

EMPLOYEE SAFETY HANDBOOK



“We strive to have a workplace free of injury and hazards to ensure efficient production.”

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You are GS Materials' most valuable asset. The rules and regulations described in this booklet emphasize the company's concern for your health and safety and the health and safety of your fellow employees. These rules and regulations are not all inclusive; there will be more specific safety rules and regulations when you attend risk training. GS Materials is proud of the safety record it has built over the past few years with the help of its employees. With your help, we will become even better by eliminating hazards to your safety and health in all our operations.

It is important for you to learn and follow these basic safety rules and procedures and wear required safety equipment. Willful violation of safe procedures is cause for disciplinary action up to and including termination.

You are expected to anticipate and avoid misunderstandings where safety is concerned. Discuss any questions you have with your supervisor before you act. Your actions, and those of your fellow employees, determine our ability to achieve our safe working environment goals. Always strive to develop and maintain a safety conscious attitude. Encourage your fellow employees to follow you as an example. Safety is an important part of your job every hour of every day. Safe practices protect you, your co-workers, your equipment, and company property. Do not gamble with your present or future by ignoring safety today.

"It is the mission of GS Materials, Inc. to create an environment of Health and Safety. Although production is important, the most important thing for every employee and manager is to be sure all our people go home safely at night. We will have a culture of safe mindedness and will overcome any obstacle that comes our way to accomplish that. It is my desire to have GS Materials become a role model for other industries like ours to follow."

R.G. Kirkpatrick, Jr.
President

GENERAL SAFETY INFORMATION

All employees are expected to follow these safety rules at all times. Violations may result in disciplinary action, up to and including termination. Every employee is responsible for protecting their own safety and the safety of others by working safely, reporting hazards, and complying with company policies.

General Safety Rules

1. Inspect your work area daily for unsafe conditions. Keep it clean, orderly, and free of loose tools, trash, rags, and other unsecured items. Correct or report hazards before beginning work.
2. Immediately report all incidents, injuries, unsafe conditions, or property damage, no matter how minor, to your supervisor. Injuries must also be treated immediately.
3. Follow all federal, state, local, and company safety rules, posted instructions, and task training procedures.
4. Never engage in horseplay, fighting, gambling, or unsafe conduct. These behaviors will not be tolerated.
5. The possession or use of alcohol, illegal drugs, firearms, or weapons on company property is strictly prohibited.
6. Treat co-workers with respect. Profane, abusive, or threatening language or behavior is not permitted.
7. Unauthorized visitors, off-duty employees, and trespassers are not allowed on company property. Direct all visitors to register at the office or report to a supervisor.

Personal Protective Equipment & Dress Code

1. Hard hats and safety glasses must be worn at all times, except in designated safe areas (e.g., office, restroom, equipment cab with ROPS).
2. Safety-toe boots and shirts with sleeves (minimum 4") and full-length trousers are always required. Additional PPE, such as gloves, face protection, hearing protection, respirators, safety harnesses, life lines, or personal flotation devices (PFDs), must be worn as required by task or supervisor instruction.
3. Do not wear loose clothing, jewelry, or untied long hair near moving machinery.

Safe Work Practices

1. Operate machinery or equipment only if you are properly trained and authorized, or under direct supervision during task training. Completed task training must be recorded on the correct form and on file.
2. Never bypass or remove machine guards or safety devices. Equipment must not be operated unless all guards are in place and functioning.
3. Use proper lifting techniques and observe safe lifting practices as outlined in task training.
4. Do not walk under suspended loads; use taglines to guide lifted materials safely.
5. Always maintain three points of contact (two hands and a foot, or two feet and a hand) when climbing ladders or mounting/dismounting equipment.
6. Compressed gas cylinders must be secured upright with caps in place when not in use. A portable fire extinguisher must be within 50 feet and visible whenever flammable gases are in use.
7. Store and transport gasoline and other flammable materials only in approved safety containers.

Workplace Conduct & Housekeeping

1. Smoking, eating, or drinking is permitted only in designated areas.
2. Good housekeeping must be practiced at all times. Work and break areas must remain clean and free of waste, debris, and hazards.
3. Posting, removing, or distributing notices or materials on company property without authorization is not permitted.
4. Immediately report any suspicious activity, trespassers, or unauthorized visitors to your supervisor.
5. Report any threats, aggressive behavior, or acts of violence, whether from employees, visitors, or others to your supervisor without delay.

6. Weapons of any kind are not permitted on company property or in company vehicles, except as authorized by management
7. Employees are expected to conduct themselves respectfully and resolve conflicts without intimidation or hostility.

Three Strikes and You Are Out!

There is a strong emphasis on safety that will ensure an employee to be dismissed after the third safety violation. Failure to follow practices relating to your safety or that of fellow employees, or failure to safeguard equipment, tools, or materials properly may lead to your discharge.

Disciplinary actions will result as follows:

- ❖ Disciplinary actions for the **first and second** violation (Depending on the Severity)
 - Lose quarterly incentive bonus
 - Written reprimand
 - Pay reduction for specified time frame
 - Termination
- ❖ Disciplinary guideline for a **third** violation
 - Immediate termination



Participation in the following activities will not be tolerated, and participant(s) may be subject to disciplinary action up to and including termination of employment:

1. Violations that Could Result in Disciplinary Action/Termination
 - a. Speeding and reckless driving or tailgating
 - b. Operating company vehicle/equipment with expired drivers or medical certificate
 - c. Failure to inspect equipment or vehicle prior to daily operation
 - d. Failure to notify your supervisor of any safety issues, for example equipment, vehicle, plant or site related.
 - e. Poor housekeeping or allowing trash to accumulate in your area or machine or vehicle.
 - f. Participating in horseplay and/or practical jokes.
 - g. Recklessly operating vehicles or equipment
2. Violations that Will Result in Immediate Termination
 - a. Operating a company vehicle with a revoked or suspended driver's license
 - b. Using a false or fictitious drivers license or medical certificate
 - c. Homicide or assault with a motor vehicle
 - d. Theft of a motor vehicle and related offenses
 - e. Hit and Run
 - f. Driving under the influence of alcohol or illegal drugs
 - g. Failure to report any prescription drug use to supervisor for approval
 - h. Reckless driving or operation of equipment or vehicle resulting in bodily injury and property damage
 - i. Not wearing a seat belt
 - j. Unauthorized weapons or illegal substances found on site or in a company vehicle
 - k. Using company equipment or vehicle to commit a felony
 - l. Failure of substance abuse screening per company drug use policy
 - m. Fighting
 - n. Possessing, using or trafficking illegal drugs and/or alcohol
 - o. Being under the influence of any intoxicant, drug or medication that may affect work performance. That may include use of prescription drugs containing opiates.
 - p. Possessing or transporting firearms while on or in company property. Exceptions include designated security personnel or others given special written permission. See your supervisor for details.

GS Materials & GS Materials Transportation reserves the right to issue disciplinary action, up to and including termination, for other violations that may not be listed above.

Incentives to promote Safety for Every Employee

It is the intent of the company to reward an accident-free work environment. Therefore, beginning on July 1st each calendar year, (the company insurance policy renews on that date annually) records will be kept for each employee. Any employee who works for a full year without an incident from July 1st through June 30th the following year will be eligible for a \$200 safety bonus.



The annual bonus will be split into four quarters, with an employee earning \$50 per quarter for working accident free. The bonus will be paid at the end of the policy year with any deductions for infractions as above described. Example, records for safety will be kept through September 30th (first quarter), December 31st (second quarter), March 31st (third quarter), and the final quarter for the safety award year will be June 30th. The bonuses will be paid during July of that year.

1. If any employee is cited or written up or is part of a violation or incident, at the decision of the Safety & Liability Committee, he/she will lose any award for that quarter. Example, a violation during the 1st quarter, the employee will lose \$50 for that quarter but will be eligible to gain the balance of \$150 over the next three quarters.
2. The Safety & Liability Committee will determine whether any employee has a loss of quarterly safety incentives. It will also have the final determination on fines, reduction in pay or dismissal for flagrant disregard of safety rules, neglectfully damaging equipment or is careless and irresponsible.
3. The Safety & Liability Committee will also have the power and right to determine if an employee was without fault. All cases will be judged on a case-by-case basis.
4. Safety bonuses will not be paid out upon voluntary/involuntary termination of employment.

Responsibilities

Management Responsibilities

The most important single element of effective loss control activity is the leadership and support of management. If management believes safety is worthwhile and supports a loss control program, accidents can be prevented. Directly and indirectly, management's attitude is conveyed to employees, who will follow the example.

Loss control should be built into business operations in the same manner as other business best practices. Management has the responsibility to provide a safe place of employment.

1. Adopt an effective loss control safety plan.
2. Announce to employees that a loss control plan has been adopted and strongly urge that all employees support the program to reduce accidents. This can be a letter or memo to all employees stating positively your support of loss control
3. Actively support the plan by personally following safe practices and encouraging others to do so. Employees will follow the example set by management. For instance, in areas where smoking is prohibited, management should not smoke.
4. Assume direct responsibility for loss control or appoint an individual who will be responsible for successful operation of the program.
5. Provide employees with safe tools and equipment to do the required job.
6. Periodically review accident records to determine if the loss control plan is effective.
7. Periodically review progress and re-emphasize your support of the program.

Safety Director's Responsibilities

For safety programs to be effective, one person must be assigned full responsibility for safety activity. This person should be given the authority to carry out the safety program.

Accidents can happen at any time. There must be someone continually alert for hazardous conditions and able to correct them as soon as they appear.

