equipment worn by an employee for protection against a hazard. PPE will only be used when other engineering and work practice controls are not feasible, are not completely protective, or until other controls can be implemented. All required PPE is identified in the PPE Program and is accessible and provided in appropriate sizes at no cost to the employee (with some exceptions, see PPE Program).

Training and Communication

Training and communications are essential components of CCIS's health and safety program, informing staff of safety practices and requirements and facilitating a continuous flow of safety and health information.
The following system of communication is designed to facilitate a continuous flow of safety and health information between all affected site personnel and is required at each site:

- Safety meetings are held as needed based on the hazards or occurrence of injuries.
- Written communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Follow-through of employee-identified hazards by supervision.
- Workers can inform management about workplace hazards without fear of reprisal.
- Posted and distributed safety information.

The company is committed to providing the required training for all applicable OSHA standards, as specified in each Health and Safety (H&S) Manual chapter. Employees shall also be trained in recognizing hazards and assisting with the prevention of unsafe conditions.

Training will be conducted for all required program elements and will be conducted at the following frequency:

- For all new hires, within their first week of employment with the company, they will be provided with access to or a copy of this Health & Safety Manual;
- When new equipment, materials, or processes are introduced;
- When procedures have been updated or revised;
- When experiences/operations show that employee performance must be improved, and
- Based on the frequency required in the applicable OSHA standard.

Training Recordkeeping
Computer-based and in-person training records will be kept with CCIS's LMS: USC - Cross Country Infrastructure Services, Inc. - HSI Platform.

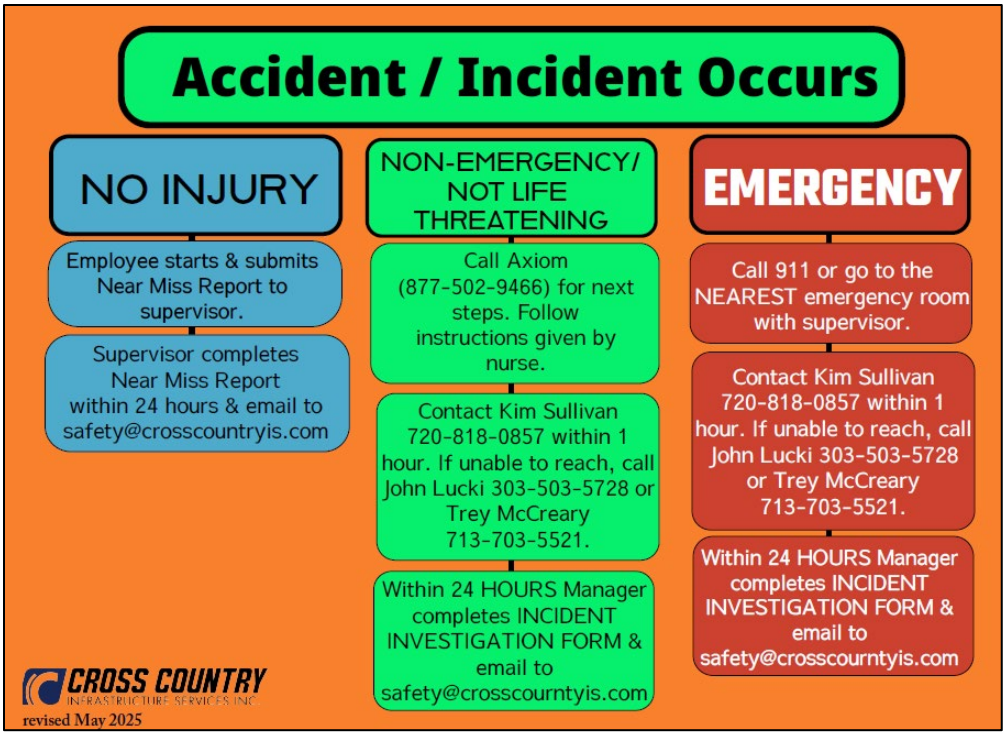
These records will include the date(s) of the training, the instructor(s), a copy of the written material presented, and the names of the employee(s) to whom the training was given. The Employee Training Sign-in Sheet will be used to record in-person training attendance.

At a minimum, CCIS must maintain safety training records for all employees for the duration of employment and at least three years from the date the employee last worked at the site. Additional recordkeeping requirements are identified in the program-specific chapters.

Workplace Incident Management

An incident encompasses workplace events that result in injury, illness, near misses, and/or property damage.

Refer to the Incident Reporting flowchart below:



Injury and Incident Management

Near Miss / Non-Injury Incidents
For non-injury incidents, such as near misses or property damage, employees should complete and submit a **Near Miss Report** to their supervisor. The Supervisor should complete the "Manager Review of Near Miss Report" section of the form and email it to the Safety Administrator at safety@crosscountryis.com within 24 hours.

If the incident did or could have resulted in a serious injury, a more formal investigation may be requested by the Safety Administrator. The **Incident Investigation Report** can be used for this.

Non-Emergency/Non-Life-Threatening Incidents

The following steps should be followed when an employee experiences a non-emergency or non-life-threatening injury at work:

1. Employee to call Axiom Medical at 877.502.9466
2. Employee to call or notify their supervisor of the injury.
3. Supervisor to contact the Safety Administrator at 720.818.0857 within one hour.
    a. If the Safety Administrator cannot be reached, contact John Lucki (303.503.5728) or Trey McCreary (713.703.5521)
4. Complete an **Incident Investigation Report** and email it to the Safety Administrator at safety@crosscountryis.com within 24 hours.
5. The Safety Administrator will begin the First Report of Injury (FROI) to start the worker compensation claim. Human Resources will complete and submit the FROI.

6. The incident investigation report will be reviewed, and follow-up actions may be assigned based on the investigation's outcome.

Emergency Incidents

The following steps should be followed when there is an emergency injury at work:

1. Call 911 or immediately go to the nearest emergency room
2. Supervisor to contact the Safety Administrator at 720.818.0857 within one hour.
    a. If the Safety Administrator cannot be reached, contact John Lucki (303.503.5728) or Trey McCreary (713.703.5521)
3. Complete an **Incident Investigation Report** and email it to the Safety Administrator at safety@crosscountryis.com within 24 hours.
4. The Safety Administrator will begin the First Report of Injury to start the workers' compensation claim. Human Resources will complete and submit the FROI.
5. The incident investigation report will be reviewed, and follow-up actions may be assigned based on the investigation's outcome.

Motor Vehicle Incidents

Refer to the **Fleet Safety Program** for information on steps to take when a motor vehicle incident occurs.

Claims Management

The following procedure will pick up where the Incident Reporting Flowchart above ends to ensure that workers' compensation claims will be handled fairly and expeditiously:

1. The Human Resources department will report the claim by phone to Sedgwick within 24 hours of the accident. https://www.sedgwick.com/startaclaim/
2. An incident investigation will be conducted following all work-related injuries. The branch manager/supervisor, Safety Administrator, or human resources department will be responsible for interviewing the injured employee and all witnesses.
3. The Safety Administrator will use information from the accident investigation to identify changes that may help prevent future incidents.
4. For lost time claims, the Safety Administrator will contact the injured employee at least once a week to answer questions, keep the injured employee informed of organization activities, and discuss return to work options.
5. The Safety Administrator or human resources department will contact the medical provider as needed to keep current on the employee's work status, medical progress, and to ensure that appointments are being kept.
6. Modified duty procedures will be as follows:
    - The medical restrictions will be evaluated by the employee's supervisor, who will determine if the employee can return to their regular job duties.

- If the employee is unable to return to regular job duties, the branch manager/supervisor will determine if the employee's position can be temporarily modified to accommodate the restrictions.
- If the job cannot be modified, the Branch Managers, with support of the Safety Administrator, will evaluate other tasks or positions the employee may be able to perform until the medical restrictions are lifted;
- If the employee is unable to return safely to a modified position, the medical restrictions will be re-evaluated after each doctor's visit to ensure the employee is returned to work as soon as possible.

Accurate records will be kept of all workers' compensation claims. This file will document all communications regarding the claim, including all records from medical providers and Sedgwick, as well as all investigation reports, witness statements, and photos taken.

Incident Investigations

Responsibilities

The employee supervisor, with support from the Safety Administrator, is responsible for investigating the incident. All personal injuries, property damage, fire, and near-miss incidents fall under these investigation requirements. An employee involved in or witnessing an incident is expected to cooperate with the investigation.

Investigation Procedure

The Branch Manager/Supervisor or designee will investigate the incident as follows:

- Gather all pertinent facts, take employee and witness statements, take pictures of the incident site and equipment involved, and take pictures or draw maps with the position and location of equipment or personnel.
    - It is vital that the investigation begins as soon as possible after the event and employees have received medical attention. Depending on the severity or complexity of the incident, the investigation may take a considerable amount of time. An initial identification of evidence immediately following the incident may include a listing of people, equipment, and materials involved, as well as photos and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and physical factors such as fatigue, age, and medical conditions. These factors might change throughout the investigation and should be immediately documented, secured, and preserved.
    - The collection of witness statements through interviews is essential to the investigation. All Branch Managers/Supervisors are authorized to conduct interviews, understanding that this activity is not intended to assign blame; it will help provide unbiased testimony. Interviews should be conducted in a private and comfortable setting. Follow-up interviews may be conducted to clarify points or ask additional questions that may arise during the investigation. and

- The actions listed above, as well as those listed on the incident investigation forms, are part of a root cause analysis incident investigation program that strives to identify the contributing elements that led to the incident.

1. Complete a written incident investigation report form within 24 hours and provide the report to the Safety Administrator upon completion.
2. Eensure that corrective actions to prevent a recurrence are identified and completed; and
3. Results of the investigation will be shared with the intent to prevent recurrence.

Injury and Illness Reporting and Recordkeeping

OSHA Injury Reporting
If an incident results in an employee fatality, an inpatient hospitalization (i.e., defined as admittance), amputation, or loss of eye, CCIS will report it to OSHA at 1-800-321-6742, or by using the OSHA online form available at: https://www.osha.gov/ords/ser/serform.html. The following information needs to be provided:

- Establishment name;
- Location of the incident;
- Time of the incident;
- Number of fatalities or hospitalized employees;
- Names of any injured employees;
- Contact person and their phone number; and
- A brief description of the incident.

Hospitalizations or fatalities related to incidents involving motor vehicles or public transportation systems do not need to be reported. Additionally, if hospitalization or fatalities occur more than 30 days after the incident, no reporting is required.

In the event of a fatality of one or more employees, the The Safety Administrator will contact the appropriate OSHA office within 8 hours of the incident. In the event of an inpatient hospitalization, amputation, or loss of an eye in one or more employees, the The Safety Administrator will contact OSHA within 24 hours of the incident.

CCIS will keep records of fatalities, injuries, and illnesses, and record each fatality, injury, and illness that is work-related, is a new case, and meets one or more of the general recording criteria.

OSHA Injury Reporting – Bakersfield, CA ONLY
If an incident results in an employee fatality, an inpatient hospitalization (i.e., defined as admittance), amputation, or loss of eye, CCIS will report it to Cal/OSHA at (661) 558-6400, or by email at: caloshaaccidentreport@tel-us.com. The following information needs to be provided:

- Time and date of accident/event
- Employer's name, address, and telephone number
- Name and job title of the person reporting the accident

- Address of accident/event site
- Name of person to contact at the accident/event site
- Name and address of injured employee(s)
- Nature of injuries
- Location where injured employee(s) was/were taken for medical treatment
- List and identity of other law enforcement agencies present at the accident/event site
- Description of the accident/event and whether the accident scene or instrumentality has been altered.

Hospitalizations or fatalities related to incidents involving motor vehicles or public transportation systems do not need to be reported. Additionally, if hospitalization or fatalities occur more than 30 days after the incident, no reporting is required.

In the event of a fatality to one or more employees, CCIS will contact the appropriate Cal/OSHA office within 8 hours of the incident. In the event of an inpatient hospitalization, amputation, or loss of an eye in one or more employees, CCIS will contact Cal/OSHA within 24 hours of the incident.

CCIS will keep records of fatalities, injuries, and illnesses, and record each fatality, injury, and illness that is work-related, is a new case, and meets one or more of the general recording criteria.

OSHA 300 Log
Every OSHA recordable injury and illness shall be recorded on an OSHA 300 log within seven calendar days from the time CCIS learns of the injury or illness. This log and all associated record-keeping forms will be maintained on a calendar-year basis and shall be retained for five years.

CCIS will complete the OSHA 300A Form for each of its establishments, an annual summary of recordable injuries and illnesses from the previous calendar year, and the certification signature and title of a CCIS management official. The 300A Form summary covering the prior calendar year shall be posted in a visible location to all employees no later than February 1 and remain in place until April 30.

When a CCIS establishment has 20 or more employees in the previous calendar year, in addition to posting, CCIS will submit information from its annual summary form (Form 300A) electronically to OSHA or OSHA's designee annually, as required by 1904.41(a)(2). Forms will be submitted by March 2 of every year.

The OSHA 300 log will be reviewed at the end of each calendar year to ensure completeness and accuracy. The safety team will review trends or patterns to establish corrective actions.

Contractor Management
This section outlines the subcontractor pre-qualification, evaluation, selection, and monitoring process used by CCIS.

Managers will:

- Will ensure roles associated with supervision and direction are provided to subcontractors.
- Apply safe work procedures to ensure contract employees are aware of hazards associated with work to be performed through hazard assessment and/or inspections.

Prequalification Process
CCIS will ensure that all contractors and subcontractors have a current, up-to-date, and functioning safety program through the following process:

- Initial and periodic review of written safety programs/policies and procedures to ensure accuracy with relevant legislation, and that all employees working on behalf of the contractor/subcontractor are trained in the written plan.
- Initial and periodic review of all safety training documents, including certifications that may apply.
- Initial and periodic review of safety statistical data.

Metric Evaluation/Monitoring
Before the initial assignment, CCIS will evaluate all contractors' and subcontractors' safety metrics, including TRIR, EMR, DART, and Fatality Rate, as criteria for hiring decisions. A benchmark of relevant industry-specific BLS (Bureau of Labor Statistics) data will be used to

compare with contractors' and subcontractors' current statistics, ensuring that only the safest contractors are allowed to perform work on behalf of CCIS.

Contractor and Subcontractor Participation
All contractors and subcontractors performing work on behalf of CCIS, or on worksites that are under the supervision of CCIS, will be required to attend all pre-job meetings or kick-off meetings, as well as safety orientations and tailgate safety meetings.

In addition to kick-off meetings, subcontractors shall be included in all Toolbox Talks, safety meetings, job safety analyses, and hazard assessments, as well as job safety inspections.

Recordkeeping
CCIS has taken the following incident/injury recordkeeping and reporting procedures:

1. Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist* and the Identified Hazards and Correction Record* and the Investigation/Corrective Action Report*. These records are maintained for at least one (1) year.
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers, is recorded on the Worker Training and Instruction Record*. This documentation is maintained for a minimum of one (1) year.

According to OSHA regulations, the Company must maintain records of fatalities, injuries, and illnesses. Specifically, the Company will keep a record of each fatality, injury, and illness that:

- Is work-related; and
- Is a new case; and
- Meets one or more of the general recordkeeping criteria.

Refer to the **Injury and Illness Reporting and Recordkeeping** section above for more information.

Program Review and Evaluation

The company's health and safety program will be reviewed annually to ensure that all necessary health and safety program elements are in place. Additionally, goals and objectives will be reviewed to measure the program's performance and its elements.

A revision record will be maintained to document the changes made to the written programs.

Forms

All forms are in the Appendix at the end of this manual.

Axiom Medical Poster
Employee Training Sign-In Sheet
Incident Reporting Flowchart
Incident Investigation Report
Insperity First Report of Injury
Insperity Treatment Authorization
Insperity/Optum First Fill Prescription
Job Hazard Assessment (JHA) Form
Near Miss Report
Witness Statement
Contractor Prequalification Form

Bloodborne Pathogens Program

Purpose

The purpose of this program is to establish safe work practices for CCIS employees potentially exposed to bloodborne pathogens, and to comply with the requirements of OSHA's 1910.1030 and 29 CFR 1926.21(b)(2), 1926.25, Section 5(a)(1) of the OSH Act. This program acts as the Exposure Control Program for Bloodborne Pathogens.

The Safety Administrator serves as the coordinator of the Bloodborne Pathogens Program, responsible for its administration.

Scope

CCIS has determined that its workers are not occupationally exposed to blood or bloodborne pathogens when working at our branch locations, as they are located near rapid emergency response services. As a result, the company has determined that it does not need to comply with all aspects of OSHA's Bloodborne Pathogen standard at our branch locations. If any blood or other potentially infectious material needs to be cleaned up after an incident, then a qualified contractor will be hired.

While drivers are not always in proximity to rapid emergency response services, they are typically alone when making deliveries. While these drivers may be able to self-treat specific minor injuries, they would not be able to treat all first-aid-type injuries, as needed. Drivers should follow the steps for **Non-Emergency/Non-Life-Threatening Incidents**.

Nationwide Service Provider
PuroClean
800.775.7876
https://www.puroclean.com/offices/
No pre-established relationship is needed for this service. Call as needed.

First aid classes have been, or may be, provided to employees, but only voluntarily, and employees who receive first aid training are not required to give aid to injured coworkers. The first aid training service provider will provide Bloodborne pathogen awareness training if voluntary first aid training is offered to employees.

Confined Space Awareness Program

General Company Policy

This program establishes that CCIS is complying with OSHA's 29 CFR 1910.146, Permit-Required Confined Spaces standard.

CCIS personnel may encounter confined spaces at our sites, but are prohibited from entering non-permit and permit-required confined spaces as defined in this program.

Confined Space Inventory

Description	Location	Hazards
HVAC crawl space	Aurora, CO Warehouse	Limited access/egress, mechanical equipment
Wash bay floor pits.	Aurora, CO Service Shop	Potential for water to accumulate and cause a hazard (non-permit required if water is not present)
Wash bay tanks	Aurora, CO Service Shop	Water accumulation storage CCIS poses a hazard for drowning

Identification of Confined Spaces

Confined spaces, which could be inadvertently entered, will be labeled as such. Obvious confined spaces, such as utility holes, or confined spaces not permit-required, will not be labeled. Signs can read as follows, or similar language:

DANGER
PERMIT-REQUIRED CONFINED SPACE
DO NOT ENTER

Definitions

A confined space is any space that is large enough and so configured that an employee can bodily enter and perform assigned work, has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy.