The duties and responsibilities of the Safety Director are:

1. Formulates, administers and makes necessary changes in the accident prevention program.
2. Makes regular monthly reports to management of the safety process.
3. Maintains accident record system, compiles accident reports, investigates accidents and checks to see if corrective action is taken.
4. Assists in training employees in safety.
5. Makes personal safety inspections and supervises safety inspections for the purpose of discovering and correcting unsafe work practices before they cause accidents.
6. Makes certain that federal, state and local laws or ordinances are followed.
7. Initiates and conducts activities that will stimulate employee interest in safety.

Supervisor's Responsibilities

Supervisors have an important role for loss control in their areas. They are indispensable to effective loss control because they have immediate contact and control in their areas.

In the final analysis, the program succeeds or fails according to the interest and efforts that the supervisors put forth. If the supervisors show attitudes and manner of conduct that they are in support of loss control, they will convince their employees that it is a necessary part of their work and will win their support for it. Supervisors should understand their responsibility for safe working conditions and safe work practices in their departments.

Supervisor's loss control responsibilities and duties are to:

1. Select employees who are mentally and physically qualified for the work they are to perform.
2. Give detailed instructions as to job performance and explain hazards and safety precautions when assigning jobs.
3. Provide workers with safe tools and equipment to perform their jobs.
4. Ensure that protective equipment, such as eye protection, is used where required.
5. Plan work to ensure that workers, materials and equipment are available to perform the job safely.
6. Actively participate in loss control promotional activities.
7. Personally supervise all hazardous work or work that is new and unusual.
8. Regularly inspect and maintain physical property to ensure that good housekeeping practices are followed and that mechanical failures do not occur.
9. Personally investigate all accidents and correct unsafe practices or conditions to prevent recurrence.
10. Constantly observe work procedures to detect and correct any unsafe practices and conditions and develop improved methods.
11. Promptly report accidents occurring in their departments.
12. See that the injured workers promptly receive first aid or medical treatment.

Employees' Responsibilities

The Occupational Safety and Health Act of 1970 requires "that every employer covered under the Act furnish to his employees' employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his/her employees." The Act also requires "that employees comply with standards, rules, regulations and orders under the Act which are applicable to their own actions and conduct.

Employee responsibilities for safety include the following:

1. Follow all safety rules and regulations.
2. Wear appropriate safety equipment as required.
3. Maintain equipment in good condition with all safety guards in place when in operation.

4. Immediately report all injuries, no matter how minor, to a supervisor.
5. Encourage co-workers to work safely.

Accident/Incident Investigation and Reporting Procedures

Employees are required to report all injuries to their supervisors and obtain proper first aid treatment. If your supervisor is unavailable, contact the Safety Director or member of management. Supervisors will complete an Accident Report for all accidents/incidents regardless of whether first aid is required. This report shall be forwarded to Human Resources.

Accident investigation is of prime importance in the accident prevention program. Its chief purpose is to determine the cause of the accident so that recurrences can be prevented. An accident is an indication that some hazard, exposure, or condition needs correction if a future accident is to be prevented.

Accident/incident investigations shall be conducted as follows:

1. The supervisor shall investigate all accidents/incidents requiring doctor's care or first aid.
2. The investigator shall include a discussion with the employee and other employees who may have been witnesses.
3. The supervisor shall determine the cause of the accident/incident, take corrective action and prepare a written report. The written report should avoid general terms and clearly state the specific cause of the accident.
4. The Safety Director and supervisor shall review accident/incident reports and ensure that prompt corrective action has been taken.
5. The supervisor shall follow up to ensure compliance with company policies and offer assistance.

Reporting of Near Misses

Employees are also required to report all near misses (events that could have resulted in an accident, injury, or property damage but did not). Near-miss reporting is an essential part of the accident prevention program, as it helps identify hazards before they cause harm.

1. Near misses should be reported immediately to a supervisor, just as accident and incidents are.
2. Supervisors will document near misses on the appropriate reporting form and review them with the Safety Director.
3. The purpose of near-miss reporting is not discipline, but prevention. Reporting allows the company to take corrective action, eliminate hazards, and reduce the risk of future accidents.
4. Employees are encouraged to share near-miss information openly so that lessons learned can benefit the entire team.

By reporting near misses, employees play a vital role in improving workplace safety and preventing future incidents.

Contractor Safety

GS Materials & GS Materials Transportation health and safety policies must be communicated to and enforced by contractors/vendors working on our worksite. Contractors/vendors are required to participate in site-specific safety orientation or training before beginning work.

If during your normal work activities, you observe a contractor/vendor working in an unsafe manner, notify your supervisor.

Contractors/vendors must not bring any hazardous materials onto the worksite that are not approved by the Safety Director. Any approved hazardous materials must have an up-to-date SDSs on file and be communicated to other employees in the work area before use.

Employee Training

GS Materials & GS Transportation is committed to providing safety and health-related orientation and training for all employees at all levels of the company. GS Materials & GS Transportation will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. Training subjects and materials have been developed using industry best practices and site-specific information

1. Company specific accident and incident trends

2. Hazards associated with mining operations and the work area
3. Hazards associated with specific jobs or tasks
4. Safe operation of mining and mobile equipment
5. Proper selection, use, and care of personal protective equipment (PPE)
6. Emergency notifications and evacuation procedures
7. Employee accident, injury, and near-miss reporting requirements
8. Return-to-work procedures following illness or injury
9. Required MSHA training under 30 CFR Part 46, as applicable, including new miner, annual refresher, and task training

GS Materials & GS Transportation will maintain and support this training program to ensure all employees understand their responsibilities, recognize hazards, and perform work safely and in compliance with company policies and regulatory requirements.

Personal Protective Equipment

The company requires that Personal Protective Equipment (PPE) for eyes, face, head, and extremities, respiratory devices, and protective shields and barriers shall be provided and used properly when applicable. PPE is designed to shield or isolate workers from chemical or physical hazards and must be selected, tested, and approved for a specified purpose and shall provide the required protection in compliance with company policies and governmental regulatory agencies. The proper selection and use of PPE combined with safe work practices and procedures is paramount to maintaining the health and safety of all employees.

Where hazards are present, the Company will select the appropriate PPE and distribute to each employee. Training is provided to employees required to use PPE. Affected employees will be trained to know when PPE is necessary, what PPE is necessary, how to properly wear PPE, the limitations of PPE and the proper care and disposal of PPE. Affected employees shall demonstrate an understanding of the required training before being allowed to perform work requiring the use of PPE.

It is the responsibility of the supervisor to establish requirements for the use of specific protective equipment and devices in those areas where corporate policies have not been established. The supervisor shall strictly enforce established rules regarding use of protective equipment and devices. The supervisor must approve any substitution of PPE. Any employee who fails to observe an established protective standard shall be subject to disciplinary action, up to and including termination.

Employees are responsible for:

- Properly wearing PPE as required.
- Attending required training sessions.
- Properly caring for, cleaning, maintaining, and inspecting PPE as required.
- Following PPE policies and rules.
- Informing the supervisor of the need to repair or replace PPE.

Employees will be provided with safety hard hats and are required to wear head protection at all times except in designated safe areas.

Safety-toe protective footwear (including steel-toe boots) are required. The company does not provide steel-toe boots as they are the responsibility of the employee.

Employees must wear safety glasses.

Gloves must be worn when handling sharp objects, welding or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.

The use of hearing protection is required in high-noise areas. Affected employees must wear the required hearing protection correctly, seeking replacements as necessary, and communicating problems to their supervisors.

Employees are prohibited from performing any work requiring the use of respirators. Only employees trained and authorized to use respirators are allowed to perform work that require them.



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Fall Protection

Work on raised platforms, ladders, above machinery or equipment, or other elevated work locations create a risk of serious injury. A full-body safety harness with a properly secured lifeline must be worn whenever you:



1. Work anywhere there is a danger of falling. A second person shall tend the lifeline when bins, tanks or other dangerous areas are entered.
2. Remove loose rock or loose objects from a high wall or perform tasks closer than seven (7) feet to the edge of a highwall or flat roof.
3. Work on top of a covered hopper or container railroad cars.

Anyone who makes an opening on any walking/working surface shall not leave the opening uncovered for any reason.

1. Install covers immediately; use barricades if necessary
2. Do not store materials or equipment on covers
3. Covers must be labeled "HOLE" or "COVER" and secured, extending at least 3" beyond the hole.

EMERGENCY RESPONSE & FIRE SAFETY

Emergency Response Procedures

Emergencies such as fire, severe weather, etc. require swift and immediate action by our employees to ensure the safety of everyone. Emergency action procedures will be established for each worksite to ensure the safe and efficient evacuation of personnel in case of an emergency. These procedures will address all emergencies that could be reasonably expected in our workplace and can be found in the Emergency Response Plan. These procedures will be reviewed regularly and modified when necessary to maintain maximum effectiveness.

Emergency numbers will be posted throughout the worksite to include 911, the police department, the fire department, and the local hospital.

General Emergency Guidelines

1. Stay calm and think through your actions
2. Know the emergency numbers
3. If indoors, know where the exits are located
4. Do not hesitate to call or alert others if you believe an emergency is occurring; you will not be reprimanded if you act in good faith and it turns out to be a false alarm
5. First aid supplies and emergency equipment are located in the Office, plant and shop for use by those who are authorized and properly trained.