- Confined spaces include, but are not limited to: Hopper trailers, tanker trailers, CCIS tanks, pits, vessels, utility holes, vaults, oil water separators, and pump or lift stations.
- Common hazards associated with confined space entry include oxygen-deficient atmospheres, flammable/explosive atmospheres, toxic atmospheres, engulfment/ entrapment hazards, and/or chemical, electrical, or mechanical hazards.

Entry means any action that results in any part of an employee's body breaking the plane of any opening in a permit-required confined space. It includes any work activities inside the confined space.

Hazardous Atmosphere means an atmosphere presenting a potential for death, disablement, injury, or acute illness from one or more of the following causes:

- A flammable gas, vapor, or mist more than 10% of its lower flammable limit (LFL);
- An oxygen-deficient atmosphere containing less than 19.5% oxygen by volume or an oxygen-enriched atmosphere containing more than 23.5% oxygen by volume;
- Airborne combustible dust at a concentration that meets or exceeds its LFL (airborne combustible dust which obscures vision at five feet or less);
- An atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in subpart Z, Toxic and Hazardous Substances, which could result in an employee exposure over its dose or permissible exposure limit, and that could cause death, incapacitation, impairment of ability to self-rescue, injury or acute illness; and
- Any other atmospheric condition that is immediately dangerous to life or health (IDLH).

Non-permit confined space means a confined space that does not contain or have the potential to contain any hazard capable of causing death or serious physical harm.

Permit-required confined space means a confined space that has one or more of the following characteristics:

- Contains or has the potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section, or
- Contains any other recognized serious safety or health hazard (such as noise, electricity, radiation, or moving parts of machinery).

Electrical Safety Program

General Company Policy

This program establishes that CCIS is complying with OSHA's 29 CFR 1910.331 through 1910.335 and the National Fire Protection Association's (NFPA) 70E, Standard for Electrical Safety in the Workplace. This program applies to all CCIS work operations where employees may work on or near electrical equipment or around electrical installation systems operating at 50 volts or greater.

The Safety Administrator is the coordinator of the Electrical Safety Program, responsible for its implementation.

The CCIS Lockout/Tagout (LOTO) Program applies to all work involving de-energized electrical circuits and systems. Please refer to that program for details of how to perform an appropriate lockout/tagout.

Responsibilities

CCIS employees are considered unqualified in electrical work and are not permitted to work on live electrical equipment. Only licensed electricians or other qualified contractors will be responsible for the installation and maintenance of electrical systems and work on any live electrical system.

Safe Work Practices

Electrical equipment must be free from recognized hazards that are likely to cause death or serious physical harm to employees. Safe work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contact when work is performed near or on equipment or circuits that are or may be energized.

Conductors and parts of electrical equipment that have been de-energized but have not been locked or tagged out shall be treated as live parts. Whenever possible, any employee exposed to contact with parts of fixed electric equipment or circuits that have been de-energized, the Circuits energizing the parts shall be locked out, tagged out, or both.

Employees should visually inspect electrical equipment before using it to ensure it is not damaged. Tools or equipment found damaged or defective shall not be used until they are repaired.

Listed or labeled equipment shall be used or installed according to any instructions included in the listing or labeling. This includes ratings for both indoor and outdoor use. Extension cords should not be used in place of permanent wiring.

Ground-fault circuit interrupters (GFCI) are devices for the protection of personnel that function to de-energize a circuit or portion thereof. GFCIs are required on all circuits in wet environments and on all construction-type projects.

Each disconnecting means (breaker and disconnect) shall be legibly marked to indicate its purpose, unless located and arranged so that the purpose is evident. Clearance is required to be maintained near electrical panels as follows:

- Front clearance: There should be a minimum of 3 feet of clearance at the front of all electrical equipment, including panelboards, switches, breakers, starters, transformers, etc. Note that all panel doors and access doors must be able to open a minimum of 90 degrees.
- Side clearance: There should be at least 30 inches from the sides of all electrical equipment, but not less than the width of the equipment itself. This is referred to as a side-to-side working space.
- Height clearance: The minimum headroom in front of the equipment is 6½ feet, or the height of the equipment itself, whichever is greater. At no point can this be less than the height of the equipment.

Guarding of Live Parts

Live parts of electrical equipment operating at 50 volts or more shall be guarded against accidental contact by approved cabinets, other forms of approved enclosures, or one of the following means:

- By location in a room or vault only accessible to qualified persons;
- By suitable permanent, substantial partitions or screens so that only qualified persons will have access to the space within reach of live parts;
- By elevation of eight feet or more above the floor or other working surface.

Overhead Power Lines

When work is to be performed near overhead lines, the lines shall be de-energized and grounded. If this is not possible, then other protective measures shall be taken before the work starts.

Arrangements shall be made with the person or organization that operates or controls the electric circuits when lines are to be de-energized and grounded.

Protective measures used (i.e., guarding, isolating, or insulating) shall prevent direct contact by the qualified person or indirect contact through conductive materials, tools, or equipment. Only qualified persons of power transmission and distribution organizations can install insulating devices on overhead power transmission and distribution lines.

When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts than shown in the following table unless: (A) The person is insulated from the energized part (gloves, with sleeves if necessary,

rated for the voltage involved are considered to be insulation of the person from the energized part on which work is performed), or (B) The energized part is insulated both from all other conductive objects at a different potential and from the person, or (C) The person is insulated from all conductive objects at a potential different from that of the energized part.

Approach Distances for Qualified Employees Working Around Alternating Current	
Voltage range (phase to phase)	**Minimum approach distance**
300V and less	Avoid contact
Over 300V, not over 750V	1 ft. zero in. (30.5 cm)
Over 750V, not over 2kV	1 ft. 6 in. (46 cm)
Over 2kV, not over 15kV	2 ft. 0 in. (61 cm)
Over 15kV, not over 37kV	3 ft. 0 in. (91 cm)
Over 37kV, not over 87.5kV	3 ft. 6 in. (107 cm)
Over 87.5kV, not over 121kV	4 ft. 0 in. (122 cm)
Over 121kV, not over 140kV	4 ft. 6 in. (137 cm)

Adapted from OSHA 29 CFR 1910.333 - Table S5.

Unqualified persons, **vehicles, mechanical equipment**, and conductive objects used by unqualified employees may not approach closer than the minimum distance specified in the The Table below applies when working in an elevated location near unguarded, energized overhead lines. Unqualified persons working on the ground are not allowed to bring any conductive object or any insulated object that does not have the proper insulating rating closer to unguarded, energized overhead lines than the distance allowed in the following table:

Voltage to Ground	**Minimum Approach Distance**
50 KV or less	10 Feet
Over 50 kV	10 feet + 4 inches for every 10 kV over 50 kV

Emergency Preparedness and Fire Prevention Program

Purpose

This program establishes that CCIS is complying with OSHA's 29 CFR 1910.39, Fire Protection and Prevention, and 29 CFR 1910.38, Employee Emergency Action Plans.

This plan outlines actions to be taken in response to foreseeable emergencies. The types of foreseeable emergencies addressed in this plan include medical events, hazardous substance releases, waste releases, fires, and explosions.

Site-Specific Emergency Contact Information

Since CCIS operates out of several locations, a site-specific contact list and emergency plan have been developed for each area that include the following information:

Information for:

- Fire Department
- Community Hospitals for emergencies only
- OSHA Regional Office contact information
- EPA Region, Emergency Response Branch contact information
- Primary and secondary Emergency Response Coordinators (ERC)
- Evacuation Maps
- Means of emergency notification are in place for the location

Personnel Roles, Lines of Authority

Emergency Response Coordinators (ERC)
Each location will have a primary and secondary ERC assigned to it. ERCs have responsibility for ensuring their employees know and understand proper emergency and evacuation procedures, and for providing adequate counting and tracking of employees during an evacuation or drill.

Emergency Response Team
CCIS does not maintain a trained emergency response team and will use the local fire department for all emergencies as defined in 1910.120(q).

Employees are not required to fight fires or provide medical response duties. These situations shall be left to emergency services professionals who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to assist.

Emergency Recognition and Evacuation

Evacuation may be necessary in an emergency that poses a threat to people's safety. All personnel must follow evacuation procedures in the event of an emergency. Pre-planning helps ensure the fast, safe, and organized exit of employees, contractors, and visitors. Pre-planning also facilitates efficient business recovery once the threat has been resolved. Each location should have evacuation maps developed.

Evacuation Maps
Evacuation maps should be posted in key areas in each building. Employees are directed to know emergency exits, alarm signals, evacuation routes, and assembly points in their work area. Evacuation maps indicate the assembly points where all individuals in the building should gather for evacuation.

Assembly Points
Each building should have at least two assembly points on opposite sides.

Evacuation Drills
CCIS may conduct evacuation drills to ensure that all personnel are familiar with the procedures.

Emergency Notification
All fires and emergencies will be reported as soon as possible up the chain of command as necessary, either verbally as quickly as possible during regular work hours or by telephone after normal work hours or on weekends.

In the event of a fire or emergency, the ERC shall ensure that all employees are notified as soon as possible via a verbal announcement. ERCs shall provide any required special instructions to employees.

If a fire or emergency occurs after regular business hours, the Branch Manager/Supervisors shall contact all employees not on shift and those with future work status, depending on the situation.

Securing Property and Equipment
If evacuation of the premises is necessary, there are no items that need to be secured to prevent further damage to the facility.

Re-entry
Once the facility has been evacuated, no one shall re-enter the facility for any reason—only designated professional rescue personnel (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

All employees shall remain at the designated assembly area until the fire department or other emergency response agency notifies the group that either the building is safe for re-entry, in which case personnel shall return to their workstations, or the building or site. If the premises are not secure, personnel shall be instructed on how and when to vacate the premises.

General Evacuation Procedure

ALL PERSONNEL

1. When an alarm is given, **STOP ALL WORK**.
2. **WALK** to the nearest exit. **DO NOT RUN**.
3. Do not stop for personal belongings.
4. Proceed to your designated assembly area and **REMAIN** there until all clear instructions are given.
5. Report to your evacuation leader. If your supervisor is unavailable, create a list of people who are not accounted for and bring it to the evacuation leader.
6. Keep all roads and driveways clear.
7. Stay away from any damaged buildings.
8. Do not re-enter the buildings until the "All Clear" is given.

BRANCH MANAGERS AND SUPERVISORS

1. Managers and supervisors are responsible for ensuring that any person in the area is assisted to safety if it is safe to do so and within their ability.
2. Managers and supervisors must work with ERCs to ensure that all personnel are accounted for.

ERC

1. Initiate the evacuation.
2. Check restrooms, offices, and conference rooms.
3. Ensure all fire doors on the route to the exit are closed.
4. Note the location of persons remaining on the premises for any reason.
5. Report to the building assembly point and identify any people remaining inside the building or missing.
6. Create a list of people who are not accounted for and bring it to the attention of the emergency response personnel once they arrive on site.
7. Report to the Local Site Manager at the location.

First Aid and Medical Treatment

In the event of a life-threatening emergency, 911 must be called to treat the injured person and transport them to the nearest emergency medical facility, if required.

First aid kits shall consist of appropriate items that are adequate for their environment. First aid kits shall be kept in every CCIS CMV and stored in a weather-proof container with individual sealed packages of each type of item. These kits should be inspected regularly as part of routine vehicle maintenance.

The Safety Administrator, or their designee, will ensure the availability of adequate first aid supplies and periodically reassess the demand for supplies, adjusting their inventories as needed. First aid kits shall be checked at least monthly, where applicable. Where the eyes or body of any person may be exposed to injurious corrosive materials, eyewash facilities shall be provided within the immediate work area.

Any follow-up care beyond emergency response must be provided by one of the company-designated medical providers. If an unauthorized medical provider treats an employee, the employee will be responsible for the payment of that treatment.

Designated Medical Providers
CCIS has partnered with Sedgwick, our workers' compensation insurance provider, to offer our employees the best occupational care available. If you are injured on the job, please follow the reporting steps for Non-Emergency/Non-Life-Threatening or Emergency incidents.

In a life-or-limb-threatening emergency, the injured employee will be sent to the nearest emergency medical facility. However, any follow-up care must be provided by one of the medical providers designated above.

Shelter In Place

Tornado
If available, go to a tornado shelter immediately. If a tornado shelter is not available, go to a small interior room on the lowest level of the building.

- Stay away from windows, doors, and outside walls.
- Do not go under an overpass or bridge. You are safer in a low, flat location.
- Watch out for flying debris that can cause injury or death.
- Use your arms to protect your head and neck.

Earthquake

- Drop (or Lock) - Wherever you are, drop down to your hands and knees and hold onto something sturdy. If you are using a wheelchair or walker with a seat, make sure your wheels are locked and remain seated until the shaking stops.
- Cover - Cover your head and neck with your arms. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from the windows). Crawl only if you can reach better cover without going through an area with more debris. Stay on your knees or bent over to protect vital organs.
- Hold On - If you are under a table or desk, hold on with one hand and be ready to move with it if it moves. If seated and unable to drop to the floor, bend forward, cover your head with your arms, and hold on to your neck with both hands.
    - Expect aftershocks to follow the main shock of an earthquake. Be ready to Drop, Cover, and Hold On if you feel an aftershock.
    - If you are in a damaged building, go outside and quickly move away from the building. Do not enter damaged buildings.
    - If you are trapped, send a text or bang on a pipe or wall. Cover your mouth with your shirt for protection, and instead of shouting, use a whistle.
    - If you are in an area that may experience tsunamis, go inland or to higher ground immediately after the shaking stops. Avoid contact with floodwaters as they can contain chemicals, sewage, and debris.
    - Check yourself to see if you are hurt, and help others if you have training.

- If you are sick or injured and need medical attention, contact your healthcare provider for instructions. If you are experiencing a medical emergency, call 911.

Workplace Violence

Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or disruptive behavior. Many different actions can trigger or cause an incident, such as the behavior of an abusive employee, manager, or supervisor, and may involve visitors and contractors. Non-work-related incidents, such as domestic violence, can also lead to workplace incidents. Any act or threat of violence must be reported immediately to management.

Any individual who is subject to violent or threatening behavior that poses an immediate danger to persons or property is expected to:

- Call 911.
- Secure your safety first.
- Leave the area if your safety is at risk.
- Remain calm and contact your supervisor.
- Cooperate with law enforcement personnel when they have responded to the situation.

Workplace violence incidents, especially those involving an active shooter, are dynamic incidents that vary from one attack to another. Most cases involving armed intruders show no pattern or method in their selection of victims.

CCIS will use verbal communication and cell phones, when possible, to inform all employees on site of a violent situation. Employees should call 911 as soon as it is safe to do so. If an employee encounters a violent situation, such as an active shooter, the following guidance should be followed:

Active Shooter General Procedure

Run: Employees should evacuate the site if they are safe to do so, leaving behind personal belongings. Do not impede emergency egress.

Hide: If evacuating the facility is not possible, employees should hide in a secure area, lock and blockade the door with heavy furniture, turn off all lights, silence electronic devices, hide behind large furniture or equipment, or lie on the floor and remain silent.

Fight: If neither evacuating the facility nor seeking shelter is possible, occupants should attempt to disrupt and/or incapacitate the armed intruder by throwing objects or using aggressive force with nearby objects (fire extinguishers, tools, etc).

Fires

Fire Extinguishers
Portable fire extinguishers are located throughout the facility and are marked on the walls to indicate their positions. They are mounted and located so they are accessible to employees without subjecting them to injury.

Fire extinguishers are checked at least monthly to ensure the pressure is adequate and that the extinguisher is in proper working order. These inspections are completed by a designee of the Safety Administrator and documented on the back side of the annual inspection tag. A qualified vendor or fire department representative performs yearly inspections.

Employees will be trained in the general principles of fire extinguisher use and the hazards involved in incipient stage firefighting, but are not required or expected to use a fire extinguisher in the workplace. In the event of a fire, the correct use of a portable fire extinguisher could mean the difference between suffering a minor loss or a major one.

Every CMV operated by CCIS must be equipped with a fire extinguisher.

Classes of Fires and Fire Extinguishers:

- Class A involves ordinary combustibles such as paper, wood, cloth, rubber, or plastics. The common extinguishing media are water or dry chemicals.
- *Class B* Flammable liquids, grease, or gases are covered under this category. Common extinguishing media are foam, carbon dioxide, or dry chemicals.
- *Class C* Live electrical fires are class C fires. CO_2 or dry chemical extinguishers should be used. However, the actual burning product may be classified as Class A items.
- *Class D* Burning materials include combustible metals such as magnesium and sodium. Special extinguishing agents, approved by recognized testing laboratories, are needed when working with these metals.
- *Class K* Commercial cooking equipment, cooking oils, and fats. Wet chemical extinguishers are required.

Responding to Fires:
Notify others in the area by yelling "Fire!" and calling 911 immediately if a fire breaks out.

An employee who has been trained may attempt to fight a fire if all the following are true:

1. The employee has been trained, and
2. The employee is willing, and
3. The fire is small (i.e., office trash can size), and
4. The fire does not involve the building structure, and
5. The employee has a safe exit.

No employee may fight a fire that has passed the incipient stage (that which can be put out with a fire extinguisher). Additionally, no employee may attempt to enter an evacuated building to conduct search and rescue. These actions shall be left to emergency services professionals who have the necessary training, equipment, and experience.

If you are not attempting to fight the fire, follow evacuation procedures immediately.

Remember P-A-S-S When Using a Fire Extinguisher:

- ***P*** - Pull. Pull the locking pin before using the fire extinguisher.
- ***A*** - Aim. Aim the fire extinguisher at the base of the fire. Not in flames or smoke, and stand back 8 to 10 feet.
- ***S*** - Squeeze. Squeeze the lever of the fire extinguisher to operate and discharge.
- ***S*** - Sweep. Sweep the fire extinguisher back and forth at the *base* of the fire to extinguish it.

Most extinguishers will only provide about 10 seconds of extinguishing media.

Fire Prevention

Prevention is the key to effective fire control. Good housekeeping, proper CCIS procedures, and safe work practices go a long way toward reducing the likelihood that a fire will injure an employee or destroy valuable property.

Branch Managers and Supervisors are responsible for ensuring that all equipment and systems provided to prevent or control ignition, or fires on-site, are maintained and to limit accumulations of flammable and combustible materials in their areas.

Equipment and systems designed to prevent accidental ignition of combustible materials installed on heat-producing equipment will be maintained according to the manufacturer's instructions.

CCIS has a housekeeping policy to remove paper, trash, and other combustibles daily in Warehouses and Service Shops and weekly in administrative areas.

Major workplace fire hazards include:

Office/Administrative Areas – paper, cardboard, miscellaneous office products

Warehouses – wood pallets, LPG forklift fuel for forklifts, a variety of flammable chemicals/products in CCIS

Service Shops – compressed fuel gas cylinders, PG forklift fuel for forklifts, a variety of flammable chemicals

Hazardous Substances Spills

Predominant hazardous substances include the following at each location:

Location	Hazardous Material	Quantity	Primary CCIS Location
Aurora, CO	Barsol K-102 Red ELC HD 50%	55-gallons	Service Shop 55-gallon steel drum

Consequently, the maximum spill at the Aurora, CO facility would be a 55-gallon drum of solvent. If a major spill occurs, contact the following company for clean-up operations:

PuroClean
800.775.7876
https://www.puroclean.com/offices/

Training

Supervisors are trained to assist in the safe and orderly evacuation of employees in the event of an emergency.

ERC, Branch Managers/Supervisors, and other individuals with responsibilities under this plan will be trained upon initial assignment and annually thereafter.

This plan will be reviewed with all employees within the first week after their hire date and whenever an employee's duties and/or responsibilities under the plan change.

All employees shall be given basic training in portable fire extinguishers.

Forms

Site-Specific Emergency Action Plan
Class A First Aid Kit Contents and Minimum Quantity List

Hazard Communication Program

General Company Policy

This program establishes that CCIS is protecting employees and complying with OSHA's 29 CFR 1910.1200, Hazard Communication standard.

This program applies to all work operations at CCIS where employees may be exposed to hazardous substances under normal working conditions or in an emergency.

Employees can access this program, along with the entire CCIS Health and Safety Manual, digitally or in a hard copy format on site.

The Safety Administrator is the Hazard Communication Program coordinator, responsible for the program.

Definitions

Hazardous chemical means any chemical classified as a physical or health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

A pictogram is a picture symbol that represents a distinct hazard(s) shown on the material label based on the chemical hazard classification. There are nine pictograms specified by OSHA.

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

 Oxidizers	 Aquatic Toxicity	 Acute Toxicity (fatal or toxic)

Safety Data Sheets (SDS), formerly known as Material Safety Data Sheets, are the primary means of determining any chemical hazards. They summarize the characteristics of a chemical and any safety information that may be used in the workplace to prevent employee exposure. The GHS requires a standard 16-section format.

List of Hazardous Chemicals

Each facility will maintain a list of all hazardous chemicals and related work practices expected to be used at the facility. This list will be reviewed at least annually and updated, as necessary.

Safety Data Sheets

SDSs are the primary source for health and safety information. These must be readily accessible to employees and contractors and can be in digital format.

The Safety Administrator is responsible for acquiring and updating SDS, as necessary. SDS must be obtained for all hazardous chemicals at each facility.

The master list of SDS is kept digitally, and SDS are electronically available and are readily accessible to employees at https://crosscountryis.com/safetydata.

Container Labels

Employees will ensure that all hazardous chemicals on site are properly labeled, as necessary. All labels on manufacturer's original containers are required to have a pictogram(s), signal word, hazard and precautionary statement(s), the product identifier, and supplier identification (including name, address, and telephone number of the manufacturer, importer, or responsible party).

All portable and secondary containers must be labeled appropriately to include a product identifier and words, pictures, symbols, or a combination thereof that provide at least general information regarding the hazards of the chemicals.

The employee transferring chemicals from a labeled container is responsible for ensuring the new container is properly labeled. If the container is intended for immediate use, no label is required.

Non-Routine Tasks

When hazardous non-routine tasks are to be performed (e.g., special cleaning, construction, pest control) and existing procedure(s) do not address the hazards associated with the chemicals, a hazard analysis shall be performed and a pre-job meeting held for involved supervisors and employees. The pre-job meeting will utilize SDS to inform employees about any hazards associated with hazardous materials that will be used and the proper precautions to take to reduce or avoid exposure.

Training

Training is required for newly hired personnel before assignment to an area that uses hazardous chemicals and whenever a new chemical hazard is introduced to a work area. Training must meet the OSHA's 1910.1200(h) requirements at a minimum, and include the following elements:

- The hazard communication standard;
- Hazardous chemicals;
- Safety data sheets;
- Labeling; and
- Employee protection measures.

Contractors / Multi-Employerr Worksites

The Safety Administrator or designee will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises and vice versa.

The labeling system, location of the SDS binder, protective measures, and safety handling procedures will be communicated to the contractor if applicable, and vice versa.

All contractors working on the site must be able to provide a copy of their Hazard Communication Program and Safety Data Sheets (SDSs) upon request to CCIS.

Heat Illness Prevention Program

Purpose

This plan protects CCIS employees from hazards of hot working environments. It implements practices at least as stringent as Cal/OSHA CCR, Title 8, Section 3395, Heat Illness Prevention in Outdoor Places of Employment. Implementation of this program at properties outside of California will be considered best practice.

It should be noted that the procedures addressed in this plan describe minimum essential heat illness prevention strategies applicable to most work settings. In work environments or for tasks where there is a higher risk of heat illness (e.g., during a heatwave or other severe conditions), greater caution and additional protective measures may be necessary to protect employees.

While this program is designed to meet the requirements of Cal/OSHA's regulations, due to the risk of heat illness, CCIS will implement it wherever employees are working.

Responsibilities

Branch Managers

- Addressing all identified or potential hazards as needed.
- Training employees on heat illness signs/symptoms, how to report signs/symptoms, first aid measures, when to call emergency personnel, and heat illness prevention, among other relevant information.
- Updating this plan if there are changes in work scope, methods, regulations, or applicable industry guidance.

Supervisors

- Monitoring employees who are at risk for heat stress and associated signs and symptoms.
- Ensuring employees stay hydrated, take mandatory rest breaks, and use other controls provided.
- Investigate and respond to reported heat illnesses and heat risks.
- Activating emergency services quickly if warranted.
- Serving as a resource to employees should they have questions or concerns about heat illness prevention.

Employees

- Avoid working in extremely hot, humid, and sunny environments when possible.
- Consuming plenty of water and monitoring for appropriate hydration.
- Using cooling devices and other controls provided.
- Monitoring their physical condition and the condition of coworkers is essential.
- Being aware of increased risks from wearing PPE.
- Assessing heat-related hazards before and during work.

- Stopping work if something seems unsafe or requires additional attention or scrutiny is not recommended.

Heat-Related Illnesses and Treatment

Heat-related illnesses and other adverse health effects of employees exposed to hot work environments include (in increasing order of severity): irritability, lack of judgment and loss of critical thinking skills, skin disorders (such as heat rash and hives), heat cramps, heat syncope (fainting), heat exhaustion, and heat stroke.

Heat Rash
Description – Heat rash is the most common health problem in hot, humid work environments. It is caused by blocked sweat ducts and trapped sweat beneath the skin, usually on parts of the body that overlap or rub other parts of the body, such as the groin area, under the arms or breasts, and in the knee and elbow creases.

Treatment – If an employee has symptoms of heat rash, provide a cooler, less humid work environment if possible. Advise the employee to keep the area dry and refrain from using ointments and creams that can make the skin warm or moist, as this can exacerbate the rash.

Heat Cramps
Description – Painful, involuntary cramping of the muscles due to salt/electrolyte imbalance.

Treatment – Rest briefly and cool down; consume electrolyte-containing sports drink or equivalent; gently stretch and massage the affected muscle group; and do not resume any strenuous activity for several hours or longer after heat cramps go away.

Heat Syncope
Description – Dizziness, fainting (short-duration), or unconsciousness that usually occurs when standing for too long or suddenly standing up after sitting or lying and often caused by dehydration and lack of acclimatization.

Treatment – Sit or lie down in a cool place and slowly drink water or sports drinks.

Heat Exhaustion
Description – Heat exhaustion results from dehydration, sodium loss, and a rise in core body temperature above 100.4 °F, usually due to performing strenuous work in hot conditions with inadequate water and electrolyte intake.
Signs and symptoms of heat exhaustion typically include:

- Profuse sweating

- Weakness and fatigue
- Nausea and vomiting
- Muscle cramps (associated with dehydration)
- Headache
- Light-headedness or fainting (fainting should be treated as a medical emergency)

Treatment – If an employee exhibits symptoms of heat exhaustion, you must intervene, stop the activity, and move the employee to a cooler environment. Cooling off and rehydrating with water (or electrolyte replacing sports drinks) is the most effective treatment.

If the employee resumes work before their core temperature returns to normal levels (98.6 °F), symptoms may quickly return. Heat exhaustion may lead to heat stroke if the employee is not quickly cooled and rehydrated.

Heat Stroke
Description – Heat stroke occurs when demanding work, hot environment, and dehydration overload the capacity of the body to cool itself. This thermal regulatory failure is a life-threatening emergency that requires immediate medical attention.

Signs and symptoms of heat stroke typically include:

- Absence of sweating
- Dry skin
- Irritability, confusion, or strange behavior
- Convulsions and unconsciousness
- A core body temperature above 105 °F

Treatment – Ensure emergency responders are summoned immediately (by calling 911) if heat stroke is suspected. While waiting for emergency responders to arrive, cool off the employee; move the employee to an air-conditioned environment or a cool, shady area; and help the employee remove any unnecessary clothing. Do not leave the employee unattended.

Risk Factors

The following are environmental risk factors for heat illness:

- Air temperature above 90 °F
- Relative humidity above 40 percent
- Radiant heat from the sun and other sources
- Conductive heat sources such as dark-colored work surfaces
- Lack of air movement
- Physical effort needed for the work
- Use of non-breathable protective clothing and other personal protective equipment

The following are personal risk factors for heat illness:

- Lack of acclimatization to warmer temperatures
- Poor general health
- Dehydration
- Alcohol consumption
- Caffeine consumption
- Previous heat-related illness
- Use of prescription medications that affect the body's water retention or other physiological responses to heat such as beta blockers, diuretics, antihistamines, tranquilizers, and antipsychotics

Employees are responsible for knowing and educating themselves about their own personal risk factors that may increase their chance of suffering from a heat-related illness.

Evaluating and Assessing Heat Stress

The Health and Safety Coordinator will work closely with supervisors and employees to identify potential heat stress concerns and ongoing evaluation needs. Below are the evaluation methods used by the company to determine heat stress risk and appropriate control measures.

National Weather Service (NWS) Heat Index and Advisories
The NWS issues heat watches and warnings along with local weather partners to CCIS individuals to take precautions to avoid developing heat illnesses. Although risk levels might differ depending on geographical location and other factors, the most common heat index categories are as follows: Lower (Caution) – less than 91 °F HI, Moderate – 91-103 °F HI, High – 103-115 °F, Very High to Extreme – greater than 115 °F.

Supervisors and employees are expected to be aware of any heat advisories from the NWS that are relayed through various outlets (e.g., TV, radio, or weather apps) and implement any recommended precautions.

The National Institute for Occupational Safety and Health (NIOSH) Heat Safety Tool App
The OSHA-NIOSH Heat Safety Tool App is a resource that is intended to make it easier to find the current and forecasted heat index. The App indicates the hazard levels using the following heat indices: Caution less than 80 °F HI, Warning at 80-94 °F HI, and Danger at 95 °F HI or higher.

The App also provides reminders about the protective measures that should be taken at specific hazard levels to protect workers, including reminders about drinking enough fluids, scheduling rest breaks, planning for and knowing what to do in an emergency, adjusting work operations, gradually building up the workload for new workers, training on heat illness signs and symptoms, and monitoring each other for signs and symptoms of heat illnesses.

Supervisors and employees should download the NIOSH Heat Safety Tool App to provide critical heat illness prevention information for work activities.

- Download link for Apple devices: https://apps.apple.com/us/app/osha-niosh-heat-safety-tool/id1239425102
- Download link for Android devices: https://play.google.com/store/apps/details?id=erg.com.nioshheatindex&pli=1

Preventing Heat-Related Illnesses

Acclimatization

Acclimatization represents the beneficial physiological adaptations that occur during repeated exposure to a hot environment. These adaptations include:

- Increased sweating efficiency (earlier onset of sweating, greater sweat production, and reduced electrolyte loss in sweat).
- Stabilization of the circulation.
- The ability to perform work with a lower core temperature and heart rate.
- Increased skin blood flow at a given core temperature.

A widely recognized schedule for acclimatization is as follows:

- For new workers, the schedule should be no more than 20% exposure on day 1 and an increase of no more than 20% on each additional day.
- For workers who have had previous experience with the job, the acclimatization regimen should be no more than 50% exposure on day 1, 60% on day 2, 80% on day 3, and 100% on day 4.

CCIS will implement a similar schedule for new or unacclimatized employees and regularly monitor employee progression during the acclimatization process to ensure they are not excessively exposed to heat nor show signs and symptoms of heat stress or illness.

Although acclimatization can often be maintained if employees are away for only a few days, longer absences, such as for a week, may lead to a significant loss in physiological adaptations. In these cases, the company will consider temporarily reducing workloads and exposure durations until employees regain their acclimatization (usually after 2 to 3 days upon returning to the hot work environments).

Water

An adequate amount of water is provided to employees working in hot work environments. Employees should drink at least four cups (32 oz) of water per hour but not exceed 6 cups per hour. For prolonged sweating, lasting more than a couple of hours, employees are encouraged to also consume sports drinks or other electrolyte infused beverages.

Rest
CCIS will implement a work/rest cycle for employees when the heat index is elevated or there is an increased risk of heat stress. The length and frequency of rest breaks increase as heat stress risk increases. At a minimum, this will constitute a 10–15-minute break every two hours.

Breaks must last long enough for employees to recover from the heat or until any signs/symptoms of heat illnesses an employee might be exhibiting are gone.

Shade
Cool, shaded areas are available for employee breaks, including air-conditioned vehicles.

Training

Heat illness prevention training will be provided when an employee is assigned to or could work in a hot working environment. The training includes a discussion of the following topics:

- Types of heat-related illness, including how to recognize common signs and symptoms.
- Importance of immediately providing first aid to affected workers.
- Procedures for contacting emergency medical services.
- Importance of protecting new "unacclimatized" workers. This includes work practices to help workers develop acclimatization.
- Job-related and personal risk factors for heat-related illness.
- Fluid replacement guidelines.
- Appropriate work/rest cycles (i.e., mandatory rest breaks) when heat stress is high.
- Importance of taking rest breaks in areas that are cooler than the worksite—for example, shade or air-conditioned rooms.

Hoist Inspection Program

Purpose and Scope

This program establishes that CCIS is protecting employees and complying with OSHA's 29 CFR 1910.179, Overhead and Gantry Crane standards. Operation of an overhead crane and hoist can result in death or severe injury to the operator or others, as well as damage to other property.

This program applies to all work operations at CCIS where employees use overhead hoists under normal working conditions.

The Safety Administrator serves as the Hoist Inspection Program Coordinator, responsible for overseeing the program.

Definitions

An overhead crane is a crane with a movable bridge carrying a movable or fixed hoisting mechanism and traveling on an overhead fixed runway structure.

A hoist is an apparatus that may be a part of a crane, exerting a force for lifting or lowering.

A floor-operated crane is a crane that is controlled by a pendant or nonconductive rope by an operator on the floor or an independent platform.

Responsibilities

Operators
Authorized operators of overhead cranes and hoists are responsible for ensuring the load is secured to the hoist hook and chain.

Operators of overhead cranes and hoists are responsible for the safe operation of equipment.

Unauthorized personnel must not operate overhead hoists.

Program Coordinator
The program coordinator is responsible for conducting frequent and periodic inspections, as well as maintaining accurate record-keeping.

Rigging

Only rated lifting equipment will be used for lifting. Synthetic, wire ropes, and chain slings shall have permanently affixed identification stating size, grade, and recommended safe working load(s). Lifting attachment points should also be rated for the intended load or provided by the manufacturer.

All devices shall be visually inspected before use and removed from service for any of the following conditions:

Nylon slings with:

- Abnormal wear.
- Torn stitching.
- Broken or cut fibers.
- Discoloration or deterioration.

Wire rope slings with:

- Kinking, crushing, bird caging, or other distortions.
- Evidence of heat damage.
- Cracks, deformation, or worn end attachments.
- Hooks opened more than 10% at the throat.
- Hooks twisted sideways more than 10 degrees from the plane of the unbent hook.

Alloy steel chain slings with:

- Cracked, bent, or elongated links or components.
- Cracked hooks.
- Shackles, eye bolts, turnbuckles, or other components that are damaged or deformed.

The force imposed on a sling can vary significantly depending on how the load is attached to the lifting device. If the sling is too short for the intended pick, the load placed on each leg may be doubled (see diagram 1 below).

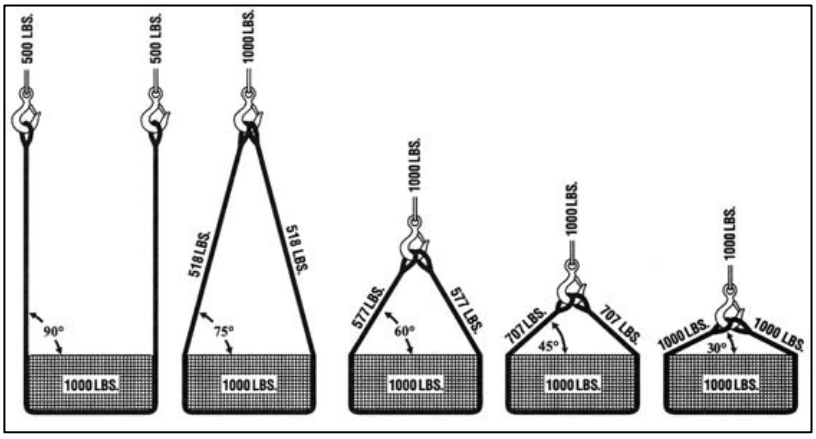


Diagram 1 - Lifting sling loads increase as the angle becomes tighter.