Evacuation

1. Employees will be notified of a possible fire, either by the fire alarm system or by paged announcement.
2. Upon becoming aware of a potential fire, employees should immediately evacuate the work area. Do not delay evacuation to get personal belongings or to wait for co-workers.
3. Supervisors should be the last person to leave the area after checking the work zone to be sure that all personnel has evacuated.
4. Upon exiting the affected area, all personnel should report for a head count.
5. If any employee is missing, an immediate report should be made to the first available fire department officer.
6. Employees should stay together in a group so that periodic updates on the situation can be issued.
7. The order to re-occupy a work area or building will be issued from the highest-ranking personnel present.

Medical Emergency

1. Upon discovering a medical emergency, call 911.
2. Notify the supervisor and report the nature of the emergency and location.
3. Stay with the personnel involved and be careful not to come in contact with any bodily fluids.
4. Send two persons (greeters) to receive emergency responders.
5. Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.

Severe Weather

1. Facility management will monitor a weather alert radio. If a severe weather report is issued, they will inform employees.
2. Employees will be instructed where to go for safety and should proceed there after all equipment has been shut down and secured. When the severe weather warning is cancelled, management will notify employees that it is safe to return to work areas.

Vehicle Accident

1. Stay calm and ensure your own safety first.
2. Stop immediately and turn on hazard flashers. Do not leave the scene.
3. Call 911
4. Notify your supervisor as soon as possible and follow their instructions
5. Do not admit fault or argue with others involved.
6. Collect important information: names, license plate numbers, company names, witness contacts, and insurance details.
7. Take photos of the vehicles, surroundings, and any damage if it is safe to do so.
8. Cooperate fully with police and emergency responders.
9. Complete a company accident report form as soon as possible and submit it to your supervisor.

First Aid

In the event of an injury to yourself or a fellow team member, always seek trained, certified assistance. First aid kits are for treatment of minor injuries. Proper records should be made of injury and treatment with follow-up being made each day thereafter until the case is dismissed. All other injuries should be referred to a physician. First aid kits are located in the office, plant building and shop.

Most often you may encounter against smaller injuries. The danger here is that most people don't bother to get first aid for these minor injuries. But unless they are properly treated, these little injuries can develop into serious infection. Work carefully, but if you are someone else gets hurt, get attention as soon as you can. Timing is often very important.

When any injury occurs, whether it is serious or minor, be sure it receives the correct treatment as early as possible. An individual capable of providing first aid shall be available on all shifts. The individual shall be currently trained and have the skills to perform patient assessment and artificial respiration, control bleeding, and treat shock, wounds, burns, and musculoskeletal injuries.

Minor First Aid Treatment

If an employee sustains an injury or are involved in an accident requiring minor first aid, they must:

1. Inform their supervisor
2. Administer or have an employee certified in first aid administer treatment to the injury or wound
3. If a first aid kit is used, indicate usage on the accident investigation report
4. Access to a first aid kit is not intended to be a substitute for medical attention
5. Provide details for the completion of an accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work related and illness requiring professional medical assistance, management must first authorize treatment. If an employee sustains an injury requiring treatment other than first aid, they must:

1. Inform their supervisor
2. Proceed to the posted medical facility. The supervisor will assist in transportation, if necessary.
3. Provide details for the completion of the accident investigation report
4. Employees will use the nearest wash facility or eyewash station in the event an employee accidents spill or splashes injurious chemicals or liquids on their clothing or body. The employee will also notify their supervisor as soon as possible.

Emergency Medical Treatment

1. If an employee sustains a severe injury requiring emergency treatment:
2. Call for help and seek assistance from a co-worker and/or your supervisor.
3. Use the emergency telephone numbers and instructions to request assistance and transportation to the local hospital emergency room.
4. Provide details for the completion of the accident investigation report.

First Aid Training

Each designated first aid provider will receive training and instructions from his or her supervisor on the company's first aid procedures. All designated first aid providers will have a valid certificate in first aid training from an authorized organization and shall be contacted to render first aid.

Heat Related Illnesses

1. Wear loose, light colored clothing and a hat.
2. Adapt to working in hot conditions gradually, avoid over exerting yourself during peak temperature periods.
3. Drink water frequently – at least eight ounces every 20 to 30 minutes. Stay away from liquids containing caffeine as they tend to increase urination, which causes rapid depletion of body liquids.
4. Watch for the following signs and symptoms of heat-related illnesses:
 - a. **Heat Cramps:** Severe muscle spasms in the back, stomach, arms, and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.
 - b. **Heat Exhaustion:** Heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting, and fast pulse.
 - c. **Heat Stroke:** High body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhea, seizures, confusion, or unconsciousness.
1. Treat heat illness as soon as possible by doing the following:
 - a. **Heat Cramps:** Move to a cooler area and drink approximately six ounces of water every 15 minutes. \
 - b. **Heat Exhaustion:** Move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approximately six ounces of water every 15 minutes.
 - c. **Heat Stroke:** Call 911 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid and wait for emergency personnel to arrive.

Cold Weather Illness

1. Exposed skin freezes within one minute at -20°F when the wind speed is five miles per hours (mph), and will freeze at 10°F if the wind speed is 20 mph. When skin or clothing are wet, injury or illness can occur in temperatures above 10°F, and even above freezing (32°F). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
2. Watch for the following signs of cold-related illnesses:
 - a. Uncontrollable shivering
 - b. Slurred speech
 - c. Clumsy movements
 - d. Fatigue
 - e. Confused behavior
1. Layer clothing to keep warm enough to be safe, but cool enough to avoid perspiring excessively.
 - a. Inner layer: Synthetic weave to keep perspiration away from the body.
 - b. Middle layer: Wool or synthetic fabric to absorb sweat and retain body heat.
 - c. Outer layer: Material designed to break the wind and allow for ventilation.
1. Wear a hat to avoid losing almost 40 percent of your body heat.
2. Place heat packets in gloves, vests, boots, and hats to add heat to the body.
3. Watch out for the effects of cold temperatures on common body functions such as the following:
 - a. Reduced dexterity and hand usage
 - b. Cold tool handles reducing your grip force
 - c. The skin's reduced ability to feel pain in cold temperatures
 - d. Reduced muscle power and time to exhaustion

Fire Prevention and Protection

Fires can start anywhere, anytime. Prevention of fires in the workplace is the responsibility of everyone employed by the Company. Every effort will be made by the company to identify hazards that might cause fires and establish a means for controlling them. A fire prevention plan will be developed and maintained. Locations for fire extinguishers in the workplace will be contained within the prevention plan.

Fire Prevention

All employees are expected to conduct themselves in a manner that reduces the risk of fire in the workplace. This includes keeping combustible materials and flammable liquids away from ignition sources and avoiding the unnecessary accumulation of these materials. Smoking is strictly prohibited in designated areas, especially near flammable or combustible substances. No candles or open flames are allowed within the facility.

1. No smoking or open flame within 25 feet of no smoking signs or combustibles.
2. Report all possible fire hazards to your supervisor. Possible fire hazards include grease on equipment, oily rags, wood construction, etc.
3. Learn the proper procedure for the use and care of fire control equipment in your work area. Training for the use and care of fire control equipment is covered in task training and at monthly safety meetings.
4. Do not use gasoline or diesel fuel as a parts cleaner.
5. Small quantities of flammable liquids taken from storage for authorized use may only be transported in approved metal flame safety containers.
6. All combustible or hazardous liquids must be stored in their original containers or transferred to approved safety cans that are properly labeled and sealed.
7. Fuel, gas, and oxygen cylinders must be stored with adequate separation, fire resistant barriers, or both.
8. Open fires, fire barrels or buckets are not allowed.



9. Oil spills must be contained and cleaned promptly to avoid slip and fall hazards or fire hazards.
10. The storage and disposal of oily rags is restricted to covered metal containers that are marked for such purposes.
11. All / any containers with flammable liquids must be either in the original container or labeled with the contents when left unattended.
12. Additional caution will be taken when working with flammable gases, oxygen, or in areas with elevated oxygen concentrations.

Protective Equipment

Fire protection equipment must stay in designated, visible locations and remain accessible at all times. Only trained employees may use extinguishers, with training at hire. Always keep an exit behind you, stay low, and back away after use. If a fire is too hot, smoky, or unsafe, evacuate immediately.

Extinguishers are inspected monthly and serviced annually; hydrants and hose houses are clearly marked. Fire extinguishers will be recharged or replaced after any discharge. Employees must know alarm locations, extinguisher types, and evacuation routes. Never block exits, use water on electrical fires, re-enter burned areas, or throw extinguishers into a fire.

Reporting

If an employee sees or suspects a fire, they must immediately report it by dialing 911. Under no circumstances should an untrained employee attempt to extinguish a fire. If there is any uncertainty about safety, the employee must evacuate the area immediately and notify others. Ensuring a prompt and clear response in an emergency is critical for protecting personnel and property.

Hazard Communication/Right to Know

All GS Materials & GS Materials Transportation employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely. Chemical substances and mixtures used by the company are evaluated and approved before use. The associated risks with products will be communicated to employees before use and can be found by reviewing the products Safety Data Sheet (SDS). Employees will receive training on proper hazard communication annually and whenever new products are introduced in the work environment that present a hazard. No outside, unapproved chemicals are allowed in the facility or at any worksites. Employees should approach their supervisors with any questions regarding any chemicals used by GS Materials & GS Materials Transportation.

Chemical Inventory

The Office maintains inventory sheets on all known chemicals in use. Do not bring chemicals from home as they have not been approved and the hazards have not been addressed.

Safety Data Sheets (SDS)

Safety Data Sheets (SDS) are documents provided by the suppliers of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. The SDS collection is located in the Office and online. Employees may request a copy of SDSs at any time from your immediate supervisor or the Office. Employees are free to utilize the SDS as needed.

All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

<u>Health Hazard</u>  • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity	<u>Flame</u>  • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides	<u>Exclamation Mark</u>  • Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer	<u>Gas Cylinder</u>  • Gases under pressure	<u>Corrosion</u>  • Skin corrosion/burns • Eye damage • Corrosive to metals	<u>Exploding Bomb</u>  • Explosives • Self-reactive • Organic peroxides
			<u>Flame Over Circle</u>  • Oxidizers	<u>Environment*</u>  • Aquatic toxicity *under EPA jurisdiction	<u>Skull & Crossbones</u>  • Acute toxicity (fatal or toxic)

Labeling

All on-site chemicals will be stored in their original and approved containers with the proper labels attached. Small containers designed for immediate use may be used, such as oil cans, but the employee must be aware of the chemical that they dispense from the original container. Containers used for immediate use must not be left unattended. If the chemical in the container is left unattended or not completely emptied the container must be labeled with the common name of the chemical. Any containers not properly labeled must be brought to the attention of the supervisor for either labeling or proper disposal. The company will rely on manufacturer applied labels. Do not mix chemicals together.

Emergency Response

Employees routinely using hazardous materials (especially in large quantities) should anticipate the types of spills that can occur and have on hand the proper equipment and materials to clean up a spill. Each chemical's SDS contains special clean-up information.

If a spill occurs, immediately alert employees in the area and inform your supervisor. Use absorbent material to confine the spill if possible and prevent the material from becoming airborne.

Employee Training

Employees will be trained to work safely with the hazardous chemicals in their work area. The training will include methods used to detect a release of a hazardous chemical, physical and health hazards associated with chemicals, protective measures, safe work practices, emergency measures, personal protective equipment, labeling and warning systems, and an explanation of safety data sheets.

Hazards of Non-Routine Tasks

Supervisors must inform employees of any special tasks which may arise that would involve possible exposure to hazardous chemicals. A review of safe work procedures and use of chemical and personal protective equipment will be conducted prior to the start of such tasks.

Access to Exposure & Medical Records

Employees and former employees, who are, have been, or will be exposed to toxic substances or harmful physical agents can access exposure and medical records maintained by the Company upon request. Requesting parties must provide their name, address, organization, and purpose for the request within (10) working days.

Questions

All questions regarding Hazard Communication & Right to Know should be directed to your supervisor.

GENERAL SAFETY PRECAUTIONS

Ergonomics

To prevent strain and injury, employees must use safe body mechanics and proper lifting techniques during all work activities. Repetitive motions, awkward postures, and poor lifting habits can lead to serious injuries over time.

Some guidelines to reduce your chance of becoming a victim of ergonomic injury include:

Lift Safely

1. Bend your knees, not your back.
2. Keep the load close to your body.
3. Avoid twisting, turn with your feet.
4. Ask for help or use mechanical aids for heavy or awkward loads.

Work in Comfortable Positions

1. Avoid researching overhead or bending for long periods.
2. Keep tools and materials within easy reach.
3. Stretch tight muscles and change positions regularly to reduce fatigue

Use Tools Properly

1. Make sure tools fit your hand and are in good condition.
2. Ask for training if you're unsure how to use a tool safely.

Notify your supervisor if you experience pain or strain in your back, shoulders, wrists, or joints.

BEWARE WHEN YOU'VE BEEN AWAY – Even if you're a rugged, seasoned lifter, remember that muscles quickly get out of shape during vacation or a spell of illness. Be doubly careful those first few days back on the job; ease into it gradually. Remember - Whenever conveyors, hand trucks, or other mechanical devices can do the job, let it take the strain and spare your spine.

Electrical Safety

1. Electricity is dangerous. Its proper use requires specialized training. Only qualified persons, with the permission of a supervisor, are permitted to install and repair electrical equipment.
2. Only qualified persons are permitted to replace fuses, using a properly sized fuse puller. Fuses may be replaced only after the equipment has been turned off, locked out, tried out and checked by meter and an attempt is made to re-start to ensure the circuit is dead.

3. Know the location of emergency shutdown controls and procedures for electrically energized equipment in your area. Check with your supervisor or task training materials for the location of emergency shutdown controls and procedures for your area.
4. Promptly report to your supervisor any non-insulated electrical wires, damaged or ungrounded electrical or electrically powered equipment.
5. Do not drive over electrical trailing cables to dredges, shovels, draglines, or any other electrical power conductor cables.
6. Do not store any boxes, spare parts or other items on top of or inside electrical boxes or motor control centers. Keep the area around and in front of switch boxes clear and clean for a minimum distance of 36 inches.
7. Energizing or de-energizing electrically powered equipment is to be performed by properly task-trained personnel only.

Electrical Lock, Tag, and Try Procedures

Bodily injury is possible anytime you come in contact with electrically energized parts, machinery is accidentally started up or there is an unexpected movement of equipment, or you are exposed to hazardous materials.

1. Before repair or maintenance work is performed on or near equipment; each employee must make the equipment inoperative by de-energizing the electrical circuits; closing valves; bleeding off pressure; blocking against motion; and by placing a lock and tag on the appropriate electrical disconnects, valves and/or other parts. See your supervisor or task training materials for details.
2. De-energize, lock out, tag and try any electrically powered equipment before entering or repairing it.
3. Locks and tags are to be removed only by the person who installed them or by authorized supervisory personnel, following established procedures.
4. Hydraulic or air powered equipment or any machinery or equipment capable of movement must be blocked to prevent any unexpected movement. See your supervisor or task training materials for details.

Welding and Cutting

Welding and cutting activities are restricted to employees authorized and task trained to perform these tasks. Individual(s) planning to conduct welding/cutting/burning operations shall contact their supervisor for a Welding/Cutting/Burning Permit. The supervisor and the individual(s) will examine the proposed work area(s) to see that it all meets the safety precautions as outlined on the "Welding/Cutting/Burning Permit." When all necessary precautions have been taken, the permit shall be issued by the supervisor. The permit constitutes permission to perform the work in the specified area(s) for one (1) day. If the work continues in a specific location, the same permit may be used for up to one (1) week, but it must be updated, site inspected, and re-authored by the supervisor daily.



1. Wear the proper personal protective equipment for welding and cutting which includes a welding hood (with safety glasses under the hood), goggles or face shield, long sleeve shirt or leathers and welder's gloves.
2. Do not weld or burn on drums or barrels, use a spark-proof drum cutter instead.
3. Do not weld or burn on tanks or other vessels that once contained flammable or combustible materials or gases without proper training.
4. Inspect welding sites for fire and electrical hazards before, during and after welding. An operational fire extinguisher is required to be within 25 feet of the welding activity. Employees are responsible to check that fire extinguishers are operational and within 25 feet of welding activities.
5. Before beginning work, position welding screens to provide protection for other employees from the welding flash.
6. Provide adequate ventilation to prevent the concentration of oxygen and toxic fumes when welding or cutting in enclosed places.
7. Secure compressed gas cylinders in an upright position to avoid falling or rolling. Close valves when tanks are not in use. Remove regulator and replace caps when storing or moving, or provide a cover over the top of the regulator and gauges to protect them from being struck by falling objects, mobile equipment, etc. The cover over the top of the regulator and gauges do not have to be placed as long as the cylinders are being used off and on during the shift. However, the hose must be folded and in place to prevent tripping by other employees.
8. Do not strike, drop or apply heat to marked oxygen, acetylene, or other compressed gas cylinders.

9. Use proper sparking devices for lighting oxygen and acetylene torches. Unprotected plastic butane lighters are not permitted in the plant. See your supervisor or task training materials for proper sparking devices.
10. Do not weld or cut containers or materials which previously had been in contact with hazardous substances unless they have been properly cleaned.
11. Do not weld or cut painted or plated parts unless special precautions with ventilation have been taken. They can release highly toxic fumes or gases.
12. Whenever practical, all-welding, cutting, and burning operations are to be shielded by fire-resistant curtains or screens to protect employees and other persons in the vicinity. If persons working nearby are unprotected by the shield, advise them to wear protective goggles.

Hand and Power Tools

GS Materials & GS Materials Transportation provides hand and powered portable tools that meet accepted safety standards. To protect employees and maintain a safe work environment, all tools must be properly maintained, used correctly, and handled with care. Faulty or improperly used tools are a serious hazard. Employees are responsible for ensuring that the tools they use, whether company-owned or personal, are in good condition. No tools are permitted with locking triggers or does not require constant finger pressure.

General Rules

1. Use the correct tool for the job.
2. Damaged or malfunctioning tools must not be used. Tag out immediately and turn them in for service and obtain a replacement.
3. Employees unfamiliar with a tool's operation must ask their supervisor for instruction before beginning work.
4. Powder-actuated tools may only be used by employees who have been properly instructed and licensed by the manufacturer.

Safe Handling Practices

Employees must handle tools in a safe manner to prevent injury:

1. Never carry tools by the cord or carry plugged in tools with your finger on the switch.
2. Always turn tools off before plugging in or unplugging.
3. Do not carry sharp or pointed hand tools in pockets unless properly sheathed.

Tool Condition & Maintenance

Employees must inspect their tools regularly and keep them in good condition:

1. Replace broken or fractured handles immediately.
2. Do not use hand tools with mushroomed heads.
3. Tool handles must be tightly wedged into tool heads.
4. Files and similar tools must have proper handles.
5. Jacks must be cleaned periodically to maintain safe operation.
6. Tools must be stored in a dry, secure location when not in use.