Hooks

- A worn or damaged hook must be permanently removed from service and CCIS shall not require or permit an employee to use a hook that is worn, damaged, deformed, cracked or otherwise defective or where the throat opening has been increased or the tip has been bent more than 10% out of plane from the hook body, or any dimension of the hook has been decreased by 10% or any damage exceeds any criteria specified by the manufacturer.
- All hooks shall be clearly labeled with the maximum load of the hook in a location where an employee using the hook can easily see the rating, or the hook's maximum load is made readily available to employees.
- A hook will have a safety latch, mousing, or shackle if the hook could cause injury if it is dislodged while in use.

Inspections

The following hoists will be inspected at least monthly by a CCIS employee and annually by a qualified inspector. Service Managers are responsible for completing these inspections and will send them to the Safety Administrator.

Aurora, CO

Brand	Serial Number	Capacity	Active/Inactive	Inspection Company Name	Inspection Company Phone #
Wazee	3826-10	10 Ton / 20,000 lbs.	Active	Crane & Rigging Consultants, Inc.	303.477.1044

Houston, TX

Brand	Serial Number	Capacity	Active/Inactive	Inspection Company Name	Inspection Company Phone #

Midland, TX – TBD – to be in place after the move

Brand	Serial Number	Capacity	Active/Inactive	Inspection Company Name	Inspection Company Phone #

The inspection records will be kept on the HSE OneDrive. Hoists currently out of service should be indicated as such in the inventory above.

Inspection procedures will follow the recommendations in the American National Standards Institute (ANSI) standard for overhead hoists, Section 16-2.1. The following table outlines the minimum inspection requirements for both frequent (monthly) and periodic (yearly) inspections.

Inspection Item	Visual Monthly	Record Yearly
FREQUENT INSPECTIONS		
All operating mechanisms are working correctly.	X	
Limit devices are operational.	X	
Hooks for damage, cracks, or excessive throat opening	X	
Hook Latch, if used	X	
Load chain free of damage	X	
PERIODIC INSPECTIONS		
Review the requirements of frequent inspection.		X
External evidence of loose bolts, nuts, or rivets		X
External evidence of worn, corroded, cracked, or distorted parts		X
External evidence of damage to hook retaining nuts, collars, pins, and welds or rivets used to secure the retaining members		X
External evidence of damage or excessive wear of load sprockets, idler sprockets, drums, or sheaves		X
External evidence of excessive wear on the motor or load brake		X
Electrical apparatus for signs of damage or deterioration of the controller		X
Warning label required		X
External evidence of damage to the supporting structure or trolley		X

Forms

All forms are in the Appendix at the end of this manual.

Hoist Frequent Inspection Form

Lockout/Tagout Program

Purpose and Scope

This program establishes that CCIS is complying with OSHA's 29 CFR 1910.147, Control of Hazardous Energy standards.

This program applies to all work operations at CCIS where mechanics may be exposed to potentially hazardous energy during the maintenance and servicing of equipment and machinery. CCIS mechanics are authorized to work on mobile equipment only, using the manufacturer's original equipment manufacturer (OEM) procedures. Any facility issues that do not involve CCIS mobile equipment shall be serviced and maintained by an outside service provider.

The Service Managers and Warehouse Managers will serve as coordinators for the Lockout/Tagout Program, overseeing equipment/shop areas and the warehouse, respectively.

Definitions

Affected employee is an employee whose job requires them to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires them to work in an area in which such servicing or maintenance is being performed.

An authorized employee is someone who locks out or tags out machines or equipment to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

Lockout is 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.

Tagout means 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.

Responsibilities

Authorized employees are the managers and mechanics who are skilled in performing maintenance, repair, or service on a machine, piece of equipment, or system, and who have the responsibility to follow this procedure before servicing, maintenance, or repair.

Affected employees are all employees and any other visiting contractors to the site whose interaction with the equipment being serviced is secondary to the maintenance activities. Affected employees' responsibilities are to recognize and adhere to all lockout/tagout warnings.

The Lockout/Tagout Program Coordinator will ensure that all locks and tags used at CCIS are standardized according to color, shape, and size. Locks and tags used to comply with this program will be used only to control energy (not security). The LOTO Program Coordinator will coordinate training for all affected and authorized employees.

Tagout Procedure for Vehicles in the Service Shop

Application of Tagout

1. Bring equipment into the shop following the routine startup procedures.
2. Remove key from ignition or master switch (if applicable to equipment)
3. If applicable, put the key in the immediate workstation, if it is not in the ignition or master switch.
4. Place the LOTO tag with the mechanic's name on it on the ignition or master switch, or as close to it as possible, with a zip tie.
5. Install wheel chocks on tires/tracks, if applicable.
6. **As necessary:** If the mechanic is working on electrically energized equipment, remove the negative battery cable from the battery. If the vehicle has a positive ground, then remove the positive cable.

Removal of Tagout

1. Check for the removal of tools and parts, and ensure guards are in place; verify that the equipment is operationally intact.
2. Ensure all employees are safely positioned.
3. Verify controls are in neutral position (off).
4. If the mechanic was working on electrically energized equipment, the positive cable should be reconnected, followed by the negative cable.
5. Remove wheel chocks from tires/tracks, if applicable.
6. Remove the tag(s) from the ignition and/or master switch.
7. Reinstall keys in ignition and/or master switch, as applicable.
8. Follow the standard startup procedures for the equipment and relocate it to an appropriate location.

Changing Personnel Working on the Vehicle

Only the person who initially tagged the vehicle should remove the tag. The Service Manager is the only one authorized to change a mechanic's tag and can remove the tag and key after verification that no employees will be harmed.

If an employee moves to a piece of equipment with another mechanic's tag on it, the employee must inform the existing mechanic or manager of the change of control and switch out the tag. If this existing mechanic is not available, report the change to the Service Manager and allow them to make the change.

Clear communication is imperative when changing personnel during maintenance and service operations. The Service Manager must approve a mechanic to take over, should communication between the existing and new mechanic not be possible.

The **Lock Removal Form** at the end of this program should be used to document this.

Service Shop Energy Control Procedures

Equipment in the service shop contains various forms of hazardous energy and must be properly controlled. These energy sources include:

- Hydraulic/fuel pressure;
- Air pressure;
- Vehicle movement (rolling);
- Batteries;
- Electrical;
- Cooling system;
- A/C system; and
- Spring brakes.

Hydraulic/Fuel Pressure

Exposure to hydraulic/fuel fluids that may be hot and under extremely high pressures can be dangerous to the skin, eyes, or body. Types of mobile truck hydraulic energy components that may be encountered at CCIS include:

- Pumps and motors;
- Hose and fittings;
- Cylinders;
- Accumulators;
- Valves; and
- Tanks.

Always assume that hydraulic systems are under pressure, either from system pressure or the weight resistance, which creates the pressure. When working with cylinders, ensure that the load being moved is supported with blocks, jack stands, or a similar device before the cylinder is removed.

Never work on any fitting or hose while the equipment is running or under any pressure. All pressures must be removed from the system before work is performed. If possible, reference the owner's/service manual for proper procedures.

When working with dump bodies, if the body is lifted, it must be supported by a proper holding device between the body and the frame rail. Only a dump body safety stand device is permitted. Any other devices not authorized for use.

Air Pressure (Including Tires)

Always assume air components are under pressure, either from system pressure or the weight resistance, which creates the pressure. Unexpected air pressure releases may cause harm to the skin or body.

Never work on any fitting or hose while the truck is running or under any pressure. All pressures must be removed from the system before servicing or repairing it.

Vehicle Movement

An unsecure vehicle can be extremely dangerous to a person and property. Never assume the parking brake on the vehicle works. Always test it to make sure it is working properly.

A vehicle will roll under its own weight on minor slopes in the floor or parking lot. Never assume it will not move. Wheel chocks are required when a vehicle is parked inside the building, parked outside, and a mechanic is working on it, or anytime a vehicle's parking device is in question or in for repairs.

A mechanic must be in the operator's seat and follow start-up procedures when starting any vehicle.

Batteries

A dead battery is as dangerous as a charged battery. Hazards of batteries include:

- Electric shock and burns;
- Sulfuric acid;
- Hydrogen gas; and
- Weight.

Electric shock and burns: Exposed terminals, even on disconnected batteries, present an electrical shock hazard. Some battery systems can discharge at extremely high current rates. Accidental shorting of terminals or cables can result in severe electrical arcing, causing burns and electric shock to personnel in the vicinity.

Sulfuric acid: Use extreme caution when handling electrolytes and keep an acid neutralizing solution, such as baking soda, readily available. Always wear eye and face protection, as well as rubber gloves, when working on batteries to prevent acid from coming into contact with your eyes and skin.

Use non-metallic containers to handle battery acid. If the electrolyte is splashed into an eye, immediately force the eye open and flood it with clean, cool water for at least 15 minutes. Get prompt medical attention.

Hydrogen gas: Prevent open flames, sparks, or electric arcs in battery charging areas. Do not strike the sides of the battery with any spark-producing item. Keep tools and other metallic objects away from uncovered batteries. A dead battery is just as likely to explode as a charged/charging battery.

Weight: Industrial batteries used to power mobile equipment can weigh upwards of 150 lbs. Ensure the battery is securely locked in place before pulling away from the battery changing area. Do not try to stop the battery if it slides out of the equipment.

Electrical

Vehicle electrical systems can discharge a remarkably high voltage, causing burns to the skin. Also, vehicle voltage can cause fire and damage to the vehicle.

When working on an electrical system, disconnect the battery from the system until the repairs are complete and the system is ready for testing.

If the battery is hooked up, always assume the wire is energized. Always wear the correct PPE equipment, safety glasses, and gloves.

Cooling Systems

Vehicle cooling systems are designed to operate under pressure as heat builds up. The fluid is hot enough to severely burn anyone who is near the hot fluid as it comes out of the system.

When working with cooling systems, allow the temperature of the fluid to decrease naturally. This may take a few hours.

If working with hot cooling fluids is necessary, wear proper PPE equipment, including safety glasses, face shields, and heavy rubber gloves that cover hands and arms. Slowly bleed off any pressure and do not open or pull a hose on a pressurized cooling system.

A/C Systems

A/C systems may be under pressure. The gas under pressure can be cold or hot, depending on the operation. When working with A/C systems, mechanics must have proper PPE equipment, including gloves, safety glasses, and face shields.

When opening the system, properly recover the gas into an A/C machine. Do not open any A/C lines while the vehicle is running or pressurized.

Spring Brakes
Spring breaks are not prevalent for CCIS service operations; however, this information is included for general awareness purposes.

The parking spring in a spring brake chamber, when compressed, can hold thousands of pounds of energy that could kill or severely injure personnel. When working in an air brake chamber, the spring will need to be caged using a special caging tool. Never remove the spring brake clamp or try to repair the spring brake side of this chamber. Replace the entire assembly, or only the parking brake side of the brake chamber.

Be careful of rusted chambers. Take extra caution if significant rust is seen around the spring brake side of the chamber.

Be careful when handling a spring brake chamber. Do not drop it or toss it into an iron dumpster. The spring may come out. A special tool can be purchased to hold the chamber and allow for the cutting of the spring for proper disposal.

Training

The LOTO Program Coordinator will coordinate training for all affected and authorized personnel upon their initial assignment. Training will include the elements of this program, lockout/tagout devices available, and the CCIS employee's role in controlling hazardous energy.

Retraining is needed when there is a change in job assignments, equipment, energy control procedures, or a new hazard is introduced.

All training and/or retraining will be documented and signed by the employee and the instructor.

Preparation for Lockout/Tagout and Procedures

Because CCIS will follow OEM procedures for servicing and repair and utilize outside contractors for other services and maintenance, equipment-specific lockout/tagout procedures will not be developed. Should the scope of this program expand, CCIS will update this program and provide further training to protect its authorized employees.

Suppose maintenance or service is planned on equipment that may expose personnel to a hazardous energy source. In that case, employees performing the work must prepare a Lockout/Tagout (LOTO) plan by identifying the necessary control devices. If the equipment has multiple energy sources (e.g., electrical, pneumatic, hydraulic, or potential), an equipment-specific procedure has been developed that lists each energy source and its corresponding control method.

If an equipment-specific procedure has not been developed for the required servicing or maintenance task, identify each of the energy sources to which the authorized employee may be exposed and select the control device based on the type of energy to be isolated and/or controlled. Then, follow the general procedure below.

Suppose a significant portion of the system may be affected by shutting down equipment or energy sources, such as system air or steam. In that case, the work must be coordinated among the crews or employees involved.

General Lockout/Tagout Procedure Sequence

Authorized employees will perform the following steps when lockout tagout is used:

1. Notify affected employees immediately that equipment or systems are going to be shut down and that lockout/tagout procedures will be employed.
2. If a machine or piece of equipment is running, shut it down using the routine stopping procedures.
3. Utilize one of the following isolating or control devices based on the energy that requires control.
    - *Electrical energy* isolation/control is carried out by placing manually operated electrical circuit breakers, disconnect switches, and manually operated switches in the "off" or "open" position. A lockout device, such as a hasp for disconnect switches, breaker lockout devices for breaker switches, or "Plugout" for plug-in equipment, shall be used in combination with a lock and tag to prevent reenergization.
    - *Pneumatic energy* isolation/control is carried out by disconnecting the air supply from the equipment or closing a valve and using a device such as a "Plugout" for the air line, a valve lockout, or a hasp and lock if the valve is lockable.
    - *Hydraulic energy* isolation/control is carried out by finding the energy source for the hydraulic pump and controlling that energy source (usually electric). The residual pressure in the system must be released, or the hydraulic weight lowered to a supported position.
    - *Thermal energy* is a type of residual energy and should be given adequate time to cool or warm (if cryogenic) before servicing. If that is not possible, PPE should be used, including thermally rated gloves.
    - *Potential energy* involving gravity isolation/control is carried out by placing blocks made of wood, metal, or other suitable materials under the mechanism or by pinning the linkages in a position where gravity will not cause the mechanism to fall.
    - *Energy involving springs* isolation/control is carried out by blocking the spring in a safe position, either by pinning or clamping, or by securing the device in some other manner to end the potential unrestricted or undesired movement.
    - *Closing valves are used on chemical tanks and piping systems, including steam isolation and control*. Hazardous chemicals and steam should be isolated from the work to be performed by a double block and bleed system (DBB). DBBs consist of the closure of a line, duct, or pipe by closing and locking or tagging two inline valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves. If no valves exist, the pipes should be disconnected, and a blank inserted in the pipeline. After the tank or lines have been drained, you may still need to flush them out to purge any remaining chemicals. If possible, lock out the drain ends to prevent backfeeding.
4. An authorized employee must affix proper and effective lockout and/or tagout devices to each energy-isolating device. Lockout devices shall be attached in a manner that will hold the energy-isolating device in a "safe" or "off" position. Tagout devices cannot be used

when the equipment can accept locking devices, except in rare circumstances when added precautions are taken. All tags will be marked with the employee's name who places the lock and tag.

5. Lock out the energy isolating device(s), and each employee must place a lock and tag on each energy-isolating device.
6. Stored or residual energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic system, air, gas, steam, heat, or water pressure, must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, or any other approved method.
7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by using the push button or other standard operating control(s) or by testing to make sure the equipment will not run. Return operating controls to neutral or "off" position after verifying the isolation of the equipment. Only qualified workers can perform live electrical work (voltage testing) and shall follow company electrical safety procedures.

Now that the machine and/or equipment have been isolated, locked out, properly tagged, and energy released or controlled, the repair, maintenance, or service can be started.

In situations where lockout devices must be temporarily removed from the energy-isolating device or when an energy-isolating device cannot be applied due to the need to run the equipment during maintenance activities, the authorized employee must always keep control of the energy sources. During maintenance activities, if the authorized employee must leave the machine, all systems must be de-energized, and energy control measures must be used.

Sequence of LOTO Removal

Before removing lockout devices, authorized employees must inspect the work area to ensure that components are operationally intact and that all nonessential items have been removed. The work area must be checked to ensure that all employees have been safely positioned or removed from the area.

Once the area and equipment have been inspected thoroughly, authorized employees can continue to remove the lockout and tagout with the following steps:

1. Check for the removal of tools and parts, and ensure guards are in place; verify that the equipment is operationally intact.
2. Ensure all employees are safely positioned.
3. Verify controls are in neutral position (off).
4. Remove lock(s) and tag(s), energize equipment in reverse order.
5. Remove all blanks and reconnect all pipes or air supply.

6. Make sure all guards are in place, the worksite is clean, all tools are removed, and all personnel are accounted for and in a safe position.
7. Refer to standard operating procedures for the correct start-up procedures and return the equipment to service.
8. Notify affected employees that the equipment is back in service.

Group Lockout and Shift Changes

More than one employee may work on the same equipment at the same time. A primary authorized employee must be named for a group lockout. The primary has specific responsibilities in all phases of Lockout/Tagout, including:

- Accounting for all employees who are working on machines or equipment.
- Ensuring the machine or equipment is properly put back together, including all safety guards and devices.
- Ensuring that all loose tools and parts have been removed before the machine is re-energized.
- Establish a restricted access zone before re-energizing the machine. (The restricted access zone does not have to be a physical barrier--just an area around the machine where only the primary can enter during re-energization)
- Being the only one authorized to re-energize the machine.

Each employee shall attach a personal lockout or tagout device to the group's device while working and then remove it upon completion. The primary authorized employee should ascertain the exposure status of individual group members as appropriate, based on the work being performed and sequencing, to confirm that work can continue to be performed safely through all maintenance, repair, and troubleshooting activities.

During shift changes or personnel changes, there should be specific procedures in place to ensure the continuity of lockout or tagout procedures. The first primary authorized employee should not remove their lock until the new primary lock is in place and they have coordinated the transition with the new primary authorized employee.

Lock Removal

Since CCIS mechanics are not considered authorized to remove any locks placed by contractors, CCIS mechanics should follow procedures found in the Changing Personnel Working on Vehicle section of this program. Rely on tagout.

Only authorized employees performing the original repair can remove their lock. If the employee is off-site and is unable to remove their lock and conditions call for removal, their supervisor may remove the lock if they are first:

- Verify that the authorized employee is not at the site.
- Make reasonable efforts to inform the authorized employee of the lock removal.
- Ensure that removal of the lock will not create an unsafe condition; and
- Ensure that the authorized employee knows of the removal upon re-entering the facility.

Periodic Inspections

An authorized employee, other than those involved in performing the procedure being inspected, will conduct periodic inspections of these procedures at least once a year.

A certification, signed by the LOTO Program Coordinator, will be completed to indicate the equipment on which the energy control procedure was used, the date of the inspection, the employees included in the inspection, and the person performing the inspection. The **LOTO Periodic Inspection Form** can be used for this.

Forms

All forms are in the appendix at the end of this manual.

LOTO Periodic Inspection Form

Non-DOT Drug & Alcohol Program

Purpose

This program outlines the non-DOT Drug and Alcohol policy for all non-CDL and non-DOT employees of CCIS.

Please refer to the CCIS Employee Handbook.

Policy

It is the policy of CCIS to promote and support a safe, healthy, and productive drug-free work environment for the benefit of its employees, customers, and the communities in which we work.

CCIS considers substance abuse to be a serious issue and attaches significant importance to its commitment to maintaining a drug-free work environment.

The unlawful manufacture, distribution, dispensing, possession, use of, or being under the influence of alcohol, controlled substances, drugs, narcotics, or any intoxicant is prohibited by any employee of CCIS, any subsidiary operation of CCIS, or any individual on any company premise, or while conducting company business off premise. Any employee violating any part of this policy is subject to disciplinary action, up to and including termination of employment.

CCIS, or its agents, may collect body fluid (blood, urine, saliva, hair samples, etc.) samples from any employee and may test such specimens for alcohol, controlled substances, drugs, narcotics, or any intoxicant, or their metabolites. An employee's or applicant's consent to submit to such testing is required as a condition of employment. Refusal to consent to testing will lead to termination of employment.

As part of the maintenance of a drug-free work environment, CCIS will promote substance abuse education programs for all employees.

CCIS reserves the right to notify law enforcement officials about employees who engage in conduct and activities that violate this policy.

Testing

Drug and alcohol testing will be administered to all individuals before employment. Testing must be given before the initial assignment. Please refer to the CCIS Employee Handbook for more information.

Applicants for employment at CCIS will be required to submit to a substance abuse test after an offer of employment is made and before being hired or assigned to their initial duties.

Any applicant whose test result is positive will not be allowed to start work. Any applicant testing positive may reapply for employment 180 days after the date of their previous pre-employment substance abuse test.

Reasonable Suspicion & Cause for Testing

Any employee may be required to submit to substance abuse testing based on "reasonable suspicion" or "for cause" that the employee violates this policy.

Suppose a company official or competent person has determined that there is reasonable cause or suspicion that an individual is performing work under the influence. In that case, that individual will have to submit to a drug and alcohol test.

Post Accident Testing

All employees involved in a work-related incident will be required to submit to a drug and alcohol test.

Periodic Testing

Employees whose job requires a physical examination as part of their ongoing employment will also be required to submit to substance abuse testing as part of any physical examination.

Promotional Drug Testing

Any employee who is offered a promotion into a supervisory or management position, or any employee already in a supervisory or management position and who has been offered a promotion to a higher-level position, will be subject to substance abuse testing. This provision applies to individuals whose job will involve supervision or management of employees who work with hazardous chemicals, waste, and/or operate commercial vehicles.

Random Testing

Drug and alcohol testing will be administered at random times. Employees will be chosen through an unbiased selection process.

Positive Results

Any employee who receives unacceptable drug and alcohol test results will not be allowed to work on a Client/Host site or facility.

If a substance abuse test is conducted in any of the situations above, and the test result is positive, the employee who tests positive will be terminated immediately.

Additionally, the refusal of an employee to consent to and submit to a substance abuse test will result in the employee being terminated from employment.

Workplace Drug-Related Convictions

CCIS is required by Federal law to report to the appropriate contracting Federal agency, all workplace drug-related convictions of its employees. Any employee convicted of a workplace drug-related offense must notify, in writing, the CCIS Human Resources Department within five days of the sentence.

Off-the-Job Substance Abuse

Off-premises involvement with illegal drugs may hurt an employee's on-the-job performance.

The unlawful involvement with illegal substances outside company premises will constitute grounds for severe disciplinary action, up to and including termination of employment.

Employee Assistance

CCIS realizes that some employees may need assistance in dealing with substance abuse problems. Any employee needing help is urged to come forward and request assistance voluntarily (before the employee is scheduled for any substance abuse test). CCIS currently supports employees through an Employee Assistance Program (EAP) and community outreach sources.

Employee Assistance Program (EAP)

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Employee Cost To Participate	What this EAP Benefit Provides	Insperity-Dedicated Phone No.	Online EAP Resources Available 24/7
None There is no cost (to employees or dependents) for unlimited telephone and online support. The EAP has no deductible or copay. **Administered By** Optum®	Unlimited telephone and online confidential support, counseling, customized resources and referrals, along with practical information on hundreds of work and home life topics, including substance abuse, marital problems, family troubles, stress and domestic violence, as well as health education and disease prevention. Up to three (3) face-to-face counseling sessions (per individual, per issue, per year) with an affiliate counselor. **NOTE:** In California and Nevada, face-to-face services are limited to three (3) counseling sessions in a six-month period. See **Program Details** for a listing of the types of services included in this benefit.	**866.402.0003** (toll free)	**LiveandWorkWell.com** (access code: *Insperity*) Find a wealth of everyday resources, including information on childcare, elder care, school and summer camps, legal documents and will kits, and much more. **Nurselinechat.com/Insperity** Chat one-on-one with a professional or request a callback at your convenience. This service is available any time you need it 24 hours a day every day.

EAP affords employees access to counseling and referral services when dealing with substance abuse problems. It is the employee's responsibility to follow company policy (consult with Human Resources) when seeking medical assistance for a substance abuse problem. The company’s medical benefit plan may cover some costs associated with substance abuse treatment. Refer to the medical plan brochures for specific details and provisions, including limitations of coverage, as outlined by CCIS.

Legal Drugs

An employee's use of a legal drug may pose a significant risk to the safety of the employee and/or others. Legal drugs are defined as "prescribed drugs and over-the-counter drugs which have been legally obtained and are being used only for the purpose for which they were prescribed or manufactured and in the prescribed amounts". Any employee using prescription and/or over-the-counter drugs that may affect job performance or alter their behavior must consult with their physician about the effects of such legal drug use or the employee's ability to perform their assigned duties. Upon reporting to work, the employee should provide their supervisor with written documentation to support their legal use of drugs and fitness for duty.

Temporary Employment

Individuals hired to work in temporary positions (temporary employment is defined as employment planned for 60 days or less, including summer employment) are not required to submit to post-employment offer substance abuse testing. However, individuals hired to work in temporary positions working with hazardous materials and/or commercial motor vehicles must submit to post-employment substance abuse testing. If a temporary employee is expected to be utilized 60 days or longer, or is still employed 60 days after the start of their temporary assignment (Example: A temporary is planned to be used for 45 days but due to business reasons, their employment is expanded beyond 60 days), the individual is required to consent to and submit to a substance abuse test. All other provisions of this policy apply to temporary employees.

Suspension from Work Pending Test Results

CCIS reserves the right to suspend an employee, with or without pay, pending the results of a substance abuse test. If the suspension is without pay and the test result is later negative, the employee will be reimbursed for time missed as a result.

Personal Protective Equipment Program

Purpose and Scope

This program establishes personal protective equipment (PPE) practices that CCIS uses to protect employees and comply with OSHA's 29 CFR 1910.132 Personal Protection Equipment standard.

This program applies to all work operations at CCIS where physical and chemical hazards may be reduced or eliminated through the use of personal protective equipment.

The Safety Administrator and Branch Manager serve as the Personal Protective Equipment (PPE) coordinators for CCIS, with overall responsibility for the program.

Hazard Assessment and Equipment Selection

OSHA requires employers to conduct inspections of all workplaces to determine the need for PPE and to select the proper PPE for each task performed. For each task, a certified PPE Assessment must be completed, which lists the hazards and the protective equipment designated to protect against each risk. The Safety Administrator must sign each completed PPE assessment, which can be found on the CCIS OneDrive.

Department-specific PPE hazard assessments detail additional PPE required for unique tasks. The following table provides a summary of tasks and required Personal Protective Equipment (PPE). Appropriate clothing is always required. Respirators or dust masks may be needed for specific tasks. More information can be found in the Respiratory Protection Program.

Department/Area	***Eye***	***Face***	***Foot***	***Hand***	***Head***	***Hearing***
Service Shop	R	T	R	T	T	O
Warehouse	R	T	R	T	O	O
Drivers	R	O	R	T	T*	R*
Field Service	R*	T	R*	T	R*	R*
Trailer Fabrication	R	T	R	T	O	O

R- Required
O-Optional
T-Task Specific
*May be required by the customer

Protective Devices

All personal protective clothing and equipment will be of safe design and construction for the work to be performed, and shall be kept in a sanitary and reliable condition. Condition. Only those items of protective clothing and equipment that meet NIOSH (National Institute for Occupational Safety and Health), ASTM (American Society for Testing and Materials), ANSI (American National Standards Institute), or ASTM standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards, which have been incorporated into the OSHA PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1- 2015;
- Foot Protection ASTM F2413-11 and ASTM F2412-11;
- Head Protection ANSI/ISEA Z89.1- 2014; and
- Hand Protection. There are no ANSI standards for gloves; however, selection must be based on the performance characteristics of the glove for the tasks to be performed.

Defective or damaged PPE shall not be used and must be replaced immediately.

Careful consideration will be given to the comfort and fit of PPE to ensure it is used. Protective devices are available in various sizes. Care should be taken to ensure that the correct size is selected.

Employees are not permitted to use their protective equipment (PPE); instead, all required PPE will be provided by CCIS.

Eye and Face Protection

Suitable protectors shall be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases, or vapors, or potentially injurious light radiation.

Prevention of eye injuries requires that all persons in eye hazard areas wear protective eyewear. This includes employees, visitors, customers, or others passing through an identified eye hazard area. To protect these personnel, CCIS will keep enough goggles and/or plastic eye protectors.

Wearers of contact lenses must also wear proper eye and face protection devices in a hazardous environment.

Side protectors shall be used when there is a hazard from flying objects. Goggles and face shields shall be used when there is a hazard from a chemical splash. Face shields shall only be worn over primary eye protection (safety glasses or goggles).

Prescription Safety Eyewear

OSHA regulations require that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription

lenses (goggles, face shields) without disturbing the proper position of the prescription lenses or the protective lenses.

Emergency Eyewash Facilities
Emergency eyewash facilities that meet the requirements of ANSI Z358.1 will be provided in all areas where employees' eyes may be exposed to corrosive materials. All such emergency facilities will be conveniently located to ensure easy accessibility in an emergency.

Head Protection
Head protection will be furnished to and used by all employees and contractors engaged in construction and other miscellaneous work with overhead hazards. Head protection must also be worn when hazards are present, such as falling objects or fixed objects, or when there is a risk of electrical shock.

Foot Protection
All safety footwear shall comply with ASTM F2413-11 “Standard Specification for Performance Requirements for Foot Protection” and F2412-11 “Standard Test Methods for Foot Protection”.

NOTE: All CCIS employees shall avoid wearing open-toed shoes or sandals in the warehouse and shop.

Safety shoes or boots with impact protection must be worn in work areas where carrying or handling materials, such as packages, objects, parts, or heavy tools that could be dropped, is required, as well as for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection are needed for work activities involving skid trucks (manual materials handling cars) or other activities in which materials or equipment could potentially roll over an employee’s feet.

Hand Protection
Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biological materials, and harmful temperature extremes are present. Glove selection shall be based on the performance characteristics of the gloves, conditions, duration of use, and hazards present. One type of glove will not be suitable for all situations.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and the SDS before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

Chemicals eventually permeate all glove materials. However, they can be used safely for limited periods if specific use and other characteristics (i.e., thickness, permeation rate, and time) are known.

Respiratory Protection (Voluntary Use)
CCIS does not require the use of respirators for any tasks. CCIS recognizes that some employees may choose to use respiratory protection voluntarily for certain operations.

The following tasks are approved for voluntary use of filtering facepiece (dust mask) respiratory protection:

- Intermittent hot work and welding tasks (mechanics and maintenance only)
- General dust protection from sawing, cutting of lumber, or other dust-producing activities

The user must review and sign off on the Voluntary Respirator Use Information Sheet (OSHA's 29 CFR 1910.134, Appendix D) found at the end of this manual.

The voluntary use of respirators other than dust masks, such as tight-fitting respirators, must be approved by company management or supervision, and employees must undergo a medical evaluation before use.

Cleaning and Maintenance of PPE

All PPE must be kept clean and properly maintained. Cleaning is vital for eye and face protection, where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained by the employee at regular intervals to ensure it provides the requisite protection. PPE shall not be shared between employees until it has been thoroughly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

It is also important to ensure that contaminated PPE, which cannot be decontaminated, is disposed of in a manner that protects employees from exposure to hazards.

Training

Any worker required to wear PPE shall receive training in the proper use and care of PPE. Periodic retraining shall be conducted as needed. The training shall include, but not necessarily be limited to, the following subjects:

- When PPE needs to be worn;
- What PPE is necessary?
- How to properly don, doff, adjust, and wear PPE;
- The limitations of the PPE; and
- The proper care, maintenance, useful life, and disposal of PPE.

Retraining of the employee is required when the workplace changes, making the earlier training obsolete. the Type of PPE changes, or when an employee shows a lack of use, improper use, or insufficient skill or understanding.

All PPE training will be documented in the CCIS Learning Management System (LMS).

Recordkeeping

Written records shall be kept of the names of people trained, the type of training provided, and the dates when training occurred. CCIS shall maintain its employees' training records for a minimum of 5 years.

Forms

All forms are in the appendix at the end of this manual.

PPE Hazard Assessment Form
190.134, Appendix D – Voluntary Use of Respirators

Powered Industrial Truck (Forklift) Program

Purpose and Scope

This program establishes that CCIS is complying with OSHA's 29 CFR 1910.178, Powered Industrial Truck standard.

This program applies to all CCIS employees required to operate powered industrial trucks (forklifts).

The Safety Administrator and Branch Managers serve as the coordinators of the Powered Industrial Truck Program and are responsible for its administration.

Definitions

Powered industrial truck means a mobile, power-propelled truck used to carry, push, pull, lift, stack, or tier material, e.g., a forklift, stock picker, or powered pallet jack.

Authorized industrial truck operator means an employee who holds a current license for the operation of a specific industrial truck.

Authorized operator trainer means an authorized operator who has completed the requirements of a powered industrial truck trainer and has been authorized to conduct the operator evaluations, practical exercises, and driver examinations.

Responsibilities

Operators of powered industrial trucks are responsible for completing all licensing requirements. Unauthorized personnel must not operate powered industrial trucks. This includes PITs that they have not been trained to operate.

Powered industrial truck operator responsibilities:

- Safe operation of equipment;
- Inspect the equipment before use; and
- Use a seatbelt per equipment and training instructions.

Procedures to Obtain an Operator's Certification

The employee must complete a training class administered by a qualified instructor, which includes classroom training and a practical operation test. If the employee does not pass the written examination, the employee and the Trainer will review training materials and evaluate competence in each problem area.

The trainee must also pass a practical driving examination given by an authorized operator trainer. If the employee does not pass the driving exam, they will receive additional hands-on training and must repeat the practical examination.

Certification

The Trainer shall certify that each operator has received the required training, has been evaluated as required, has proven competency in the performance of operator's duties, and has satisfactorily completed all required examinations. The certification (operator license) must include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training and/or evaluation. These licenses will be kept on file along with qualification paperwork, including tests.

Refresher Training and Evaluation

Refresher training will be conducted to ensure that operators retain the skills necessary to operate a powered industrial truck safely. Refresher training in relevant topics will be provided to the operator when:

- Operator has been observed operating the vehicle in an unsafe manner;
- Operator has been involved in an incident or near-miss incident;
- Operator has received an evaluation that reveals they are not operating the truck safely;
- Operator is assigned to drive a different type of truck; or
- Workplace conditions change in a way that could affect the safe operation of the truck.

Refresher training will be based on the training needs of the operator and may include any of the following:

- Classroom-type training (e.g., lecture, discussion, videos, interactive computer learning, written materials).
- An oral and/or written examination to evaluate the effectiveness of the refresher training.
- Practical training as outlined above.
- Completion of a practical driving examination given by an authorized operator trainer as outlined above to evaluate the effectiveness of the refresher training.

An evaluation of the performance of each operator will be conducted at least every three (3) years and will include:

- Observation of the operator during normal operations to determine if the operator is performing safely.
- Completion of a practical driving examination to document compliance with evaluation procedures and assess the need for refresher training.

Recordkeeping

Initial and refresher training records shall be kept for the duration of employment and at least three years from the date the employee last worked at the site.

Forms

All forms are in the appendix at the end of this manual.

Forklift Operators Checklist

Safe Work Practices Program

Purpose and Scope

This program establishes that CCIS informs its employees on safe work practices for working with hand and power tools, jack and jack stands, compressed air, compressed gasses, and handling heavy materials.

Hand and Power Tools

All employees shall be familiar with the safe operation of all hand and power tools before use.

Power Tool Precautions

- Tools should be maintained in a safe condition. They should be kept sharp and clean for the best performance. Follow instructions in the user's manual for lubricating and changing accessories.
- Always follow the manufacturer’s instructions and intended use of the tool.
- Guards shall always be installed during the operation of the tool.
- Proper PPE including hand and eye protection shall be worn.
- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits, and cutters.
- All observers should be kept at a safe distance away from the work area.
- Secure work with clamps or a vice, freeing both hands to operate the tool.
- Avoid accidental starting. The worker should not hold a finger on the switch button while carrying a plugged-in tool.
- Be sure to keep a good footing and maintain a good balance.
- The proper apparel should be worn. Loose clothing, ties, or jewelry can become caught in moving parts.
- All portable electric tools that are damaged or not compliant with current safety regulations shall be removed from use and tagged "Do Not Use."