Personal Protective Equipment

Employees are required to wear appropriate PPE whenever using hand or power tools:

1. Safety glasses/goggles/face shield must be worn when there is a risk of flying particles.
2. Work must stop if safety glasses fog up, clean them before resuming.
3. Additional PPE may be required depending on the task (hearing protection, gloves, etc.)

Electrical Tools

Special precautions must be taken when using electrical tools:

1. Tools that are not double insulated must be grounded and tested:
 - a. Before initial use
 - b. After repairs
 - c. After incidents such as dropping or water exposure
1. Ground tools must always be used with a properly grounded circuit,
2. Extension cords must be three-wire, grounded type.
3. Use a Ground Fault Circuit Interrupter (GFCI) when operating tools on temporary wiring or in wet environments.
4. Do not operate electrical tools with wet hands or while standing on wet surfaces.
5. Never use spark-producing tools near containers labeled “Flammable.”
6. A damaged or malfunctioning tool must not be used. Damaged or malfunctioning tools must be turned in for service and a tool in good condition must be obtained to complete the job.

Pneumatic & Hydraulic Tools

Do not point a charged compressed air hose at bystanders or use it to clean your clothing. Lock and/or tag tools “Out of Service” to prevent usage of the defective or damaged tool. Do not use tools that have handles with burrs or cracks. Do not use compressors if their belt guard is missing, replace the guard before using the compressor. Turn the power switch of the tool to “Off” and let it come to complete stop before leaving it unattended. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Confined Space Work and Permit Entry

Do not enter or perform work in a confined space without authorization and proper training. Check with your supervisor or task training materials for the location of confined spaces in your work area. Confined spaces are areas that have restricted entrances and exits and is not designed for continuous occupancy. A permit required confined space is a confined space that contains or has the potential to contain a hazardous atmosphere, material that has the potential for engulfment, an internal configuration such that an entrant could be trapped or asphyxiated, or any other recognized serious safety or health hazard.



Ladders

Inspect ladders before each use. Ladders must be in good condition: tight joints, secure fittings, clean rungs, and freely moving parts. Do not use damaged ladders, remove them from service and tag out.

Ladders may not be placed in front of unguarded doors or on unstable bases. Face the ladder when climbing and never use the top step. Portable rung ladders must extend 3 ft. above the landing and be secured to prevent slipping.

Metal ladders must be marked “CAUTION – Do not use around electrical equipment” and inspected for corrosion. Do not use ladders for unintended purposes or adjust extension ladders while standing on them. Do not attempt to use a ladder while carrying material, employees must face the ladder and have both hands free when climbing or descending.

Powered Aerial Work Platforms

All employees who work with aerial lifts, vehicle-mounted work platforms, or powered platforms are responsible for following all safe procedures established by this policy as well as those established by the manufacturer of the equipment being used.

Inspection of aerial-lifts, vehicle mounted elevated and rotational work platforms, and power platforms will be made in accordance with manufacturer recommendations and company, state, and federal inspection requirements and regulations.

1. No employee will be permitted to use or operate lifts or platforms unless they have been instructed, trained, and certified by a competent person in the use and operation of such equipment.
2. Equipment will not be moved when the boom is elevated in a working position with workers in the basket or on the platform unless equipment was manufactured to perform these functions.

3. Safety harnesses will be worn by employees working from the basket, double lanyards will be used at all times so as 100% positive tie off is accomplished with the lanyard being attached to the basket. Under no circumstances will the lanyard be attached to a pole, the structure, or other equipment outside the basket.
4. Employees who tamper with controls and/or bypass safety devices, such as deadman switches, are subject to termination.
5. Avoid using mobile and self-propelled lifts and platforms in outside work activities where exposure to severe wind conditions exists.
6. Extended boom aerial lifts or work platforms are prohibited from outdoors during electrical storms.
7. If equipment is equipped with outriggers, they must be used.

The operator's knowledge of operating and safety procedures and requirements for this equipment must be verified by a manipulative test, and by observation of their performance during the first month of operation. A competent person designated by the supervisor will conduct the manipulative test to determine an applicant's operating ability for each type and model of equipment to be operated. Training will be provided for each operator.

Machine Safety

Do not remove, alter, or bypass any safety guards or devices when operating mechanical equipment or when bending or forming materials. Replace guards before starting the machine and after adjusting or repairs. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.

Do not wear loose clothing, jewelry, or ties when working near machines. Long hair must be contained under a hat or hairnet.

Read and obey safety warnings posted on or near any machinery. See your supervisor or task training materials for details.

Acknowledgement Page

Read carefully Before Signing Below

This page will be removed with the employee's name, signature and date signed and will be placed in the employee's permanent file. The employee will keep the copy of the safety rule book.

Date: _____

I, the undersigned, hereby acknowledge receipt of this Employee Safety Handbook and I understand its contents. I further understand that I am expected to comply with the safe working practices contained herein, and that violations of safety rules and regulations are cause for disciplinary action, including termination. I understand these rules and regulations are not all inclusive and more specific safety rules and regulations will be provided during task training.

Printed Name: _____

Signature: _____

Appendix A - Policies & Procedures Applicable to GS Materials, Inc.

Ground Control

The stability of highwalls, banks, and stockpiles is critical to safe mining operations. Employees must follow these rules as all times:

1. Hazardous ground conditions must not be entered until corrected. Loose, overhanging, or unstable material shall be taken down or supported before work or travel is permitted in the area.
2. Until corrective work is completed, hazardous areas will be posted with warning signs and, if left unattended, barricaded to prevent entry.
3. Scaling operations must be performed from a safe location that does not expose employees to falling material. When manual scaling is required, a scaling bar of adequate length and design must be used to safely remove loose rock.
4. Do not work or travel between machinery/equipment and a highwall or bank where escape from falling material could be hindered.
5. Highwalls, banks, and work areas will be examined by a competent person before work begins, after blasting, and as ground conditions change. Unsafe areas will be corrected or closed off.
6. Secondary breakage may only be performed when the material to be broken is blocked or positioned to prevent movement that could endanger persons.
7. Never dump or operate equipment near the edge of a highwall, bank, or stockpile unless a substantial berm or barricade is in place and confirmed to be adequate.
8. Employees must report any signs of loose or unstable ground immediately to their supervisor

Plant Safety

1. Unless a safe method has been provided by your supervisor, do not grease, oil, clean or adjust machinery or equipment while it is in motion. Always Lock Out, Tag Out & Try Out before removing any guards.
2. Do not remove or bypass machine safety guards or devices when operating mechanical equipment.
3. Do not stockpile or dump material under power lines unless a clearance of fifteen (15) feet is maintained between the closest point on the equipment in a raised position and the power line.
4. Riding on conveyor belts is strictly prohibited; it is considered as horseplay and may result in disciplinary action.
5. Pre-start audible warning signal systems where required must be used and needed when machinery or equipment is to be operated.
6. Do not throw or drop tools, materials or equipment from elevated areas such as screen towers, silos, catwalks or large drop-offs in the sand mines until barricades and warning signs have been erected and it has been determined that the area below is clear.
7. Use mild steel bar, brass bar, or punch with a hammer or sledge when pounding on a hard steel surface or material. This will lessen the possibility of steel splinters striking the person using the hammer or other employees in the area. Damaged tools with split, broken or loose handles or mushroomed heads should not be used and must be reported to your supervisor.
8. No work is to be performed in a surge or blending tunnel unless proper lighting and a start-up alarm is provided and stop cords are in place on the conveyor(s). see your supervisor or task training materials for details.
9. All work sites, including dumpsites, must be adequately illuminated during night operations.
10. Remove safety features such as toe boards, handrails, barricades, machine guards and warning signs only after proper lockout and other security measures (like safety harness and tie-off) have been taken.
11. Replace all safety items as soon as a task is completed.
12. When the cover from any opening in the floor, ground, pit, sewer, conveyor, bin, etc. is removed, employees must place a screen over the opening or otherwise mark the area unsafe to prevent someone from falling into the opening.

Mobile Equipment

Only employees with proper task training certification are authorized to drive or operate mobile equipment.

Equipment operators must perform and document a pre-operation inspection daily (before operating each shift) on all mobile equipment. This includes a check of all braking systems, emergency steering systems, backup alarms, horns, windshield wipers, seat belts, fire extinguishers, tires and lights. Any defects affecting the safe operation of the mobile equipment must be reported to your supervisor.

More information on the operation of mobile equipment can be found in the *Mobile Equipment Program*.