Jacks and Jack Stands

Per OSHA's 1910.244, jacks and jack stands that are used constantly or intermittently at one location are required to be inspected once every 6 months. Any unsafe conditions found during the inspection shall be corrected and documented prior to continued use of the equipment. Equipment found out of order shall be tagged accordingly and not used until repairs are made.

Inspection items include:

- Weight capacity legible;
- Overall condition (good welds, not bent, etc.);
- OEM safety pins (not bolts) and latches in good condition;
- Wheels in good condition;
- Free from leaks (air or hydraulic);
- The release mechanism works smoothly;
- Hoses and power cords free from damage;
- Power cords have grounds (if applicable); and
- Pivot pins are secure.

The **Semiannual Jacks and Jack Stands Inspection Checklist** found at the end of this program should be used for these inspections.

Compressed Air

Compressed air is compelling. Depending on its pressure, compressed air can dislodge particles. These particles are a danger since they can enter the eyes or abrade the skin. There have also been reports of hearing damage caused by the pressure of compressed air and by its sound.

Compressed air itself is also a serious hazard. On rare occasions, some of the compressed air can enter the bloodstream through a break in the skin or a body opening. The consequences of even a small quantity of air or other gas in the blood can be quickly fatal.

Horseplay has been a cause of some serious workplace accidents, often resulting from individuals being unaware of the hazards of compressed air or proper work procedures.

General Precautions
To prevent injury when working with compressed air:

- A compressed-air tool operator must wear eye protection and other proper personal protective equipment.
- Before using an air hose, examine all connections to make sure they are tight and will not come loose under pressure. A loose air hose can make a dangerous bullwhip.
- Check the air hose carefully to ensure it is in good condition before opening the valve to let air into the hose. When the job is finished, turn off the valves on both the tool and the airline.
- Hold the nozzle when turning the air on or off.
- Before turning on the air pressure, make sure that dirt from machinery will not be blown onto other workers.
- Do not kink the hose to stop the airflow; always turn off the air and the control valve.
- Continuously check the condition of a compressed air tool and the air hose for damage or signs of failure.
- Never point a compressed air hose nozzle at any part of your body or another person.
- Never use compressed air for practical jokes.
- Never look into the "business end" of a compressed air tool.
- Never use compressed air for cleaning work clothes or machinery.
- Keep air hoses out of aisle ways where they can be damaged by traffic or be a tripping hazard.

Equipment Requirements
Every air receiver shall be equipped with an indicating pressure gauge. Every air receiver shall be equipped with an indicating pressure gauge, so located as to be readily visible, and with one or more spring-loaded safety valves. The total relieving capacity of such safety valves shall prevent pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by over 10 percent.

Safety valves are tested. All safety valves shall be tested regularly to ensure they are in good operating condition. Safety valves, indicating/controlling devices, and other safety appliances must be constructed, located, and installed so they cannot be rendered inoperative.

Using Compressed Air for Cleaning
Compressed air shall not be used for cleaning purposes except where the pressure is reduced to less than 30 psi and effective chip guarding and personal protective equipment are implemented.

Compressed Gas Cylinders

General Information
Cylinders shall not be accepted, stored, or used if evidence of denting, bulging, pitting, cuts, neck, or valve damage is observed. If damage is observed:

- The cylinder must be taken out of service.
- The cylinder's owner shall be notified to remove the cylinder from the premises.
- If owned, the cylinder shall be depressurized and inspected as required by this program.

Cylinder Identification
Gas identification shall be stenciled or stamped on the cylinder, or a label shall be used. No compressed gas cylinder shall be accepted for use that does not legibly identify its content by name.

Handling
Valve caps must be secured onto each cylinder before moving or CCIS.

Secure the cylinder in a blanket when being lifted by mechanical means. Slings, ropes, or electromagnets are prohibited from being used for lifting compressed gas cylinders.

The preferred method for moving compressed gas cylinders is with a cart, carrier, or helper.

Compressed gas cylinders must not be allowed to strike each other.

When a cylinder cap cannot be removed by hand, it shall be tagged "Do Not Use" and returned to the designated CCIS area for vendor return.

Storage
All cylinders must be secured upright in a safe, dry, well-ventilated area that limits corrosion and deterioration.

- Cylinders must be secured by means that will prevent the cylinder from falling.
- When securing the cylinder, the restraints shall not be attached to electrical conduit or process piping.

Empty and non-empty cylinders shall be stored separately. All stored cylinders shall be capped.

Oxygen cylinders must be stored at least 20 feet from combustible gas cylinders or areas where there may be open flames or arcing. Cylinders may also be stored where the oxygen is separated from combustible gas cylinders by a wall at least 5 feet high with a fire resistance rating of 30 minutes.

CCIS areas for full and empty cylinders must be designated and labeled. Cylinders should be stored in assigned places away from elevators, stairs, or gangways.

Cylinders stored in the open must be protected from the ground beneath to prevent rusting. Cylinders may be stored in the sun except in localities where extreme temperatures prevail, or in the case of certain gases, where the supplier's recommendation for shading shall be followed. If ice or snow accumulates on a cylinder, thaw it at room temperature.

Use

- Cylinders must be equipped with the correct regulators. Regulators and cylinder valves should be inspected for grease, oil, dirt, and solvents. Only tools provided by the supplier should be used to open and close cylinder valves.
- Never force or modify connections.
- Only regulators and gauges shall be used within their designated ratings.
- The use of a pressure-reducing regulator is required at the cylinder unless the total system is designed for the maximum cylinder pressure.
- Compressed gas cylinders, portable tanks, and cargo tanks shall have pressure relief devices installed and maintained.
- Valves must be closed when cylinders are not in use.
- Cylinders shall not be used as rollers or supports.
- Cylinders shall not be placed where they can contact electrical circuits.
- Cylinders must be protected from sparks, slag, or flame from welding, burning, or cutting operations.
- Empty cylinders must be returned to designated CCIS areas as soon as possible after use.
- Use of compressed gas to clean off clothing is not allowed.

Inspection of Compressed Gas Cylinders
CCIS shall decide that compressed gas cylinders under its control are in a safe condition to the extent that this can be determined by visual inspection. Visual and other inspections shall be conducted as prescribed in the Hazardous Materials Regulations of the Department of Transportation (49 CFR parts 171-179 and 14 CFR part 103). Where those regulations are not applicable, visual, and other inspections shall be conducted per Compressed Gas Association Pamphlets C-6-1968 and C-8-1962. Some elements include, but are not limited to:

- Hoses and connections should be inspected regularly for damage. Hoses should be stored in cool areas and protected from damage.
- These owned cylinders shall be visually inspected prior to charging before each use and at least annually.

Leaking Cylinders
Leaking cylinders should be moved promptly to an isolated, well-ventilated area, away from ignition sources. Soapy water should be used to detect leaks. If the leak is at the junction of the cylinder valve and cylinder, do not try to repair it. Contact the supplier and ask for response instructions.

Transportation
Cylinders must be transported in a vertically secured position using a cylinder basket or cart and must not be rolled. Regulators should be removed and cylinders capped before movement. Cylinders should not be dropped or allowed to strike violently, and protective caps should not be used to lift cylinders.

Empty Cylinder Marking
Cylinders should be marked as "MT" and dated when empty. Never mix gases in a cylinder; only professionals should refill them. Empty cylinders must be handled with the same care as when they are filled.

Fatigue Management

All employees in safety-critical positions should report fatigue, tiredness, and a lack of mental acuity to their supervisors and supervisory personnel to make safety-critical decisions and take actions to prevent loss.

Slow reaction to work conditions, failure to respond, poor logic and judgment, damage to property, and an increase in risk-taking behavior, which may result in injury, are potential consequences of workplace fatigue. CCIS will ensure that these conditions are not exacerbated by increased pressures to complete a project or work assignment.

Long work hours and/or extended consecutive days of work, in conjunction with inadequate hours of rest, are factors that may contribute to fatigue and cause injury.

Heat and cold stress, personal protective equipment, respirators, and other work equipment are all factors that may increase fatigue and should be considered when conducting the daily job safety and hazard analysis.

CCIS has established work hour limitations in the Employee HR Handbook, as mandated by state and federal statutes. CCIS will also manage job rotation schedules to minimize fatigue, ensure sufficient sleep, and enhance mental well-being, thereby reducing employee turnover and absenteeism. Please refer to the CCIS Employee Handbook for more information.

Ergonomic equipment will be used to enhance workstation conditions, including anti-fatigue mats for standing, lift-assist devices for repetitive lifting, proper lighting, and temperature control, as well as other ergonomic devices deemed appropriate.

CCIS will provide chairs for workers to sit periodically and offer regular rest breaks to prevent fatigue.

Employees must not chronically use over-the-counter or prescription drugs to increase mental alertness. CCIS discourages employees from taking any substance known to improve fatigue in that employee, including fatigue that sets in after the effects of the drug wear off.

Site Environmental Conditions

Cold Stress
On frigid days, employees should take adequate precautions to prevent cold-related illnesses, including hypothermia or frostbite. Employees should take breaks as frequently as necessary to warm up inside a building or in a company vehicle.

Site Lighting
Adequate lighting must be used in all areas of operations. The lighting should include general area lighting, as well as task lighting for the object the employee is working on. All potential hazards in the employee's immediate vicinity should be identified and illuminated.

Material Handling and Manual Lifting

Before manual lifting is performed, a mental hazard assessment should be completed. The evaluation must take into consideration the size, bulk, and weight of the object, as well as whether mechanical lifting equipment is needed, whether a two-man lift is required, whether vision is obscured while carrying, the walking surface, and the path where the object is to be taken and deposited. CCIS supervisory personnel will enforce the use of the manual lifting equipment provided. Upon project initiation, facility supervisors will periodically evaluate employee work and lifting techniques to ensure compliance with the project plan and identify potential opportunities for further injury prevention actions.

Through our incident investigation program, any material handling injury will be thoroughly investigated, and the work procedure will be altered to prevent the recurrence of such injuries.

CCIS personnel will receive training on the prevention of back injuries, which includes proper lifting techniques, body mechanics, proper exercises, avoidance of musculoskeletal injuries, and proper reporting of injuries by company requirements.

Forms

All forms are in the appendix at the end of this manual.

Jack and Jack Stand Inspection Checklist

Walking Working Surfaces Program

Purpose and Scope

This program establishes that CCIS is complying with OSHA's 1910 Subpart D, Walking Working Surfaces Standard. All CCIS employees shall adhere to the requirements of this program.

All areas of employment, passageways, storerooms, service rooms, and walking-working surfaces must be kept clean, orderly, and in a sanitary condition. Branch Manager/Supervisors and employees should ensure that floors are kept clean and dry (if possible). Floors should be free of sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, and ice to reduce the risk of slips, trips, and falls.

All work four feet or more above an adjacent level requires a fall protection system, whether this protection is a guardrail, personal fall arrest equipment, a properly constructed scaffold, or one of the other types of protection discussed in this program.

Responsibilities

Management and Supervision
Branch Managers/Supervisors are responsible for ensuring that all employees involved in jobs where fall protection is required are aware of this program and have been trained in fall hazards and the proper use of fall protection equipment.

Supervisors are responsible for overseeing this program and will conduct periodic inspections of workplaces to ensure that all operations comply with all safety standards regarding fall protection.

Employees/Contractors
Employees and contractors must comply with all program requirements when working in areas requiring fall protection.

Ladders

The following safe work practices should be followed when using a ladder:

- Match the duty rating to the total weight that will be on the ladder and the work application.
- Ladders should only be used for the manufacturer's intended purpose and not modified.
- The use of ladders with broken or missing rungs or steps, broken or split side rails, or other faulty construction is prohibited.
- Portable ladder feet shall be placed on a substantial base, and the area around the top and bottom of the ladder shall be kept clear.
- Ladders shall not be placed in access ways or other locations where they may be displaced unless protected by barricades or guards.

- In ascending or descending ladders, employees should face the ladder and use both hands to hold onto the side rails. Material should not be carried on ladders.
- Extension ladders shall be set up at a 4:1 ratio of height to distance to the wall. The angle with the ground must not be less than 75 degrees. The top of the ladder must extend at least three feet above the landing surface.
- The side rails shall extend at least 36 inches above the landing. When this is not practical, grab rails should be installed to provide a secure grip for employees moving to or from the point of access.
- All ladders shall be visually inspected before use and thoroughly inspected periodically. Defective ladders should be tagged and placed out of service.

General Walking/Working Surfaces

Management will ensure that all existing walking and working surfaces can support employees and equipment when assigned to work on those surfaces. Walking surfaces must be kept clean and dry (as much as possible) and free of hazards. When employees are assigned to work in positions where they are exposed to potential falls through holes and/or edges, they must use adequate fall protection systems as described below.

Duty to Have Fall Protection

Employers must protect employees to prevent exposure to fall and falling object hazards on walking-working surfaces with unprotected edges that are four feet or more above a lower level. Protection may be achieved by one or more of the following:

- Guardrail systems;
- Personal fall protection systems

CCIS employees will always use fall protection when necessary; therefore, CCIS does not use site-specific Fall Protection Plans.

Guardrail Systems

Employers must ensure that guardrails are installed 42 inches (plus or minus three inches) above the walking surface. Guardrails must have a mid-rail installed between the walking-working surface and the top edge of the guardrail system. All guardrail systems must be capable of withstanding a force of at least 200 pounds.

When guardrail systems are used to prevent materials from falling from one level to another, any openings must be small enough to prevent the passage of potential objects. No materials or equipment shall be stored within four feet of working edges.

Personal Fall Protection Systems

Personal fall arrest systems (PFAS) must be used when working from aerial lifts and other elevated areas where a fall hazard exists. PFAS must be rigged to prevent the employee from striking the ground or any other object in case of a fall. This may require a self-retracting lifeline instead of a standard six-foot-long lanyard. PFAS must be rigged to an anchor point that will support at least 5,000 pounds.

When purchasing added fall protection equipment, the equipment shall meet applicable ANSI and/or ASTM requirements.

This equipment must be inspected before each use. Body harnesses, lifelines, and lanyards with deep cuts or with portions worn through shall not be used. Hardware should be examined, and worn parts should be replaced. Lanyards shall not be used if cuts or fraying are present. Once a lanyard is used in a fall, it is no longer safe and must be cut up and discarded.

Body harness and lanyards shall have all straps and connectors properly fastened when in use.

Rescue

Whenever personal fall arrest systems are used, the implementation of this fall protection will include a discussion of how to provide prompt rescue of employees in the event of a fall, as well as ensuring that employees can rescue themselves. Any incidents involving a fall will be investigated.

Training

All employees potentially exposed to fall hazards will be trained in the following areas by a qualified person:

- Recognition of the nature of fall hazards in the work area;
- The correct procedures for erecting, maintaining, using, disassembling, storing, and inspecting fall protection systems to prevent the fall hazard;
- The use and operation of guardrail, personal fall arrest, warning line, and safety monitoring systems;
- Employees' role in the fall protection program is essential.

Re-training shall be provided when the following are noted:

- Deficiencies in training;
- Physical configuration of the work area changes;
- Fall protection systems or equipment changes that render previous training obsolete.

Written certification records will be kept showing the employee trained, dates of training, and the signature of the instructor (showing his approval that the training was deemed adequate).

Forms

All forms are in the appendix at the end of this manual.

Harness Inspection Form
Lanyard Inspection Form
Self-Retracting Lanyard (SRL) Inspection Form

Workplace Violence Prevention Plan

Purpose and Scope

This program is designed to provide information and guidance on workplace violence recognition, prevention, and outline how CCIS will comply with Cal/OSHA's Workplace Violence Prevention Plan requirements, as outlined in SB 553.

This program does not apply to employees teleworking from a location of their own choice that is not under CCIS control, and worksites that have fewer than 10 employees **AND** are not accessible to the public.

CCIS locations outside of California have the option to implement this program, but it is not mandatory.

Responsibilities

Human Resources is responsible for implementing the program.

Definitions

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at work. It ranges from threats and verbal abuse to physical assaults and even homicide. It can affect and involve employees, clients, customers, and visitors. There are four distinct workplace violence types classified under SB 553:

- Type 1 is workplace violence committed by someone with no legitimate business interests at the worksite;
- Type 2 is violence directed at employees by customers, clients, patients, students, inmates, or visitors;
- Type 3 is violence between two current employees or one current and one former employee; and
- Type 4 is violence committed by a non-employee who has a personal relationship with an employee.

Preventive Measures

Many workplaces are at risk for workplace violence, but specific workplaces are recognized to be at significantly greater risk than others. An initial assessment should be completed to identify workplace security factors that may contribute to the risk of violence in the workplace, such as:

- Location of site and history of area crime;
- Working alone at night and during early morning hours;
- Availability of valued items;
- Working with clients known or suspected to have a history of violence; or
- Employees with a history of assaults or who have exhibited belligerent, intimidating, or threatening behavior to others.

Based on the exposures identified in the assessment, the Safety Administrator and Branch Manager, with support from Human Resources, should evaluate the identified risks and implement necessary controls to protect employees.

Identifying and Reporting Workplace Violence

Potential or actual violent situations may escalate if not defused. Any act or threat of violence must be reported to management immediately. If the offending employee is the reporting employee's immediate supervisor, the employee should notify the next level of supervision.

Early warning signs of violence that will not be tolerated include verbal abuse and bullying. The report concerns your supervisor seeking help in assessing/responding to the situation. Management is responsible for documenting the behavior in question and meeting with the employee in question to discuss the concerns. Management must prohibit retaliation against employees who make such reports.

Emergency Response to Workplace Violence

Any individual who presents violent or threatening behavior that poses an immediate danger to persons or property is expected to:

- Call 911.
- Secure your safety first.
- Leave the area if your safety is at risk.
- Remain calm and contact your supervisor.
- Cooperate with law enforcement personnel when they have responded to the situation.

CCIS will use verbal communication and cell phones to inform all on-site employees of a situation.