1. Tag-out, identify on tag your name, date and the defect details. Remove the keys to any unsafe or inoperable equipment until defects affecting its safe operation are corrected. A record of any defect reported (on pre-shift report) will be kept until it is corrected. Report to your supervisor immediately.
2. Seat belts shall be used in all cars, trucks, front-end loaders, bulldozers, off-the-road articulated dump trucks and other mobile equipment as equipped.
3. Use steps or access ladders when accessing and leaving mobile equipment. Maintain three (3) point (two hands and a foot or two feet and a hand) contact while on ladders. Do not jump from elevated positions or mount/dismount moving mobile equipment.
4. No employee, other than the operator, will ride on or in any mobile equipment designed for single occupancy.
5. Keep cabs of all mobile equipment free of materials such as cans, bottles, jars, loose tools, rags and other unsecured items.
6. Riding in or working from front-end loader buckets or on forklifts or platforms is prohibited. However, work may be performed from an approved work platform attached to a forklift in an approved manner in a stationary position with fall protection.
7. Mobile equipment must not be moved until the warning horn is sounded and everyone is clear, out of the path of the equipment.
8. Do not operate cranes, equipment booms or truck boxes within fifteen feet of energized overhead power lines.
9. Equipment operators are not permitted to move lifted loads over areas occupied by employees.
10. Do not dump on elevated piles, faces, or pads unless a substantial berm/stop-block is in place and sound. Keep all wheels behind the berm. If a berm is low, soft, eroded, or damaged, stop and notify a supervisor to restore it before dumping. Illuminate dump edges for night work.
11. Unattended mobile equipment must have the parking brakes applied. When parked on an incline, the wheels should be chocked, turned into a bank or berm, or two wheels on the same axle will be placed in a trench to prevent movement of the vehicle. Buckets on front-end loaders, cranes, excavators, draglines, blades on dozers and pan scraper blades should be lowered to the ground when equipment is idle.
12. Conduct a quick walk around on any piece of equipment that you park. You will be looking for the same things that were inspected during the pre-operation inspection. Report any problems found to your supervisor.
13. Before making repairs on mobile equipment, the wheels must be blocked and the key removed and/or the master switch must be placed in the "off" position. A warning tag stating "DANGER: DO NOT START. WORK IN PROGRESS" must be placed on the operator's controls. The tag must not be removed until the work is complete and then, only by the person who placed it or by the qualified person performing the repair, following established procedures.
14. No repair or service is to be performed on, or under, equipment in the raised position without using blocks, pins or other means to prevent it from falling. This precaution must be independent of any hydraulic or cable support system.
15. Work between the front and rear wheels of articulated equipment must be performed in compliance with the manufacturer's guidelines. Guidelines are often posted on equipment. If you are uncertain or cannot locate the manufacturer's guidelines, see your supervisor.
16. Smoking is prohibited while fueling or servicing mobile equipment, including working on or around the batteries.
17. Front-end loader operators must visually confirm presence of a truck driver in their cab before loading, except when the truck is not equipped with a cab protector or when loading large riprap. During these activities, truck drivers must position themselves in front of the truck in sight of the loader operator.

18. Only persons properly task trained in the tire safety are permitted to perform maintenance and repair procedures on tires. Tire inflation, following maintenance or repair procedures must be done with proper protective barriers in place. Check with your supervisor for details.

Respirable Dust

Respirable dust, including crystalline silica, is a serious health hazard that can be present in mining and processing operations. Exposure can lead to long-term illnesses such as silicosis and other lung diseases. Our full Respirable Silica Program outlines detailed requirements for monitoring, controls, medical surveillance, and training. To protect yourself and others:

1. Always use required dust control measures such as water sprays, ventilation, or enclosures
2. Wear respiratory protection whenever instructed by your supervisor or task training materials
3. Never tamper with or bypass dust control equipment
4. Report excessive dust conditions immediately to your supervisor

Your cooperation and compliance with the Respirable Silica Program is essential to maintaining a safe and healthy work environment.

Working Alone

Employees are prohibited from working alone.

Workplace Examinations

Work areas must be examined regularly to identify and correct hazards before they cause injury.

1. A competent person designated by the company will examine each working place at least once per shift before work begins or as work is starting.
2. If hazardous conditions are found, they will be corrected immediately, or the area will be posted and barricaded to prevent entry until it is made safe.
3. Examinations will also be performed after blasting, following significant weather events, or whenever ground conditions change.
4. All employees are responsible for remaining alert to hazards and must report unsafe conditions immediately to their supervisor.
5. Records of workplace examinations will be maintained for a minimum of twelve months.

Keeping work areas safe requires everyone's attention. Reporting and correcting hazards promptly helps protect all employees.

Motor Vehicle Safety

All employees must adhere to the following safety rules when operating any motor vehicle on behalf of the company:

1. Employees must possess a valid driver's license appropriate for the vehicle being operated. Operating a company vehicle with a revoked, suspended, or expired license is grounds for immediate termination.
2. A daily inspection of the vehicle must be performed before operation. This includes checking brakes, lights, tires, seat belts, and emergency equipment.
3. Seat belts must be worn at all times by drivers and passengers. Failure to do so may result in disciplinary action, including termination.
4. Safe Driving Practices – Employees must obey all traffic laws, posted speed limits, and company-specific traffic control signs. Reckless driving, speeding, tailgating, or failure to yield may result in disciplinary action.
5. Operating a vehicle under the influence of alcohol, illegal drugs, or impairing prescription medications is strictly prohibited and will result in immediate termination.
6. Vehicles must be kept clean and free of loose items that could interfere with safe operation.
7. All vehicle-related incidents, accidents, or safety concerns must be reported immediately to a supervisor.

The following actions are strictly prohibited and may result in disciplinary action up to and including termination:

1. Operating a vehicle with a fictitious or fraudulent license or medical certificate.
2. Hit and run incidents.
3. Use of company vehicles to commit a felony.
4. Possession of unauthorized weapons or illegal substances in company vehicles.
5. Failure to report prescription drug use that may impair driving ability.
6. Failure to wear a seat belt.
7. Reckless driving resulting in bodily injury or property damage.

On-Site Traffic

1. Signs establishing traffic control, speed and direction shall be posted and obeyed by all employees.
2. Use only designated parking areas. Parking in any other area requires specific authorization from your supervisor.
3. Reversing equipment in tight areas requires a spotter. The spotter should watch for hazards the operator is unable to see.
4. Make positive radio contact before entering blind intersections, crossing haul routes, or approaching loading/dump points. Sound horn before moving after a stop and when starting equipment. Reduce speed and yield to loaded haul units and emergency vehicles.
5. Pedestrians must walk facing oncoming traffic.
6. Do not walk behind or between moving vehicles.
7. Always walk clear of mobile equipment and remain in view of the operator.
8. Loaded trucks always have the right of way.
9. Do not attempt to overtake and pass a moving truck on the pit haul road.
10. Keep a distance of at least 100 linear feet from any moving vehicle.
11. Do not approach within 100 feet of an operating loader from any direction until you have made eye contact with the operator and receive a signal to proceed.
12. When operating company vehicles on public roads, employees must follow NCDOT regulations such as weight limits, commercial drivers' licenses, and proper markings and licenses on vehicles.
13. Vehicle and equipment housekeeping will be done frequently and in a timely fashion.



Avoiding Distracted Driving

Distracted driving is the leading cause of roadway accidents and must be proactively avoided. Common sources of distraction include:

1. Cell phone use
2. Eating or drinking
3. Passenger interactions
4. Fatigue
5. Adjusting or setting navigation systems
6. Impairment due to medications, drugs, or alcohol

To maintain safety, all personnel operating Company vehicles are expected to remain focused on the road. The following steps help reduce distractions:

1. Set navigation systems prior to beginning the trip and review key route information in advance.
2. Finish all phone calls before departure and activate "do not disturb" or similar settings on the mobile device.
3. Do not operate a vehicle while impaired.
4. Take rest breaks as needed to address fatigue.

Use of handheld mobile devices is strictly prohibited while operating any Company vehicle, regardless of whether the vehicle is in motion or temporarily stopped (e.g., at a red light). Prohibited activities include, but are not limited to:

1. Answering or initiating phone calls
2. Reading or sending text messages or emails
3. Browsing the internet or using mobile apps.

Eating while driving a company vehicle is not permitted. Drivers must park the vehicle before consuming food. Non-alcohol beverages may be consumed while operating a vehicle; however, caution must be exercised to ensure it does not interfere with driving performance.

Appendix B - Policies & Procedures Applicable to GS Materials Transportation, Inc.

Commercial Motor Vehicles

All employees must adhere to the following safety rules when operating any motor vehicle on behalf of the company:

1. Employees must possess a valid driver's license appropriate for the vehicle being operated. Operating a company vehicle with a revoked, suspended, or expired license is grounds for immediate termination.
2. A daily inspection of the vehicle must be performed before operation. This includes checking brakes, lights, tires, seat belts, and emergency equipment.
3. Seat belts must be worn at all times by drivers and passengers. Failure to do so may result in disciplinary action, including termination.
4. Safe Driving Practices – Employees must obey all traffic laws, posted speed limits, and company-specific traffic control signs. Reckless driving, speeding, tailgating, or failure to yield may result in disciplinary action.
5. Operating a vehicle under the influence of alcohol, illegal drugs, or impairing prescription medications is strictly prohibited and will result in immediate termination.
6. Vehicles must be kept clean and free of loose items that could interfere with safe operation.
7. All vehicle-related incidents, accidents, or safety concerns must be reported immediately to a supervisor.

The following actions are strictly prohibited and may result in disciplinary action up to and including termination:

1. Operating a vehicle with a fictitious or fraudulent license or medical certificate.
2. Hit and run incidents.
3. Use of company vehicles to commit a felony.
4. Possession of unauthorized weapons or illegal substances in company vehicles.
5. Failure to report prescription drug use that may impair driving ability.
6. Failure to wear a seat belt.
7. Reckless driving resulting in bodily injury or property damage.

Employees operating commercial motor vehicles (CMVs) under GS Materials Transportation, Inc. are subject to additional requirements under federal and state Department of Transportation (DOT) regulations. Employees can review these requirements in the *Commercial Motor Vehicle Program*.

1. All CMV operators must hold a valid CDL with appropriate endorsements
2. Drivers must maintain a current DOT medical certificate and report any changes in medical status to their supervisor.
3. Drivers must comply with federal Hours of Service regulations and maintain accurate logs.
4. Do not drive if you are fatigued or out of hours, notify your supervisor.
5. Pre- and post-trip inspections must be documented daily. Any defects must be reported and corrected before operations.
6. All loads must be secured in accordance with DOT regulations. Drivers are responsible for verifying securement before transport.
7. CMV operators are subject to random, post-accident, and reasonable suspicion drug and alcohol testing per DOT guidelines.
8. Drivers will receive ongoing training in defensive driving, regulatory compliance, and company specific procedures.