Active Shooter General Procedure
Evacuate: Employees should evacuate the office or client site if it is safe to do so. Evacuees should leave behind their belongings and visualize their entire escape route before beginning to move. Do not impede emergency egress. Ensure all exits are free of blockage and that doors are in proper working order.

Hide: If evacuating the facility is not possible, employees should hide in a secure area, lock and blockade the door with heavy furniture, turn off all lights, silence electronic devices, lie on the floor, and remain silent.

Act: If neither evacuating the facility nor seeking shelter is possible, occupants should attempt to disrupt and/or incapacitate the armed intruder by throwing objects or using aggressive force with nearby objects (fire extinguishers, etc.).

Training

Training is required for all new employees, employees who are given new job assignments, and all employees when a new hazard is presented by newly introduced substances, procedures, processes, or equipment, on the following:

- The plan and how employees can obtain copies and participate;
- Definitions and requirements of this law;
- How to report workplace violence incidents or concerns without fear of retaliation;
- Workplace hazards specific to a particular employee's duties;
- Control measures that have been implemented on site;
- How to seek help to prevent or respond to violence and avoid physical harm; and
- The violent incident log and how to get copies of workplace violence incidents.

Recordkeeping

Each violent incident that occurs must be recorded in a violent incident log. The information from each log must come from an employee who witnessed the incident, other witness statements, or investigative findings. No personal identifying information may be included in the log, such as a name, address, email, phone number, or any other information that could identify the person providing information for the log entry. Additionally, information in the log must include the following:

- Date, time, and location of the incident;
- Workplace violence type (see types below);
- Detailed description of the event;
- Classification of the offender, such as client, customer, family, friend, stranger, co-worker, supervisor, or other titles like these;
- Classification of the circumstances, such as the employee finishing job duties or working in a poorly lit area;
- Classification of the incident's location, such as the workplace, parking lot, or some other area;
- Type of violence, such as physical force or threat of physical force, use of a weapon, animal attack, or sexual assault or threat of sexual assault;
- Consequences of the incident, such as the use of law enforcement, any actions taken to protect the employees, and
- Name and job title of the person who made the log entry, as well as the date completed.

Training records must be saved for a minimum of one year. Workplace violence hazard identification, evaluation, and correction records, as well as violent incident logs and records of workplace violence investigations, must be kept for at least five years.

Program Review

The program must be reviewed for effectiveness annually, when a deficiency is apparent, or after a workplace violence incident. Employees should be involved in the development and implementation of the program.

Forms

All forms are included in the appendix at the end of this manual.

Workplace Violence Risk Assessment Checklist

INJURY AND ILLNESS PREVENTION PROGRAM FORMS

EMPLOYEE TRAINING SIGN-IN SHEET

Training Topic:_____ Date Completed:_____

Instructor Name:_____ Instructor Signature:_____

Client Name:_____

Employee Name	Employee Signature

CROSS COUNTRY
INFRASTRUCTURE SERVICES INC.

JOB HAZARD ANALYSIS FORM

JOB TASK:		DATE:
TITLE OF PERSON WHO DOES JOB:	SUPERVISOR:	ANALYSIS BY:
DEPARTMENT:	SECTION:	REVIEWED BY:
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:		APPROVED BY:

SEQUENCE OF BASIC JOB STEPS *Beware of being too detailed, record only the information needed to describe each job action. Rule of thumb, no more than 10 steps/task being evaluated*	POTENTIAL ACCIDENTS OR HAZARDS *HAZARD CLASSIFICATION CATEGORIES: Stuck By/Against, Caught In/Between, Slip, Trip, or Fall, Overexertion, Ergonomic (Awkward Postures, Excessive Force, Vibration, Repetitive Motion)*	RECOMMENDED SAFE JOB PROCEDURE *HAZARD CONTROL CATEGORIES: Engineer Out (New Way to Do, Change Physical Conditions or Work Procedures, Adjust/Modify/Replace Work Station Components/Tools, Decrease Performance Frequency), Personal Protective Equipment (PPE), Training, Improve Housekeeping*

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

Witness Statement

Employee Name: _____ **Date Of Report:** _____

Title/ Role: _____ **Time Of Accident:** _____

Phone Number: _____ **Date of Accident:** _____

Employee Email: _____ **CCIS Contact:** _____

Location At The Time Of Accident: _____

Describe, to the best of your knowledge what happened just before, during, and after the accident:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature

CCIS INCIDENT INVESTIGATION FORM

General Information:

Supervisor's/Manager's Name:

Employee Information:

Employee Name:	
Employee Job Title:	
Employee Phone Number:	
Date of Hire:	
Date of Birth:	

Incident Information:

Incident (injury, illness, property damage, etc.):
Date and Time of Incident:
Location of Incident (City, State):
What body part was injured? or What was damaged?
Description of Incident:
Photos or Drawing of Incident (please email photos):

Witness Information (Attach Witness Statements for each witness, as applicable)

Witness Name:		Witness Name:		Witness Name:	
Address:		Address:		Address:	
City/State/Zip:		City/State/Zip:		City/State/Zip:	
Phone #:		Phone #:		Phone #:	

Was Axiom called? (877-502-9466)	Y	N	
If no, please explain why:			

Return this form to safety@crosscountryis.com within 24 hours.

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

Incident Analysis Worksheet

Contributing Actions:
What actions caused or contributed to the incident?

- ☐ Operating w/o necessary training
- ☐ Failure to make secure
- ☐ Operating at unsafe speed
- ☐ Inadequate warning/signal
- ☐ Nullified safety device
- ☐ Used defective equipment
- ☐ Used equipment unsafely
- ☐ Inadequate protective equipment
- ☐ Used wrong tool/equipment
- ☐ Riding hazardous equipment
- ☐ Improper position/posture
- ☐ Influenced by distraction
- ☐ Standard procedure deviation
- ☐ No action determined
- ☐ Other contributing action:

Contributing Conditions:
What condition of tools, equipment or job site caused or contributed to the incident?

- ☐ Inadequate guard/safety device
- ☐ Hazardous clothing or PPE
- ☐ Inadequate warning system
- ☐ Fire or explosion hazard
- ☐ Unsecured against movement
- ☐ Poor housekeeping
- ☐ Protruding object hazard
- ☐ Equipment not at zero energy state
- ☐ Close clearance/congestion
- ☐ Hazardous arrangement/storage
- ☐ Defective tools/equipment
- ☐ Atmospheric condition
- ☐ Illumination/noise hazard
- ☐ No unsafe condition
- ☐ Other unsafe condition:

What caused or influenced above contributing actions?

- ☐ Unaware of job hazards
- ☐ Inattention to hazard
- ☐ Unaware of safe method
- ☐ Low level job skill
- ☐ Tried to gain or save time
- ☐ Tried to avoid extra effort
- ☐ Tried to avoid discomfort
- ☐ Influence of emotions
- ☐ Influence of fatigue
- ☐ Influence of intoxicant/drugs
- ☐ Defective vision/hearing
- ☐ Influence of illness
- ☐ Other factors
- ☐ Unknown factors

What caused or influenced above contributing conditions?

- ☐ Caused by employee
- ☐ Caused by another employee
- ☐ Defective from normal use
- ☐ Defective via abuse/misuse
- ☐ Inadequate safety inspection
- ☐ Inadequate housekeeping/clean-up
- ☐ Faulty design/construction
- ☐ Outside contractor
- ☐ Inadequate preventative maint.
- ☐ Purchasing practice
- ☐ Deteriorating exposure
- ☐ Management acceptance
- ☐ Unknown source cause
- ☐ Other source cause:

Recurrence Preventative Actions:
What action has been taken (mark X) or is planned (mark P) to prevent recurrence?

- ☐ Use safer materials/supplies
- ☐ Improve illumination
- ☐ Improve ventilation
- ☐ Mandatory pre-job instructions
- ☐ Job reassignment of employee
- ☐ Improved inspection procedure
- ☐ Improved clean-up procedure
- ☐ Improved enforcement
- ☐ Write Safe Work Instruction
- ☐ Install safety guard/device
- ☐ Require protective equipment
- ☐ Repair/replace equipment
- ☐ Improved storage/arrangement
- ☐ Improve design/construction
- ☐ Eliminate congestion
- ☐ Reinstruction of employees involved
- ☐ Warning to employees involved
- ☐ Discipline of employees involved
- ☐ Preventive instruction of others doing job
- ☐ Other corrective action:

Keep these questions in mind, when completing the investigation:

How

How does the injured employee feel now?
How did the injury occur?
How could this accident have been prevented?

Who

Who was injured?
Who saw the incident?
Who was working with the injured person?
Who had assigned the person to the specific task?
Who had trained the person on the hazards and protective measures for this task?
Who else was involved?

When

When did the incident occur?
When did the person start this task?
When was the person assigned to this department?
When had the supervisor last check on the person/task?

Why

Why was the person injured?
Why did the person do what they did?
Why wasn't PPE used?
Why weren't specific instructions issued?
Why didn't the person check with the supervisor when the noticed things weren't as they should be?
Why did the person continue to work under these circumstances?

Where

Where the accident occurred?
Where was the person at the time of the accident?
Where was the supervisor at the time?
Where were fellow workers at the time?

What

What were the contributed to the accident?
What were the injuries? What was the person doing when they were injured?
What had the person been instructed to do?
What tools was the person using?
What machinery/equipment was involved?
What condition was the machinery/equipment in at the time of the incident?
What training had been received?
What specific precautions were necessary?
What PPE was being used?
What PPE should have been used?
What will be done to prevent a recurrence?
What safety rules were being followed?
What were the environmental conditions (lighting, floor surfaces, etc.)

Return this form to safety@crosscountryis.com within 24 hours.

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

Safety Information (Use Incident Analysis Worksheet on second page)

Explain why the incident happened:	
How could this injury have been prevented and what steps have been taken to prevent a reoccurrence:	
If unsafe and/or preventable actions occurred, what disciplinary action has been taken:	
If this injury was reported late (not within 24 hours), explain why:	

Certification:

Employee Signature:		Date:
Witness(s) Signature		Date:
Supervisor Signature		Date:

FOR SAFETY DEPARTMENT TO COMPLETE

Medical Treatment Information:

Was Medical Treatment Needed?	Y	N	If yes, Where?	
Was Employee Admitted to Hospital	Y	N	Name of Physician:	
Name and Address of Medical Facility				

Loss Time and Disability:

Last Day Worked		First Day of Loss		
Expected Return to Work		Light Duty Available:	Y	N
Type of Duty		Notes:		

OSHA Information:

Is this an OSHA Recordable Injury:	Y	N	Stitches:	Y	N
Restricted Duty:	Y	N	Prescription Medication:	Y	N
Days Away from Work (Lost Time):	Y	N	Notes:		

Return this form to safety@crosscountryis.com within 24 hours.

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

CCIS NEAR MISS REPORTING FORM

Near misses are an unplanned event that did not result in injury, illness, or property damage – but had the potential to do so. By reporting near misses, you give us the opportunity to get better as a company and put controls in place to keep everyone safe.

Employees - If you want to attach your name with this report, please feel free, but anonymous reporting is completely fine, as well.

Employee Submission

Date and Time of Near Miss:	
Location of Near Miss:	
What happened? (Please be as descriptive as possible)	
If you can, provide a sketch or photo(s) of the work area to paint a clearer picture:	

Manager Review of Near Miss

Explain why the near miss happened:	
How could this near miss have been worse and what steps could be taken to prevent a reoccurrence:	

Reviewing Manager's Signature: _____ **Date:** _____

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

Contractor Safety Prequalification Questionnaire

Company Name:	
Address:	
Phone #:	

List your company's interstate Worker's Compensation (WC) Experience Modification Rate (EMR) for the three most recent years:

	Current Year _____	Year _____	Year _____
EMR			

If your current EMR is greater than 1.0, provide a written explanation of the safety methods that are being implemented by your company to reduce this rate.

Accident Experience

Summarize the data shown on your OSHA Form 300 for all work-related injuries for the year-to-date and the last two full years.

		Current Year	Year _____	Year _____
A	Yearly Employee Hours			
B	Total Number of Lost Workday Cases and Restricted Workday Cases (Column H plus I of OSHA 300 Log)			
C	Number of Lost Workday Cases (Column H of OSHA 300 Log)			
D	Total Number of Lost Workdays (Column K of OSHA 300 Log)			
E	Total Number of Restricted Workdays (Column L of OSHA 300 Log)			
F	Number of Medical Only Recordable Cases (Column J of OSHA 300 Log)			
G	Total Number of Fatalities			
H	Total Number of Recordable Injury/Illness Cases (Add Columns G, H, I, and J from OSHA 300 log)			
I	Total Recordable Incidence Rate [(H x 200,000/A) from this table]			
J	Lost Workday Incidence Rate [(C x 200,000/A) from this table]			

Mikron requires all subcontractors to provide the above accident statistics, even though certain companies may not be statutorily required to keep OSHA 300 logs.

Contractor Safety Prequalification Questionnaire

Health and Safety Program

Have you received an OSHA or State Health and Environmental Department citation within the last five years?
If 'yes' please attach a summary of the citations and the corrective measures taken.

Does your company have a Health and Safety Manual?

Have employees been trained to the contents of the Health and Safety Manual?

Is employee training documentation available?

Has your company implemented any of the following training programs?

	Yes	No	NA
Aerial Lift			
Bloodborne Pathogens			
Confined Spaces			
Construction (OSHA Certified 10 Hours)			
Construction (OSHA Certified 30 Hours)			
Crane Operations			
Electrical Safety			
Excavation Competent Person			
Fall Protection			
Fire Extinguishers			
First Aid/CPR			
Forklift Operation			
Hand and Portable Power Tools			
Hazardous Waste (40-hour)			
Hearing Conservation			
Heavy Equipment Operation			
Hot Work			
Ladder Use			
Lead			
Lockout/Tagout			
Personal Protective Equipment			
Respiratory Protection			
Scissor Lift			
Welding/Cutting			

Does your company hold “tailgate/toolbox” safety meetings?

If 'yes', how often?

Does your company conduct field safety inspections to determine compliance with your health and safety program, and applicable regulations and procedures?

Who conducts these inspections?

How often are safety inspections conducted?

Contractor Safety Prequalification Questionnaire

Does your company have a program in place to discipline workers that perform unsafe work practices? ☐

Does your company have written Accident Investigation Procedures? ☐

Does your company have a written and implemented Drug Testing Program? ☐

Verification

The undersigned (may be typed) warrants and represents the data provided in this document is accurate in all respects.

Name of Contractor Company: _____

Completed by: _____

Signature: _____

Title: _____

Date: _____

Reviewed by CCIS representative: _____

Date: _____

EMERGENCY PREPAREDNESS AND FIRE PREVENTION PROGRAM FORMS

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

Classes of First Aid Kits and Required Contents

Below is a list of the minimum required components of the Class A kits. The quantity and size specifications of these components are the minimum necessary to comply with the ANSI/ISEA Z308.1 – 2021 standard. Class A kits are designed to deal with the most common types of workplace injuries. Class B kits are designed to deal with injuries in more complex or high-risk environments and contain a broader range and quantity of supplies.

ANSI/ISEA Z308.1 – 2021 – Classes of First Aid Kits and Required Contents			
First Aid Item	**Minimum Quantity**	**Minimum Size or Volume**	
	Class A	**U.S.**	**Metric**
Adhesive Bandage	16	1 x 3 inches (in)	2.5 x 7.5 centimeters (cm)
Adhesive Tape	1	2.5 yards (yds)	2.5 yards (yds)
Antibiotic Application	10	1/57 ounce (oz)	0.5 gram (g)
Antiseptic	10	1/57 oz	0.5 g
Breathing Barrier	1	N/A	N/A
Burn Dressing (Gel Soaked)	1	4 x 4 in	10 x 10 cm
Burn Treatment	10	1/32 oz	0.9 g
Cold Pack	1	4 x 5 in	10 x 12.5 cm
Eye Covering (with means of attachment)	2	2.9 square in	19 square cm
Eye/Skin Wash	1	1 fluid oz	29 milliliters (ml)
	0	4 fluid oz	118.3 ml
Foil Blanket	1	52 x 84 in	132 x 213 cm
First Aid Guide	1	N/A	N/A
Hand Sanitizer	10	1/32 oz	0.9 g
Medical Exam Gloves	2 pair	N/A	N/A
Roller Bandage	1	2 in x 4 yds	5 cm x 3.66 m
	0	4 in x 4 yds	10 cm x 3.66 m
Scissors	1	N/A	N/A
Splint	0	4 x 2.4 in	10.2 x 61 cm
Sterile Pad	2	3 x 3 in	7.5 x 7.5 cm
Tourniquet	0	1.5 in (width)	3.8 cm (width)
Trauma Pad	2	5 x 9 in	12.7 x 22.9 cm
Triangular Bandage	1	40 x 40 x 56 in	101 x 101 x 142 cm

HOIST INSPECTION PROGRAM FORMS

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

CRANE/HOIST FREQUENT(MONTHLY) INSPECTION FORM

Hoist/Crane Name: _____

Model/Serial Number/Identifier: _____

Location: _____

This form will be used to document the frequent inspection. Any unsafe conditions found during the inspection shall be corrected and documented prior to continued use of the hoist. File this competed form and any repair certifications in the hoist inspection binder.

Inspection Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All Operating Mechanisms Working Properly												
Limit Devices are Operational												
Hooks for Damage, Cracks or Excessive Throat Opening												
Hook Latch (if used)												
Load Chain Free of Damage												
Pass / Fail (Circle One)	P / F	P / F	P / F	P / F	P / F	P / F	P / F	P / F	P / F	P / F	P / F	P / F
Inspector's Initials												

Unsafe Inspections/Notes:_____

_____

_____

Inspector's Name: _____

Inspector's Signature: _____

Date of inspection: _____

LOCKOUT/TAGOUT PROGRAM FORMS

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

Lock Removal Form

General Information	
Date of lock removal:	
Authorized employee whose lock is being removed:	
Name of authorized employee initiating removal:	
Equipment from which the Lock(s) is/are being Removed:	
Reason for Removing Lock(s):	

Mandatory Actions	**Completed**
Has every effort been made to ensure that the Authorized Employee is not on the premises?	☐
Has reasonable effort been made to contact the Authorized Employee to inform him that his lock is being removed? Method used to contact: _____	☐
Authorized employee has verified that it is safe to remove the lock?	☐
Has a supervisor approved removal of the lock(s)?	☐
How will Employee be Notified Upon Returning to Work And by whom?	