Violations of this policy or the Commercial Motor Vehicle Program may result in:

1. Suspension or revocation of driving privileges.
2. Loss of quarterly safety incentives.
3. Termination of employment for serious or repeated violations.

CMV Operator Training

Employees who operate commercial motor vehicles (CMVs) will receive training required under the Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations. This includes:

1. Hours of Service (HOS) rules and use of Electronic Logging Devices (ELDs)
2. Vehicle inspection requirements (pre-trip, en route, post trip)
3. Cargo securement and weight limits
4. Defensive driving and accident prevention
5. Roadside inspection procedures and driver responsibilities
6. Drug and alcohol testing requirements under DOT regulations
7. Emergency response and post-accident procedures

GS Materials Transportation will maintain and support this training program to ensure all employee understand their responsibilities, recognize hazards, and perform work safely and in compliance with company policies and regulatory requirements

DOT Roadside Inspections

Drivers operating commercial motor vehicles (CMVs) are subject to inspections by law enforcement and DOT officers at any time. Follow these steps to protect yourself and GS Materials Transportation, Inc.:

1. Pull over safely when directed by an officer and remain calm.
2. Follow all instructions from the officer politely and respectfully.
3. Provide required documents when asked, including:
 - a. Driver's license (CDL)
 - b. Medical certificate
 - c. Vehicle registration
 - d. Proof of insurance
 - e. Hours of Service log (ELD or paper log if exempt)
 - f. Shipping papers/bill of lading.
4. Conduct yourself professionally, never argue, refuse, or attempt to conceal information.
5. Perform any requested vehicle checks (lights, brakes, safety equipment) with the officer present.
6. Turn in inspection reports to the office within 24 hours or at the end of your trip.
7. Correct any violations immediately as directed by your supervisor or maintenance.
8. Never falsify documents or logs. Violations can lead to fines, licenses suspension, or termination

Drug and Alcohol Testing

CDL Drivers are subject to U.S. Department of Transportation (DOT) drug and alcohol testing requirements. According to FMCSA regulations, no driver is permitted to report for duty or perform work with an alcohol concentration of .04 or higher, nor while using any controlled substances. Alcohol consumption is also prohibited within four hours of starting work. Drug and alcohol testing will be conducted including pre-employment screening, post-accident investigations, random testing periods, reasonable suspicion situations, return-to-duty evaluations, and follow-up testing. Supervisors must complete specialized training to effectively manage reasonable suspicion cases and are required to maintain written records of observations that justify such testing. Violations of these policies can lead to penalties, removal from duty, termination, or other disciplinary actions as appropriate.

Cargo Securement

Improperly loaded or unsecured cargo poses serious risks, including equipment damage, road hazards, personal injury, or even fatality. Whether or not you are directly responsible for loading the cargo, you must inspect it to ensure it is properly stabilized and secured. This includes confirming that cargo meets appropriate weight requirements, does not obstruct the driver's view, and allows access to emergency equipment. Be alert for potential issues related to overloaded or oversized items.

Cargo must be checked as part of the pre-trip inspection and monitored throughout the trip. The inspection should verify that all cargo and securement devices remain in place and function as intended. Securement may involve the use of dunnage, dunnage bags, shoring

bars, tie-downs, or any combination of these methods. All securement practices must comply with Company procedures and FMCSA cargo securement regulations.

Avoiding Distracted Driving

Distracted driving is the leading cause of roadway accidents and must be proactively avoided. Common sources of distraction include:

1. Cell phone use
2. Eating or drinking
3. Passenger interactions
4. Fatigue
5. Adjusting or setting navigation systems
6. Impairment due to medications, drugs, or alcohol

To maintain safety, all personnel operating Company vehicles are expected to remain focused on the road. The following steps help reduce distractions:

1. Set navigation systems prior to beginning the trip and review key route information in advance.
2. Finish all phone calls before departure and activate “do not disturb” or similar settings on the mobile device.
3. Do not operate a vehicle while impaired.
4. Take rest breaks as needed to address fatigue.

Use of handheld mobile devices is strictly prohibited while operating any Company vehicle, regardless of whether the vehicle is in motion or temporarily stopped (e.g., at a red light). Prohibited activities include, but are not limited to:

1. Answering or initiating phone calls
2. Reading or sending text messages or emails
3. Browsing the internet or using mobile apps.

Eating while driving a company vehicle is not permitted. Drivers must park the vehicle before consuming food. Non-alcohol beverages may be consumed while operating a vehicle; however, caution must be exercised to ensure it does not interfere with driving performance.

Appendix C - Supervisor Accident Report

SITE INFORMATION

Company name:		Point of contact (name and title):	
Street address:	Phone number:	City/ZIP code:	Store number (if applicable):

EMPLOYEE INFORMATION

Name (first and last):	Employee job title:
Employee department:	Supervisor name and job title:
Body parts the employee claims were injured (check all that apply):	☐ Arm ☐ Face ☐ Torso ☐ Back ☐ Feet ☐ Legs ☐ Buttock ☐ Hands ☐ Thighs ☐ Chest ☐ Head ☐ Other: _____ ☐ Other: _____ ☐ Other: _____

INCIDENT INFORMATION

Date:	Location of the alleged incident:
Time:	
Manager on duty:	Date incident was reported:
Description of the incident (list any property damage and attach all relevant information such as exam, pre shift or lock out tag out info if applicable):	
If possible, have the employee recreate the incident.	

WITNESSES

Name:	Contact info (phone, email):	Address:	Employee? ☐ Yes ☐ No
Name:	Contact info (phone, email):	Address:	Employee? ☐ Yes ☐ No
Name:	Contact info (phone, email):	Address:	Employee? ☐ Yes ☐ No

ROOT CAUSE ANALYSIS (CHECK ALL THAT APPLY)

Contributing Actions	Contributing Conditions
☐ Use of safety devices ☐ Use of PPE ☐ Procedural issue ☐ Speed of operation ☐ Equipment condition ☐ Lifting technique ☐ Operator skill ☐ Recapped needle ☐ Material handling ☐ Use of tools ☐ Warning method ☐ Type of clothing ☐ Authorization issue ☐ Awareness ☐ Other: _____ ☐ Other: _____	☐ Housekeeping ☐ Exposure ☐ Condition of surface ☐ Noise ☐ Ergonomic issue ☐ Chemicals ☐ Guards/barriers ☐ Fire/explosion hazard ☐ Tools/equipment ☐ Radiation ☐ Sharp object ☐ Lighting/temperature/ventilation ☐ Inclement weather ☐ Training ☐ Other: _____ ☐ Other: _____

THE “WHY” ROOT CAUSE ANALYSIS

Repeatedly asking the question “why” can help you drill down to the root cause of an incident. For instance, if an employee slipped and fell, the line of questioning could go as follows:

- Why did they slip? Answer: The Floor was wet.
- Why was the floor wet? Answer: It was raining and water pooled in the front of the building.
- Why did the water pool? Answer: The tiles are improperly graded, which creates stagnant water.

The scenario:

Why 1:

Why 2:

Why 3:

Why 4

Why 5:

ROOT CAUSE NARRATIVE

Based on your analysis, describe what caused the incident:

POSSIBLE CORRECTIVE ACTIONS

- ☐ Isolate and guard the hazard ☐ Implement a procedure change ☐ Provide gloves ☐ Provide hard hats
- ☐ Automate a manual process ☐ Provide safety training ☐ Provide respirators ☐ Provide face shields
- ☐ Remove the hazard (redesign) ☐ Add signage and warnings ☐ Use safety glasses ☐ Use cut resistant clothes
- ☐ Provide ventilation ☐ Improve housekeeping practices ☐ Provide safety shoes ☐ Use hearing protection
- ☐ Use new tools or equipment ☐ Provide lab coats ☐ Other _____ ☐ Other: _____

Corrective Action (Include at least one corrective action per every identified root cause.)	Responsible Individual	Expected Completion Date	Actual Completion Date

Report Completed By: _____

Date of Report: _____

Appendix D - Hot Work Permit

Worksite: _____ Date: _____

Job Title: _____ Time: _____

Area/Location: _____

Before authorizing any cutting, burning or welding operations, the supervisor shall inspect the proposed work area and complete the following checklist:

SAFETY PRECAUTION	YES/NO/NA
All welding/cutting/burning equipment (leads, grounds, clamps, welding machines, hoses, gauges, torches, cylinders, etc.) has been inspected and is in good working order.	
Employees have been provided with all appropriate PPE required and trained in its correct usage.	
All fire hazards, including flammable or combustible materials located in or around the proposed work area have been removed or covered with fire-resistant tarpaulins.	
Exposed wall or floor openings, cracks, ducts or other openings within 35 feet of the proposed work area have been covered to prevent the passage of sparks, fumes, etc.	
At least one 5 lb. CO2 fire extinguisher is located within 30 feet of any welding, cutting, burning or open flame work.	
Items to be welded/cut/burned have been properly cleaned and/or vented to prevent flammable or toxic vapors from forming.	
Ventilation and/or exhaust are sufficient to keep fumes and gases away from breathing air.	
Proposed work area has been inspected for chlorinated degreasing solvents or other phosgene forming agents.	
Fire Watchperson(s) with approved fire extinguisher(s) have been assigned and will be present in the area during and at least 30 minutes after any welding, cutting or burning operations.	