Notes/Comments
Signatures:
Authorized Employee who will Remove the Lock(s):
Supervisor Authorizing Lock Removal:
Employee whose Lock was Removed:

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

ANNUAL AUTHORIZED EMPLOYEE PERIODIC INSPECTION FORM

Name/Identification of Machine, Equipment, or Process:	
Energy Control Procedure Being Reviewed:	
Date of Inspection:	

Names of Authorized Employee(s) Being Reviewed (use additional sheets if necessary)		
1.	4.	7.
2.	5.	8.
3.	6.	9.

Inspection Items – Review of the energy control procedure and associated responsibilities with authorized employees.	**YES**	**NO**
1. Are the steps in the energy control procedure being properly followed? *(If no, provide a detailed description of the problem below, along with a description of any corrective action taken or planned.)*	☐	☐
2. Were all affected employees correctly notified? *(If no, provide a detailed description of the problem below, along with a description of any corrective action taken or planned.)*	☐	☐
3. Do the involved authorized and affected employees understand their responsibilities under the procedure? *(If no, provide a detailed description of the problem and any corrective action needed below.)*	☐	☐
4. Was authorized employee knowledge, abilities and implementation of the procedure adequate? *(If no, provide a detailed description of the problem and any corrective action needed below.)*	☐	☐
5. Is the procedure adequate to provide the necessary protection? *(If no, provide a detailed description of the problem and any corrective action needed below.)*	☐	☐

Corrective Actions – Use the space provided below to describe any problems identified during the inspection, along with a description of any corrective action needed.
1.
2.
3.

Person(s) Conducting the Inspection		
Name (print):	**Signature:**	**Title:**

PERSONAL PROTECTIVE EQUIPMENT PROGRAM FORMS

PPE Hazard Assessment

Job/Task:

Your Name:	Department:	Date:

EYE HAZARDS:

☐ Not Applicable

Check the appropriate box(es)	Description of hazard(s)			Required PPE
☐ Flying Particles				
☐ Chemical Exposure				
☐ Extreme Heat/Cold				
☐ Dust/ Debris				
☐ Molten Metal/Hot sparks				
☐ Radiation Sources	**Risk Factor**			
☐ Other	☐**LOW**	☐**MED**	☐**HIGH**	

HEAD/NECK/FACE HAZARDS:

☐ Not Applicable

Check the appropriate box(es)	Description of hazard(s)			Required PPE
☐ Flying Particles				
☐ Extreme Heat/ Cold				
☐ Impact				
☐ Bump Against				
☐ Falling Objects				
☐ Electrical Shock	**Risk Factor**			
☐ Other	☐**LOW**	☐**MED**	☐**HIGH**	

FOOT HAZARDS:

☐ Not Applicable

Check the appropriate box(es)	Description of hazard(s)			Required PPE
☐ Heavy Equipment				
☐ Falling/Rolling Objects				
☐ Crushing				
☐ Pinch Points				
☐ Objects Piercing Sole				
☐ Slippery/Wet Surfaces				
☐ Extreme Heat/Cold	**Risk Factor**			
☐ Electrical	☐**LOW**	☐**MED**	☐**HIGH**	
☐ Other				

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

PPE Hazard Assessment

Job/Task:

HAND/ARM HAZARDS:

☐ Not Applicable

Check the appropriate box(es)	Description of hazard(s)	Required PPE:
☐ Vibration		
☐ Extreme Heat/ Cold		
☐ Musculoskeletal		
☐ Electrical		
☐ Puncture		
☐ Cuts and Abrasions	**Risk Factor**	
☐ Chemical Exposure	☐**LOW** ☐**MED** ☐**HIGH**	
☐ Other		

BODY HAZARDS:

☐ Not Applicable

Check the appropriate box(es)	Description of hazard(s)	Required PPE:
☐ Chemical Exposure		
☐ Extreme Heat/ Cold		
☐ Impact/Compression		
☐ Electrical		
☐ Cuts and Abrasions		
☐ Falls from Height	**Risk Factor**	
☐ Other	☐**LOW** ☐**MED** ☐**HIGH**	

HEARING HAZARDS:

☐ Not Applicable

Check the appropriate box(es)	Description of hazard(s)	Required PPE:
☐ Noise Hazard		
☐ Other		
	Risk Factor	
	☐**LOW** ☐**MED** ☐**HIGH**	

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

PPE Hazard Assessment

Job/Task:

RESPIRATORY HAZARDS:

	Check the appropriate box(es)	Description of hazard(s)			Required PPE:
 ☐ Not Applicable	☐ Chemical Exposure ☐ Particulate Exposure ☐ Other				
		Risk Factor			
		☐**LOW**	☐**MED**	☐**HIGH**	

SUMMARY OF REQUIRED PPE	
ADDITIONAL SAFETY CONCERNS	

I certify that the above hazard assessment was performed to the best of my knowledge and ability, based on the hazards present on this date.

Signature: _____ Date: _____

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

CROSS COUNTRY
INFRASTRUCTURE SERVICES INC.

29 CFR 1910.134, APPENDIX D
VOLUNTARY RESPIRATOR USE INFORMATION

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

My signature below indicates that I have read and understood the information list above.

Name: _____ Date: _____

Signature: _____

POWERED INDUSTRIAL TRUCK PROGRAM FORMS

POWERED INDUSTRIAL TRUCK (FORKLIFT) DAILY INSPECTION LOG

Month: _____ Year: _____

Daily inspections of powered industrial trucks (before use) are required by OSHA regulation and company policy.

Department Name: _____

Equipment ID: _____

Equipment Type: ☐Narrow Aisle (Standing) Forklift ☐Powered Pallet Jack ☐Sit Down Lift

Prior to use on the indicated date check the following items. If okay prior to use, put "Y"; if not okay, put "N"; if not applicable, put "NA." If the inspection indicates any condition that could adversely affect safety of the vehicle, complete and affix an "unsafe equipment" tag to the steering wheel, report the vehicle immediately to your supervisor, and do not use the vehicle until it has been adequately repaired.

	Date of the Month																													
Item	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Fluid Levels																															
Tires																															
Hoses/Belts/Cables																															
Mast/Forks																															
Battery/Fuel System																															
Horns/Alarms																															
Lights																															
Safety Equipment																															
Gauges/Controls																															
Steering																															
Brakes																															
No Leaks																															
Initials																															

Comments:

_____

_____

** Daily Inspection Logs must be kept on file by the forklift program administrator for 1 year after the inspection date.*

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

SAFE WORK PRACTICES PROGRAM FORMS

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

SEMIANNUAL JACKS AND JACK STANDS INSPECTION CHECKLIST

Equipment Name/ ID: _____

Equipment Location: _____

This form will be used to document the semiannual inspection required by OSHA 1910.244. Any unsafe conditions found during the inspection shall be corrected and documented prior to continued use of the equipment. Following this inspection, provide this form to the Safety Administrator at safety@crosscountryis.com. File this competed form and any repair certifications in the Jack and Jack Stand inspection binder.

Inspection Items	Dates										
	Example 05/04/17										
Weight capacity legible	Y										
Overall condition (good welds, not bent, etc.)	Y										
OEM safety pins(not bolts) and latches in good condition	Y										
Wheels in good condition	Y										
Free from leaks (air or hydraulic)	Y										
Release mechanism works smoothly	Y										
Hoses and power cords free from damage	Y										
Power cords have grounds	Y										
Pivot pins secure	Y										
Pass / Fail (Circle One)	P / F	P / F	P / F	P / F	P / F	P / F	P / F	P / F	P / F	P / F	P / F
Inspector's Initials	MR										

Unsafe Inspections/Notes: _____

_____

Inspector's Name(s): _____

Inspector's Signature(s): _____

WALKING WORKING SURFACES PROGRAM

INSPECTION FORM
HARNESSES

GUARDIAN®
1.800.466.6385
customer.service@guardianfall.com

Manufacturer: _____

Model #: _____

Description: _____

Serial #: _____

Lot #: _____

Date of Manufacture: _____

Harness Configuration:

CHEST STRAP: ☐ PT ☐ TB

LEG STRAPS: ☐ PT ☐ TB

WAIST BELT: ☐ YES ☐ NO

Owner / Company: _____

Name of Inspector: _____

Signature: _____

Date of Inspection: _____

In-Service Date: _____

LABELS & MARKINGS

	PASS	FAIL	NOTE
Label (Intact & Legible)			
Appropriate ANSI/OSHA/CSA Markings			
Inspections are Current / Up-to-Date			
Date of First Use			
Impact Indicator (Signs of Deployment)			

HARDWARE (BUCKLES & D-RINGS)

	PASS	FAIL	NOTE
Shoulder Adjustment Buckles			
Leg & Waist Buckles / Other Hardware			
D-Rings (Dorsal, Side, Shoulder, or Sternal)			
Corrosion / Pitting / Nicks			

WEBBING

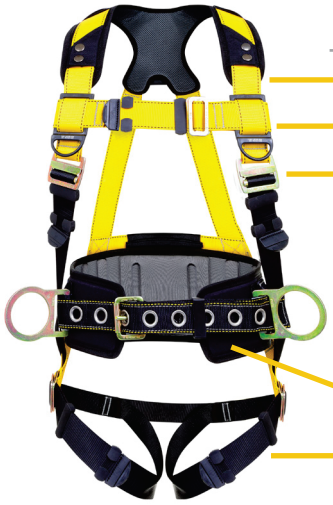
	PASS	FAIL	NOTE
Shoulder / Chest / Leg / Back Straps			
Cuts / Burns / Holes			
Paint Contamination			
Excessive Wear			
Heat / UV Damage			

STITCHING

	PASS	FAIL	NOTE
Shoulder / Chest / Leg / Back Straps			

HARNESS WITH WAIST PAD

*NOT ALL FEATURES MAY BE PRESENT



NOTES

INSPECTION FORM

LANYARDS

GUARDIAN®

1.800.466.6385
customer.service@guardianfall.com

Manufacturer: _____

Model #: _____

Description: _____

Serial #: _____

Lot #: _____

Date of Manufacture: _____

Lanyard Configuration:

- SINGLE LEG LANYARD ☐
- DOUBLE LEG LANYARD ☐
- INTERNAL SHOCK ABSORBER ☐
- EXTERNAL SHOCK ABSORBER ☐
- CABLE ☐ WEB ☐

Owner / Company: _____

Name of Inspector: _____

Signature: _____

Date of Inspection: _____

In-Service Date: _____

LABELS & MARKINGS

	PASS	FAIL	NOTE
Label (Intact & Legible)			
Appropriate ANSI/OSHA/CSA Markings			
Inspections are Current / Up-to-Date			
Date of First Use			

CONNECTORS

	PASS	FAIL	NOTE
Connector (Self-Closing & Locking)			
Hook Gate / Rivets			
Corrosion			
Pitting / Nicks			

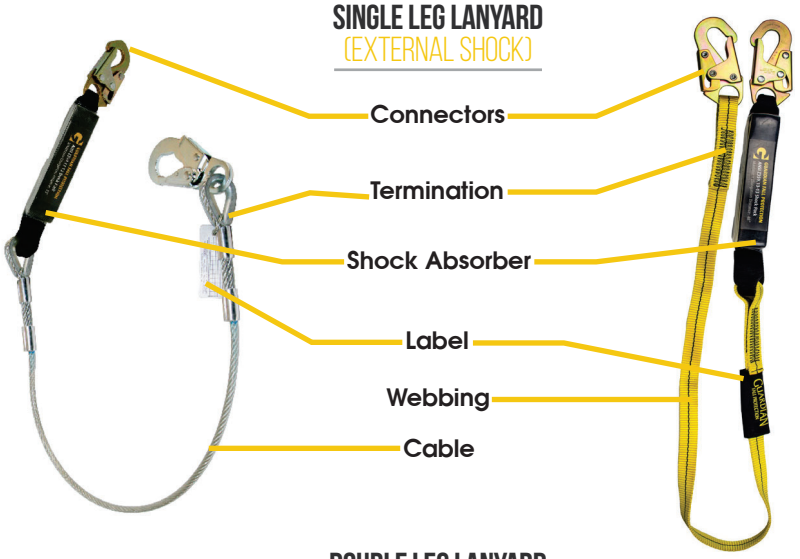
MATERIAL (WEB OR CABLE)

	PASS	FAIL	NOTE
Broken / Missing / Loose Stitching			
Termination (Stitch, Splice, or Swage)			
Webbing Length			
Cuts / Burns / Holes			
Paint Damage			
Cable Separating / Bird-Caging			

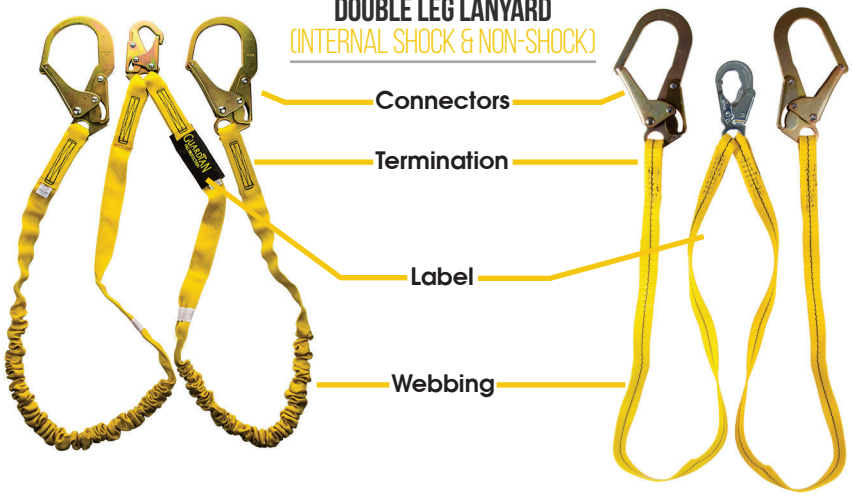
SHOCK PACK (IF PRESENT)

	PASS	FAIL	NOTE
Cover / Shrink Tube (Don't Cut or Remove)			
Damage / Fraying / Broken Stitching			
Impact Indicator (Signs of Deployment)			

SINGLE LEG LANYARD (EXTERNAL SHOCK)



DOUBLE LEG LANYARD (INTERNAL SHOCK & NON-SHOCK)



NOTES

Docket # L001

INSPECTION FORM

SELF-RETRACTING DEVICES

GUARDIAN®

1.800.466.6385
customer.service@guardianfall.com

Manufacturer: _____

Model #: _____

Description: _____

Serial #: _____

Lot #: _____

Date of Manufacture: _____

Lifeline Material:

WEB ☐

STAINLESS STEEL ☐

GALVANIZED STEEL ☐

Length: _____

Owner / Company: _____

Name of Inspector: _____

Signature: _____

Date of Inspection: _____

In-Service Date: _____

LABELS & MARKINGS

	PASS	FAIL	NOTE
Label (Intact & Legible)			
Appropriate ANSI/OSHA/CSA Markings			
Inspections are Current / Up-to-Date			
Date of First Use			

SHOCK PACK (IF PRESENT)

	PASS	FAIL	NOTE
Cover / Shrink Tube (Don't Cut or Remove)			
Damage / Fraying / Broken Stitching			
Impact Indicator (Signs of Deployment)			

HOUSING

	PASS	FAIL	NOTE
Attachment Point			
Nuts / Bolts / Rivets / Screws			
Evidence of Damage (Dents/Cracks/Rust)			

LIFELINE (WEB OR CABLE)

	PASS	FAIL	NOTE
Termination (Stitch, Splice, or Swage)			
Cuts / Fraying / Broken Stitching			
Excessive Wear			
Cable Separating / Bird-Caging			
Entire Length Retracts Smoothly			
Test Braking / Locking Function			

CONNECTORS

	PASS	FAIL	NOTE
Connector (Self-Closing & Locking)			
Impact Indicator			
Hook Body / Rivets			
Corrosion			
Pitting / Nicks			

NOTES

Docket # SRD001

WORKPLACE VIOLENCE PROGRAM FORMS

CROSS COUNTRY INFRASTRUCTURE SERVICES INC.

WORKPLACE VIOLENCE RISK ASSESSMENT & CONTROL CHECKLIST

This checklist enables you or your workplace violence/crime prevention committee to assess the workplace and job tasks, identifying potential situations that could endanger employees and increase the risk of harm.

	YES	NO	N/A	NOTES/FOLLOW-UP ACTION TO MITIGATE CONCERN
Interior Building Inspection				
Any areas where employees tend to work alone?				
Do any employees work at night or during early morning hours?				
Is the workplace located in an area with a high crime rate?				
Are nametags, ID cards required for employees?				
Are badges required to enter certain areas of the facility?				
Do visitors need to sign-in upon arrival?				
Are visitors accompanied at all times?				
Are employees made aware of how to contact site security?				
Are there any doors on the facility that can be locked from the outside, trapping those on the inside?				
Exterior Building Inspection				
Do employees feel safe walking to and from the workplace?				
Is the area surrounding the building free of bushes or other hiding places?				
Are there trained security personnel on the premise?				
Is video surveillance provided outside the building?				
Is there enough lighting to see clearly outside the building?				

Parking Lot Inspection				
Is there a nearby parking lot reserved for employees only?				
Are employees and contractors required to have a parking pass?				
Is the parking lot attended or otherwise secured?				
Is there enough lighting to see clearly in the parking lot and when walking to the building?				

SECURITY MEASURES

Does the Workplace Have:	In Place	Should Add	Doesn't Apply	Notes/Follow-up Actions
Physical barriers (Plexiglass partitions, bullet resistant customer windows, etc.)				
Security cameras in high-risk areas?				
Panic buttons?				
Alarm systems?				
Metal detectors?				
Door locks?				
Internal telephone system to activate emergency assistance?				
Telephones with an outside line programmed for 911?				
Secured entry (e.g. "buzzers")?				
Broken windows repaired promptly?				
Security systems, locks, etc. tested on a regular basis and repaired promptly when necessary?				