I hereby certify that all the above information has been verified, and all precautions taken prior to the start of any cutting, burning or welding operations.

SIGNATURE OF SUPERVISOR: _____

Appendix E - Inspection Checklist for Heavy Equipment

Date: _____ Operator: _____ Work site: _____

Equipment number: _____ Type: _____ Mileage/hours: _____

Location: _____ Serial number: _____ Shift: _____

SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

EXTERIOR	N/A	OK	MAINTENANCE NEEDED
Lights	☐	☐	☐
Tires (condition and pressure)/tracks	☐	☐	☐
Steps/handrails	☐	☐	☐
Exhaust	☐	☐	☐
Hydraulic hoses (check visually)	☐	☐	☐
Bucket	☐	☐	☐
Teeth/edge	☐	☐	☐
Safety warnings attached (refer to parts manual for location)	☐	☐	☐
Fitting (greased)	☐	☐	☐
Hydraulic oil fluid level (dipstick)	☐	☐	☐
Transmission fluid level (dipstick)	☐	☐	☐
Operator's manual in container	☐	☐	☐
Capacity plate attached (information matches model, serial number and attachments)	☐	☐	☐
Fuel level	☐	☐	☐
Hitch/coupler	☐	☐	☐
Wipers	☐	☐	☐
Fenders	☐	☐	☐

INSIDE CAB	N/A	OK	MAINTENANCE NEEDED
Backup alarm functioning properly	☐	☐	☐
Parking brake functioning smoothly	☐	☐	☐
Service brake functioning smoothly	☐	☐	☐
Steering operation functioning smoothly	☐	☐	☐
Drive control (forward/reverse) functioning smoothly	☐	☐	☐

Tilt control (forward and back) functioning smoothly	☐	☐	☐
Hoist and lowering control functioning smoothly	☐	☐	☐
Roll-over protection in place	☐	☐	☐
Horn functioning properly	☐	☐	☐
Lights and alarms (where present) functioning properly	☐	☐	☐
Hour meter functioning properly	☐	☐	☐
Hydraulic controls functioning properly	☐	☐	☐
Instrument monitors/gauges functioning properly	☐	☐	☐
Glass windows intact	☐	☐	☐
Mirror intact	☐	☐	☐
Fire extinguisher inspected	☐	☐	☐

Explanation of defects:

☐ Repairs needed

☐ Repairs **NOT** needed

Operator's signature: _____

☐ Repairs **COMPLETED** by mechanic

Mechanic's signature: _____ Date: _____

Appendix F – Ladder Inspection Checklist

Date:

Review conducted by:

ALL LADDERS	YES	NO
All rungs or steps are in good condition (no cracks or dents, non-slip foot pads in good condition)	☐	☐
Steps and rungs securely attached to side rails	☐	☐
Rail bracing secure and undamaged (if present)	☐	☐
Ladder is free from oil, grease, mud, or other slippery materials	☐	☐
Rails in good condition: no cracks, dents, or sharp edges	☐	☐
Labels present and readable	☐	☐
Top cap in good condition, securely attached	☐	☐
Anti-slip safety shoes/feet present and secure	☐	☐
Ladder is free of rust and corrosion	☐	☐

STEP LADDERS	YES	NO
Spreaders in good condition and securely attached to rails	☐	☐
Spreaders lock into place and do not wobble	☐	☐
Spreader stop present and securely attached	☐	☐
Rear support rungs (non-climbing side) in place and secure	☐	☐

EXTENSION LADDERS	YES	NO
Extension/rung locks working, securely grasp rungs	☐	☐
Chains, cords, and ropes in good condition	☐	☐
Pulley working properly (if present)	☐	☐

ACTIONS/DETERMINATIONS	
Ladder is safe for use	☐
Ladder damaged/unsafe: tagged and removed from service	☐

Appendix G - Confined Space Entry Permit

CONFINED SPACE ENTRY PERMIT

Date and Time Issued:

Expiration Date and Time:

Space I.D.:

Job Supervisor:

Work to be performed:

Entrant has received training

()

Yes

()

No

Attendant has received training

()

Yes

()

No

Supervisor has received training

()

Yes

()

No

Attendant Personnel:

ATMOSPHERIC CHECKS (Testing Results)

Oxygen level:

Oxygen levels are safe—neither above 23.5 percent nor below 19.5 percent.

()

Yes

()

No

Flammable gas, vapor or mist level:

Flammable gas, vapor or mist levels are safe, they are not over 10 percent of LFL.

()

Yes

()

No

Airborne combustible dust level:

Airborne combustible dust levels are safe, they do not meet or exceed LFL.*

()

Yes

()

No

Other toxic and hazardous substance level:

Other toxic and hazardous substance levels are safe—they do not exceed PEL.

()

Yes

()

No

Other atmospheric conditions are safe; there is no other atmospheric condition that is immediately dangerous to life or health.

()

Yes

()

No

If “No”, describe:

Tester’s signature

Date and time of testing

* Concentration can be approximated as a condition in which the combustible dust obscures vision at a distance of 5 feet (1.52 meters) or less.

SPACE PREPARATION (Blanking, Lockout, Tagout, etc.)

Hazard	Preparation/Isolation	Date Completed

VENTILATION

Mechanical	()	N/A	()	Yes	()	No
Natural ventilation only	()	N/A	()	Yes	()	No
Means of detecting an increase in atmospheric hazard levels if the ventilation system malfunctions:						

ATMOSPHERIC CHECKS AFTER ISOLATION AND VENTILATION (Testing Results)

Oxygen level:		Oxygen levels are safe —neither above 23.5 percent nor below 19.5 percent.	()	Yes	()	No
Flammable gas, vapor or mist level:		Flammable gas, vapor or mist levels are safe, they are not over 10 percent of LFL.	()	Yes	()	No
Airborne combustible dust level:		Airborne combustible dust levels are safe; they do not meet or exceed LFL.*	()	Yes	()	No
Other toxic and hazardous substance level:		Other toxic and hazardous substance levels are safe—they do not exceed PEL.	()	Yes	()	No
Other atmospheric conditions are safe; there is no other atmospheric condition that is immediately dangerous to life or health.			()	Yes	()	No
If “No”, describe:						

Tester's signature _____

Date and time of testing _____

* Concentration can be approximated as a condition in which the combustible dust obscures vision at 5 feet (1.52 meters) or less.

COMMUNICATION PROCEDURES

RESCUE TEAM CONTACT PROCEDURE

Procedure Reviewed by: _____

Review date: _____

EQUIPMENT CHECK (Equipment is Available and Functional)

Direct reading, calibrated meter	()	N/A	()	Yes	()	No
Ventilation equipment	()	N/A	()	Yes	()	No
Safety harness and lifelines for entry personnel	()	N/A	()	Yes	()	No
Retrieval device	()	N/A	()	Yes	()	No
Communications	()	N/A	()	Yes	()	No
Access equipment	()	N/A	()	Yes	()	No
Protective clothing	()	N/A	()	Yes	()	No
All electric equipment listed for area classification	()	N/A	()	Yes	()	No

PERIODIC ATMOSPHERIC TESTS (By Substance Type)

Oxygen	_____ %	Test time: _____	Oxygen	_____ %	Test time: _____
Oxygen	_____ %	Test time: _____	Oxygen	_____ %	Test time: _____
Flammable	_____ %	Test time: _____	Flammable	_____ %	Test time: _____
Flammable	_____ %	Test time: _____	Flammable	_____ %	Test time: _____
Combustible	_____ %	Test time: _____	Combustible	_____ %	Test time: _____
Combustible	_____ %	Test time: _____	Combustible	_____ %	Test time: _____

Toxic	_____	%	Test time:	_____	Toxic	_____	%	Test time:	_____
Toxic	_____	%	Test time:	_____	Toxic	_____	%	Test time:	_____

CERTIFICATION

We have reviewed the work authorized by this permit and the information contained herein. Affected employees, entrants, attendants and supervisors have received and understand written instructions and safety procedures. Entry cannot be approved if any items are marked in the "No" column. This permit is valid **only if** all appropriate items are completed.

Permit Prepared by: _____ (Supervisor)

All entry procedures have been followed: _____

Entry Supervisor: _____ Date: _____

Entrant: _____ Date: _____

Attendant: _____ Date: _____

THIS PERMIT CAN BE CANCELLED AT ANY TIME BY THE ENTRY SUPERVISOR, THE ENTRANT OR THE ATTENDANT IN THE EVENT OF A SAFETY CONCERN.

This permit is to be kept at the work area. Return the expired permit to the program administrator at the conclusion of the job.

Appendix H - Lockout Tagout Device Log

Worksite:		Date:
Job Title:		Time:
Equipment Location:		
Equipment Description:		
Make:	Model:	Serial #:

CONTROLS:

The following controls, including “start/stop” buttons, toggle switches, emergency stop buttons, shut-off valves, etc. have been identified for this equipment.

DESCRIPTION OF CONTROL	LOCATION ON EQUIPMENT

ENERGY SOURCES/ISOLATION DEVICES:

The following Energy Sources and Energy Isolation Devices supporting this equipment have been identified and disabled.

- | | | |
|-------------------------------------|-----------------------------------|--|
| ☐ Electrical | ☐ Steam | ☐ Stored Energy |
| ☐ Pneumatic | ☐ Chemical | ☐ Other |
| ☐ Hydraulic | ☐ Thermal | |

DESCRIPTION OF SOURCE/DEVICE	LOCATION ON EQUIPMENT

SPECIAL INSTRUCTIONS: _____
